



# Internal regulations

## Primary school (Elementary and Kindergarten)

**School year 2024/2025**

**Updated on 30/06/2024**

International French School (Singapore) Ltd  
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Company Reg. No.: 198004581H | Registration validity period: 06-07-2023 to 05-07-2029

These rules and regulations apply to all Extra-Curricular Activities (ECA) offered by the International French School (Singapore), in addition to the IFS rules and regulations.

The ECAs complement classroom teaching and give our students access to education through sport, the arts, science and culture by developing their team spirit. These activities play an important role in shaping the character, skills and interests of our students. Throughout the year, IFS offers a wide range of activities accessible from Moyenne Section.

These activities should never be considered as child-minding time, but rather as an activity corresponding to the child's tastes and choices, as they should above all bring him or her pleasure.

Children are welcomed to take part in activities subject to availability of places and facilities.

## I. REGISTRATIONS

|                   | Registrations period   | Activities period   |
|-------------------|--|---|
| <b>Annual</b>     | from Thursday 5 <sup>th</sup> to Tuesday 10 <sup>th</sup> September 2024 | from Saturday 21 <sup>st</sup> September 2024 to Saturday 14 <sup>th</sup> June 2025    |
| <b>Semester 1</b> | from Thursday 5 <sup>th</sup> to Tuesday 10 <sup>th</sup> September 2024 | from Saturday 21 <sup>st</sup> September 2024 to Saturday 1 <sup>st</sup> February 2025 |
| <b>Semester 2</b> | from Thursday 16 <sup>th</sup> to Tuesday 21 <sup>st</sup> January 2025  | from Monday 3 <sup>rd</sup> February to Saturday 14 <sup>th</sup> June 2025             |


All parents of IFS students will receive an email on ECAs informing them of the launch of the registration process. Registrations for ECAs are done by parents from the EDUKA portal at their disposal.

- Each registration, validated by the ECA office, is **fixed and definitive**.
- **ANNUAL and SEMESTER 1 registrations (September 2024):**

| PRIMARY school              | Thursday 05/09 at 7.00pm | Thursday 05/09 at 7.15pm | Friday 06/09 at 7.00pm | Friday 06/09 at 7.15pm | Tuesday 10/09 at 11.59pm |
|-----------------------------|--------------------------|--------------------------|------------------------|------------------------|--------------------------|
| <b>Kindergarten MS-GS</b>   | 1 activity per student   |                          | Additional activities  |                        | Registrations closing    |
| <b>Elémentaire CP à CM2</b> |                          | 1 activité par élève     |                        | Additional activities  |                          |

- **SEMESTER 2 registrations (January 2025):**

| Ecole<br>PRIMAIRE       | Thursday 16/01<br>at 7.00pm | Thursday 16/01<br>at 7.15pm | Friday 17/01<br>at 7.00pm | Friday 17/01<br>at 7.15pm | Tuesday 21/01<br>at 11.59pm |
|-------------------------|-----------------------------|-----------------------------|---------------------------|---------------------------|-----------------------------|
| Maternelle<br>MS-GS     | 1 activity<br>per student   |                             | Additional<br>activities  |                           | Registrations<br>closing    |
| Elémentaire<br>CP à CM2 |                             | 1 activité<br>par élève     |                           | Additional<br>activities  |                             |

- For educational and safety reasons, sessions can only accommodate a limited number of children.
- Enrolment is on a **first-come, first-served basis**, subject to availability.
- No priority enrolment can be given to students for any reason whatsoever.
-  **An activity may be cancelled if too few students register.**

➤ **VALIDATION OF REGISTRATIONS**

- Once enrolment has been validated by the ECA department, confirmation of enrolment for the activities will be sent to parents by e-mail.
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- **For language activities and some specific ECAs (swimming, aquathlon, etc.),** the ECA department, after consultation with the activity coach, reserves the right to withdraw a student whose level does not meet the prerequisites for the activity.

## II. FEES AND PAYMENTS

- To facilitate the administrative management of the volume, the ECA are paid by direct debit (GIRO).

If you do not yet have a GIRO, you can create one in just a few minutes: [Click HERE to find out more about the detailed procedure.](#)

Only registrations made within the required deadlines and for which direct debit is active (GIRO) will be validated.

You can check the status of your GIRO directly from your Eduka Parent Portal / Billing section. Existing GIROs can be reused from one year to the next if you have not cancelled them yourself with your bank.

- For newcomers to Singapore: you can set up GIRO once your local bank account has been opened.
- Invoices will be available on EDUKA on **07/10/2024** in the Billing portal.

- The Parents' Committee will offer financial assistance, within the limits of its budget, to each scholarship-holding student for **one annual activity** or **two half-yearly activities**. This reduction will be automatically calculated on the ECA invoice.
- The ECA fees are available on the Parents Eduka portal - Primary school activities.
- The fees charged to families cover all the costs inherent in an activity over a budget period (teachers' salaries, financing of equipment, running costs, contribution to structural costs, bank charges, non-recurring provisions, outings or participation in competitions, depending on the activity).
- ECAs are offered to families. ECAs are an integral part of the services offered by IFS and are therefore subject to the same rules and the same non-profit status.
- **⚠ Access to extra-curricular activities will be refused in the event of non-payment of ECA invoices, and/or in the event of unpaid school fees from one year to the next and/or from one term to the next, for as long as the unpaid fees remain unpaid.**

### III. CANCELLATIONS AND DEPARTURE FROM IFS IN THE COURSE OF THE YEAR

**There is no reimbursement for half-yearly activities in case of withdrawal.**

No refunds will be made in the course of the year in case of unfavourable weather, haze, absences of students, withdrawal from the activity or exceptional cancellation of a session (school meeting, public holiday, home based learning, etc...).

**Only two cases** may warrant partial reimbursement for **annual activities**:

- Definitive departure from the school: Reimbursement up to 50% of the ECA registration fees, if the departure from the school takes place before the end of the ECA Semester 1 (**02/02/2025** - the radiation file must be validated).
- Definitive withdrawal from an activity following an illness or a medical problem. A medical certificate will be requested from the family as proof of reimbursement:
  - **up to 50% until 02/02/2025.**
  - **up to 25% between 03/02/2025 and 26/04/2025**
- In case of withdrawal following a medical issue and refund done by the school, the kid cannot re-enrol again.

**⚠ All activities that a student has started must be paid for and cannot be reimbursed.**

## IV. REGISTRATION DURING THE YEAR

Registration for the ECA is possible throughout the year. Registration is subject to confirmation by the ECA department, depending on the activity. If you arrive during the year, registration can be confirmed if the GIRO has already been set up prior to registration.

- Billing is done based on the following rules:

| Half-yearly activities  | Annual activities   |
|---|---|
| <b>100% billing</b>   | <b>100% billing from 21<sup>st</sup> September 2024 to 2<sup>nd</sup> February 2025</b> |
| <b>50% billing</b><br><i>(if less than half of the sessions left)</i> | <b>50% billing from 3<sup>rd</sup> February 2025 to 11<sup>th</sup> May 2025</b>        |
|   | <b>25% billing from 12<sup>th</sup> of May 2025</b>                                     |

## V. INSURANCE POLICIES

It is the responsibility of students' parents to subscribe on behalf of their children to:

- A PUBLIC LIABILITY INSURANCE
- A PERSONAL ACCIDENT INSURANCE

On its part, the IFS subscribes to two insurance policies.

### 1- PUBLIC LIABILITY INSURANCE:

It covers risks pertaining to third parties, students included, in the event of bodily injury and/or material damages under circumstances where the IFS is held liable. It does not in any way substitute the personal responsibility of parents, so we strongly recommend that you take out a Personal Liability policy, that provides compensation where the IFS would not be considered responsible (for example, two students "bumping" into each other in a rush would not be covered unless the IFS' responsibility is clearly identified in the incident).

### 2- PERSONAL ACCIDENT INSURANCE:

This insurance is offered by the school and is not compulsory for the IFS. It would complement the family's health insurance policy: in the event that the latter would not fully cover the family's medical expenses, the school's policy would then be able to cover the difference. This policy covers, amongst others, some medical fees resulting from an accident in the setting of activities organised by the IFS. This insurance does not cover damages to objects such as glasses.

## VI. ECA SCHEDULES, MEETING POINTS:

**Please note: From September 2024, Kindergarten ECAs will be increased from 1 hour 15 minutes to 1 hour 30 minutes to bring them into line with Elementary school ECA timetables. Fees will also be aligned.**

- **For kindergarten students (MS & GS):**

|   | Drop-off   | Pick-up after activity                   |
|---|--|--|
| <b>Monday to Thursday from 3.35pm to 5.05pm</b> | <i>Kindergarten playground by teacher assistants</i> | <i>Zone R AMK 2900 campus at 5.05pm</i>  |
| <b>Friday from 12.45pm to 2.15pm</b>            | <i>Kindergarten playground by teacher assistants</i> | <i>Zone R AMK 2900 campus at 2.15pm</i>  |
| <b>Friday from 2.30pm to 4.00pm</b>             | <i>Zone R AMK 2900 by parents</i>                    | <i>Zone R AMK 2900 campus at 4.00pm</i>  |
| <b>Saturday from 9.am to 10.30am</b>            | <i>AMK 2900 campus canteen by parents</i>            | <i>Zone R AMK 2900 campus at 10.30am</i> |
| <b>Saturday from 10.45am to 12.15pm</b>         | <i>AMK 2900 campus canteen by parents</i>            | <i>Zone R AMK 2900 campus at 12.15pm</i> |

- **For cycles 2 and 3 students (from CP to CM2) :**

|  | Drop-off                                   | Pick-up after activity                                 |
|--|--|--|
| <b>Monday to Thursday from 3.35pm to 5.05pm</b>              | <i>AMK 2900 campus canteen by teachers</i> | <i>Zone R AMK 2900 campus at 5.05pm</i>                |
| <b>Friday from 12.45pm to 2.15pm</b>                         | <i>AMK 2900 campus canteen by teachers</i> | <i>Zone R AMK 2900 campus at 2.15pm</i>                |
| <b>Friday from 2.30pm to 4pm</b>                             | <i>Zone R AMK 2900 campus by parents</i>   | <i>Zone R AMK 2900 campus at 4pm</i>                   |
| <b>Saturday from 9am to 10.30am &amp; 10.45am to 12.15pm</b> | <i>AMK 2900 campus canteen by parents</i>  | <i>Zone R AMK 2900 campus at 10.30am &amp; 12.15pm</i> |

**On Fridays, children registered only for the 2nd session (2.30 pm to 4 pm) will not be supervised by the ECA team from 12.15 pm to 2.30 pm and will not be allowed to stay on school premises.**

## VII. SCHOOL CATERING (only on Fridays) AND SNACK.

- **Kindergarten and Elementary** : a lunch (which will be charged in addition to the activity fee) will be served to the children **already registered at the canteen during the rest of the week (Monday to Thursday)**.

Children who have chosen the Lunch Box option at the IFS canteen will not be charged and will have to bring their own lunch. In case of omission, a meal can be offered and charged 10 SGD to the family.

**It will only be possible to change between the canteen and lunch box regime at the end of each semester (see ECA calendar).**

**Snacks:** Children may bring a snack to eat during the waiting time between the end of school and the start of the activity.

**⚠** These snacks must not include foods containing peanuts or nuts, as some children have serious allergies (e.g. nuts, hazelnuts, peanuts, certain spreads, cereal bars, industrial pastries, sweets, pralines, etc.).

## VIII. ABSENCES FROM ECAs

All absences of your child must be conveyed to the ECA office before the start of the activity, **independently of school secretaries.**

□ [aes@ifs.edu.sg](mailto:aes@ifs.edu.sg)

In the event of the instructor's absence, the following solutions can be put in place:

- If the activity leader can be replaced, the group will be fully looked after; the activity leader may offer content that is slightly different from the planned programme (some activity leaders have a different teaching method).
- If the activity leader cannot be replaced, the children will be integrated into another activity.
- **Please note:** In the event of absence due to illness during school time, the child will not be accepted for the activity.

## IX. ATTIRES

- Appropriate clothing and sports shoes are required for sporting activities.
- For outdoor activities, students should wear clothing appropriate for the weather conditions. A cap and a water bottle are compulsory. A child without a cap cannot participate in the activity. He will remain in the shade during the duration of the ECA.
- For swimming and aquathlon activities: It is compulsory to wear an anti-UV T-shirt and a swimming cap.
- In order to avoid missing items, **please label clothing and items with your child's name.**
- If your child represents the school at sporting events, the ECA uniform corresponding to the activity is the responsibility of the family. The order link will be available at the beginning of the year.

## X. RESPECT OF OTHERS AND RESPECT OF RULES

- All students taking part in the ECA must respect each other during the activities. Physical and verbal abuse will not be tolerated.
- Students should not bring games, jewellery, valuables, smartphones or tablets. We do not accept any liability for loss or theft.
- In the event that parents and students do not respect these internal rules, IFS reserves the right to cancel the student's ECA enrollment, without refund.
- **The following cases may result in partial or permanent exclusion of the child:**
  - Repeated indiscipline,
  - Unjustified absences,
  - Repeated lateness of parents in bringing their children to the ECAs,
  - Repeated lateness of parents to fetch their children at the end of the ECAs,
  - Deliberate vandalism of furniture, equipment and materials (cost to be reimbursed by the family).
  - Physical and verbal violence to another child or adult.

## XI. COMMUNICATION

Photos and videos of students taken during activities may be used on the IFS website and Facebook/Instagram pages and/or on the ECA Instagram page or website.

Children whose authorisation for image rights has not been granted in EDUKA will not be photographed or filmed during activities and other events connected with the ECA, except with the written agreement of their parents.