



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.

These school rules have last been updated on 28/08/2020. The ongoing COVID 19 situation is triggering constant updates in the DfE guidances and regulations. Should any change be made to comply with any new requirement, this document as our policies will be amended and made available on the school's website and on the school's online platform.

1. School timings – Punctuality

School timings are available in the table below.

The school cannot be held responsible for pupils arriving before the opening hours. 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 MORNING			
Morning arrival time (Lessons start at 8.45am)		Afternoon leaving time	
NURS+Y2+Y6	8.25am	NURS+Y1	3.55pm
REC+Y5	8.30am	REC+Y2	4.00pm
Y1+Y3/4	8.35am	Y3/4+Y5+Y6	4.05pm
WEDNESDAY midday leaving time			
NURS+Y1		11.55am	
REC+Y2		12.00pm	
Y3/4+Y5+Y6		12.05pm	

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 during the first term of attendance of 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.

Any planned absence (medical appointment, exceptional family event) has to be notified by email to the office (office@lpebl-kt.com) 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). The school will not make any special learning provision for pupils who are absent during term time.

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

- Any pupil with a temperature above 37.8C will not be welcomed at school; all staff and pupils temperatures are checked every morning upon arrival.
- Sick/ unwell children cannot be welcomed at school. (Given the current sanitary situation, the school will not welcome any child with any symptoms at all, even mild).
- 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 is injured (wounds, bumps, cuts...) at home, the school asks parents to notify the school by email before the start of the day. Parents have to fill in the «[ADMINISTRATION of a MEDICATION - PARENTS CONSENT FORM](#) » 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, though.

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

When asking a parent not listed as their "Pick-up responsible persons" to exceptionally collect their child, parents have to make sure they have formally notified the school beforehand; when the school has not been informed in due time, we will do our maximum to contact parents, but will not let the child leave without parents formal consent.

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

NB: the parking lot next is a private property, therefore pupils playing there are actually trespassing.

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.

Given the current context and the potentiality of a new lockdown period, we kindly ask pupils and parents to use all digital communication tools (school's emailing platform, Gclassroom platform, or even parents Whatsapp groups) with politeness and common sense.

Staff will not answer emails outside of school times and cannot be expected to.

Should the school organise video lessons, we would request the whole community to respect some basic rules, such as the class rules (silence; sitting properly; raise your hand; let your classmate think and speak...) and kindly remind parents that we are here to teach children and not manage a contest of who answers best and fastest.

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, as per our school Behaviour policy.

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.

For all classes:

- School polo shirt (short or long sleeves according to the season)
- Fleece jacket
- Dark coloured trousers or skirt (black, grey, navy blue) (no light coloured or fancy garment)
- Smart leather shoes

On sport days:

- A T-shirt
- Dark coloured tracksuit bottom
- Sport trainers

All pupils' clothes and belongings have to be marked.

School uniform can be ordered online: 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. (Fancy hairband like unicorn or cats ears shaped ones are not allowed at school).
- Finger nails have to be regularly cut.
- Jewellery and nail varnish are forbidden (after one oral warning, nails will be cleaned at school with nail varnish remover).

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

Given the current COVID 19 situation, the paragraph below is irrelevant at this date but will come back into force as soon as the country de-escalates sufficiently the COVID19 country status.

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

COVID 19: deliveries and amount of food delivered since the start of the crisis have proved difficult to manage; the school is doing everything in its power to ensure that we are delivered in time and in sufficient amounts; should the situation deteriorates on this front again, the school will have to resort to ask parents to bring a packed lunch every day for their child.

The school is completely NUT&PORK 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 pupils' Gclassroom. 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: for safety reasons, we can no longer welcome cakes coming from outside until further notice.

10. Communicating with the school/ Meeting the teachers

Should parents wish to meet their child's teachers, they can ask for an appointment via their child's email on the school's Gclassroom platform or send an email to the office.

Whenever a new information has been uploaded on one of the pupil's Gclassroom folders, a notification email is automatically sent on the pupil's email address. Parents are asked to check and sign the communication book (virtual or not) on a daily basis.

The Gclassroom stream is also a window on what is happening at school and has to be consulted on a regular basis as part of the homework; dedicated folders are accessible to all parents however specific Gclassroom folders are only accessible to parents having a child in the concerned level.

If parents need to meet with the Head Teacher, they have to make an appointment sending an email to the office. We favour dialogue in case of dispute and insist on close collaboration within the entire school community: teachers, parents and management.

11. Access to the premises

From now on, parents are not allowed to enter the premises and all appointments will take place thanks to the Meet app on the Gclassroom suite.

The school will do the maximum as to avoid the presence on site of extra staff (such as contractors) and will act within the COVID 19 risk assessment whenever this instance cannot be avoided.

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.