



INTERNAL RULES & REGULATIONS OF "L'ECOLE FRANCAISE D'HURGHADA"

The French School of Hurghada, is a private school under Egyptian Laws which collects school fees for the education.

The registration of a pupil at the French School of Hurghada implies the acceptance of the internal rules & regulations and the payment of School fees. This regulation is a contractual document between all the members of the educational community.

The French School of Hurghada is a non religious educational institution as it is the case for all French Schools and therefore maintains political, ideological and religious neutrality. It refuses all forms of propaganda.

All pupils have a duty of tolerance and respect of others.

All members of the School community are equally entitled to the respect of their religion, faith, political and philosophical convictions, but these must remain part of their private life, and their display at School is prohibited. It is only under these conditions that the educational project of the French School of Hurghada, which promotes the opening towards different cultures, will be possible.

The pupils registered at the French School of Hurghada follow studies which fit the structures, instructions and programmes of the French curriculum " Education Nationale Française".

Additional lessons of Arabic and English languages are given and are compulsory for all the pupils until 5ème.

The French School of Hurghada is registered with the Egyptian Ministry of Education, which implies for the pupils of Egyptian nationality, additional lessons outside the French program, in Arabic, History and Geography of Egypt and Religion.

The main communication language at School, except in foreign languages classes, will be French.

I. Enrolment Policy

The School is open to children who satisfy the conditions of enrolment defined below and who follow all classes given within the framework of their scholarship.

Admission of pupils holding Egyptian nationality will be final depending upon the Egyptian Education Ministry's scholarship authorisation to the French School of Hurghada.

Children enrolling in primary or secondary curriculum and coming from another School will be admitted according to an admission assessment and test.

In Pre-School years ("maternelle") only independent and clean children will be admitted

- In "Toute petite" section: child must become 2 years before the end of the civil year when School begins
- In "Petite" Section : child must become 3 years before the end of the civil year when School begins.
- In "Moyenne" section : child must become 4 years before the end of the civil year when School begins.
- in "Grande" section : child must become 5 years before the end of the civil year when School begins.

In the elementary and in the secondary classes, the new pupils are registered:

- On faith of a certificate of attendance delivered by the previous School if it was a public French institution or an institution approved by the French ministry.
- After passing an evaluation test of the skills and knowledge if the pupil comes from another type of institution.

A pupil will be allowed at the French School of Hurghada only after acceptance of the School fees plan and payment of the Registration fee by his parents.



Ecole Française d'Hurghada

II Organisation of School Life

1. Class hours (from Sunday to Thursday)

The School doors open at 8:15 am.

Classes start at 8:30 a.m.

Classes end at 3 p.m. every day except on Tuesdays when they end at 1:00 p.m..

Classes may end at 4:45 p.m. on some days and at 14:45pm on Tuesdays for pupils following Arabic programs and those following Collèges and Lycée programs.

The School doors will close at 8:30 a.m. and 5:00 p.m., except on Tuesday 3:00pm.

Parents or designated persons in the enrolment form, must imperatively pick up their children at the given exit times.

Children must leave the School premises at the end of their class day. Parents are responsible of their children after the end of the classes; Only pupils following extra classes (Arabic or others) are authorized to stay within the School premises.

Parents may enter the playground but are not allowed to enter the classrooms

At the bell at 8:30 a.m., all pupils must align in the column designated for their class and must follow the flag launch and Egyptian National Hymn. Only after that will they enter their classroom with their teacher.

2. Lateness and absences

Regular attendance and punctuality are fundamentally compulsory.

Lateness

The School doors will close at 8:30 am

Parents must make sure their children respect their class time schedule (beginning and ending of classes) and holiday's calendar.

Any lateness must be justified. Unjustified or repeated lateness will be sanctioned.

After 4 repeated lateness, the parents will be notified and called for a meeting with the headmaster. Above that and for any additional 4 lateness, parents will be notified in written and a note will be made in the pupil follow-up file .

A temporary exclusion of the pupil, for a period not exceeding one week, can be decided by the School council in case of repeated disruptive behaviour or evident bad will of the parents to take charge of their child at the end of the School day, as per the times schedule by these School rules and regulations.

An exceptional School exit authorization during the day, signed by the parents and presented to the headmaster, can possibly allow the pupil to leave School.

Absences

a. Planned absences

Parents must inform the School of planned absences in writing.

b. Unpredictable absences: If, for any reason, a pupil is unable to attend School, parents must inform the School as soon as possible. A written absence note must then be presented. For any absence, what-ever the reason, the pupil will only be admitted again upon presentation of this absence note. In case of contagious disease, a medical certificate of non-contagion will be required with the absence note.

In case of repeated absences during the year, the School reserves its right to refuse the admission of the pupil the following year.

3. School Outfit

All pupils must wear a uniform for all School activities.. Not wearing the uniform will be sanctioned. Shoes holding firmly the feet are requested (no flip-flops).

Proper clothing is required: dress down to the knees (no shorts, no jeans with holes)

In case of nonproper clothing, the School will call the family to bring adequate clothing to the pupil.

A warning will be given to the pupil upon the second breach of this regulation



4. Hygiene and cleanliness

Pupils are expected to respect, under the supervision of the School, the cleanliness and good conditions of the School facilities and equipments.

5. Disciplinary measures

Pupils whose behaviour or work is below acceptable standards will be sanctioned. They may face the following disciplinary measures

- as proposed by the School staff:
 - verbal notification
 - extra homework or in School time-out
 - Work of public interest (like cleaning premises, handy work etc)
 - written notification and parents call

- by decision of School Council :
 - temporary suspension, not exceeding 3 days

– by decision of the disciplinary or the permanent commission:

- temporary suspension
- final suspension of School

All measures will be mentioned in the pupil's follow-up file and CNED will be informed of temporary or final suspension.

III. Parents/School information

1. Information about children's work

Pupils' work results are transmitted to the parents through signed evaluations done at School for the elementary level and through CNED evaluation forms for the secondary level. Parents are also kept informed of their children's marks at the elementary level through a trimester report signed by the teachers.

Parents must commit that their child hold the whole list of School supplies as requested and must control regularly that the material is in good working condition. Parents commit as well to control that the homework is done in a serious manner.

2. Information notebook

An information notebook is given to each pupil at the beginning of the year to support communication between The School and the parents.

3. Parents-teachers meetings

A meeting between parents and teachers is planned at the end of each trimester in order to discuss general working conditions and individual pupil's follow-up.

Parents who wish to meet teachers outside these meetings must ask for an appointment.

4. Information boards

Information boards are available for students and parents within the School playground. No information can be posted anywhere else at the School premises without authorization given by the headmaster.

5. Scholarship fees

Parents must accept the present School rules and regulations by signing it and commit to respect all its clauses. They also accept the full financial responsibility of any damages or vandalisms made by their children.

Payment of scholarship fees can be divided in 4 instalments at most during the scholar year i.e. on June 15, September 1st, December 15, March 15 each year.

Pupils whose fees are not paid within 10 days of the due date will not be allowed to enter their classroom until their situation has been cleared.

A penalty of 10 % will be added to fees not paid on due time.

In case of arrival or departure during the year, as well as in case of cancellation, the 1st term remains due in order to cover the registration fees. Any term started is fully due and will not be refunded.

The School reserve its right to take legal action for any due debt.



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IV. Person & Goods safety

1. No one except pupils and School staff will be authorised to enter the School premises unless they are authorised to do so by the headmaster.

2. Prevention and hygiene

No pupil will be admitted at School until compulsory vaccination certificates are provided (BCG, diphtheria, tetanus, poliomyelitis, pertussis). All pupils must be healthy and have a good personal hygiene in order to be accepted at School.

All pupils will have to undertake the annual medical control and all prophylactic measures decided by the French diplomatic authorities or the School doctor.

Doctor consultation is subject to Medical Secrecy.

Snacks and meals must be well balanced. Sweets, sodas and chips should be avoided.

3. Accident and Insurance

In case of accident at School, if transportation is needed, the vehicle of the parents (or of people in charge of the child) should be used.

Parents are strongly advised to take out a personal individual & liability insurance.

In case of accident or dangerous situation, the staff of the School is entitled to take all measures they will deem necessary to protect and save the pupil.

4. Dangerous objects and items without any School use

It is strictly forbidden to bring dangerous objects (e.g. knives, ...) and items without any School use in the School premises.

5. Fire and exceptional circumstances

Teachers and pupils will follow evacuation drills.

6. General discipline

During break times, pupils must leave the classrooms and move quietly and behave properly. Personal belongings like walk-mens, mobile phones, electronic games are not allowed inside the School premises. Pupils should not carry valuable items (jewels, pens, ...) and the School will not be held responsible for any loss of such items neither any money loss.

We expect all children to maintain values of mutual respect, self-discipline and social responsibility, and to show consideration to the others' convictions. Any physical or moral aggression and any violence are strictly prohibited.

7. Use of Information technology and communication (the chart is available for consultation at School)

A chart defining the use of internet and multimedia services is available for consultation at School. Each member of the School community must read and sign it. Any breach to this chart will be sanctioned at School and may lead to legal proceedings in worst cases.

V. Sports and Cultural activities

1. Extra curricular activities

Extra curricular activities are optional, and parents will have to pay for them.

Participants will be informed of specific rules and regulations for these activities.

2. School outings

School outings will be supervised by the teacher and a few parents.

Children who don't take part in outings will be welcome as usual at School.

For these outings, parents must provide an authorisation (compulsory).

In case of accident, teachers are entitled to take all necessary decisions including hospitalisation.

Any person part of the School community, such as pupils, pupils' parents, School staff and teachers should be fully aware of these internal rules and regulations, abide and sign them

DATE :

"Read and approved"

SIGNATURE