

## 2023-2024 Communal life Rules for Kindergarten International French School (Singapore)

### 1. SCHOOL ATTENDANCE AND OBLIGATION

Regular attendance (on working days) at the kindergarten contributes to the child's academic success and demonstrates to him or her the importance that his or her parents give to the school. It is an essential condition for the families' commitment. Early departure is subject to prior approval by management.

**The school's schedules are as follows, it is imperative to respect them for the well-being of your child**

- Monday, Tuesday, Wednesday and Thursday: 8:35 a.m. to 3:25 p.m. (Doors open at 8:25 a.m. and 3:20 p.m.)
- Friday: 8:35 am to 12:15 pm (Doors open at 8:25 am and 12:10 pm)

Parents must drop off or pick up their child to the secretariat when they arrive outside the opening hours of the gates, especially in case of delay (after 8.35 am).

It is imperative that students are picked up during the day outside meal and nap times, school must be informed in advance by e-mail to the teacher, with a copy to the secretary's office.

#### **Absences :**

Absences are recorded, every half-day, in a call register kept by the teacher and on PRONOTE.

Any absence of a student must be reported by the parents of the student to the school secretariat by email with the teacher in copy: [absence\\_mat@ifs.edu.sg](mailto:absence_mat@ifs.edu.sg) notifying the reason for the absence the same morning. A medical certificate, indicating the date of return to class, is mandatory when the illness is contagious. For the particular case of the hand, foot and mouth disease, a certificate of non-contagiousness is required.

Students will not be admitted to school if the medical certificate indicates a date later than the date of return. In the event of early return, a new certificate must be requested from your doctor.

Absence authorizations may be granted by the administration, upon written request from the families, to meet exceptional obligations.

International French School (Singapore) Ltd  
3000 Ang Mo Kio Avenue 3 Singapore 569928 | T: +65 6805 0000 | [administration@ifs.edu.sg](mailto:administration@ifs.edu.sg)

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If the student is absent for personal family reasons (not of an exceptional nature), for example, for extended or early vacations, the transmission of work, homework or program may not be requested by the families.

In case of absence of both parents from Singapore, they commit themselves to notify the school and the teacher (through the form provided for this purpose) **imperatively**.

Being toilet trained is a requirement for the scolarisation of a child in the kindergarten: Only students enrolled in Toute Petite Section may be accommodated, in consultation with the family, taking into account the fact that the potty training process began before they started school. From Petite Section onwards, the potty-training requirement applies in the absence of any medical file requiring a special support protocol.

## 2 – SCHOOLING / PASTORAL CARE

The teacher or pedagogical team ensures that each student is involved in learning according to his/her abilities and level of schooling. If the required skills are not achieved, the teacher or pedagogical team will decide on the type of support required for the student's needs (e.g., additional educational support, GAIN, FLSCO).

Breaches of school rules may give rise to appropriate sanctions and remedies, which are brought to the attention of families.

It is allowed to isolate a child from his/her classmates, momentarily and under supervision, when his/her behaviour may be dangerous for him/herself or for others.

## 3 - UNIFORM AND SUPPLIES

**It is mandatory to wear the school uniform, from toute petite section to CM2.**

In case of non-compliance, the following measures will be taken:

1st and 2nd occurrence without a uniform: the school will lend a top to the student

3rd incident without a uniform: a top is given by the school to the student and billed to the family.

Each incident will be the subject of a discussion between the school and the family in order to rectify the situation as soon as possible. After these four steps, if the family refuses to have their child wear a uniform, the student may be disenrolled from the school for non-compliance.

Uniforms must be labelled with the name of the child.

Shoes: "Flip-flops" are not allowed (with the only exception of swimming sessions to get to the pool).. Only closed-toe shoes are permitted, or shoes with a strap behind the heel.

Swimming pool: for swimming classes, it is mandatory for children to wear an anti-UV rashguard

Naptime supplies - Families are asked to provide sheets and blankets for naptime. Families are responsible for washing these items at regular intervals or when they become soiled.

#### 4 - COMMUNICATION - CONSULTATIONS

Several meetings and discussions between the families and the school are organised every year:

- A back to school meeting by level and by class in September
- Grand Section liaison information meeting - CP (last period)
- Individual meetings during the school year

Communication between the kindergarten and families is mainly by email for the teachers and by email and telephone for the management.

Each member of the educational community will ensure that communication (verbal or written) between the school staff and families or in between families is respectful and courteous.

Kindergarten teachers will formally give reports to parents about their child's progress via:

- the assessment Booklet, given in January and in June in parallel to individual appointments.
- the Summary of Achievements at the end of the Grande Section.

#### 5 - SUPERVISION

##### **Welcome:**

The parents or an authorised adult (guardian), accompany the children to class' door (except those taking the bus).

Students are welcomed as early as ten minutes before the start of classes, in each class by the respective teachers (8:25 am). This is an important time for the students, enabling them to play freely before the start of class.

Access to the class is only allowed in the presence of the teacher or class assistant.

Access to the school playground is allowed for students taking the bus: students are then under the responsibility of the kindergarten assistants as soon as their work shift starts (8:05 am).

The supervision service is distributed between the teachers and the kindergarten assistants, at the reception and after class, as well as during breaks.

### **End of class:**

When school is out at the scheduled times, students will be picked up by parents or authorised adults (guardians) in the classroom. (Except for Extra Curricular Activities and bus).

In the exceptional event that a student needs to leave school during school time, teachers must be notified by email and a disclaimer will need to be signed.

Only the person in charge registered on EDUKA or announced by e-mail to the teachers with a copy to the secretary's office will be authorized to pick up the child in class. The school may contact you to ensure that the request has been made by the legal guardians.

### **Use of equipment and rooms:**

Any use of educational equipment (class games, bicycles, etc.) is strictly forbidden outside school hours, except for the staff after school care.

Scooters and bicycles can only be used outside of the school grounds.

### **Presence of students' parents in the school:**

Parents can enter the school grounds with a badge issued by the school. The use of this badge is under their responsibility. In case of non-presentation of the badge, parents must immediately obtain a visitor badge from the school's security post.

Any participation of a student's parent in a project during school time (classroom activities, school outings) is subject to the signing of a charter by the volunteering parent and must be approved by the school direction.

## **6 – SCHOOL CATERING**

For organisational reasons, students must remain within the school's premises during school meals.

Students with lunch boxes must adhere to the "nut-free" meal and snack rule.

Please work on your child's autonomy at mealtime to allow them to eat alone whenever possible even if the class ASEM accompanies each student.

## **7 - WHAT IS NOT ALLOWED TO BE BROUGHT IN**

Toys from home: so as to avoid any issues with swapping, conflicts, disappearances and accidents.

Teddys will be stored in the bags during the day.

Valuable items: Valuables such as electronic games are prohibited. However, if a student does not respect this rule and brings one of these objects, it would be under his/her sole responsibility. In the event of loss or theft, the IFS shall not be held responsible. The staff will retrieve these items if they find any. They will then be collected from the secretariat.

Jewellery: jewels, sources of accidents and incidents.

Food (except lunch boxes): Home-cooked food or food purchased in stores and candies are forbidden. Only educational activities done in the classroom will result in an in-class tasting so no birthday cakes will be accepted.

Health: Medications, creams and ointments must be hand-delivered to the kindergarten nurse with the medical prescription. Students with allergies or special medical protocols must complete a PAI with the kindergarten nurse.

Money: Kindergarten students are not allowed to bring money.

## 8 - HEALTH ISSUES / SECURITY

Care - Only interventions deemed important by the infirmary will be communicated in detail to the families concerned. All visits to the infirmary will be recorded on PRONOTE, however, and families will be informed that a visit to the infirmary has taken place during the day. The school can be contacted by e-mail to provide further details in the event of a family request.

Exemption from physical and sports activities: Exemptions from sporting activities included in the kindergarten curriculum can only be granted on presentation of a medical certificate. In the case of swimming, the child cannot be exempted without presentation of a medical certificate. The school may lend swimming equipment (washed between each loan) to children in the event of an oversight.

Lice: When a student has head lice, and this has been confirmed by the nurse, his/her brother(s) and sister(s) will also be examined by the nurse on their respective campuses (this includes middle and high school students).

Parents will be called and will have to pick up their child for treatment on the same day.

Once the treatment is done, the student can go back to class

<https://www.ifs.edu.sg/parent-portal/practical-information/health-security-and-safety/> .

Anonymous information is automatically provided to families in the class concerned, with advice on preventive treatment.

Children with long hair are asked to keep it tied up.

**Fever:** A child who is sick and has fever (more than 38°C) is put under the care of the nurse who notifies parents so that they arrange for the child to be picked up. In case of cough, a mask will be provided to the child.

**Illness:** All parents must inform the infirmary of any chronic or specific disease in order to determine together the actions to be taken.

In the event of a Individualized Protocol (PAI), the student will not be accepted at school if the prescription or medication has passed its expiration date (a reminder will be sent by the nursing service as the expiry date approaches).

**Fire, containment and Home Based Learning (HBL) exercise:** Two fire, one containment and one HBL training sessions are scheduled each year, in line with the PPMS (Plan Particulier de Mise en Sécurité).

## 8 - LIBRARY

Your child will be able to borrow 2 books each week 1 in French and 1 in English. The book will have to be returned to the school the day before (the Monday group will be able to bring it back the same day to enjoy it during the weekend).

If the book is lost or damaged we will have to ask you to reimburse it (\$40 fee).

This rule also applies to books that are not returned if the child leaves school early during the year, and from the last day of school before the end of the year.

## 9 - FINAL PROVISIONS

This Code of Behaviour was accepted at the School Council of **XX/XX/XXXX**.

They can be modified on the proposal of a new School Council.

**Florian OLIVE** Kindergarten director