

INFORMATION NOTE TO PARENTS AND PUPILS

2024-2025 School Year

Opening hours of the school

The entrance for secondary school pupils is through the double-door security entrance (SAS) or security gate. Please remember that pupils must be in front of the classroom a few minutes before the beginning of the lesson.

MORNING		AFTERNOON	
7:15 am - 7:55 am	Pupils enter through the double-door entrance	13:20	Pupils who do not eat at the canteen enter through the double-door entrance
Morning 1 (M1) 8 am - 8:55 am	Double-door entrance is closed at 8 am	Afternoon 1 (S1) 13:30 - 14:25	Double-door entrance is closed at 13:30
Morning 2 (M2) 9 am - 9:55 am	Entry through the security gate: 8:55 am to 9:05 am	Afternoon 2 (S2) 14:30 - 15:25	Double-door entrance opens from 14:25 to 14:35
Recreation 9:55 am - 10:15 am	Entry through the security gate from 9:55 am to 10:20 am	Recreation 15:25 - 15:40	Double-door entrance opens from 15:20 to 15:45
Morning 3 (M3) 10:20 am - 11:15 am	Double-door entrance opens from 11:15 am to 11:25 am	Afternoon 3 (S3) 15:45 - 16:40	Double-door entrance opens from 16:40 to 16:45
Morning 4 (M4) 11:20 am - 12:15 pm	Pupils who do not eat at the canteen exit through the double-door from 12:15 to 12:35	Afternoon 4 (S4) 16:45 - 17:40	Pupils exit through the security gate from 17:40 to 17:50
		Afternoon 5 (S5) 17:45 - 18:40	Pupils exit through the security gate from 17:45 to 18:50

It is important for all pupils who are late for school to note that their lateness will disrupt the class. Regular attendance and punctuality are two fundamental rules which must be strictly adhered to. Class attendance is compulsory for all classes during the day and has priority over any other extra-curricular activity.

No pupil may leave the school without prior authorization from the school head or his/her representative.

Please remember that pupils waiting at the gate outside the school (late or having finished their lessons) are the responsibility of their parents. **Nevertheless, for safety reasons, we recommend that pupils do not linger outside the school.**

Correspondence book

Pupils must have their correspondence book (*carnet de correspondance*) in order **to enter and exit the school**. This book must be presented to ANY adult of the school community who asks for it. It is therefore necessary and compulsory to sign any information noted in it.

1 st oversight	2 nd oversight	3 rd oversight
Pronote message	Pronote message	Detention: 1 hour

Pupils may be punished for the loss of their correspondence book. Please inform the school of any loss as soon as possible. Replacement of the correspondence book will be at the parents' expense (payment of GHC50 to the accountant).

Lateness

Lateness must be **exceptional** and beyond the control of the pupil (e.g. no school bus service, bad weather or traffic jam).

Any pupil who is late in the morning (from 8:10 am) or after lunch break (after 13:40) will not be allowed to join his/her class and will be directed to the study hall, irrespective of the reason for their lateness. This is to avoid disrupting the lesson in progress. The pupil will have to catch up on the missed lesson on their own.

In case of lateness (less than 10 minutes in the morning and 5 minutes after lunch break or between two lessons):

- the pupil will report to the school office (*vie scolaire*), with his/her correspondence book,
- then the pupil will present the correspondence book, stamped by the school office, to his/her teacher.
- The next day, the pupil will return the correspondence book to the school office after it has been seen and signed by his/her parents.

Kindly remember that in the interest of the pupils and their education, the school office will not tolerate repeated lateness. Pupils will get detention after three late arrivals. For your information: the recorded number of late arrivals will be reset to zero at the end of the term.

Reminder of the procedure to be followed in case of lateness:

1 st time	2 nd time	3 rd time
Note to be signed in the correspondence book/ Pronote message/Email to parents	Note to be signed in the correspondence book/Pronote message/Email to parents	Note to be signed in the correspondence book/Pronote message/Email to parents/ 1 hour detention

Absences

In the event of a pupil's absence, the family must inform the school office as soon as possible in writing (email: viescolaire@lfaccra.com) and in particular before the absence, if it is foreseeable. The family will have to respond to the notice of absence sent by the school.

Upon return, the pupil must present the absence slip provided for this purpose in the correspondence book, duly **signed by his/her parents**, to the school office.

The pupil will not be allowed back to class if the slip is not stamped by a member of the school office staff.

Class attendance is an obligation and a condition for academic success which cannot be waived by the pupil or his/her parents.

Consequently, all absences must be legitimate and justified, with the reason being left to the discretion of the school office.

In case of scheduled absence: For example, Citizens' Day, parents should send an e-mail to the school office with the proof of absence.

In case of unscheduled absence: For example, illness

- The family should notify the school office on the day of the absence by email: viescolaire@lfaccra.com.

On the day of his/her return to the school, the pupil must submit the proof of absence in the correspondence book to the school office.

Reminder of the procedure to follow in case of absence:

In case of absence	The parents inform the school office by email when it is possible/an email will be sent by the school office.	The absence slip must be filled in the correspondence book by the time the pupil returns to school and must be presented to the school office (with proof if required).	The school office will calculate the number of absences on Pronote, during the semester, and indicate it on the report card.
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If parents do not justify their child's absences or they are too frequent, a meeting with the management may be necessary to discuss the child's education.

Mobile phone & connectable devices

The use of a mobile phone or any connectable device and related applications (music, games, photography, etc.) without the express authorisation of an educational staff member of the school, as well as any connectable and/or photography device and camera, is **strictly forbidden on the school premises**. Pupils must also remove their headphones when entering the school.

In the event of an offence, the device will be confiscated, returned to the family and the pupil sanctioned.

1 st Use of Telephone or Connectable Device	2 nd Use of Telephone or Connectable Device
The phone will be confiscated for the day and returned to the pupil at the end of the day + Pronote message	The phone will be confiscated for the day + Pronote message. Parents will be contacted to collect their child's phone from the Senior School Administrator's office + punishment

Your child may go to the school office to contact you. He/she may use his/her personal phone **only** after the school office has granted permission.

Dress code

A school is a place of learning and education. It is important to create the conditions for everyone to work in mutual respect.

Correct dress is required in the school. It must respect the elementary rules of decorum, in accordance with the activities organised in a school setting. Families are responsible for keeping their children's clothes according to the school's guidelines. We ask all parents to ensure that :

- Skirts and shorts are not too short (just above the knee),
- Clothes do not show navel or underwear,
- Clothes are in good condition (no rips or holes).
- Pupils wear suitable shoes (no flip-flops or crocs).

Kindly note that no piercing is accepted in the school and only very discreet earrings and make-up are allowed. Finally, the wearing of any head covering is forbidden in the classrooms and inside the buildings.

Procedure to be followed in case of non-compliance:

1 st time	2 nd time	3 rd time
Pronote message + email to parents	Pronote message + parents are contacted to bring appropriate clothes. NB: the pupil will not be allowed to go to class without the change of clothes	Pronote message + request for an appointment with the family. The pupil will not be allowed to go to class before the appointment + punishment

P.E. uniform

Sportswear is compulsory irrespective of the activity practised:

- a water bottle or bottled water,
- shorts and the **LFIA T-shirt** given at the beginning of the year,
- suitable sports shoes and socks.

Due to the climate in Ghana and for reasons of hygiene, pupils must change in the changing rooms at the end of P.E. lessons.

Any pupil not wearing the required clothing **will be sanctioned and the family informed.**

Lockers

Lockers are only available to junior high school pupils (6èmes).

Pupils must go to the school office to request a locker and a staff member will give them a locker number.

The use of lockers is subject to the following rules:

- pupils have to bring their own key or combination lock
- the school office reserves the right to open the locker at any time.

The infirmary

An infirmary is available to pupils in case of need.

Any pupil going to the infirmary must take along his/her correspondence book and, first of all, register at the school office.

Your child's visit to the infirmary is reported in the correspondence book and on Pronote.

No pupil will be authorised to leave the school during school hours for reasons of illness, unless they have gone to the infirmary and the parents have directly been contacted by the school nurse.

Please note that only the nurse is authorised to confirm that a pupil can go home.

We encourage you to consult Pronote regularly.

Personal belongings

Pupils are responsible for the items they bring to school. The school cannot be held responsible for loss or theft on its premises.

Meals

The service provider, "LA BOULE ACCRA", provides snacks on a daily basis for the school's pupils.

The service provider, "PALOMA", provides a daily self-service restaurant for the school's pupils.

NB: You can provide your child's meal in a lunch box. This must be brought in the morning by the pupil and remain under their responsibility throughout the day. For security reasons, no lunchbox can be delivered to the pupil or left at the security desk in the morning (or at 12:15).

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