



By registering a child in our school, the parents as their children make a commitment to comply fully with the present rules stated in this document.

## 1. School timings – Punctuality

School timings are given in the table below.

The school cannot be held responsible for pupils arriving before the opening hours. **Children can be signed-up for early arrival for the 8am – 8.30 am slot, for the term or ad hoc, and will be charged as for the after-school care.**

Lateness and absence are recorded in school's register and notified on the school reports.

Parents and carers picking up pupils have then the sole care of them.

The teaching staff will be grateful to you for respecting the following timings :

MONDAY, TUESDAY, THURSDAY, FRIDAY		
<b>MORNING</b> Lessons start at 8.45 am	<b>AFTERNOON</b> Lessons finish at	<b>AFTER-SCHOOL CARE</b>  Every day (Monday to Friday) <b>from 4.00 to 6.30 pm</b>
Doors open at <b>8.30 am</b> Doors close at <b>9 am</b>	Nursery & Reception : <b>3.55 pm</b> Y1 to Y6 : <b>4.00 pm</b>	
<b>WEDNESDAY</b> Same timings except that <b>lessons finish at 12.00 pm</b>	<b>WEDNESDAY CLUBS</b> <b>from 12.00 pm to 4.00 pm</b>	
The kitchen is closed on Wednesdays <b>All pupils have to come to school with a cold lunch pack.</b>		

## 2. Attendance

School is compulsory from the age of 5. Regular attendance is a key factor to good progress. Part time attendance will only be allowed for Nursery pupils ONLY.

**Parents are asked to inform the school by 9.30am in the case their child is absent, by calling or emailing the office. [Admin@stewartbilingualschool.com](mailto:Admin@stewartbilingualschool.com) (Please do not use any other email)**

**Any planned absence (medical appointment, exceptional family event) has to be noted in the child's communication book stating the reasons for absence. The Head Teacher will allow the absence according to the relevance of the reason stated (anticipated or extended family holidays are not permitted). A form for a request of absence is available at the office desk.**

Reasons for an unplanned absence have to be given in the communication book when the child comes back to school.

- Sick/ unwell children cannot be welcomed at school.
- In case of vomiting or diarrhoea episodes, pupils have to be kept away for at least 48h after the last bout of diarrhoea or vomiting.
- A pupil with head lice won't be accepted at school until the child has received treatment.
- Any contagious disease must be indicated to the school as soon as known by parents. A medical certificate may be requested by the school when the child is back.
- In the case the child being injured (wounds, bumps, cuts...) at home, the school asks parents to notify the school at the start of the day.



Parents have to fill in the « Administration of Medication » form available on the school's website when they wish for their child to be given medication during school times. The Head Teacher will grant the request whenever safe and implementable.

### 3. Exiting the school

No pupil is allowed to leave school on her/his own unless a parental written consent has been provided to school. The school will not allow pupil below Year 5 to walk back home on their own.

We ask parents to fill in the relevant section within the Back to School questionnaire when the child is being picked by carers (detailing the name, first name and contact number of the person in charge).

For safety reasons, we kindly ask parents/carers to clear the pavement in front of the school at the end of the day.

### 4. Behaviour

We encourage our pupils to respect each other in order to be respected, to express themselves in a polite way, to listen to instructions, to become independent, self-confident, open minded. We ask parents to support us in this effort.

### 5. Discipline

Stewart International School - LPEBL KT is expecting the whole school community to behave in an acceptable manner : pupils, staff, parents, carers.

Any reprehensive behaviour can lead to a sanction in the form of a short or permanent exclusion from the classroom or from school.

Any harmful object is forbidden at school. Personal items are not allowed unless the teacher has specifically instructed otherwise.

Chewing-gum and sweets are forbidden at school.

Computer games, tablets and mobile phones are not authorised at school.

### 6. School uniform

Children are to wear the uniform. **Jumpers, Fleece, Hats, Scarves and shoes to be labelled with proper labels.**

For all classes :

- School polo shirt (short or long sleeves according to the season) or White polo/shirt
- Navy cardigan or V beak jumper (with logo or not)
- Fleece jacket
- Navy trousers or skirt (summer uniform dress or navy Bermuda shorts until October half-term according to weather and from Easter half-term)
- Smart leather shoes
- Pimsole shoes for inside (NO SLIPPERS)



- A t-shirt

On sport days :

- Navy tracksuit bottom
- Sport trainers

**All pupils' clothes and belongings have to be marked.**

School uniform can be ordered online : [www.sud.co.uk](http://www.sud.co.uk)

Forgotten, lost clothes that have not been collected by parents will be given to charities at the end of each term.

**Hair has to be tied up** and regularly checked for lice. Finger nails have to be regularly cut. Jewellery and nail varnish is forbidden.

## 7. Valuable items

Pupils are not allowed to wear jewellery at school. The school cannot be held responsible for any valuables or money entrusted to pupils. **Any belonging or garment must be marked with the name of the child.** The school staff are doing their best to avoid any issues, but the school declines any responsibility for lost or damaged belongings.

**It is forbidden to bring toys to school (the doudou is allowed in Nursery class ONLY).**

## 8. Pedagogic outings

The school regularly organises class outings or school events. Fees for these activities are not included within the tuition fees. **Parents will be asked to pay for these occasions whether their child attend the outing or not. In order to guarantee the participation of the pupil in the outing, parents have to give their signed consent in time.** Furthermore, some outings require an increased number of adults and the school will ask for some parents to volunteer ; the school may cancel the outing should the number of adults be insufficient.

## 9. School lunch

**The school is completely NUT FREE.**

A lunch service is provided at school everyday **except for Wednesdays** (parents have to provide their child with a COLD packed lunch on Wednesdays).

The school takes dietetic and safety measures when setting up school menus. Menus are regularly posted on the school blog. Last minute changes in the menu are possible depending on available produce at the time of delivery.

Daily snacks are provided by the school in Nursery and Reception classes (parents are to pay a £5 monthly fee). Pupils in the other year groups are free to bring their own NUT FREE snack provided these are healthy ones.

Birthday celebrations at school : we are happy for pupils to celebrate their birthdays at school bringing cakes for a whole group (all food brought to school has to be NUT FREE).



Each month we will celebrate birthdays during either the last Thursday or Friday of the month ; this is to be organised between the parents and the teachers via a note in the communication book.

## 10. Communicating with the school/ Meeting the teachers

Should parents wish to meet their child's teachers, they can ask for an appointment via the communication book. **Parents are asked to check and sign the communication book on a daily basis.** The school newsletter is also a window on what is happening at school and has to be consulted on a regular basis as part of the homework.

If parents need to meet with the Head Teacher, they have to make an appointment at the office.

[Admin@stewartbilingualschool.com](mailto:Admin@stewartbilingualschool.com)

We favour dialogue in case of dispute and insist on close colloration whithin the entire school community : teachers, parents and management.

## 11. Access to the premises

Parents are not allowed to enter the premises except in case of an appointment or a special event taking place inside the school.

When coming for a visit or an appointment, parents have to sign the visitors' register, take a visitor badge.

## 12. Emergency contact details

It is mandatory for parents to fill in the various forms sent by the school (cf. Back to School Questionnaire). We ask parents to inform the school in due time, should any of their details change as the school has to be able to contact them in case of emergency.

Date :

Pupil's signature:

Mother's signature:

Father's signature: