

Admissions Pack

Request for enrolment and Information

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Documents to complete / submit

- Application form (3 pages)
- Middle School & Secondary : Confidential Teacher Recommendation Form (2 pages)
(to be completed by previous Class/Head teacher)
- Middle School & Secondary : Student Application Statement (1 page)
- Primary : Confidential Teacher Questionnaire (2 pages)
(to be completed by previous Class/Head teacher)
- Early Learning : Confidential Teacher / Parents Questionnaire (2 pages)
(to be completed by previous Class/Head teacher or parents)

Documents - for information

- List of vaccinations (obligatory)
- Calendar of vaccinations
- Fees list and payment methods (2 pages)
- IGCSE & A Level Examination fees and costs

Care - Connect - Inspire



MISSION

Our international community offers a bilingual education in a caring, cooperative and stimulating learning environment. Our students are inspired to engage responsibly in a successful and sustainable future.

Notre communauté internationale propose une éducation bilingue dans un environnement d'apprentissage stimulant, bienveillant et coopératif. Nos élèves sont incités à s'engager de façon responsable pour un avenir de réussite individuelle et collective pérenne.

VALUES / VALEURS

• 1. Open mindedness / Ouverture d'esprit

Through inclusion, tolerance and fairness, our school empowers its students and community. / *Par l'inclusion, la tolérance et l'équité, notre école donne des moyens d'action à ses élèves et aux membres de sa communauté.*

• 2. Care / Bienveillance

Through empathy, support and respect, our school cares for its students and community. / *Par l'empathie, le soutien et le respect, notre école prend soin de ses élèves et des membres de la communauté.*

• 3. Responsibility / Responsabilité

Through autonomy, sustainability, engagement and integrity, our students and community prepare for a bright future. / *Grâce à l'autonomie, la soutenabilité, l'engagement et l'intégrité, nos élèves et notre communauté s'attachent à construire un avenir meilleur.*

• 4. Cooperation / Coopération

Through listening, sharing and solidarity, our school grows with its students and community. / *Par l'écoute, le partage et la solidarité, notre école grandit avec ses élèves et sa communauté.*

• 1. Lifelong learning / Formation tout au long de la vie

To encourage students to become lifelong learners who are curious, can think creatively, reason critically, and work both independently and collaboratively.

Encourager les élèves à devenir des apprenants curieux, créatifs et critiques sachant travailler de façon autonome et collective.

• 2. Communication / Communication

To help students improve their level of fluency in at least two languages, and to ensure they can express themselves confidently and communicate effectively with people of different nationalities.

Amener les élèves à un niveau d'aisance dans au moins deux langues. S'assurer qu'ils peuvent s'exprimer avec confiance et communiquer de manière efficace avec des personnes de différentes nationalités.

• 3. Diversity / Diversité

To promote open-mindedness, tolerance and an appreciation of diverse cultures, traditions and values, and to nurture our ability to respect the dignity and rights of people everywhere.

Promouvoir l'ouverture d'esprit, la tolérance et l'appréciation des cultures, traditions et valeurs. Cultiver le respect de la dignité et des droits des individus.

• 4. Knowledge / Savoirs

To enable students to reach a level of academic achievement, knowledge and understanding which prepares them for a successful future in continued education or in the global workplace.

Former les élèves à un haut niveau de savoirs et de connaissances académiques qui leur permette de réussir dans leurs études à venir ou dans leurs projets professionnels, où qu'ils soient.

• 5. Global Citizenship / Citoyenneté

To encourage students to engage in a sustainable lifestyle, to develop an understanding of world issues, and to inspire them to become responsible global citizens.

Encourager les élèves à s'engager dans un mode de vie durable, à développer une compréhension des enjeux du monde actuel et à devenir des citoyens responsables.

OBJECTIVES / OBJECTIFS

Criteria for admission in Early Learning

- The child must be 3 years old by the 31st December of the school year, fully toilet-trained and be able to feed and dress him or herself reasonably independently.
- Admissions are accepted throughout the year providing there are places available.
- When possible, we recommend that pupils spend a half or full day at the school before registering, to give them a feel for the environment.
- If it is felt that the pupil could be successful but is in need of special help such as a protocol or individual education plan, parents must be willing to involve themselves and their child in this process in tandem with the teachers.
- Bordeaux International School reserves the right to change the placement / class of a student – in relation to general and/or language classes – if, during any time after commencement at the school, he/she is found to be needing extra help or is more advanced (see "Applicants with special needs").

Criteria for admission in Primary

- Places available in the appropriate class.
- Children are accepted after review of previous school reports.
- Students must have the necessary ability to cope with active learning and autonomy in a bilingual environment.
- whose conduct is good overall, and who are respectful to others
- who are, and whose parents are, in agreement with the BIS vision, mission and objectives.
- If it is felt that the student could be successful but is in need of special help such as a protocol or individual education plan, parents must be willing to involve themselves and their child in this process in tandem with the teachers.
- Students must have a positive attitude to work (as shown in previous school reports).
- When possible, we recommend that students spend a day at the school before registering, to give them a feel for the environment.
- Bordeaux International School reserves the right to change the placement / class of a student – in relation to general and/or language classes – if, during any time after commencement at the school, he/she is found to be needing extra help or is more advanced.

Criteria for admission in Secondary

- Places available in the appropriate class.
- Children are accepted after review of previous school reports, Teacher Recommendation Form from the former school and after an interview with the Head of section. Students must give evidence of a positive attitude to work.
- Students must have the necessary ability to cope with a mainly academic timetable.
- If it is felt the student could be successful, but is in need of special help which is beyond the capability of the school, parents must be willing to involve their child (and themselves) in this extra support (see section i).
- To follow the full range of IGCSE subjects, students must have a minimum level of English of "B1" from Common European Framework of Reference for Languages (CEFR). Students with a lower level of English will require extra support lessons at cost and / or may be accepted on the condition that they may need longer than the two year programme to reach the required level.
- The applicants for International Advanced Level courses should have achieved **5 IGCSE** passes (or equivalent) at **grades C or above**, including passes in both **English, Mathematics**, and a **grade B** in their chosen Advanced Level subjects where possible. When those certificates cannot be produced, prior assessment may be required either during the interview or by internet, in order to determine the appropriate class for the student.
- To follow the full range of Advanced Levels subjects, students must have a minimum level of English of "**B2**" from Common European Framework of Reference for Languages (CEFR). Students with a lower level of English will require extra support lessons at cost. They may also be accepted on the condition that only certain subjects are chosen and/or on the agreement that they may need longer than the two year programme to reach the required level.
- Students requiring host families must have sufficient social skills and self-confidence to live away from home.

ADMISSIONS PROCEDURES

Families who contact the school are automatically sent the Admissions Pack accompanied by the Admissions Policy document. The Admissions Pack contains the application form, list of fees and the BIS documents listed below.

Step One - A meeting / interview between parents, students and the Head of Section (this is possible via visio for families unable to attend in person) :

In order to arrange a meeting with the Head of Section, the following documents are required :

- Completed Application form - including passport sized photo (see below).
- Provide previous school reports (last two complete years). Reports must be written in either English or French or with an official translation where necessary.
- Provide psycho-educational reports where necessary.
- Where applicable, provide a copy of standardised test results / list or copy of examination results already taken or to be taken

Step Two - If the interview is successful, the following documents will be requested :

- Completion of the **Teacher Recommendation Form** by previous Class / Head teacher - to be completed and returned to BIS directly from the previous school with the school's official email address.

In addition, for Middle School & Secondary applications only :

- Completion of the Student Application Statement.
- Student to carry out entrance tests if necessary.

Step Three - The application is submitted to the Admissions Committee for discussion and families are informed of the outcome :

- Acceptance – on an unconditional basis
- Acceptance on a conditional basis
- Acceptance but student placed on a waiting list
- Student not accepted

In cases where it is impossible to obtain a given application document, the Admissions Committee will make a collective decision as to whether or not they have sufficient information in the documents presently available to make an informed decision on the candidate's admission. Information from other sources may be requested in such instances (for example: work samples).

Step Four - To confirm their acceptance of a place or to be placed on the waiting list, families must :

- Pay registration fee (see fees list below).
- Provide a copy of the child's birth certificate and passport.
- Provide a copy of the parents' passports.
- Provide a copy of vaccinations (obligatory - see Admissions Pack).
- Copy of any relevant medical records or information on medical conditions eg. asthma.
- For food allergies : provide a medical certificate / report indicating if a child must not eat school meals.
- Provide a copy of school insurance cover (sometimes an option with home contents or life insurance).
- Provide a copy of private medical insurance (for non EU members).
- A quotation for school fees may be provided upon request.

Once the above documents and payments have been received, a student file will be opened and the official documents drawn up to include the invoice with chosen payment methods, Contract and Conditions of Attendance for signing, and various other school documents.

Validation of admissions to the School is subject to the following:

- Receipt of the documents mentioned in the Admissions Pack.
- Receipt of the signed Contract and Conditions of Attendance.
- Payment of the first instalment of the fees as indicated on the invoice.
- Advance payment of the caution-notice fee, equal to approximately one third of the yearly tuition fees, as indicated on the invoice.

Students may be refused entry or asked to leave the school if parents fail to meet the deadline for payment of fees.

Enrolment and Waiting lists

- If a place is not available at the time of submitting an application, applicants may enrol on the waiting list provided that the application form, supporting documents and registration fee have been received.
- The registration fee will be reimbursed if the school is unable to offer a place at a later date.
- If the applicant accepts a place offered by the school and subsequently withdraws, the registration fee will not be reimbursed.
- Criteria used to decide which student on the waiting list is offered a place include :-
 - Timing of the application (first come first served basis)
 - Siblings in another section
 - The existing language balance of the class
 - Capacity of the child to integrate and adapt to our bilingual structure

APPLICATION FOR ADMISSION / FICHE D'INSCRIPTION

N.B. To be completed in block capitals please / N.B. A compléter en majuscules SVP

CHILD / ENFANT				
Surname / Nom				
First name / Prénom				
Date of birth / Date de naissance	(day / month / year / jour / mois / année)			
Sex / Sexe				
Nationality / Nationalité				
Languages / Langues	mother tongue / langue maternelle	advanced / avancé	intermediate / intermédiaire	beginner / débutant
1)				
2)				
3)				

Please attach a small photo

Joindre une photo SVP

PARENT 1 / GUARDIAN / TUTEUR	PARENT 2 / GUARDIAN / TUTEUR
(delete as appropriate / rayer la mention inutile)	(delete as appropriate / rayer la mention inutile)
Sex / Sexe	
Surname / Nom	
First name / Prénom	
Nationality / Nationalité	
Tel / Tél (mobile / portable)	
Email (personal / personnel)	

Home address (France) / Domicile (France)	Address abroad / Domicile à l'étranger
Tel :	Tel :
Child lives with / L'enfant habite avec	
Both parents / Guardians Deux parents / Tuteurs <input type="checkbox"/>	Shared custody Garde alternée <input type="checkbox"/>
Parent 1 / Guardian / Tuteur <input type="checkbox"/>	Parent 2 / Guardian / Tuteur <input type="checkbox"/>

PARENT 1 / GUARDIAN / TUTEUR	PARENT 2 / GUARDIAN / TUTEUR
Profession / Profession	
Company (name & address) Société (nom & adresse)	
Tel / Tél (Company/Société)	
Email (Company/Société)	

For a child previously schooled in France, his/her INE (Numéro National Elève).
The INE number is usually indicated on school reports, school certificate or certificate of departure.
Pour un enfant précédemment scolarisé en France, son INE (Numéro National Elève).
Le numéro INE est généralement indiqué sur les bulletins scolaires, certificats de scolarité ou de radiation.

Name and address of current school / Nom et adresse de l'école actuelle

Tel / Tél Email Current Year/Grade / Classe actuelle

Reasons for move to Bordeaux / Motif de votre installation à Bordeaux

Proposed date of entry to BIS Duration of stay (if known)
Date d'arrivée à BIS Durée du séjour (si connu)

Child's interests/hobbies.....
Intérêts/loisirs de l'enfant

Indicate any physical or health weakness
Indiquer toute faiblesse physique ou de santé

Indicate any special needs.....
Indiquer tout besoin particulier d'apprentissage

Dietary requirements / Régime alimentaire : No pork / Sans porc ☐ Vegetarian / Végétarien ☐

Food allergy (specify) *
Allergie alimentaire (spécifier) *

*Allergy : parents must provide an Individual Health Plan (PAI - Protocole d'Accueil Individualisé)
Allergie : Les parents doivent fournir un PAI (Protocole d'Accueil Individualisé).

HOST FAMILY REQUIRED: Weekly ☐ Full-time ☐ Not required ☐

ENROLMENT FOR / INSCRIPTION POUR

(Please tick in box) - (Cocher la case)

EARLY LEARNING / MATERNELLE (3 years/ans – Full day / Journée) Foundation / Preschool / Petite Section		LOWER MIDDLE SCHOOL 1 (Year 6 / 5 th Grade / CM 2)	
EARLY LEARNING / MATERNELLE (4 years/ans – Full day / Journée) Reception / Preschool / Moyenne Section		LOWER MIDDLE SCHOOL 2 (Year 7 / 6 th Grade / 6 ^{ème})	
EARLY LEARNING / MATERNELLE (5 years/ans – Full day / Journée) Year 1 / Kindergarten / Grande Section		UPPER MIDDLE SCHOOL 1 (Year 8 / 7 th Grade / 5 ^{ème})	
PRIMARY / PRIMAIRE Year 2 / 1st Grade / CP		UPPER MIDDLE SCHOOL 2 (Year 9 / 8 th Grade / 4 ^{ème})	
PRIMARY / PRIMAIRE Year 3 / 2nd Grade / CE1		IGCSE 1 (Year 10 / 9 th Grade / IGCSE1)	
PRIMARY / PRIMAIRE Year 4 / 3rd Grade / CE2		IGCSE 2 (Year 11 / 10 th Grade / IGCSE2)	
PRIMARY / PRIMAIRE Year 5 / 4th Grade / CM1		A LEVEL - AS (Year 12 / 11 th Grade / A1 Level)	
		A LEVEL - A2 (Year 13 / 12 th Grade) A2 Level	

FOR EARLY LEARNING & PRIMARY ONLY – FIRST LANGUAGE POUR MATERNELLE & PRIMAIRE SEULEMENT - PREMIERE LANGUE

English / Anglais ☐ French / Français ☐

The chosen language is the one that will be studied in 1st Language classes /

La langue choisie est celle qui sera étudiée en tant que 1ère Langue :

- British National Curriculum for 1st Language English pupils /
Programme du National Curriculum pour les Anglophones.
- Education Nationale for 1st Language French pupils /
Programme de l'Education Nationale pour les Français.

IMPORTANT :

It is not possible to change the 1st Language during the school year..

Aucun changement de 1ère Langue ne sera accepté en cours de scolarité.

We strongly advise not to choose a language which is not the family's usual language (if French or English).

Nous déconseillons fortement de choisir une langue qui n'est pas celle de la famille (si français ou anglais).

FEES TO BE PAID BY / FRAIS DE SCOLARITÉ SERONT RÉGLÉS PAR :

(See list of fees / Voir liste des frais de scolarité)

Parents / Parents ☐ Employer / Employeur ☐

PAYMENT METHOD PREFERRED / MODALITÉS DE PAIEMENT CHOISIE (See list of fees / Voir liste des frais de scolarité)

Annual (Annuelle) ☐ Termly (Trimestrielle) ☐ Monthly (Mensuelle) ☐

COPIES TO BE ATTACHED TO THIS ADMISSION FORM / PHOTOCOPIES A JOINDRE À CETTE FICHE

Child's birth certificate & passport / <i>Certificat de naissance & passeport de l'enfant</i>	School reports from previous years (compulsory) / <i>Précédents bulletins scolaires (obligatoire)</i>
Parents' passport / <i>Passeport des parents</i>	List of results of examinations already taken**
List of vaccinations / <i>Liste des vaccinations</i>	School or personal insurance cover (compulsory) / <i>Assurance scolaire (obligatoire)</i>
Medical records as appropriate / <i>Carnet de santé si approprié</i>	Copy of private medical insurance (for non EU members)

** Where applicable

How did you hear of Bordeaux International School ?

Comment avez-vous entendu parler de Bordeaux International School ?

I/we have read and understand and adhere to the school's "Admissions Policy and Procedures" as presented in the attached document. J'ai / nous avons lu et compris et j'adhère / nous adhérons à la "Politique d'Admission et Procédures" de BIS tels que présentés dans le document joint.	<input type="checkbox"/>
I/we have read and understand and adhere to the school's "Mission and Aims" (see attached documents "Admissions Policy and Procedures" and "Admissions Pack"). J'ai / nous avons lu et compris et j'adhère / nous adhérons à la Mission et aux Objectifs de BIS (voir les documents joints "Politique d'Admission et Procédures" et "Dossier d'inscription".	<input type="checkbox"/>

Signature of parent(s) or legal guardian(s) / Signature des parents ou du représentant légal

(Delete as appropriate / Rayer la mention inutile)

Parent 1 / Guardian 1:

Parent 2 / Guardian 2:

Place / lieu : Date :

TO CONFIRM YOUR REQUEST FOR ENROLMENT / POUR CONFIRMER VOTRE DEMANDE D'INSCRIPTION

I/we apply for admission of (child) to Bordeaux International School

Je demande/nous demandons l'inscription de (enfant)

à Bordeaux International School

I/we understand that one term's notice is required for a pupil leaving the school and that the registration fee is not refundable. <i>Je reconnais/nous reconnaissons qu'un préavis d'un trimestre est requis pour tout départ de l'école et que les frais de dossier ne sont pas remboursables.</i>	(tick / cochez) <input type="checkbox"/>
I/We acknowledge that our contact details will be included in the PTA Representative contact lists <i>Nous reconnaissons que nos coordonnées seront incluses dans la liste des contacts de l'Association des Parents et Enseignants.</i>	<input type="checkbox"/>
I/We acknowledge that BIS will create student and parent email addresses (Gmail and Edupage) strictly for internal communication use. <i>Je/nous reconnaissons que BIS créera des adresses email pour les élèves et leurs parents (Gmail et Edupage) strictement pour un usage de communication interne.</i>	<input type="checkbox"/>

Signature of parent(s) or legal guardian(s) / Signature des parents ou du représentant légal

(Delete as appropriate / Rayer la mention inutile)

NOTE : This form is to be returned accompanied by the registration fee and required documents to be valid.

Cette fiche est à retourner accompagnée des frais de dossier et les pièces jointes pour valider la demande d'inscription.

Parent / Guardian 1:

Parent 2/ Guardian 2:

Place / lieu : Date :

MIDDLE SCHOOL & SECONDARY
CONFIDENTIAL - TEACHER RECOMMENDATION FORM

Admissions Procedures

Each year, the number of admission requests received by Bordeaux International School exceeds the number of places available. For this reason, an Admissions Committee examines the applications with attention and selects applicants from a range of foreign, dual nationality and French students to maintain a balanced level of international students across the school.

The school reserves a certain number of places for international families who have short or long term mission stays in the Bordeaux area.

We are particularly vigilant about welcoming students whom we consider will benefit from our international, bilingual programme and in line with its values and pedagogy.

For the attention of the teacher

The following questionnaire will be kept confidential and used to help us guide the child to the group/class which responds best to his/her needs.

If the child is coming from a foreign country, the change to another group/classe may be significant.

The questionnaire is to be returned directly to Bordeaux International School to the following email address : admissions@bis33.com

STUDENT NAME : _____

Please tick in the appropriate column the factors for which you have adequate information for appraisal /

	GOOD	FAIR	POOR
1. Academic ability			
2. Organisation skills			
3. Communication skills (oral)			
4. Social skills (gets along well/respect for others)			
5. Self-motivated, enthusiastic			
6. Strives for excellence / works to full potential			
7. Ability to adapt to change			
8. Demonstrates good manners, polite			
9. Open-mindedness			
10. Attitude toward constructive criticism			

Does this child have any special needs (emotional, academic, physical, psychological).

Yes ☐ No ☐

If yes, please explain:

.....

.....

.....

.....

Supplementary Comments : _____

Do you recommend this applicant for Bordeaux International School? Yes ☐ No ☐

Signature

Date

Print Name

Poste

Name and address of establishment (please add school stamp)

Please return this form together with a copy of the student's last school report to :

admissions@bis33.com

MIDDLE SCHOOL & SECONDARY
STUDENT APPLICATION STATEMENT

Name of student : _____ Year / Grade applied for : _____

Do you have another name that you like people to use ? : _____

In your own words, and in English, please write a handwritten statement about yourself telling us, for example, about your hobbies and interests, any special achievements, people and places that have been important to you and why you would like to attend Bordeaux International School.

You should also include a short autobiography answering the following questions : How would you describe yourself ? What are your future aspirations ? What is important to you ? Why are you interested in attending an international school ? What do you think you can bring to BIS ? What do you hope to gain from your time at BIS ?

Your signature : _____ Date : _____

Primary (Year 2 - Year 5)

Confidential Teacher Questionnaire

Admissions Procedures

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The school reserves a certain number of places for international families who have short or long term mission stays in the Bordeaux area.

We are particularly vigilant about welcoming students whom we consider will benefit from our international, bilingual programme and in line with its values and pedagogy.

For the attention of the teacher

The following questionnaire will be kept confidential and used to help us guide the child to the group/class which responds best to his/her needs.

If the child is coming from a foreign country, the change to another group/classe may be significant.

The questionnaire is to be returned directly to Bordeaux International School to the following email address : admissions@bis33.com

Name of current school :

Country and city:

Name of teacher :

Post :

STUDENT NAME: _____

Please tick in the appropriate column the factors for which you have adequate information for appraisal.

	GOOD	FAIR	POOR
1. Academic ability			
2. Organisation skills			
3. Communication skills (oral)			
4. Social skills (gets along well/respect for others)			
5. Self-motivated / enthusiastic			
6. Strives for excellence / works to full potential			
7. Follows the rules of the class			
8. Demonstrates good manners / polite			
9. Open-mindedness			
10. Emotional maturity			

1- Does this child have any special needs (emotional, academic, physical, psychological).

Yes ☐

No ☐

If yes, please explain:

.....

.....

.....

.....

2- How do you evaluate the attitude of the parents:

Cooperative

Involved

Over-protective

Not supportive

3- Do you recommend this applicant for Bordeaux International School (Bilingual School English/French) ?

Yes ☐

No ☐

I certify that the information provided in this document is accurate and complete.

Signature :

Date :

Establishment stamp :

Early Learning (Foundation - Year 1)

Confidential Teacher / Parents Questionnaire

Admissions Procédures

Each year, the number of admission requests received by Bordeaux International School exceeds the number of places available. For this reason, an Admissions Committee examines the applications with attention and selects applicants from a range of foreign, dual nationality and French students to maintain a balanced level of international students across the school.

The school reserves a certain number of places for international families who have short or long term mission stays in the Bordeaux area.

We are particularly vigilant about welcoming students whom we consider will benefit from our international, bilingual programme and in line with its values and pedagogy.

The questionnaire is to be returned directly to Bordeaux International School to the following email address : admissions@bis33.com

Surname and first name of child :

Date of birth :

Current class :

If the child already attends school, to be completed by the teacher (confidential report). The following questionnaire will be kept confidential and used to help us guide the child to the group/class which responds best to his/her needs.

If the child is coming from a foreign country, the change to another group/classe may be significant.

If the child does not attend school, to be completed by the parents.

1) Does the child have any particular capacities ?

.....

2) What are his/her main interests ?

.....

3) Has the child adapted well at school ?

.....

4) Has the child any special needs (emotional, academic, physical, psychological) ?

.....

.....

5) Has the child been guided towards a specific educational programme or sees a specialist ? (*psychologist, speech therapist, programme adapted at school...*)

If yes, please specify

.....

Please note that the school is only able to accept children with minor learning difficulties.

6) Please tick the box which best describes the child :

	Not yet	In progress	Acquired
Write his/her first name			
Write his/her surname			
Know the alphabet			
Copy simple words			
Recognise and name colours			
Know numbers up to 10 and beyond			
Write numbers			
Is interested in books			
Follows simple rules			
Put on and take off clothes			
Jump rope			
Ride a bicycle			
Throw a ball			
Catch a ball			
Sing simple songs			
Jump			
Dance			
Remain seated for 10 minutes			
Lends his/her toys			
Is kind with others			
Integrates into a group			
Follows the rules and regulations in the class room			

7) Do you recommend this applicant to Bordeaux International School (Bilingual School English-French) ?

.....

.....

8) For teachers only : how do you evaluate the attitude of the parents ?

Cooperative

Involved

Over-protective

Not supportive

I certify that the information provided in this document is accurate and complete.

Name of teacher (if child attends school):

Name of parents (if the questionnaire is completed by them):

Signature :

Establishment stamp :

Date :

VACCINATIONS - Inspection Académique de Bordeaux

A child must be vaccinated (unless there is a medical contra-indication) in order to be admitted to a school, nursery, holiday camp or any other municipal structure for children.

The number of obligatory vaccinations depend on the child's date of birth.

Children born before 2018

Obligatory vaccinations are the following : diphtheria, tetanus and polio (DTP).

For people living in Guyane, and for Yellow Fever, from age 1.

For people with parental authority, they must adhere to this obligation.

The recommended vaccinations are for :

- illnesses such as tuberculosis, whooping cough, rubella, measles, mumps, chicken pox, influenza, hepatitis B, shingles
- invasive infections such as haemophilus influenza de type B (HIB), pneumococcal, meningitis C
- human papillomavirus infection (HPV).

The doctor who carries out the obligatory vaccination on a child, must note them on the child's health record/card. This is presented as proof of having received the vaccinations.

The other vaccinations are not obligatory and proof is not required or must not be requested (whooping cough, tuberculosis, measles, mumps, rubella)

When a child is enrolled at an establishment for more than one year, it is necessary to present proof of vaccination each year.

Children born from 2018 onwards

The 11 obligatory vaccinations are the following for babies and young children:

- Diphtheria, tetanus and polio (DTP)
- Whooping cough
- Invasive infections such as haemophilus influenza de type B (HIB)
- Hepatitis B
- Invasive infections such as pneumococcal
- Meningitis C
- rubella, measles, mumps.

For people living in Guyane, and for Yellow Fever, from age 1.

For people with parental authority, they must adhere to this obligation.

Recommended vaccinations are for :

- tuberculosis, chicken pox, influenza, shingles
- human papillomavirus infection (HPV)

The doctor who carries out the obligatory vaccination on a child, must note them on the child's health record/card. This is presented as proof of having received the vaccinations.

When a child is enrolled at an establishment for more than one year, it is necessary to present proof of vaccination each year.

Simplified calendar of vaccinations

[illegible]

FEES - 2024 / 2025

ADMISSIONS & UPON ENROLMENT

	Early Learning 4 Full days	Primary	Lower Middle School	Upper Middle School	International IGCSE	International A Level
ADMISSIONS - APPLICATION FEE (once-only payment, non-refundable)	160 € per child					
ADMISSIONS - REGISTRATION FEE (once-only payment, non-refundable except for non-admission)	1st child 680 € / 2nd child 580 € / 3rd child 480 € / 4th child Free					
CAPITAL FUND (per family) (upon enrolment, once-only payment, non-refundable)	1 200 €					
CAUTION-NOTICE* (per child) (upon enrolment, see note below regarding reimbursement at end of study)	2 400 €	2 500 €	3 200 €	3 800 €	4 500 €	5 000 €

ANNUAL FEES

	Early Learning 4 Full days (3-5 years)	Primary (6-9 years)	Lower Middle School (10-11 years)	Upper Middle School (12-13 years)	International IGCSE (14-15 years)	International A Level (16+ years)
Class / Group	Y1	Y2 – Y5 (Sous contrat)	Y6 - Y7	Y8 - Y9	Y10 - Y11	Y12 - Y13
Tuition fees	7 480 €	7 780 €	9 650 €	11 740 €	13 800 €	15 800 €
Equipment	670 €	670 €	670 €	670 €	670 €	670 €
Lunch / Canteen (see note below)	1 224 €	1 377 €	1 377 €	1 632 €	1 632 €	1 632 €
Or if IHP or if bring packed Lunch (Secondary)	208 €	208 €	261 €	326 €	326 €	326 €

NOTE : For your information, we are providing you with the canteen prices for 2023/2024. Prices for 2024/2025 will be adjusted at a later date to take account of inflationary increases.

MISCELLANEOUS

	ANNUAL
A-Level – online supplementary subjects (depend on course chosen - Asynchronous or Blended model)	2500 € - 3500 €
Language Support or Special Needs Support (Secondary)	Contact the school
Préparation au Brevet (classe de 3 ^{ème}) (subject to demand)	Contact the school

BOARDING (with French host family)

	ANNUAL
Weekly boarding (Monday - Friday, excluding holiday periods)	7 276 €
Full-time boarding (including weekends, excluding holiday periods)	10 948 €
Host family re-arrangement fee (for any changes made during the school year)	200 €

REDUCTIONS AS FOLLOWS (on tuition fees only - do not apply to payments made by employer or own company)

- a) - 5 % : One full year in advance before the 1st June (based on full year enrolment)
- b) - 3 % : Payment termly (based on full year enrolment, payment dates below)

FEE FOR CHANGE OF INVOICE

Any ulterior changes to an issued invoice (payment methods, cantine option, etc) will incur a cost of 50 €.

CONDITIONS AND PAYMENT TERMS

CAUTION-NOTICE* (please read carefully)

- One full term's notice is required for withdrawing a student (details in contract).
- The caution-notice fee is a one-off payment, and is **payable in advance or on 1st June with the school fees. At each change of class/group (see above table), the amount of the caution will be readjusted.**
- Withdrawal : When the notice period has been respected, the caution fee is refunded during July after the accounts have been audited.

ENROLMENT DURING THE SCHOOL YEAR

New enrolments will only be accepted and guaranteed upon receipt of payment of the fees as per the invoice.

NB : In the case of a pupil's definitive exclusion following a decision by the Disciplinary Committee, tuition fees will not be refunded.

DATES FOR TERMLY PAYMENTS (do not apply to caution fee)

(Fees are to be paid on the dates below)

- 1st June for the 1st Term (4 months)
- 1st September for the 2nd Term (3 months)
- 1st January for the 3rd Term (3 months)

MONTHLY PAYMENTS (do not apply to caution fee)

Fees may be paid by standing order over 10 months. Payment must begin on the 1st June and end on the 1st March of the academic year.

LATE PAYMENT

Fees not received by the due date will incur a 15% surcharge for overdue payment as required by law (loi 2008-776 du 04/08/2008). The school reserves the right to request payment of the total annual fees in advance.

BANK CHARGES/COSTS

All bank charges to be paid by the parent/guardian (cheques, transfers, exchange rates, etc).

CONTRACT

Parents must sign a contract which is renewed each school year. New enrolments will only be definitely confirmed upon receipt of the first payment of school fees as per the dates indicated on the invoice.

REGISTRATION FEE

Payable upon enrolment and must accompany the application form. This fee is not refundable (except for the waiting list).

CAPITAL FUND (dedicated to improvements of the buildings)

Payable upon enrolment, per family, once-only payment, This fee is not refundable.

ANNUAL FEES

Our fees take into account the reduced numbers in the classes, sometimes two or three times less than in traditional schools. The fees are inferior to those in English private establishments and other international schools in France.

EQUIPMENT (not including the pencil case and its contents)

- Included : note books; use of standard textbooks and specialized classroom materials; use of computers and software, access to network and internet; most school visits (museum, theatre) and outings during class time. The end-of-year school outing is not included in the tuition fees.
- Excluded : personal stationery, external examinations, personal insurance, school visits outside of class time; school field trips; extra tuition for individual or language support in French or English.

(1) LUNCH


Meals are taken in the school. For children suffering from serious allergies, parents must provide an official statement/document known as the PAI (Protocole d'Accueil Individualisé, established between parents, the allergist and/or the Educational Medical Officer). An appropriate meal can be provided by our catering firm.

(2) PACKED LUNCH : Contribution to supervision and cleaning.

(3) LANGUAGE SUPPORT OR SPECIAL NEEDS SUPPORT

If necessary and where possible, special needs support to enhance learning can be organised after assessment and mutual agreement. For Secondary students whose mother tongue is not French or English, extra language lessons can also be arranged.

3. Costings and charges applicable to private candidates * (see Covid note below)

<div>  </div> BIS 2023 / 2024 - Examination fees & costs BIS Closing date for exam entry : 01.02.24	
PRIVATE CANDIDATES	Euros €
Cambridge Examination Centre Costs - per qualification/subject (IGCSE / AS / A2)	85,00
Cambridge Courier service - per subject (IGCSE / AS / A2)	30,00
AS examination entry fee - per subject (excluding AS Global Perspectives)	119,80
AS examination entry fee - Global Perspectives	192,65
A2 examination entry fee - per subject	119,80
Full A Level (combined AS/A2) - per subject	173,25
IGCSE examination entry fee - per subject	102,00
IGCSE Double Award examination entry fee - per subject	204,00
Oral exam (foreign language) - forfeit	80,00
Oral preparation (foreign language) - per hour	80,00
Administration costs - forfeit	120,00
Invigilation costs - per hour	100,00
Access arrangements - possible according to certain conditions and costs depending upon individual requirements - minimum fee	50,00
BIS Closing date for exam entry : 01.02.24	
CIE Late entry fee - 22.02.24 - 17.04.24 (per subject) dates to be confirmed	60,95
CIE Late entry fee - after 18.04.24 (per subject) dates to be confirmed	152,40
ENQUIRIES ABOUT RESULTS	
Service 1 - Clerical re-check : IGCSE	29,35
Service 1 - Clerical re-check : AS, A2, A Level	32,65
Service 1S - Clerical re-check with copy of script : IGCSE	64,20
Service 1S - Clerical re-check with copy of script : AS, A2, A Level	65,05
Service 2 - Review of marking and clerical re-check : IGCSE	66,40
Service 2 - Review of marking and clerical re-check : AS, A2, A Level	81,30
Service 2S - Review of marking and clerical re-check with copy of script : IGCSE	103,10
Service 2S - Review of marking and clerical re-check with copy of script : AS, A2, A Level	117,15
RETURN OF ART WORK (June 2024)	
IGCSE	121,60
AS & A Level	121,60