



FRENCH INTERNATIONAL SCHOOL OF PATTAYA

Rules of procedure 2024/2025

This regulation shall be adopted at the first school council.

For your child's school year to be successful, the rights of the child must be respected, including the right to respect, the right to education and the right to protection;

To enable the development of each person's personality and skills and to prepare students to become responsible, respectful and tolerant citizens;

So that teachers and all staff, whatever their function and origin, can work in the best conditions, in the respect of their work and their person;

So that neutrality, secularism, work, tolerance, equality and respect are the values and principles that everyone, child and adult, will defend and carry;

Anyone working at the school agrees to respect and enforce this regulation.

We invite you, students and parents, to ensure that the rules of the school, which complements the common-sense measures that everyone will use, are scrupulously respected.

Regular attendance

Attendance of all students is required and participation in all activities offered as part of the joint education is mandatory. Physical education and sport (EPS) is an activity of the French program, any absence, even at extracurricular activities, must be justified in writing.

Schedule of the school

The respect of the schedules is imperative for all, as well at the beginning as at the end of the class.

	Monday	Tuesday	Wednesday	Thursday	Friday
Gate opening	8:05 am	8:05 am	8:05 am	8:05 am	8:05 am
Entry to class	8:15 am	8:15 am	8:15 am	8:15 am	8:15 am
Lunchtime release primary & middle school			11:15 am or 12:30 pm (APC*) 12h30 pm (middle school)		
End of class primary school	3:30 pm	3:30 pm	3:30 pm	3:30 pm	3:30 pm
End of class Secondary school	3:30 pm or 4:45 pm or 5:45 pm see the schedule provided				
Extra-curricular activities	Clubs: 3:45 pm/5:00 pm (Monday/Tuesday/Wednesday/Thursday) Multisports: 12:30 pm/3:30 pm (Wednesday)				

** Complementary educational activity*

Kindergarten

- The entrance is at **8:05 am** (after opening the gate), the children are accompanied to the door of the class by the parents, or the responsible person who must be previously declared.
- A welcome time is provided by kindergarten teachers from 8:05 to 8:15 am. Classes start at 8:15 am.
- The exit of classes is at **3:30 pm**. The children are picked up by the parents at the green gate under the area adjoining the canteen.
- The children are under the responsibility of the parents before 8:05 am and after 3:30 pm.

Elementary

- The entry into class is at **8:15 am** (gate opening at 8:05 am). Before 8:05 am, students are under the responsibility and supervision of the parents or the transport service
- Students go to the recreation area and can not access classes without the permission and / or guidance of their teacher.
- The exit is at **3:30 pm**. Parents are waiting for their children at the white gate and are asked to come forward to facilitate the exit of the students.
- The children are under the responsibility of the parents before 8:05 am and after 3:30 pm except in case of registration to one of the offered extracurricular activities (in this case, the parents are responsible for the children from the end of the activity, at 3:30 pm for the multisports or at 5:00 pm for the clubs).

Students from kindergarten to Year 6 ("CM2") are released on Wednesdays at 11:15 am except students concerned by the "APC" (Complementary Activities Teaching) who leave at 12:30 pm. A nursery is set up from 11:30 a.m. to 12:30 p.m. for students concerned by transport.

Secondary (junior and senior high school)

- The entry into class is at **8:15 am** (gate opening at 8:05 am). Before 8:05 am, students are under the responsibility and supervision of parents or the transportation service.
- Middle school students must go to the playground and can not access classes without the permission and/or guidance of their teacher. High school students are allowed to go to their class themselves.
- The end of classes at **3:30 pm or 4:45 pm or 5:45 pm depending on the timetable**.
- **Students are under the responsibility of the parents before 8:05 am and after 3:30 pm (or 4:45 pm or 5:45 pm)** except in case of registration to one of the offered extracurricular activities. (in this case, the parents are responsible for the children from the end of the activity, at 3:30 pm for the multisports or at 5:00 pm for the clubs).

The parents' entry into the school is regulated. Unless they have an appointment with a teacher, a member of the management or the visa department, **they are invited to stay outside for security reasons.**

School catering

Parents must pick up external children at 11:45 am for primary and 12:30 pm for high school. Catering fees for half-boarded children are to be paid upon receipt of the invoice. Children can not come to school with their own meals except in exceptional cases (medical reason, special diet, allergies). In this case, a *P.A.I.* (Individualized welcome project) with the school and the child's doctor. Access to the kitchen is strictly forbidden to anyone outside the school (children and parents) for security reasons.

Sport activities

Sports activities planned in the school program are mandatory. An exemption must be justified by a medical certificate.

Students must be in possession of their belongings each day that an activity is scheduled. In case of repeated oversights, disciplinary measures are taken.

School material and personal items

Notebooks and textbooks (for primary) are provided at the beginning of the year by the school. The restocking of the kit is done by the teachers. Students should leave their kit in their locker to avoid any loss of supplies.

Students must respect the material at their disposal. In the event of deterioration of the equipment or part of the infrastructure, repair or replacement costs are billed to the families. Borrowed books must be returned on time and are billed in the event of loss or damage. Textbooks must be covered by parents.

Pupils, from the Year 10, must be equipped with a laptop to work with the CNED materials.

Mobile phones are tolerated but must be turned off at the entrance of the school. In case of non-compliance, they are confiscated for 5 days.

It is not recommended to bring money, jewelry and other valuables to the school. The school is under no circumstances responsible for any loss or possible breakage.

Toys / games are allowed, under the responsibility of the families in case of deterioration, but we reserve the right to confiscate them if they are considered dangerous or unsuitable for use in a school.

Student behavior

Wearing the EFIP uniform is compulsory at school. The management reserves the right to send back the student to change after having notified the family who must come to pick up their children in case of non-compliance with the dress code. Shoes must be of the "closed" type (sneakers, trainers etc.), flip-flops are prohibited.

Ostentatious signs of belonging to a religion or political group are prohibited.

Any behavior, gesture or word that offends the dignity and respect of another student or an adult will be severely reprimanded and will be the subject of a summons from the parents or even an exclusion.

Recess or breaks are held outdoors only (except specific "air pollution" type protocol), children are not allowed to stay in class or in the corridors, except in exceptional cases granted by the teacher who is then responsible.

It is strictly forbidden to run in the classrooms, the hallways, to play in the toilets, the entry and exit must be done in calm. No form of violence is tolerated.

Rules of school life, in accordance with these rules of procedure, can be developed in class with students who undertake to respect them. The school reserves the right to apply punishments and sanctions, spontaneous or deliberate, which can be words in the home liaison diary, additional homeworks, detentions, convocation of the parents and the pupil with the director, community work, or a temporary or permanent exclusion.

Health and security

Children with contagious diseases are exempted from school until full recovery.

No children with signs of illness are accepted at the school.

In case of contagious disease, the family is obliged to inform the school immediately and the child will be accepted only in possession of a certificate of non-contagion.

Any child with capillary parasites (lice) is sent back from the school for treatment. Families are required to be vigilant and to do what is necessary.

Drugs are strictly forbidden within the school. No person is authorized to administer medication to a child without prescription and official medical authorization. If a student is allergic (asthma, etc.), a *P.A.I.* (Individualized welcome project) with the school and the child's doctor.

In the event of a minor injury, the teacher and the director are notified and arrange for first aid. A protocol is established and displayed in the classes.

In case of injury or serious problem, the child is evacuated to the nearest hospital and the family immediately notified.

An emergency evacuation plan and safety rules are established and displayed in a visible manner in the school. A *PPMS* (security plan) is in place, it is validated by the French Embassy every year.

The school provides a "personal-accident" insurance card at the start of the school year valid until the next school year. It can be used in the event of an accident at school or at home and covers costs up to 20,000 THB per accident at Bangkok Hospital. In the event of an accident, you should present this card to the hospital and contact the insurer.

School transportation

The school has its own transportation system by using a private service provider with its own rules.

The transport service is responsible for the children using its services until the moment of the delivery to the person in charge of the reception between 8:05 and 8:15 am and as soon as it picks them up at the exit of 3:30. This service is optional and payable. The school is in no way responsible for any incident that may occur during the trip but will be notified as soon as possible and can intervene with children and parents. Any heckling and/or non-compliance with safety rules will be the subject of a call to order which may result in a permanent exclusion from transport.

Communication with families

The communication tools available are the liaison book and the e-mail addresses provided at the beginning of the year. These tools should be checked daily. In the event of a change of email address or telephone number or identity document, parents must notify the school as soon as possible.

Each year, representatives of parents of pupils are appointed. Their names and contact details are communicated to all parents. Communication between parents and representatives outside the school is their free organization and under their responsibility. Each report prepared by the representatives after each Council or meeting must imperatively be approved by the director before dissemination to parents.

For a meeting with the management team or head of school, an appointment must be made in writing or by telephone.

An information and presentation meeting is organized by each teacher, by class or cycle, at the beginning of the school year.

A School Council meeting three times a year. The management team, teachers' representatives and parents' representatives are present.

Any modification of these rules of procedure is approved and adopted during a School Council. It is adopted each year during the first School Council.

The enrollment of a student at the French International School of Pattaya implies the acceptance of these rules by the student and his family.



Leaf to cut and to return to us:



RULES OF PROCEDURE 2024-2025

The legal representative (specify the relationship) certifies having read and accepted the rules of procedure of the French International School of Pattaya

Last name and first name:

Signatures: *preceded by the mention "Read and approved"*

In addition, photos of students in school activities can be taken at the school. I authorize their publication on social networks (Website of the school/Facebook page)

Signatures:

The non-return of this leaf within 15 days from the beginning of the school academic year is worth acceptance



Schedule to keep:

Schedule of the school

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