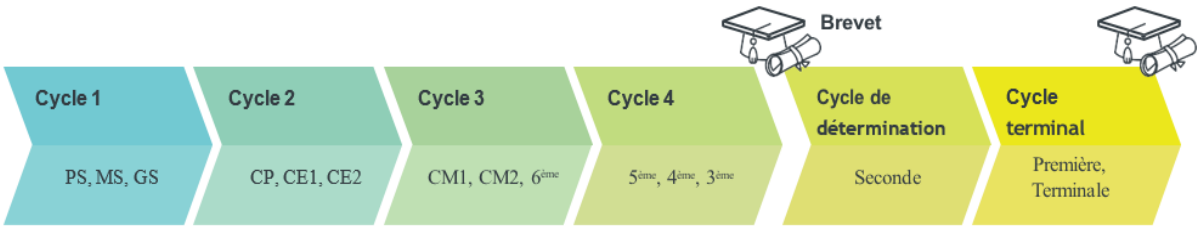
2026/2027 PRIMARY SCHOOL RULES

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 (students, parents, teachers, other adults)*** 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, bound by an agreement with the AEFE (Agency for French Education Abroad).

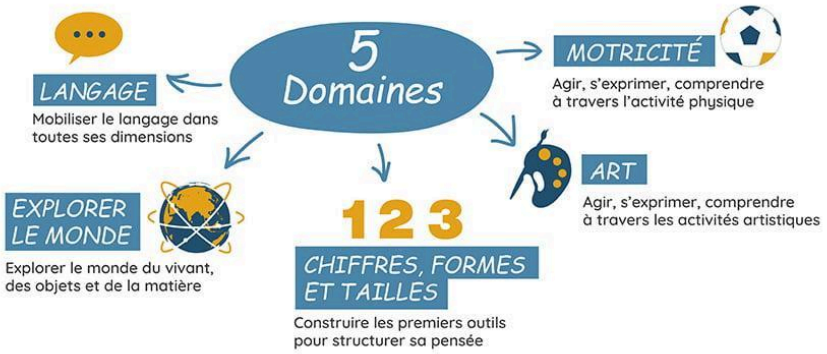
French education is structured in 3-year cycles, from the first kindergarten class (PS) to the end of junior high school (3ème), with a common base of skills to be acquired from CP (beginning of elementary school) to 3ème (end of junior high school).
This operation in cycles allows students to **develop skills at their own pace, while gradually and progressively acquiring expert knowledge, skills, and attitudes.**
At the end of the 9th grade, students obtain their first diploma and make their first certificate 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.

<u>The role of kindergarten:</u>
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 at 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 living language (foreign or regional).
In cycle 2, the program provides lessons for questioning the world, artistic lessons (plastic arts and musical education), physical and sports education and moral and civic education.

In cycle 3, students consolidate their learning in these areas, discover science and technology, history and geography, 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 school council (Conseil d'établissement).

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	Years	Calendar year for the 2026/2027 academic
Preschool	PS - Petite section (Nursery 1)	3 years	2023
	MS - Moyenne section (Nursery 2)	4 years	2022
	GS - Grande section (Kindergarten)	5 years	2021
Elementary School	CP - Cours préparatoire (Grade 1)	6 years	2020
	CE1 - Cours élémentaire 1 (Grade 2)	7 years	2019
	CE2 - Cours élémentaire 2 (Grade 3)	8years	2018

	CM1- Cours moyen 1 (Grade 4)	9 years	2017
	CM2- Cours moyen 2 (Grade 5)	10 years	2016

The admission of non-French-speaking pupils or pupils from a school system other than the accredited French system (AEFE) is subject to the passing of a placement test 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 teachers' council meeting.

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 FOR THE ESTABLISHMENT

A. ACCESS TO SCHOOL

Opening in the morning
For elementary school pupils (PS to CM2), the SAS doors open at 7:15 a.m. Preschool pupils must be accompanied by an adult to the preschool 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 8:00am) will be recorded and counted by the student life office.

Late morning pick up
Preschool pupils (PS to GS) finish school at 11.20 am on Mondays, Tuesdays, Wednesdays, Thursdays and Fridays, and primary pupils (CP to CM2) finish at 11.30 am on Mondays, Tuesdays, Wednesdays, Thursdays and Fridays.
Preschool day pupils are collected by their parents from their classroom between 11.20 am and 11.30 am.
Elementary day pupils are collected by their parents from the SAS.
Half-board pupils are accompanied by teachers and then supervised by ASEMs and canteen supervisors in the school canteen (meals provided by the service provider or packed lunches).

Opening in the afternoon
Doors open at 12:50 p.m.
Preschool pupils must be accompanied by an adult to their classroom door.
Elementary school pupils (CP to CM2) go to the compound where they are under the responsibility of teachers who are starting their shifts.
Classes start at 1 p.m. Any lateness (beyond 1:00 p.m.) will be recorded and accounted for by the Student life office.

The afternoon pick up

Preschool pupils (PS to GS) are collected by their parents from the classroom between 2:20 and 2:30 pm.

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 and supervised in the kindergarten playground by the ASEMs before going to their activity leader.

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

Extracurricular activities

The instructor of each activity is responsible for their pupils; they must collect them from the preschool or primary school playground before the activity and accompany them back to the preschool or primary school playground at the end of the activity.

It is essential that families adhere strictly to the school's timetable, the details of which are set out below.

Late arrivals disrupt the running of lessons and are detrimental to both the pupil and the whole 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

Timetable summary :

	Preschool (PS to GS)	**Elementary (CP to CM2)**
Doors open	7.15	7.15
Teachers begin their role in the morning	7.50	7.50
Classes begin	8.00	8.00
Doors close in the morning	8.05	8.05
Morning Pick up (Monday, Tuesday, Wednesday, Thursday, Friday)	from 11.20 to 11.30	11.30
Doors open in the afternoon	12.50	12.50
Classes begin in the afternoon	13.00	13.00
Doors close in the afternoon	13.05	13.05
Afternoon Pick up *(Monday, Tuesday, Wednesday,Thursday, Friday)*	from 14.20 to 14.30	14.30
Pick up after 1st extra curricular activity	15.30	15.30
Pick up after 2nd extra curricular activity	16.30	16.30

NB : These times could be adjusted if required by health or adverse weather conditions.

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 the primary school entails a commitment from the family to ensure regular attendance. In cases of poor attendance, the family may be summoned by the Headmistress.

C. ABSENCES

Pupils are expected to attend full half-day sessions (7:50 a.m. – 11:30 and 12:50 p.m. – 2:30 p.m.), unless specific accommodations (**PAP or PPS**) have been approved by the school management.

Attendance is recorded daily by teachers, both in the morning and afternoon.

Absences should be exceptional.

Regular attendance is a key responsibility for both pupils and their families, including in nursery schools.

In the event of an absence, parents must inform the school and provide a reason, either in writing or by phone, within 48 hours. A medical certificate must be provided when applicable.

At the end of each month, teachers report to the school management any pupil who has missed class without a valid reason or justification on at least two occasions. In such cases, the school will initiate a discussion with the family.

D. LATE PICK UP BY PARENT

In preschool, classes end at 11:20 a.m. and 2:20 p.m., while extracurricular activities end at 3:30 p.m. and 4:30 p.m.

In elementary school, classes end at 11:30 a.m. and 2:30 p.m., while extracurricular activities end 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 latenesses 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:

In preschool	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 preschool 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).

An LFIA access card is given to each family at the beginning of the year: if this card is not presented, access to the school 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. MOBILES PHONES

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

3. HEALTH AND SAFETY

A. 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 will be taken out of class to the infirmary who has the responsibility of examining the child and placing a call to the family for the child to be picked up where necessary.

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 infection. 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, stay at the infirmary or be released to his family.

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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 students or other adults be in the possession of such medications.
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 during an extreme emergency, 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
Gastroenteritis (Vomiting, diarrhea)	- Consult a doctor (certificate or photo of treatment) - Keep the child at home until the symptoms disappear and s/he eats normally.
Conjunctivitis	*Very Contagious: Keep the child at home until the eyes stop tearing*.
Flu/COVID/fever	- Consult a doctor: refer to the COVID health Protocol. - Keep the child at home.
Vaccine-preventable diseases (measles; hepatitis...)	- Consult a doctor (certificate ou photo of treatment) - Keep the child at home + Doctor's certificate
Chickenpox	- Consult the doctor. - Keep the child at home until the scabs are dry.
Parasites (ringworm, scabies, lice, etc.)	- 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) is encouraged.

For reasons linked to nutritional balance and safety, the following are prohibited:
- Crisps, savoury biscuits, fizzy drinks…
- Sweets and treats, particularly **lollipops, chewing gum and hard sweets** (choking hazard).

Afternoon snacks are not to be eaten during school hours.

For meals, a service provider offers **a canteen service within the school**. The registration procedures and payment terms are carried out by this service provider.

LFIA accepts the operation of "lunch boxes", with some recommendations:
- children are to bring a refrigerated lunch bag. The school does not have a storage location.
- Plan balanced meals (meat, fish, starchy foods/vegetables, dessert).
- Children have access to water in the school.
- Meals can be reheated using microwaves (*Attention! For safety reasons, the use of "thermos" type boxes are prohibited in microwaves.*
- *For safety reasons, instant meals requiring the use of boiling water are not allowed.*

B. SECURITY

B.1 Recess and supervision of pupils

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.
Any damage to the property or equipment made available to pupils may result in costs being charged to the families concerned, in addition to any educational measures taken.

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 and cash*)
- Football boots with cleats or molded cleats (*only allowed during extracurricular sports activities).*
- Footwear that does not stay securely on the foot

B.5 Presence of a student outside school time

Supervision in the event of parental delay is done by the security guards in **very exceptional cases**. When parents' lateness is anticipated, the school must be notified as soon as possible

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

A. RIGHTS AND DUTIES

The school promotes the student's openness to the world and works in close collaboration with the family to ensure the children obtain holistic 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

	Rights	Duties
Elèves	- Be respected by adults - Be helped and supported by teachers - Elect class representatives to participate in the student council - Participate in school life	- Get involved in school work - Respect school staff - Respect your classmates, the rules of politeness - Respect your living environment and equipment - Use the restrooms during breaks
Parents	- 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.	- Respect the internal regulations - Commit to their children's regular attendance to school - 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 children's school bag, textbooks, the liaison book, the assessments, the school reports and sign if necessary - show reserve and respect for other members of the school community and their functions in their relations with them

Breaches of the school's rules and regulations, particularly any behaviour that may cause physical or emotional harm to other pupils or adults within the school premises, may result in disciplinary action. Where appropriate, such incidents will be brought to the attention of the pupil's parents or guardians.

B. BEHAVIOUR MANAGEMENT

«A pupil is considered to be a victim of bullying when they are repeatedly and over a prolonged period subjected to aggressive behaviour by one or more pupils, intended to cause them harm, hurt them, or place them in a difficult situation ».

Such violence take various forms, including verbal, physical, emotional or even sexual abuse. The use of new technologies may, through misuse, sometimes facilitate, intensify or contribute to situations of bullying or harassment (cyberbullying).

The school takes into account and addresses every situation, whether confirmed or suspected, in accordance with the school's established protocol for dealing with bullying situations.

A pupil whose behaviour is disruptive or potentially dangerous to themselves or others may, if necessary, be temporarily separated from their peers under supervision.

In cases of particularly serious behavioural difficulties affecting a pupil's ability to function within the school environment, the situation must be referred to the educational support team, in accordance with Article 21 of Decree No. 90-788 of 6 September 1990.

5. COMMUNICATION WITH THE FAMILIES AND PRACTICAL LIFE

A. CIRCULATION WITHIN THE SCHOOL

Access to the school premise 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 ID with the security guard at the gate, who will issue them a badge indicating their destination within the school.

Where urgent information needs to be given to a teacher, parents are encouraged to inform the secretariat who will ensure the information is transmitted 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 THE 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 channels.
To enter the 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.

C. IMAGE RIGHTS

A form concerning image rights will be given to families at the start of each school year. The signature and consent of the legal guardians is mandatory.

6. PRATICAL 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 preschool pupils: bring comfortable clothing (shoes without laces).
For elementary school students: compulsory sports clothing on days when there is physical education on the timetable (sports shoes and shorts for boys, skirts or shorts for girls).

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

Wearing glasses in the playground is a source of accidents and should be avoided if possible. Clothing must be marked with the student's name. The school cannot be held responsible for the loss of jewelry or other items brought to school and not handed over to teachers.

Students are required to bring to school only those items necessary for their school work. They must respect the school materials. Parents will be responsible for the repair or reimbursement of damaged materials (*Library and classroom 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. EXTRACURRICULAR 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.
  Changing activities during the course of the trimester is not automatically guaranteed. Any

cancellation of registration for an activity must be notified in writing and does not necessarily warrant a refund. 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 a guarantee of a refund of the amounts paid.

C. DEPARTURE FROM SCHOOL

In the event of a permanent departure from the school, it is necessary to inform the secretariat and the class teacher in writing with the signature of both parents. Following this letter, the school will prepare the school reports cards and the withdrawal certificate .

All internal regulations require periodic adjustments. The School Council has the power and competence to make any necessary modifications after consultation with the competent authorities.

In Accra, on (date)……

Signature of parents