

## EARLY LEARNING / PRIMARY

### CONDITIONS OF ATTENDANCE - 2018 / 2019

(English translation for information. Signature required on French version)

Please read this document carefully, then sign and return a copy to us.

#### ATTENDANCE

1. Enrolment at the school incurs the family's commitment to regular attendance.  
In case of absence, parents should inform the school **immediately**, indicating the reason and probable duration.  
The school is legally obliged to report to the Education Authorities all unauthorised absences of more than four half-days per term.
2. **Illness/Sickness** : A child suffering from diarrhoea should remain at home for 24 hours following the last sign of any infection. Staff reserve the right to refuse a child's return to school should it be necessary. For **contagious illnesses**, a medical certificate should be provided to confirm that the child may return to school.  
In the case of a child who is taken ill during school hours or needs urgent medical treatment, the school staff will do everything possible to inform the parents so that the child can be collected quickly.  
The school reserves the right to contact parents when a child has head lice and a treatment of 48h minimum is required before a child may return to school.
3. **Medication** : In exceptional circumstances, medicine may be handed to the Head of Section with a written request and explication of use.
4. **Absence/Holidays** : A list of holiday dates is attached (also on web site) – please organise your holidays accordingly.  
**Please note that any requests for absence outside of the holiday dates must be made in writing.**

#### HOURS

- **Early Learning** : 09.00 - 11.45 (mornings only)  
09.00 - 15.55 (full day)  
No school on Wednesday
- **Primary** : 09.00 - 16.00 (Monday, Tuesday, Thursday, Friday)  
09.00 - 12.00 (Wednesday)

For safety reasons (particularly parking space and security) parents are asked to leave their children at the entrance door each morning where they are received by a member of staff.

The door is open between **08.45 and 08.55**. **It is very important to arrive on time.**

At the end of the school day the door is opened by the staff member on duty at 15.55 for Early Learning and at 16.00 for Primary. The children wait in the entrance area and parents are able to enter to collect their children.

Please telephone the school if you know you will be late so that your child does not worry.

The door is closed at 16.15.

The school staff should be informed in writing of any person apart from the parents who collects the child from school.

A child-minding service is available on Monday, Tuesday, Thursday and Friday after class (enrolment & tariff upon request).

**SCHOOL FEES**

School fees may be settled either :  
- by monthly bank transfers starting on 01/06/18 and ending on 01/03/19  
- on a termly basis on 01/06/18, 01/09/18, 01/01/19  
- on a yearly basis on 01/06/18

Reimbursements cannot be made in the case of absences.

**LUNCH**

Lunch-time is 11.45 to 12.30. It is an important educational and bilingual part of the day and is obligatory.

**EARLY LEARNING - CHANGE OF CLOTHES**

**The school does not accept children who are not toilet trained.** In case of the occasional accident, please provide a full set of clean clothes in a bag marked with the child's name, at the beginning of the school year.

**BREAK/RECREATION**

Morning : 10.10 - 10.25 (Primary)  
11.10 - 11.25 (Early Learning)

Children may bring a small snack for the morning if parents wish, for example fresh or dried fruit, a dairy product or a cereal bar. Chewing gum, biscuits and sweets are not allowed.

After lunch : 12.30 - 12.55 (Early Learning & Primary)  
Afternoon : 14.50 - 15.05 (Early Learning & Primary)

**OUTINGS**

During fine weather, children are able to enjoy outdoor activities and visit places of interest. Sun hats are imperative on hot, sunny days and rainproof clothing in case of bad weather.

**CONSENT FOR OUTINGS**

I give permission for my child to participate in visits outside the school during the school year.

**PERSONAL BELONGINGS**

These should be kept to a minimum. The school cannot accept the responsibility for loss or breakages (damage). As clothes are often left behind by children, it is recommended to mark your child's clothes with his/her name for easy identification, particularly jumpers, cardigans, jackets and coats.

**IN CASE OF ACCIDENT**

Name, address, telephone of usual doctor/paediatrician :

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.....  
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Emergency number (work, mobile) : .....

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I authorise BORDEAUX INTERNATIONAL SCHOOL, represented by Christine CUSSAC or the Head of Section, to take any urgent medical decisions for my son/daughter ..... if I cannot be contacted.

I understand and accept the terms of the Conditions of Attendance.

**SIGNATURE OF PARENT(S) OR LEGAL GUARDIAN(S) (delete as appropriate) :**

**Please date and sign on the page of the French version and return one copy of the document to the school office**