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**La Petite Ecole Bilingue**

**Welcome Back Information Pack**

**2018 - 2019**

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# A word from the Head Teacher

Dear Parents,

We are delighted to welcome your child in our school for the 2018-19 academic year! The start of the year is just round the corner and we thought it would be useful to send you a few items of practical information regarding our school.

Shortly after the start of the academic year, we shall send you a ‘Parents’ Guide’ that will outline our academic expectations, including the long term plan for each class, homework, spelling and reading expectations. These expectations will also be discussed during our parents’/teachers’ meeting at the start of the first term.

Throughout the year, I will be sending you a weekly newsletter, which will describe the children’s life at school and notify you of any changes to the class timetable, projects, planned trips, charity events, parents’ events etc.

I hope that you find this Information Pack both useful and informative.

I very much look forward to seeing you all at school and wish you and your child a happy and fulfilling year!

Dr Helene Knupffer, PhD

Head Teacher

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# Hours

The school is open from Monday to Friday as follows:

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* 8.00 am: early arrival club
* 8.30 am: school doors open
* 8.45 am: lessons start for Year 2 and above (Primaire)
* 8.50 am: lessons start for Year 1 and below (Maternelle)
* 4pm: end of lessons\*

\* On Wednesdays lessons end at 12 noon

After school care and Clubs:

* After school care, language support classes and Clubs: every weekday 4pm to 6.30pm depending on the chosen option
* Wednesday workshops: 12 noon to 4pm

How to enroll to *garderie* (afterschool care) and clubs: Simply call or write to our office at [education.og@stewartintschool.co.uk](mailto:education.og@stewartintschool.co.uk)

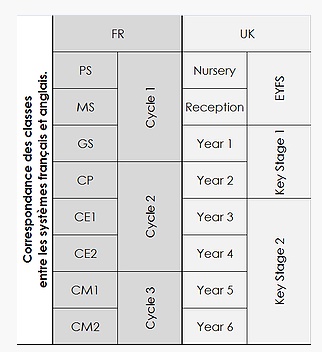
When you sign up for the clubs there is no withdraw in the middle of the term. Nonetheless, you can ask for a paid trial session.

A list of clubs is sent along with this information document.

# Class Structures

## Class Denominations

At La Petite Ecole Bilingue we use the French denomination of classes with the cut-off date of December. Please bear in mind that for children born between September and December the mapping of the French year group to the UK one does not always match. Some classes may be split-levels. The class size will be up to 21 children and the staff-child ratio will be 1:10 or less.



## Class Organisation and Our Team

For the school year 2018-19, the classes will be organised as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Class | MS (Reception) | GS (year 1) | CP  (year 2) | CE1/CE2 (years 3/4) | CM1/CM2 (years 5/6) |
| English | Miss Elizabeth McLaughlin | Miss Lucy Hughes | Miss Lucy Hughes | Mrs Tracey Martin | Mrs Tracey Martin |
| French | Mr Patrice Monge and Mrs Nathalie Auger | | Mr Patrice Monge | Mme Magdalena Szuszkiewicz | Mme Magdalena Szuszkiewicz |
| Teacher Assistants | Mlle Lucile Grieumard and Miss Ann-Marie Brown | | | | |

Teachers are responsible for the teaching of Numeracy, Literacy, Science, History, Geography, Art and ICT. They are supported by specialist teachers for Latin, PE, Music and Dance.

* Mr Donald Robinson teaches Music.
* Mr Andrew Spark teaches Latin and Debate.
* Mrs Svetlana Malinina teaches Dance.
* Mrs Helene Knupffer is hour Head Teacher.
* Miss Alice Blunden is our Deputy Head Teacher.
* Mrs Tracey Martin is our SENco-ordinator.
* Miss Elizabeth McLaughlin is our EYFS coordinator.

## Grouping and EAL/FLE Support

Within the class, and at the discretion of the class teacher, the children may be divided into ability groups for Literacy and Numeracy. This is to ensure that the children work at their own pace and receive appropriate support.

EAL (English as additional language) and FLE (Francais langue etrangere) children will be given individual or small group support during the school time and can if necessary be offered extra support from 4 to 4.30pm per teacher’s advice.

Miss Blunden will support EAL children and Miss Grieumard/Mrs Auger FLE children.

# Communication

## Communication Books

Daily communication to the form teacher can be made via your child’s communication book. You can write a brief note in the book or send in a separate letter.

Each class teacher can be contacted directly via email for school related information, when necessary and after approval by the Head Teacher. However, please note that our teachers will be teaching your children throughout the school day and are unlikely to check their email accounts until after school.

* Our office email address is: [education.og@stewartintschool.co.uk](mailto:education.og@stewartintschool.co.uk)
* Our Head Teacher is Helene Knupffer and her email address is: [head.oxfordgardens@stewartintschool.co.uk](mailto:head.oxfordgardens@stewartintschool.co.uk)
* Our Deputy Head is Alice Blunden and her email address is: [Deputyhead.oxfordgardens@stewartintschool.co.uk](mailto:Deputyhead.oxfordgardens@stewartintschool.co.uk)

## Parents Meetings and Appointments

We will invite all parents to a parents’ meeting at the start of the academic year to introduce new staff, explain the long term plan for each class as well as homework, spelling, reading and uniform expectations. Parents will be given a ‘Parents’ Guide’ that will outline all of the expectations in writing.

There will be two 1:1 teacher/Parent meetings across the academic year where you will be invited to discuss your child’s progress with their teachers. The first will take place shortly before the winter break, the second meeting will take place in the summer term.

If you have a specific concern that you would like to discuss with your child’s teachers, they are usually available to see parents, by appointment, from 4.15 pm onwards on Mondays, Tuesdays, Thursdays and Fridays or on Wednesdays at 12.15pm, depending on their commitments. We ask parents not to enter the classrooms in the morning or at pick up time without prior approval from Head, Deputy Head or Admin officer.

If you would like to ask for an appointment with your child’s teacher (or any other member of staff) you can do so by writing to the Head Teacher ([head.oxfordgardens@stewartintschool.co.uk](mailto:head.oxfordgardens@stewartintschool.co.uk)) or by telephoning to or emailing the school office [(](mailto:head.oxfordgardens@stewartintschool.co.uk)[education.og@stewartintschool.co.uk](mailto:education.og@stewartintschool.co.uk))

# Class Timetables and Extra-Curricular Activities

Shortly after the start of the academic year, you will receive your child’s timetable, which will include the French and English subjects and timings for the different classes and extra-curricular activities. This timetable will be displayed on the door of your child’s classroom and included in the school website. This timetable is updated on a half-termly basis.

Extra-curricular activities are expected to take place as follows:

* Latin (from year 3 onwards); on Fridays from 3-4pm; teacher: Andrew Spark
* Debate (from year 5 onwards): on Fridays from 2-3pm: Andrew Spark
* Choir: Wednesday mornings in the Drawing room; teacher: Donald Robinson
* PE: Thuraday mornings by specialist PE teachers (depending on the sport).
* Dance: Thursday mornings; specialist dance teacher: Svetlana Malinina.

# Premises

* The Oxford Gardens campus comprise the historical basement of 90 Oxford Gardens with 5 classrooms, the basement of 80 Cambridge Gardens used for the nursery (TPS/PS) and the St Mark’s road premises used for the Russian speaking nursery.
* Children have access to a private garden on all three sites for recess and certain activities.
* Children go daily to Kensington Memorial Park, situated 5 minutes away from the school.
* Some subjects, such as Music, might be taught in the Drawing room (salon) or the Conservatory on the 1st floor of 90 Oxford Gardens.
* Latymer Community Center and Kensington Memorial tennis court or other facilities of the neighbourhood are used for rotated games sessions, which include gymnastics, athletics, tennis, netball, cricket and football.

# School Meals/Snacks

## School Meals

School meals at La Petite Ecole Bilingue are prepared daily in the school kitchen by a team of catering staff. The menu for each week will be circulated each term and rotates on a 3 weeks menu basis. The food is very healthy, varied and wholesome. Please let the school know of any special dietary requirements your child has.

## Packed Lunch

On Wednesdays the school does not provide lunch, children are asked to bring their own packed lunch. On other days some children might prefer to take their own packed lunches due to some allergies or habits, they can do so but Head Teacher and teachers need to be informed by the parents. Children are encouraged to make healthy choices in the packed lunches they bring to school.

## Break Time Snacks

Please make sure to follow our healthy snacks habits. We, at La Petite Ecole Bilingue, try to encourage children to eat healthy and not too sweet, too fatty or too salty and keep the richer food for exceptional occasions.

* Children in Reception and Year 1 are asked to bring 5 fruits or breadsticks/rice crackers on Mondays meant to be shared with their peers during the week at the morning and afternoon snack times. These are served with milk and water.
* Children in Years 2 to 6 should bring two individual snacks for the morning and afternoon breaks.

Fruit and vegetables are always the best choice, but if you are shopping for packaged snacks for your children, look for 100 calorie snacks, two a day max!

Sweets and fizzy drinks are not allowed at school. Children should not bring nuts to school due to the allergies of others.

We recommend for snacks : berries, fruits and vegetables (apples, bananas, grapes, carrots, cucumbers, blueberries, raspberries), dry fruits (raisins, apricots and dates), plain bread (pita, baguette, rolls), bread sticks, rice or corn crackers, plain crackers, dairy products (cheese, cream cheese, yoghurt to drink or in tubes). No nuts but seeds are ok. Cereal bars (provided they are nut-free), oatmeal cookies. Non-fat and sugar free popcorn. Sachet of plain cereals.

Read more at:

<https://www.nhs.uk/change4life/food-facts/healthier-snacks-for-kids#zdhLtb8hCUE60U1h.99>

**Uniform**

Please make sure your children are wearing the uniform. I attached our uniform policy. Only navy and royal blue colors are allowed and white for shirts. Boys should wear navy or black shoes and black/navy socks. Girls navy or white socks, navy or black shoes. Hair need to be nicely groomed.  There is a summer dress available at our supplier which is nice on hot days and can be worn to mid-term and later in May/June.

Sun hat should be royal blue.

From Reception to year 6, children need legging (caleçon long) or leotards (justaucorps) for their dance sessions.

All pupils need to have a pair of slippers (chaussons) or shoes they will leave at school to be worn only inside the classrooms.

Pupils from Reception class (MS) might need to have a nap during the first term of the academic year. Please make sure to bring a bag with their bed sheet, doudou and pillow. You may also want to leave in their bag a change in case of 'little accidents' where they would wet themselves.

# Being on time

The school asks that parents make sure that children arrive on time for their school sessions. Starting from class of CP (year 1-2), pupils start at 8.45 their sessions, meaning they should be in the classroom ready at that time. Children who will come late will have to wait outside the classroom to be called by their teacher so they don't disturb the class.

Reception class session starts at 9am and we also ask parents to make sure children arrive on time, so they don't miss the circle time, which is an important part of the class routine.

# Being sick

To avoid contamination to other children and members of staff, children who have been sick with diarrhoea and/or vomiting should definitely be kept **off school** until at least 48 hours after their symptoms have gone. Most cases of diarrhoea and vomiting in children get better without treatment, but if symptoms persist, consult your GP.

If a child has fever and is unwell, he should not coming to school. If we find your child has temperature while at school, the office will call you and you will kindly be asked to collect your child. The school will not give him any paracetamol.

Prescription medication will be given after you sign a consent form.

Not every illness needs to keep your child from school. If you keep your child away from school, be sure to inform the school on the first day of their absence.

Use common sense when deciding whether or not your child is too ill to attend school. Ask yourself the following questions.

* Is my child well enough to do the activities of the school day? If not, keep your child at home.
* Does my child have a condition that could be passed on to other children or school staff? If so, keep your child at home and let school know (school will keep the information confidential but might need to take some measures to avoid some infestations or infections to spread).
* Would I take a day off work if I had this condition? If so, keep your child at home.

<http://www.nhs.uk/Livewell/Yourchildatschool/Pages/Illness.aspx>

The best way to avoid sickness at school is to wash thoroughly hands and noses of children in the morning and at night.

Please also make sure to read about **Head Lice**and to check your child's head regularly.

<http://www.nhs.uk/conditions/head-lice/pages/treatment.aspx>

# Being absent

Please make sure to give us a call if your child is absent as well as giving us notice for scheduled absences. It will allow staff to follow up on the classes missed.

I kindly remind to parents that absence outside the school holidays unless for reasonable reasons is not authorised and might show on school reports. (same for being late)

# Performances and Social Events

Autumn term:

* Harvest festival before October half-term
* Christmas show before December half-term
* Book sale

Spring Term:

* Poetry Afternoon on Mother’s day

Summer Term:

* Race against hunger in May
* Sports Day at Kensington Memorial Park
* End of year show
* Parents’ picnic

# Houses, Assemblies and Behaviour Policy

Our school is organised in two houses: Nightingale and Charlemagne, with half the school in each team. We use these teams for inter-school competitions as part of sports day or for raising money for charity.

Children receive house points for following the school’s “Golden Rules”. Each classroom has a House Point tally chart where the points for each child can be recorded. We have a School House Point chart displayed in the shared area for all the children, teachers and parents to see.

At the beginning of the year, children elect their House Captains. The House Captains are in charge of adding the total of House Points for each team on a weekly basis and announcing the scores during our Celebration Assembly. The house captains will also liaise with the Head Teacher during the year to ensure pupils have a voice at our school.

Celebration Assemblies are held every Friday morning in the Drawing room. Children are encouraged to say a few words about our life at school or any school trips that took place during the week. Each week during Assembly a French and English ‘star of the week’ certificate will be given to one pupil per class.