



2024/2025 PRIMARY SCHOOL RULES

Preamble:

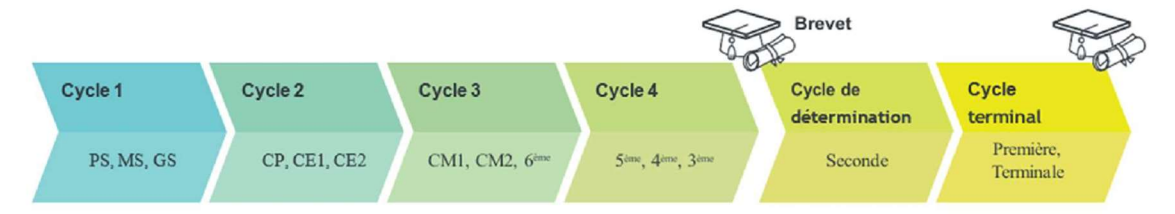
The public service of education is based on values and principles which must be respected by everyone in the school: principles of neutrality, secularism and pluralism. Everyone is also bound by the duty of attendance and punctuality, tolerance and respect for others, respect for equal rights between girls and boys, protection against all forms of psychological, physical or moral violence. Under no circumstances will the use of physical or verbal violence be tolerated. Mutual respect between everyone, adults and students, is also one of the foundations of community life.

The Lycée Français International d'Accra Jacques Prévert ensures the continuity of the French public education service in Ghana and contributes to the influence of the French language and culture. It also educates Ghanaian students as well as several other nationalities and thus participates in cooperation between education systems. The school welcomes children of all nationalities.

The LFIA J. Prévert school is an establishment managed by parents, under agreement with the AEFÉ (Agency for French Education Abroad).

French education is built in 3-year cycles, from the Petite Section of kindergarten (PS) to 3ème, with a common base of skills to be acquired from CP (beginning of elementary school) to 3ème (end of college).

This operation in cycles allows students to develop skills at their own pace, while gradually acquiring increasingly expert knowledge, skills, and attitudes. At the end of the 9th grade, students obtain their first diploma and make their first career choices leading to the Baccalaureate and then to higher education in France and around the world.



The "common base of knowledge, skills and culture" constitutes all the knowledge, skills, values, and attitudes necessary for successful education, life as an individual and as a future citizen. From primary school to the end of compulsory education, students gradually acquire the skills and knowledge necessary to master this common foundation.

The role of kindergarten:

Nursery school is an essential step in the path of students to ensure their academic success. Its main mission is to make children want to go to school to learn, affirm and develop their personality.

It is a school where children will learn together and live together. They develop their oral language and begin to discover writing, numbers and other areas of learning. They learn by playing, thinking and problem-solving, practicing, remembering and memorizing.

Kindergarten learning

Lessons are organized into five learning areas:



The role of primary school:

The mastery of the French language and the first elements of mathematics are the primary objectives of elementary school to allow students to access the fundamental tools of knowledge.

From CP, pupils discover the learning of a modern language (foreign or regional).

In cycle 2, the program provides lessons for questioning the world, artistic lessons (visual arts and musical education), physical and sports education and moral and civic education.

At cycle 3, students consolidate their learning in these areas, discover science and technology, history and geography, and art history.

The school takes into account the plurality and diversity of the aptitudes of each pupil. Alongside reasoning and intellectual reflection, the sense of observation, taste for experimentation, sensitivity, motor skills and creative imagination are developed.

Enrollment in the LFIA primary school is subject to acceptance of the primary school rules, proposed and voted on by the primary school council and validated by the establishment council.

The regulations specify the rules of collective life within the precincts of the establishment applicable to all members of the educational community as well as the specific methods according to which the rights and duties of the pupils are applied.

Registration and admission to primary school

Except in special circumstances, children are enrolled in the age group of their calendar year:

	Class	Age	Calendar year for the 2024/2025 academic
Ecole maternelle Kindergarten	PS - Petite section (Nursery 1)	3 ans	2021
	MS - Moyenne section (Nursery 2)	4 ans	2020
	GS - Grande section (Kindergarten)	5 ans	2019
Ecole élémentaire Elementary School	CP - Cours préparatoire (Grade 1)	6 ans	2018
	CE1 - Cours élémentaire 1 (Grade 2)	7 ans	2017

	CE2 - Cours élémentaire 2 (Grade 3)	8 ans	2016
	CM1 - Cours moyen 1 (Grade 4)	9 ans	2015
	CM2 - Cours moyen 2 (Grade 5)	10 ans	2014

The admission of non-French-speaking students or students from an approved school system other than French is subject to one or more entrance tests depending on the class requested.

The registration of the student is only done after providing all the elements of the administrative and financial file.

Transition and composition of class N to class N+1: The council of teachers meets to decide on the continuation of students' education.

The composition of the classes is done in consultation during the council of teachers.

1. PURPOSE OF THE SCHOOL RULES

The general school rules define the rules applicable to all members of the educational community: students, parents and staff of the whole school.

These primary school rules are integrated into the internal regulations of the whole establishment, they provide details concerning the primary level: nursery and elementary.

2. OPERATING RULES OF THE ESTABLISHMENT

A. ACCESS TO SCHOOL

Opening in the morning

For primary school students (PS to CM2), the SAS doors open at 7:15 a.m.

Nursery pupils must be accompanied by an adult to the nursery playground or to their class, depending on the time.

Elementary pupils go to the playground and remain under the responsibility of the supervisors.

At 7.50 am, the teachers start their shift and take charge of the pupils.

Lessons start at 8am. Any lateness (beyond 800) will be recorded and counted by the secretariat.

Late morning pick up

Kindergarten pupils (PS to GS) finish class at 11:20 on Mondays, Tuesdays, Thursdays and Fridays, and at 11:50 on Wednesdays. Elementary pupils (CP to CM2) finish class at 11:30 on Mondays, Tuesdays, Thursdays and Fridays, and at 12:00 on Wednesdays.

Kindergarten day pupils are collected by their parents from the classroom between 11:20 and 11:30, and between 11:50 and 12:00 on Wednesdays.

Elementary day pupils are collected by their parents from the SAS.

Half-board pupils are accompanied by teachers and supervised by ASEMs and canteen supervisors in the school restaurant (meals provided by the service provider or packed lunches).

Opening in the afternoon

Doors open at 12:50 p.m.

Kindergarten students must be accompanied by an adult to their classroom door.

Elementary school students (CP to CM2) go to the compound where they are under the responsibility of teachers who begin their service.

Classes start at 1 p.m. Any lateness (beyond 1:00 p.m.) will be recorded and accounted for by the secretariat.

The afternoon pick up

Kindergarten pupils (PS to GS) finish class at 14:20 and are collected by their parents from the classroom between 14:20 and 14:30.

Elementary school pupils (CP to CM2) finish class at 2.30 p.m. and are picked up by their parents in the elementary school compound.

Pupils taking part in extracurricular activities: At closing time, kindergarten pupils taking part in an extracurricular activity are grouped together in the kindergarten playground to join their activity leader.

Elementary school pupils with badges are grouped together in the zone defined in the elementary school compound.

Extracurricular activities

The instructor in charge of each activity is responsible for his/her pupils. He/she must pick them up in the nursery school playground or the elementary school playground before the activity and accompany them to the nursery school playground or the elementary school playground at the end of the activity.

It is essential that families adhere exactly to the establishment's schedules, the details of which are defined below.

Late arrivals disrupt the course of lessons and are detrimental to the student and the entire class.

That is why:

- Students are obliged to respect the schedules,
- Parents must take the necessary measures to ensure that their child arrives at school on time.

Summary table of timetables:

	Maternelle	Elémentaire (CP- CM2)
Doors open	7h15	7h15
Teachers begin their role in the morning	7h50	7h50
Classes begin	8h00	8h00
Doors close in the morning	8h05	8h05
Late morning Pick up (<i>Monday, Tuesday, Thursday, Friday</i>)	from 11h20 to 11h30	11h30
<i>Wednesday afternoon Pick up</i>	<i>from 11h50 to 12h00</i>	<i>12h00</i>
Doors open in the afternoon	12h50	12h50
Classes begin in the afternoon	13h00	13h00
Doors close in the afternoon	13h05	13h05
Afternoon Pick up (<i>Monday, Tuesday, Thursday, Friday</i>)	from 14h20 to 14h30	14h30
Pick up after 1st extra curricular activity	15h30	15h30
Pick up after 2nd extra curricular activity	16h30	16h30

NB: These times could be adjusted if the health situation requires it.

Access to school premises, during and outside school hours, without authorization, is prohibited and any intrusion will incur the liability of the offenders or their parents.

During opening hours, it is obligatory to present the school access card to enter the establishment.

B. ATTENDANCE

Enrolment in nursery school implies a commitment by the family to good school attendance. Failure to attend regularly may result in the family being summoned by the Headmistress.

C. ABSENCES

Pupils are welcomed on full half-days (7:50am-11:30am/12:00pm on Wednesdays and 12:50 pm-14:30pm) unless specific arrangements (PAP or PPS) have been approved by the school management. Attendance and absences are recorded daily by the teachers, morning and afternoon.

Absences must be exceptional. Attendance is at the center of the obligations imposed on the student and his family, including in nursery school.

In the event of absence, parents must notify the establishment and make known the reason in writing or by telephone, within 48 hours, with production, if necessary, of a medical certificate.

At the end of each month, teachers report to management students who have missed class without legitimate reason or valid excuse two days in the month. A discussion will then take place with the family.

D. PARENTS' LATENESS' AT PICK UP TIME

In nursery school, school ends at 11:20 a.m. and 2:20 p.m., 11:50 a.m. on Wednesdays and after-school activities at 3:30 p.m. and 4:30 p.m.

In elementary school, school ends at 11:30 a.m. and 2:30 p.m., 12:00 p.m. on Wednesdays and after-school activities at 3:30 p.m. and 4:30 p.m.

Beyond these times, the parents or guardians of the student must sign a register and record the child's pick-up time. The adult who comes to collect the student completes and signs the register of late arrivals at the primary school secretariat. (date, Pick up time).

These lateness' incur costs; from 3 delays in the month, those responsible for the child will be invoiced for all the times recorded in the register. The amount of these daycare fees will be added to the tuition fees. An hour started is deemed due.

Prices :

En maternelle/ In kindergarten :	En élémentaire/ In elementary
-from 11h30 to 12h30 = 50 ghc	-from 11h40 to 12h40 = 50 ghc
-from 14h30 to 15h30 = 50 ghc	-from 14h40 to 15h40 = 50 ghc
-from 15h30 to 16h30 = 50 ghc	-from 15h40 to 16h40 = 50 ghc
-from 16h30 to 17h30 = 50 ghc	-from 16h40 to 17h40 = 50 ghc

E. EARLY DEPARTURE:

Early departure from school must remain exceptional.

If a student must be absent from class, the legal guardians must submit a written request and come in person to pick up their child.

Parents undertake to respect the school year calendar. Early vacations will not be subject to any authorization and no work will be transmitted by the school.

F. ESCORTING KINDERGARTEN PUPILS

PS, MS and GS kindergarten pupils must be accompanied to their class by an adult and taken in charge by a responsible person (named in writing to the administration and presented to the teacher). A kindergarten access card is distributed at the start of the year to each kindergarten family: if this card is not presented, access to the school compound will be refused.

G. ACCESS TO THE LIBRARY (BCD)

Different times of access to the BCD are organized for students. Any book borrowed from the BCD, not returned or damaged, must be reimbursed by the borrower's family.

H. MOBILE PHONE

The use of mobile phones is strictly prohibited on school grounds.

3. HEALTH, SAFETY

HEALTH

A.1 Attendance and school obligation

Enrolment is recorded on presentation of a document certifying that the child has undergone the compulsory vaccinations for his/her age (see infirmary form).

Vaccination against yellow fever and DTPolio are compulsory administrative formalities.

Parents are required to fill in the 'medical information form' accurately, which will be given to them at the beginning of each school year.

A student who is sick at school cannot be accepted into class. He will therefore be taken to the infirmary who will be responsible for calling the family who will come and pick him up.

In the event of a contagious disease (decree of 3 May 1989), in particular rubella, meningitis, diphtheria, scarlet fever or chicken pox, parents must inform the school immediately. The child may not attend school for the duration of the contagion. A medical certificate noting the period of exclusion must be given to the teacher on the child's return.

Pediculosis of the scalp (lice) must be treated and reported by the parents.

If the child is unable to take part in sporting activities, a medical certificate must be provided.

A.2 School nursing service

The school nursing service provides first aid to students. He decides whether the student can return to classes, whether he should stay in the infirmary or be released to his family.

Implementation of Personalized Support Project (PAI)

Any medical treatment must be reported to this service. Medical treatments will be provided by authorized personnel according to the protocol established between the family, the attending physician and the school management.

Under no circumstances should medications be in the possession of students or other adults. The establishment of a PAI is mandatory and is monitored by the school infirmary in the event of temporary or regular medication prescribed by a doctor.

Thus, children with chronic illness, allergies and food intolerance are admitted to school with the implementation of a PAI.

Authorization for medical intervention:

A form is filled out by the family at the start of the school year which specifies for each child:

- People to contact
- The name and contact details of the usual doctor
- Possible allergies. (PAI)

In the event of an extreme emergency and if the family cannot be reached, the family authorizes the medical team contacted by the school to make all decisions regarding care and/or possible hospitalization.

Recommendations: A sick child needs care and rest. School is a collective place where diseases circulate. For everyone's health, here is a series of recommendations

Diseases	RECOMMENDATIONS
<i>Gastroenteritis</i> (Vomiting, diarrhea)	<ul style="list-style-type: none"> - Consult a doctor (<i>certificate or photo of treatment</i>) - Keep the child at home until the symptoms disappear and s/he eats normally.
Conjunctivitis	<i>Very Contagious:</i> Keep the child at home until the eyes stop tearing.
Flu/COVID/fever	<ul style="list-style-type: none"> - Consult a doctor: refer to the COVID health Protocol. - Keep the child at home.
Vaccine-preventable diseases (measles; hepatitis...)	<ul style="list-style-type: none"> - Consult a doctor (<i>certificate ou photo of treatment</i>) - Keep the child at home + Doctor's certificate
Chickenpox	<ul style="list-style-type: none"> - Consult the doctor. - Keep the child at home until the scabs are dry.
Parasites (ringworm, scabies, lice, etc.)	<ul style="list-style-type: none"> - Consult a doctor. - Childcare at home.

A.3. Food; morning snack, meal

As part of health education, students are made aware of the importance of a balanced diet and the practice of daily physical activity.

The morning snack is neither systematic nor obligatory. A small quantity, and foods known to be healthy (fruits) are to be encouraged.

For reasons linked to nutritional balance or safety, the following are prohibited:

chips, aperitif biscuits, sodas...

sweets, candies, particularly lollipops, chewing gum and hard candies (risk of choking).

Afternoon snacks are not taken during school time.

For meals, a service provider offers a **canteen service within the LFIA**. The registration procedures and payment terms are made through the latter.

The LFIA accepts the operation of "lunch boxes", here are some recommendations:

No suitable storage location (bring a refrigerated bag)

Plan balanced meals (meat, fish, starchy foods/vegetables, dessert).

Children have access to water.

Meals can be reheated using microwaves (Attention! For safety reasons, the use of “thermos” type iron boxes is prohibited in microwaves).

SECURITY

B.1 Breaktime and student supervision

Recess will take place every day from 9:30 a.m. to 9:50 a.m.

Kindergarten and elementary school students have their recess in two separate compounds.

Pursuant to Article D. 321-12 of the Education Code, the supervision of students during school activity hours must be continuous and their safety must be constantly ensured, taking into account the state of distribution premises and school materials and the nature of the activities offered. Supervision is carried out on a rotating basis involving teachers, ASEMs and supervisors according to a timetable of services put in place at each start of the school year.

B.2 School outings and external stakeholders

School outings require authorization from the headmistress and from the school principal.

The organization of excursions (or discovery) classes requires prior authorization from the cultural service of the French Embassy.

The director and head of the establishment may authorize named parents to participate in these actions. The director and the head of the establishment may also authorize named parents or external stakeholders to provide the teacher with participation in educational activities during school time. The name, subject, date, duration and location of the requested intervention will be specified each time.

B.3 Safety of people and property

Safety exercises take place in accordance with current regulations. The results and observations are recorded in a safety log.

The security agents' mission is to regulate entries and exits; parents will ensure that they respect the instructions given. The safety of everyone is at stake.

Reminder: parents must specify to the teacher and/or the primary school secretary if their child should be taken care of by another family when they leave school.

Damage to goods and materials made available to students may result, in addition to educational measures, in costs borne by the families concerned.

B.4 Security, prohibited items

The possession of any product, dangerous object, or object unrelated to school practice is prohibited.

The following items are prohibited (non-exhaustive list):

toys and electronic devices (consoles, mobile phones, connected watches and bracelets, etc.)

valuable items (jewelry, bracelets, dangling earrings, cash)

soccer shoes such as cleats or molded cleats (worn only during sporting activity)

B.5 Presence of a student outside school time

Supervision in the event of parental delay is very exceptionally provided by the security guard. In this case, parents must notify the school as quickly as possible.

4. DUTY TO RESPECT PEOPLE, THE ENVIRONMENT AND THE ENVIRONMENT

A. RIGHTS AND DUTIES:

The school promotes the student's openness to the world and ensures, jointly with the family, the child's overall education. Its objective is the individual success of each student by offering the same opportunities to each of them. It ensures continuity of learning.

Teachers teach children knowledge, knowledge, and skills.

It is first of all parents who teach children interpersonal skills, self-control and respect for others.

	Les droits	Les devoirs
Pupils	<ul style="list-style-type: none"> - To be respected by the adults - be helped and supported by teachers - elect class representatives participating in the student council - participate in school life 	<ul style="list-style-type: none"> - get involved in school work - respect school staff - respect your classmates, the rules of politeness - respect your living environment and equipment - in the toilets during breaks
Parents	<ul style="list-style-type: none"> - be regularly informed about their child's schooling - elect representatives to the school council - be received by appointment by the teacher, the director or the head of the establishment. 	<ul style="list-style-type: none"> - respect the internal regulations - commit to regular attendance for their children - respect school hours and appointment times - immediately inform of any changes to the information sheet (telephone, etc.) - respect the school staff - monitor personal work daily - check the school bag, the text book, the liaison book, the assessments, the school report and sign if necessary - in all their relations with other members of the educational community, show reserve and respect for people and functions.

Breaches of the school's internal regulations, and, in particular, any attack on the physical or moral integrity of other students or adults present within the establishment may give rise to reprimands

which are, where appropriate, brought to the attention of families.

B. BEHAVIOR MANAGEMENT

“A student is a victim of harassment when he is repeatedly and long-term subjected to aggressive behavior aimed at harming him, injuring him or putting him in difficulty on the part of one or more students.” This violence is likely to be exercised in various forms, verbal, physical, moral, even sexual. The use of new technologies can sometimes, through misuse, encourage, increase, or induce situations of harassment (cyberharassment). The school considers and handles each situation, proven or suspected, by following the protocol for handling harassment situations established within the establishment.

It is permitted to isolate from his peers, temporarily and under supervision, a difficult child or whose behavior may be dangerous for himself or others. In the case of particularly serious difficulties affecting the behavior of a student in his school environment, his situation must be submitted to the examination of the educational team, provided for in article 21 of decree n°90-788 of September 6 .1990.

5. COMMUNICATION WITH FAMILIES and PRACTICAL LIFE

A. CIRCULATION IN THE ESTABLISHMENT

Access to the interior of the establishment is prohibited to any person outside the service. Only those accompanying kindergarten students are authorized to enter the playground if they have the access card and within the framework of the entry and exit times.

Access is also authorized to parents during meetings with teachers. Parents must leave an identity document at the gate with the guard who will give them in exchange a badge indicating their destination in the establishment.

In the event of urgent information to be communicated to the teacher, inform the secretariat who will transmit it as soon as possible.

If a student forgets something in class, they will have to wait until the next day to retrieve it.

B. LIAISON WITH FAMILIES

When the teacher wishes to meet the parents, he uses the liaison notebook, Pronote communication or an email to communicate with the families.

Likewise, parents will be able to make an appointment with their child's teacher using these supports. To enter the high school, they will have to present the school access card or submit their identity document and in exchange, a badge will be issued to them to go to the meeting place.

The secretariat remains available during school opening hours. The management receives parents by appointment.

6. PRACTICAL LIFE

A. CLOTHING - EQUIPMENT

Clean and correct clothing is required for all students.

Students from PS to Terminale are required to wear the school polo shirt which is provided to them at the start of the year for all cultural outings organized by the establishment outside of high school.

Students from PS to Terminale are required to wear the school t-shirt provided to them at the start

of the year for all sports activities organized by the establishment outside of high school. Outside of outings, wearing LFA outfits is not obligatory. Students can obviously wear them to school if they wish.

For kindergarten students: bring comfortable clothing (shoes without laces).

For elementary school students: compulsory sports clothing on days when there is PE in the timetable (sports shoes and shorts for boys, skirts or shorts for girls).

For security reasons, any valuable object or jewelry, dangling earrings, chains and bracelets are not recommended.

Wearing glasses in the playground, a source of accidents, should be avoided, if possible. Clothing must be marked. The school cannot be held responsible for the loss of jewelry and objects brought to school and not given to teachers.

Students bring to school only those items necessary for their schoolwork. They must respect the school materials, their parents will be responsible for the repair or reimbursement of damaged materials (class BCD books, etc.).

Children are encouraged to practice daily order and hygiene. The work of service personnel must be respected. In the event of serious non-compliance with this work, children may be required to carry out certain repair actions.

B. EXTRA-CURRICULAR ACTIVITIES

A quarterly program of extracurricular activities is offered to students, every day of the week outside school hours. The amount of the activity is fixed.

Regular attendance by registered students is strongly recommended,

A change of activity during the quarter is not systematically authorized. Any cancellation of registration for an activity must be notified in writing. It will not give rise to a refund.

For certain activities, sports in particular, specific clothing is required.

Any student whose behavior is likely to harm the smooth running of the activity will be excluded, without this giving rise to reimbursement of the amounts paid.

C. DEPARTURE FROM SCHOOL

In the event of permanent departure from school, it is necessary to inform the secretariat in writing, with the signature of both parents. Following this letter, the school will prepare the booklets and the cancellation certificate.

All internal regulations require periodic adjustments; the Governing Board is competent to make any necessary modifications after consultation with the competent authorities.

In Accra, on(date)..... Signature of parents