

AGNES SCHOOL

## **RULES AND PRACTICAL INFORMATION**

**2024-2025 Academic Year**

### **Commitment between Agnes School, its pupils and their parents**

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## INTRODUCTION

Agnes School is a private school with the legal status of a non-profit organisation (ASBL), offering full multidisciplinary education within a Catholic environment for boys and girls of 2 to 17 years of age. The Catholic ethos permeates all aspects of school life.

Agnes School provides an environment that is conducive to the human, intellectual and spiritual development of all concerned, of which our pupils are the main beneficiaries.

All of the parties concerned are keen to contribute to the school environment through the quality of their work, their kindness to others and their respect for the physical environment.

We believe hard work, diligence, punctuality, pride in one's appearance and respect for others and their beliefs to be vital to maintaining a sense of harmony and balance not just at school but also at home and within society as a whole since this gives us a sense of respect and acceptance for the principles of community life. This document outlines a number of rules based on both common sense and the school's academic tradition. These rules are not exhaustive.

The rules outlined in the present document are not a catalogue of restrictions but rather an educational tool designed to enable pupils to gradually acquire a sense of responsibility and self-control.

### **I: How the establishment is structured and operated**

Agnes School is a Catholic private school offering bilingual education through immersion and run under the authority of the school's principals.

Pre-school and primary school pupils (until P5) are housed in a single building located at 143 rue Louis Hap, 1040 Brussels. The secondary school and the class of P6 are located avenue Père Damien 31, 1150 Brussels.

The school secretary can be reached by telephone on Mondays, Tuesdays, Thursdays and Fridays from 8:30am to 1pm and from 3pm to 4pm and on Wednesdays from 8:30am to 12pm.

#### **1. Lesson times**

Lessons and study periods are spread across five days - Mondays, Tuesdays, Thursdays and Fridays from 8:30am to 3:45pm and Wednesdays from 8:30am to 12:15pm. In secondary, schedules are from 8.25am until 4pm on Mondays, Tuesdays, Thursdays and Fridays. On Wednesdays they are from 8,25am until noon (possibility of extending until 1pm)

The buildings close at 5.30pm in Père Damien, and at 6pm rue Louis Hap.

Pre-school children from M2 and M3 get two 20-minute breaks a day - one in the morning and one in the afternoon. They also have an outdoor playtime of 40min after lunch.

M0 and M1 pre-school children eat from 11am, followed by a supervised nap/rest between 12pm and 1:30pm. Children of M0 and M1 have two outdoor playtimes a day: 20 minutes in the morning and 20 minutes in the afternoon.

Primary and secondary school pupils are given time to eat followed by break time, between 12:30pm and 1:45pm. They have a playground break of 20 minutes in the morning.

Primary and secondary school pupils have their break in the morning. Pupils spend their break times outdoors whatever the weather, including during the winter months. Exception is made for the pupils of secondary to seek shelter indoor in case of heavy rain until an outdoor roof is installed.

## 2. Access conditions: entering and exiting the building

The school is open from 8am.

Parents must leave the school grounds by 8:30am to allow pupils to file in in **peace and quiet**, both of which are vital to allowing pupils to prepare themselves for work and concentrating, in order to maintain an appropriate working environment for both pupils and staff.

The school gates will close at 8:30am when the pupils file in, at which point no-one is to enter or leave the building.

The gates will open in the afternoon between 3:45pm and 4pm. After 4pm, parents or their representatives will need to ring the bell in order to gain entry and access the childcare facility. The school closes at 6pm rue Louis Hap, and at 5.30 Avenue Père Damien.

Primary and secondary school pupils in possession of a release card that has been duly completed and signed by their parents will be allowed to leave the school grounds alone at 3:45pm (or 4pm in secondary).

Pupils, their families and teaching staff are required to strictly adhere to the specified timings, notably with regards to entering and leaving the school, in order to ensure that all pupils have the opportunity to take full advantage of the teaching on offer without any disruption to those pupils already in class.

No child is permitted to leave school alone outside of the official time frames.

## 3. Provision of premises and equipment

Pupils will be provided with appropriate premises and equipment as required for the purposes of their education. Pupils must be aware of the importance of respecting their environment, including tables, chairs, and psychomotor developmental, sports and PE equipment. No litter is to be dropped and toilets are to be kept clean.

Pupils and teaching staff must endeavour to keep classrooms and playgrounds in good condition out of respect for others, including our maintenance staff.

We would also draw pupils' and their parents' attention to the importance of looking after any books borrowed from the school, bearing in mind that others will be using them the following year.

Parents will ultimately be held both criminally and financially responsible for any deliberate acts on the part of their children. Any damage to equipment or premises will result in disciplinary measures being taken.

## 4. Allocation and use of classrooms

Each class has its own classroom, but pupils may be required to use another classroom for specific subjects (such as for art classes, PE lessons, access to the multi-purpose hall, combined year-group classes, etc.).

Classrooms must always be kept clean with no litter, chalk or ink on the floor. Pupils are responsible for keeping the classrooms, and the school in general, including the surrounding area, in good condition. Pupils are required to complete the physical tasks listed on the chart displayed in each classroom in order to ensure that the classroom environment is kept clean and in the best possible condition for use.

## 5. Teaching staff

The principals are ultimately responsible for the school's academic choices, for ensuring that the curriculum is adhered to, for the standards that pupils reach and for the training provided for pupils, teachers and parents alike. They are also responsible for hiring teachers and approving pupil enrolments. The principals are assisted in their role by an administrative team.

Pre-school, primary and secondary school coordinators work alongside the principal to ensure that the curriculum is adhered to, monitor the standards that pupils reach and oversee the training provided for teachers. They also coordinate joint events and common issues and assist teachers with their tasks and responsibilities.

The classroom teacher is responsible for the classroom environment and for their own work; they are aware of each pupil's situation and parents can contact the classroom teacher in order to get a general idea of how their child is doing.

The coach is the person appointed by the school's management team to oversee the pupil's personal development in close conjunction with their family. Where pre-school children are concerned, the classroom teacher also serves as the coach. The coach will meet with parents at the quarterly parents' evenings.

## II: Pupils' obligations

The legal age for compulsory education has been lowered. Since September 1, 2020 it was lowered from 6 to 5 years (M3). A number of rules ensue from this obligation, in particular concerning school attendance. Regular school attendance plays an important role in acquiring solid foundations and enables academic success.

### 1. Obligation of diligence

The obligation of diligence requires pupil to get actively involved in school work, to make notes of classes and corrections and to adhere to the teaching timetable, curriculum content and terms and conditions of assessment. Pupils cannot refuse to study certain aspects of their class curriculum or excuse themselves from attending certain lessons except in cases of *force majeure* or in the event that special permission has been granted.

Time devoted to human development, religious instruction, Catechetical masses, PE lessons and coaching is included in the timetable and is an integral part of the curriculum.

## a) Absenteeism

The school holiday calendar is set by the school, taking into account the relevant Belgian institutions and stakeholders' calendars.

Since all primary-age children as well as children from M3 are bound by an obligation to be schooled, all M3, primary and secondary school pupils are required to observe the official start and end dates for school holidays as displayed on the school's website. With this in mind, no absences prior to the start or following the end of these official holiday dates will be authorised.

### *i. Unplanned absences*

The family must inform the school secretary by email ([vlouveaux@agnesschool.be](mailto:vlouveaux@agnesschool.be)) the same day, stating the reason for the absence and the anticipated duration thereof.

A doctor's note is required if a pupil is absent for more than 2 working days. It is essential that the pupil then presents this note to their classroom teacher on their return. After 6 half days of unjustified absences, the school will contact the parents to seek explanations. Passed the 10<sup>th</sup> half-day of unjustified absence, a meeting will be organised between the parents and the school's management to remind the parents of the rules regarding compulsory attendance and to establish remedial action. The school may need to demand that a child repeats an academic year due to an overwhelming number of unjustified absences that may jeopardise the learning process.

In the case of contagious diseases, a doctor's note stating that the pupil does not present any risk of contagion may be requested and should then be presented to the school secretary.

### *ii. Planned absences*

Parents needing to collect a child before the end of lessons or during school time must inform the secretary by email ([vlouveaux@agnesschool.be](mailto:vlouveaux@agnesschool.be)) and the teacher via the class journal, stating the reason for and the day, time and duration of the absence. Where possible, medical appointments must be made outside of school hours.

Authorisation for absences is at the sole discretion of the school's management team. Any requests for absence other than for medical reasons must be submitted to the school's management team by email well in advance of the planned absence. Parents accept responsibility and agree to ensure that the child catches up on any lessons and homework missed.

In the event of a child's parents having to go away for several days they are requested to inform the school's management team and the pupil's teacher of this in advance and to provide contact details for the person who will be responsible for the child during their absence.

## b) Lateness

Any child arriving after 8:30am will be considered to be late. Pupils arriving late will be met at the entrance by a member of staff, who will accompany them to their classroom. Parents will no longer be able to enter the school grounds after 8:30am.

Instances of lateness will be recorded and the management team will contact parents in the event of persistent lateness.

## 1) Behaviour



Agnes School aims to ensure that its pupils enjoy learning by fostering a sense of trust and respect.

#### a) Respect for others

All pupils must demonstrate respect for others at all times. This involves using appropriate and polite language and abstaining from making rude remarks, swearing and using obscenities. Likewise, pupils must abstain from using hurtful words, mocking other people, demonstrating a lack of respect or intolerance, and any form of extortion or racism.

Acts of physical violence are strictly prohibited and may result in the pupil(s) concerned being excluded.

At the discretion of the academic team and teaching body, an investigation may be launched or educational measures taken to make the child aware of the seriousness of their words or actions.

#### b) Cheating and theft

Children must be taught to be honest both at home and at school.

Theft represents a major breach of the trust that each one of us should be able to have in others, and any malicious theft-related act is reprehensible.

Likewise, copying and cheating have a detrimental effect on the mutual trust between the individuals concerned and are detrimental to the party concerned. This being the case, all pupils shall abstain from copying, forging signatures and notes, and cheating, or face immediate sanctions. Again, at the discretion of the academic team and teaching body, an investigation may be launched or educational measures taken to make the child aware of the seriousness of their actions.

There is no insurance in place to cover thefts on the school premises.

### C) In Secondary School: Discipline System and Code of Honor

In the secondary school, a code of honour reinforces the spirit of adherence to the pedagogical project. It is brought to the attention of all and is to be respected by each student and staff member. The system of discipline applies to all. Conditions for taking exams are explained and co-signed by the management, the students and their parents. The documents are attached.

#### D) Self-control

Noise is an unnecessary waste of energy and cause of fatigue and must therefore be controlled and limited at all times. It is important that we speak on a level that can easily be heard by everyone without raising our voices so as not to overpower or tire other pupils or teachers. It is important that everyone abide by this rule in the interests of community life and abstain from shouting.

#### E) Bullying

School bullying is not tolerated. The school makes all possible efforts to maintain a good atmosphere within groups of students, and seeks above all to prevent situations of harassment. In a situation of harassment, the student, whether harassed or bullying, is not considered to be a problem, but to have a problem, which the school will seek to solve with tact.

A search for solutions will be based on becoming aware of the difficulties, keeping the students involved at a distance and educating the students in healthy interpersonal relationships through coaching (conflict management, taking stance in the group, etc.).

Concretely a series of actions can be undertaken such as:

1. Meeting with the teacher(s) to understand the situation.
2. Meeting with the children to understand the facts (avoid interpretations)
3. Communication with parents.
4. Meeting with teachers and supervisors to establish close attention and a search for solutions.
5. Meeting with the parents of the children involved to work in collaboration.
6. Possibility of contacting external resource persons (specialists in the field) outside the school.

#### F) On the playground

The playground is designed to provide an area where pupils can relax and recharge their batteries for the remainder of the day's lessons. Break times are spent outdoors all year round, including during the winter months.

Teachers or other members of staff are responsible for the pupils during break times and children must report to these individuals should an incident occur.

Fights, violent games and dangerous items that might pose a risk to pupils' safety are prohibited.

Personal games and any other items or documents not related to school life must be left at home. Bringing such items into school presents the risk of them being lost, swapped or stolen, for which the school cannot be held responsible.

Appropriate behaviour is encouraged. Pupils must speak and act respectfully towards other pupils and take care to use appropriate vocabulary and remain polite at all times. The play areas and equipment provided must be respected.

Pupils may not leave the playground without prior permission to do so. Neither are they allowed to linger in the corridors or enter the building without permission from the supervisor.

#### G) These little toys that need to stay at home...

We have noticed that a number of personal objects or small games not related to school life have appeared in the classrooms. These are, to name a few, sound watches / connected watches or game watches, music players, ipods, mp3s, telephones, etc. These small objects are a source of distraction; disturb the student himself and his classmates.

They can sometimes have a certain value so as not to attract lust or risk damage, we therefore ask you to explain to your children that it is in its personal interest to keep these objects at home.

These devices are not authorized on the school premises, even if off and in the bottom of the school bags.





### III: New technology

New technologies represent a major challenge in education. Agnes School has established a charter for the use of screens with two main objectives:

- 1) To clearly communicate the school's position on the use of screens at school;
- 2) To invite parents to question the domestic usage of screens and establish a dialogue with their children on the rich and diverse options available to use screens with intelligence and moderation.

This charter is an integral part of the educational project of Agnes School. It is the result of a reflection started several years ago with the relay parents. It is aimed at all families whose children are registered in the school, whether they are in kindergarten, primary or secondary.

Certain elements, when they affect school life, are included in these regulations. Others, relating to family life, are left to the discretion of the parents.

|   | SCHOOL  |
|---|---|
|    | NO  |
|  | YES<br>Under the supervision of the teacher, for school purposes<br>Use limited to: remediation, research – PPT document, Word                                |
|  | YES<br>Limited use; under the supervision of the teacher, for educational and training purposes   |
|  | RARELY<br>From time to time, a teacher can offer a film or documentary to deepen, illustrate or enrich knowledge.<br><br>Ex: "C'est par sorcier" or Karrewiet |

### IV: Encouragement-based teaching.

We at the school do everything in our power to promote encouragement-based teaching and aim to achieve basic objectives such as trust, respect and valuing people for their work.

## 1) Primary learning assessment

Children are first introduced to working methods at school, giving them a good grounding on which to build their futures. Agnes School offers solid and methodological foundations on which to learn and regular learning assessments, as well as encouraging pupils to adopt a disciplined and diligent approach to their work and aiming to develop a sense of independence and responsibility.

### a) Homework

Homework will be directly linked to what has been covered in the classroom that day. Primary and secondary school pupils will complete daily knowledge building and testing exercises in notebooks or on documents that parents must consult on a regular basis.

Parents will be kept informed of any homework given via the class journal, which must be signed on a daily basis.

### b) Assessments

Assessments are performed on a regular basis and must be returned corrected and signed on the following Monday.

### c) Examination periods

Furthermore, depending on the child's level and cycle, a series of appraisals will be performed four times a year (before the All Saints holidays, Christmas, Easter and summer holidays). In the secondary school they take place 3 times a year, at Christmas, Easter and in June.

### d) Reports

The above-mentioned daily knowledge testing, together with the results obtained in the assessments, will be summarised in an academic transcript that will be sent home with pupils before the autumn break and the Christmas, Easter and summer holidays.

Reports provide an opportunity to gauge the knowledge the pupil has acquired at each level and state the following:

- the pupil's average mark for each subject or module
- an evaluation of the pupil's working habits and skills

Reports must be signed by the pupil's parents and returned to school on the Monday immediately following each holiday.

## 2) Progress assessment for pre-school children

Progress are evaluated throughout the year, by the teachers – under the overall supervision of the coordinator – and as per the academic objectives set forth. There are as such no particular exam period in pre-primary. The findings of the teachers are explained orally to the parents at least twice a year during a parent-teacher meeting.

## V: Academic progress at Agnes School

### 1) Recognising attainment at the end of the academic year.

The amount of time a pupil spends completing a basic learning and knowledge broadening cycle may be extended by one year. This decision will be based solely on the conclusions of the teaching body following a meeting of the teachers' council.

## 2) Re-enrolment of pupils

Pupils will not be automatically re-enrolled from one academic year to the next. Parents will be informed during the course of the year when the re-enrolment period is opening and must then reiterate their desire for their child(ren) to maintain their place(s) at Agnes School for the following academic year within a specified time frame. After this time, Agnes School will allow the remaining places to be given to external families who are on the waiting list.

The re-enrolment of pupils is conditioned to the payment of a financial guarantee and to the settlement of all outstanding invoices from one academic year to the next. See below: Tuition fees and financial conditions.

## 3) Withdrawal of pupils (over the course of the year or at the end of the period)

It may be the case that a pupil has to be withdrawn from school in the middle of the academic year, notably for family or professional reasons. In such cases, the school's management team must be informed of this in writing as early as possible.

In any case, and in accordance with our financial terms and conditions, the current academic year must be paid for in full and no discount or pro-rata payment option will be offered on the annual fees payable in the event of early withdrawal.

The deposit paid to guarantee the pupil's place at the school will be refunded to the parents when the pupil leaves the school, whether they are withdrawn early or leave at the end of the academic year, provided that all relevant fees have been paid.

## VI: Partnership with parents

Most of the principles which detail the partnership between parents and the school are detailed in point 9 of the "Charter of Educational Principles" which can be found on our internet site. The Charter integrates these rules and the parents engage to respect them.

We at Agnes School believe that a child's education begins at home and that the parents are primarily responsible for their child's education. The school offers support for parents to help pupils to achieve their full potential in all aspects of their lives based on respect for and a good understanding of the role that each party - parent, teacher or other member of staff - has to play. This promotes a sense of cooperation between parents and the school to ensure that the child gets the education they need to become independent by developing their intelligence and their drive.

Parents are encouraged to participate in school life in order to further reinforce this concordance between the child's home life and their school life.

## 1) Communication between the family and the school

The school communicates primarily via email, although letters may sometimes be sent home in your child's school bag. There is also a noticeboard in the school foyer.

The class journal is the preferred method of communication between the school and the families of primary and secondary school pupils and should always be in the pupil's possession. This journal helps to keep track of any correspondence between teachers or the school's management team and parents (with regards to homework and assessments, justifying absences, authorising the pupil's release from school, etc.). Parents are required to sign the journal on a daily basis.

Written communication where pre-school pupils are concerned will primarily be via a comments book to be kept in the pupil's school bag.

As part of their function, and in the absence of friendly relations developed in a private capacity, regardless of school activity, school staff will refrain from any particular correspondence (mail, Internet, social networks) with a child, nor will invite a student to his home without the consent of his parents. Likewise, families agree to respect the privacy of school staff and to refrain from communications of a private nature via SMS, social networks or otherwise.

## 2) Quarterly meetings

Parents of pupils attending the school will be invited to attend two meetings at the start of term outlining the programme for the year and sometimes combined with various talks designed to help with matters relating to parenthood.

Parents will also be invited to attend two individual assessment meetings for their child at the end of term for the purposes of examining the progress the pupil has made not only in academic terms but also in terms of their social, psychomotor, spiritual, etc. development.

It is vital that at least one but preferably both parents attend these meetings as they are an integral part of the agreement that exists between the school and family.

## 3) Meetings by appointment

Progress meetings may be held should the teaching body and/or parents consider them necessary.

## 4) Mentoring

The school offers tailored support to children in the first year of primary education and above to ensure that each child gets the help they need to fulfil their true potential. Coaching involving regular one-to-one chats between each pupil and their teacher-coach is used to tailor the child's schooling and ensure that it is in keeping with the education they are receiving at home. This helps the pupil to exercise their will in terms of both their learning objectives and building their character and a series of appropriately tailored, achievable and measurable targets may be set.

## 5) Affective education

Agnes School is convinced of the importance of offering a quality emotional education to its students because it affects the entire construction of the person, and ultimately the happiness of each person. The school, with a group of people trained in this field, is in the process of fine-tuning a training program for students, teachers and parents, from kindergarten to the end of secondary school. The team takes care to identify the needs for affective education at each stage of life, delicately addressing themes specific to each age, with adapted semantics, guided by a Christian vision of affectivity and sexuality.

From the middle of primary school, pupils receive one or more training courses each year on a variety of subjects corresponding to the needs identified for their age (the importance of friendship, the practice of values, the difference between pleasure and happiness, the beauty of love, the development of the human body, the difference between men and women, the biological aspects related to the beginning of life and sexuality). Sometimes these teachings are integrated into the courses and given by the professors, sometimes it is external speakers who speak.

Agnes School supports families, but parents remain the primary educators: it is desirable that the dialogue on topics related to affectivity and sexuality be initiated by the parents at home, so that the children feel free to talk about them as a family.

## 6) The parent representative team

A parent representative team will be appointed by the management team at the start of the academic year. Parent representatives are responsible for supporting the values and unique spirit of Agnes School, welcoming new families into the school community, encouraging parents to take part in the various school events that are organised with parents in mind, helping parents with any other issues relating to their roles as parents and educators and generally being there for our pupils' families. They strive to foster a climate of collaboration, friendship, cordiality and trust that benefits everyone, and children in particular.

Parent representatives are there to listen to parents and can help when it comes to communication with the school's teaching body and/or management team.

At the class level, the relay parents take initiative for all activities that concern parents and families in the class. At the level of the whole school, through their close relationship with the direction, they help to strengthen the school-family relationships and to improve the educational project.

## 7) Parenting support sessions

The school is keen to support parents in their role as their child(ren)'s primary educators and with this in mind offers a series of training sessions and talks right throughout the year on matters relating to education and designed specifically with parents in mind. Details of specific events will follow in due course.

# VII: Optional services offered by the school

## 1. General provisions

The school offers families a series of optional services designed to support them in their parental role. These additional options should be considered a service that the school provides for families and are not included in the child's tuition fees. Pricing information can be found below. Prices are calculated based on a fixed rate that takes into account holiday periods, teaching days and planned school trips.

These services are available by prior registration only. Any late registrations outside of the registration period will incur an additional administrative fee of €20 per child and will be subject to availability.

There will be two registration periods, the first running from September to December and the second from January to June.

An invoice for these services will be issued at the start of each period and is to be paid in advance for the entire period in question. No changes or pro-rata calculations can be made during the period in question except in

cases of *force majeure* (health, relocation, etc.) and no such changes or calculations can be made without the agreement of the school's management team.

Isolated absences will not be reimbursed.

## 2. Meals

There are two meal options available to children - hot school dinners (incurs a charge) or packed lunches from home.

Meals and/or snacks are to be eaten in the dining area (canteen) or playground only.

### a) Advance registration for school dinners

The school offers a hot school dinner option for pupils at lunchtime. This service is operated by the school's management team. School dinners are prepared and delivered to the school by an external service provider and reheated and served onsite.

No school dinners are provided at lunchtime on Wednesdays.

There are no meals catered for in the secondary school (P6 to S3).

### b) Occasional school dinners

This option allows parents to request that their child(ren) be served a school dinner occasionally, on an isolated basis. Likewise, any pupil who usually brings a packed lunch from home and might have left it at home or in the classroom may be offered a school dinner. This option is not available in the building Avenue Père Damien.

In such cases, when the school dinner service is used on an isolated basis, a fixed charge will be applied (see below). An invoice will be issued and sent to the parents at a later date.

### c) Packed lunches

Children can bring a packed lunch and a drink (flask of water only) in with them from home. Thermoses and other containers cannot be reheated onsite. Families should ensure that all containers brought into school are labelled or bear the child's name.

Packed lunches are required for the pupils of P6 to S3.

## 3. Extracurricular activities

The school may offer various extracurricular activities. A detailed list of the activities offered, the name of the person/association in charge and the corresponding costs will be sent out separately at the start of the academic year.

## 4. Supervised study

A supervised study period is available for primary school pupils from 4pm to 5pm on Mondays, Tuesdays, Thursdays and Fridays. There is no supervised study period on Wednesday afternoons. The study period for the pupils of S1 to S3 is from 4.10pm until 5.30pm on Mondays, Tuesdays, Thursdays and Fridays.

The supervised study period does not guarantee (due to the number of pupils who attend) the completion of all homework given. It does not absolve parents of their responsibilities to oversee the lessons and homework of their child/children. Polite behaviour and serious study is expected from all pupils who take part in the supervised study period, not only towards their work but towards their peers. If necessary, "behaviour cards" will be introduced, with a system of notices which could lead to a pupil's exclusion from the Supervised Study.



Children who take part in the supervised study period are not permitted to absent themselves or leave before the end (5pm rue Louis Hap, or 5.30pm ) without written permission from their parents.

Enrolment for these study periods includes access to the childcare service between 5pm and 6pm.

## 5. Childcare for M0 to P5 only

For the children from M0 to P5 - a childcare service is available from 4pm to 6pm on Mondays, Tuesdays, Thursday and Fridays and from 12:30pm to 6pm on Wednesdays.

Any delay that requires school staff to remain onsite after 6pm will result in an additional fee being charged per child for each 15 minutes' delay or part thereof (see terms and conditions below).

## VIII: Security

Access to the building – see above.

### 1. Moving around within the building

For security purposes, we ask that all pupils and supervisory staff remain constantly vigilant at all times, particularly with regards to fire, the use of electricity, gym apparatus, sports equipment and manual tools.

Safety instructions will be given verbally and displayed on the walls and regular safety drills performed.

Pupils are expected to behave responsibly and carefully in the playgrounds and when moving around the school in order to avoid accidents (such as knocks and injuries caused by pushing and shoving or playing violent games, breaking eyeglasses, etc.). Adhering to the rules of good conduct is far better and more effective than any insurance that we might take out to cover certain risks.

Running in the corridors and on the stairs is prohibited.

Children are to file in and out of the playground in single file under the supervision of a teacher or member of the teaching team.

Pupils are not permitted to move around the building unaccompanied or to return to the classroom to collect something they have forgotten (be it a piece of clothing, a school bag, an item of school equipment, a lunchbox, etc.).

The toilets are only accessible to primary and secondary school pupils during break times and must be kept clean. Parents should inform the classroom teacher beforehand in the event that a pupil might have to use the toilet during lesson time for medical reasons.

Pupils may leave the classroom to attend interviews with the coach when summoned to do so by the latter or should they wish to confide in somebody, unless they are in the middle of a task or under examination; in such cases, the pupil is responsible for collecting any work completed during their absence.

## 2. Moving around outside of the building

### a) Good manners in public spaces

Pupils must display good manners in public when leaving the school on outings for trips relating to their academic and/or sporting pursuits. Pupils must walk a maximum of two abreast (so as not to get in the way of passers-by) and await permission from the teacher before crossing any roads.

Unless otherwise stated, pupils are not permitted to make any purchases during school outings.

### b) Soft mobility

Pupils travelling to or from school by scooter, bicycle, roller skates, skateboard, etc. must demonstrate great care and respect passers-by, particularly in the areas surrounding the school. Such items are not to be used during break times.

Rue Louis Hap: only folding pushchairs for children in M0 and M1 are permitted within the building and must be stored folded up in the space provided (underneath the outside stairs in the playground).



The school does not have sufficient space to provide parking for all forms of eco transport for example bicycles, non-folding scooters, adult scooters, electrical mono bicycles indoors. As a result pupils' bicycles and other modes of transport must be secured to the posts provided for this purpose on the public street outside the school. The school cannot be held responsible for any damage or theft. Only children's folding scooters can be left in the space provided.





Avenue Père Damien: it is possible to park scooters and bicycles in a dedicated area of the park. The school is however not responsible for any damage that may be caused to the objects, or for any theft.

#### c) Kiss and Ride rue Louis Hap, from M2 to P5

Rue Louis Hap: the townhall has availed a dedicated area for a Kiss and Ride zone to drop off children of class M2 and above before school, between 8 and 8.30am. The Kiss and Ride service is a service provided for parents by parents on a voluntary basis. The school can not be held accountable or responsible for any incident or incivilities that could occur while using the Kiss and Ride area. It is under the sole responsibility of the parents. Nevertheless, to keep all pupils, staff and parents safe, rules and guidelines are put in place to keep vehicles moving and to ensure the safe entry and exit of children from vehicles.

- The Kiss and Ride cannot be used by pupils of M0 or M1. Parents must park their vehicles elsewhere and accompany their children inside the school premises.
- Parents using the Kiss and Ride area must stay seated in their car. The K&R parent volunteer will open the car door and help the children get their school bags out of the boot or back seat.
- Parents must only allow their children to open the door on the sidewalk side (not onto the flow of traffic).
- Parents enter the K&R in the flow of traffic (not against it)
- It is not permitted to do a U-turn on the street

#### a) Dropping off and collecting children Avneue Père Damien (P6 to S3)

There is no dedicated area to a proper Kiss and Ride. Parents drop off and collect their children at their own risk. They must comply with security and safety traffic rules.

In the event that a child is dropped off by car by a parent, this must be done quickly at one of the following locations:

- Avenue de Tervuren at the height of The Gradient building
- At the intersection between Avenue de Tervuren and Avenue Père Damien
- In front of the school at the level of the building's parking lot

## **IX: Health at school**

All individuals are strictly prohibited from using tobacco, drugs or alcohol both within the school and in the surrounding areas.

### 1. Minor ailments

The school has a first aid kit for dealing with minor day-to-day injuries (scratches, minor cuts, dressings, cool pack, disinfectant, etc.).

School staff members are not authorised to administer medication to pupils. Children who are sick should be kept home from school. In the event of a child needing to be administered medication as they reach the end of a course of treatment or period of convalescence, parents must provide a prescription from the doctor clearly stating the required dose and method of administration.

Following a period of absence due to a contagious disease, a doctor's note stating that the pupil does not present any risk of contagion may be requested and should then be presented to the school secretary on the first day the pupil returns to school.

Furthermore, all families are expressly requested to regularly check their child(ren)'s scalp(s) to prevent the spreading of lice.

### 2. In the event of an emergency

In the event of a serious illness or accident occurring on school premises or during a school outing, the school will immediately inform the child's parents. Depending on the urgency and severity of the situation, all appropriate measures will be taken by the individuals responsible. In the event of an emergency and/or in the event that the parents cannot be reached, the school may take the pupil or have the pupil taken to St Michel Hospital, Rue de Linthout, Etterbeek or any other organisation which is recognised for emergency care. Parents will be asked to consent to this at the start of the academic year.

In the event of an accident occurring at the school, the family/families concerned will be asked to sign and return a declaration of assurance within 48 hours. A document will be given by the school's Secretary at the moment the child/pupil is taken by his/her parents or by a representative of the medical profession.

### 3. Membership of a psycho-medico-social centre

In accordance with the legislation regarding health and prevention in schools, the school has been a member of a psycho-medico-social centre (Centrum voor Leerlingenbegeleiding, or CLB) since January 2019.

The referral centre for Agnes School is as follows:

Centre GO! CLB Brussel  
Avenue d'Auderghem n° 90  
1040 Brussels

Certain groups of Agnes School pupils are entitled to free legal vaccination and a medical examination focusing on the child's overall development (weight and height check, eye/ear examination, etc.) in accordance with the terms and schedule specified by the CLB. Only the parents of the pupils concerned will receive detailed information on the matter.

Parents are free to decide whether or not they wish their child to undergo this medical check-up.

Membership of a PMS/CLB centre enables the school to benefit from a reliable partnership and expert advice, notably in the event of a contagious disease (such as scarlet fever, hepatitis, meningitis, etc.) being identified within the school.

## X: Daily life

### 1. Uniform

Wearing a uniform is an integral part of the educational programme and encourages a sense of integration and cohesion, thus also reinforcing a sense of community and belonging both to the school and to its pupil body.

Pupils are required to wear the school's uniform every day. Uniforms must be worn in full and kept in impeccable condition at all times.

All items of clothing must bear the pupil's name (ideally stitched on to the garment). Lost property (including clothing) is kept in a freely accessible unit in the school foyer. Any clothing that has not been claimed by the end of the school year will be sold second-hand or donated to a humanitarian association.

Pupils are not permitted to change at school or in the surrounding areas (with the exception of PE lessons that take place at the school).

The school's management team and teachers reserve the right to refuse entry to the classroom to any pupils deemed to be dressed inappropriately, in which case parents will be informed in person.

#### a) Dress code for pre-school pupils.

Pre-school pupils wear a coloured (yellow, red, blue or green) smock over their clothes. Smocks can be purchased from the school secretary.

Pupils will wear the following colours and must bring the following to school with them:

| <b>M0</b>   | <b>M1 pupils</b>  | <b>M2 pupils</b> | <b>M3 pupils</b> |
|---|---|------------------|------------------|
| Yellow smock  | Red smock   | Blue smock       | Green smock      |
| Children are permitted to wear nappies with tab fastenings (i.e. that fasten on the front - pull-up-style nappy pants are not permitted)  | No nappies (except for nap times at the start of the school year)                 | No nappies       | No nappies       |
| <ul style="list-style-type: none"><li>✓ Children must wear shoes without laces or city shoes (Velcro)</li><li>✓ Avoid bodysuits or leotards (any undergarments that fasten between the legs) belts and braces</li><li>✓ City outfit (no sport gear)</li></ul> |   |                  |                  |
| No gym shoes  | A pair of white fabric gym pumps bearing the child's name should also be provided |                  |                  |




#### b) Dress code for primary and secondary school pupils.


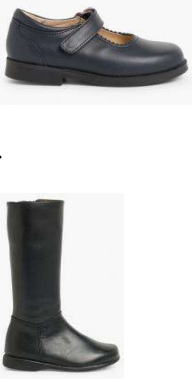

The uniform colours are burgundy, anthracite grey and white.

The uniform consists of the following:

i. *Girls' uniform*

Clothing

| Libellé  |  | Couleur   |   |
|--|--|-----------|---|
| Pinafore <b>dress</b>                                | Compulsory – purchased through the school          | Dark grey |    |
| Long-sleeved or short-sleeved blouse, (round collar) | Compulsory<br>(to be purchased in shops)           | White     |  |
| Cardigan   | Compulsory<br>(to be purchased through the school) | Burgundy  |  |

|   |  |                 |   |
|---|--|-----------------|---|
| Socks and tights  | Must be dark grey NOT light grey<br><br>(to be purchased in shops) | Anthracite grey |    |
| Smart shoes in black leather. (The school does not impose a particular style of shoe except that they should be smart leather shoes with no decoration – not shiny, with fur, knots/bows etc). In general, the types of shoe most often worn with the uniform are the type (Mary Jane) with a flat heel and boots with a zip and a flat heel in winter. Wearing of sandals, flipflops is forbidden for security, protection and health reasons. | Compulsory   | Black           |    |
| Gym polo-shirt  | Compulsory<br><br>(to be purchased in shops)                       | White           |  |

\* The gym polo-shirt may also be worn as a blouse with the rest of the uniform.

#### Jewellery and hair accessories

Pupils are not to wear jewellery to school, with the exception of a small, discreet pair of earrings.

Hair accessories must be the same colour as the uniform. Accessories can be purchased from the secretary's office.

Girls with long hair are expected to keep it tied back during PE lessons.





The wearing of nail polish on finger nails or toe nails is forbidden.

i. *Boys' uniform*




Hair cut

The hairstyles are classic, neutral and neat, avoiding slackness and extravagance. Boys will take care that their hair does not reach the collar of their shirt. There are no earrings, no long hair, no "crests" or spiky hair, no cuts mixing short hair and long hair, no colored highlights, no shaved heads. Wearing a cap and other headband is not permitted.

Clothing

|                                     |   |                 |   |
|-------------------------------------|---|-----------------|---|
| Trousers                            | Obligatoire<br>(to be purchased via the school) | Anthracite grey |    |
| Bermuda shorts                      | Compulsory<br>(to be purchased via the school)  | Anthracite grey |  |
| Long sleeves or white sleeves shirt | Compulsory<br>(to be purchased in shops)        | White           |  |
| Jumper                              | Compulsory<br>(to be purchased via the school)  | Burgundy        |  |










|   |  |                 |   |
|---|--|-----------------|---|
| Socks   | Compulsory<br>(to be purchased in shops) | Anthracite grey |    |
| Smart leather shoes in black leather. (The school does not impose a particular style except that shoes must be smart in black leather.)<br><br>In general, the types of shoes most worn with the uniform are shoes with Velcro fastenings, moccasins or black boots with no other decoration. Trainers or other sports shoes with writing/motifs on are strictly forbidden.<br><br>The wearing of sandals, flip flops etc is forbidden for security, health and protection reasons. | Compulsory<br>(to be purchased in shops) | Black           |    |
| Gym polo-shirt <u>with embroidered design</u> *<br><b>Outdoor Scouting</b>  | Compulsory                               | White           |  |

\*The gym polo-shirt may also be worn as a shirt with the rest of the uniform.

The shirt (or gym polo-shirt) should be worn tucked into the trousers.

*ii. PE kit: unisex style for boys and girls*

|             |  |          |   |
|-------------|--|----------|---|
| Gym sweater | Compulsory<br>(to be purchased via the school) | Burgundy |  |
|-------------|--|----------|---|

|   |  |                 |   |
|---|--|-----------------|---|
| <p>Gym shorts.</p> <p>Shorts are worn when temperatures allow it. It is not possible to wear tights underneath the shorts.</p>   | <p>Compulsory<br/>(to be purchased via the school)</p> | <p>Burgundy</p> |    |
| <p>Track-suit for physical education.</p>   | <p>Compulsory<br/>(to be purchased via the school)</p> | <p>Burgundy</p> |    |
| <p>White indoor canvas shoes</p>  | <p>Compulsory<br/>(to be purchased in shops)</p>       | <p>White</p>    |    |
| <p>White sport shoes for indoor and outdoor activities (The school does not recommend a particular type or brand of shoes. What matters is the fact that they are white and that the child is able to slip them on by himself/herself with Velcro or lace fastenings)</p> | <p>Compulsory<br/>(to be purchased in shops)</p>       | <p>White</p>    |    |
| <p>Gym polo-shirt</p>   | <p>Compulsory</p>                                      | <p>White</p>    |  |

Pupils must wear the appropriate kit for PE lessons. P1, P2 and P3 pupils should come in to school wearing their PE kit on those days on which they have PE lessons as they will not be able to change at school.

## 2. Lost property and forgotten equipment

### a) Lost property

Lost property is kept together in a special chest in the school foyer where it is freely accessible to all. Parents and children are invited to come along and collect anything they think has been lost.

You are requested to write the child's name on all items of clothing (jumpers, shirts, hats, gloves, scarves, coats, etc.), bags and PE kit, as well as any other accessories that might be used for lunch or snacks (flasks, bottles, containers, etc.) and all classroom equipment (pencil case, bags, pencils, pens, glue, etc.).

The school will also display lost property in the school foyer several times a year – before the Christmas, Easter and Summer holidays. Any items that have not been recovered may be sold at second-hand sales to raise funds for the school, given to families in need or given to humanitarian associations.

In the secondary school building; lost items are grouped together in a room in the annex (on the left as you enter), to which the students have free access during recess.

### **b) Forgotten equipment**

Pupils may, from time to time, leave certain equipment at home, or forget to take things home from school when they leave.

We understand that this can happen and accept it as a source of learning, provided that it does not happen on a regular basis. Forgetting something can help the child to learn more about independence, responsibility and personal organisation, and with this in mind, the school would ask that parents refrain from bringing the forgotten item into school on the day. The school secretary reserves the right not to accept the item or pass it on to the child for the aforementioned reasons and to avoid disturbing the rest of the group as they work.

Pupils who leave or forget material in class (eg books, documents, homework, lunchbox, pencil case) at the end of the day are not permitted to return to the class to collect it. They should wait until the next day to recuperate the material. This is for several reasons – to think about the material which is required is part of the learning process of all children. These movements within the school after hours or into class without the supervision of a teacher are not permitted or authorised.

### **c) Valuables and money**

Pupils are strongly advised against bringing any valuables onto the school grounds.

Pupils are prohibited from bringing into school their own small games or any other items or documents that have nothing to do with school life, including the following:

- Walkmans, iPods or MP3 players
- video games
- watches that make any noise and connected watches
- mobile phones
- cameras

Pupils have absolutely no need to bring money onto the school grounds and should not do so under any circumstances.

The school cannot be held responsible in the event of any loss, damage or theft.

## **XI: Penalties and punishments**

We at Agnes School make every effort to adopt encouragement-based teaching methods that place the emphasis on positivity and kindness. That said, specific steps may be taken in the case of pupils who fail to adhere to the present rules in the interests of ensuring the smooth running of the school.

Such measures designed to maintain a sense of order may be taken by any member of staff in agreement with the school's management team.

### 1) Preventive measures.

Pupils demonstrating objectionable attitudes or behaviours will, wherever possible, be given a warning prior to any penalty being imposed.

Such preventive measures may take any of the following forms (not in order of prevalence):

- Verbal warning from the teacher
- Verbal warning from the management team
- Written warning in the class journal
- Written warning by email to the parents

### 2) Punishments

Pupils disrupting the smooth running of the school or the progression of a class may consequently be subject to an appropriate punishment (and/or a series of rules of conduct agreed as part of a written support plan).

Punishments and penalties are designed with the child's educational needs in mind and with the aim of encouraging the child to think about the inappropriate act(s) they have committed.

### 3) Penalties

In the event that the pupil's behaviour proves problematic with regards to delivering lessons and/or jeopardises the school's educational programme, or in the event of persistent bad behaviour, unruliness or a clear lack of effort, the following measures may be taken:

#### a) Suspension (temporary expulsion)

Initial suspensions last for 1 day. In the event of a pupil being suspended a second time, the suspension will last for 3 days. Once a pupil has been suspended twice, the possibility of excluding the pupil must be examined.

Suspended pupils may not attend any lessons or activities planned for their group for the duration of the suspension. They must, however, continue to attend school, or be kept at home subject to this being agreed between the pupil's parents and the school's management team.

#### b) Exclusion (permanent expulsion)

The pupil will be permanently withdrawn from the school once they have enrolled at another school, a maximum of one month, not including holiday periods, after written notification of the decision to exclude the pupil has been issued. In the meantime, the pupil will be treated the same as a suspended pupil and must continue to attend school, or be kept at home subject to this being agreed between the pupil's parents and the school's management team.

Such disciplinary measures may not be appealed, with the exception of exclusion, in which case parents may, within 5 working days of receiving the notification, file for legal action. This appeal will not delay the execution of the earlier decision.

## XII: Code of conduct and protection of minors

Agnes School has adopted a Code of Conduct and Protection of Minors, which can be viewed on the school's website. It states that the school places the safety and well-being of children above all considerations. Staff undertake to report any inappropriate behavior on the part of students or a member of staff, or any disrespect for the physical and moral integrity of children, to the director without delay. The Code deals with the prevention of transgressive behavior and how to report abuse or serious transgressive behavior involving a student.

## XIII: Privacy and data protection

Agnes School ensures that it complies with the General Data Protection Regulation (GDPR) in order to guarantee and strengthen the protection of any data of a personal nature that families might provide to the school.

Any data provided by parents will be used for the purposes of receiving information relating to their child and the implementation of the school's educational programme. The school is committed to processing only data that is required for the purposes of implementing the educational programme and to keeping such data confidential. The school will not pass on any family data to any third parties for exploitation and particularly commercial purposes.

Parents have the right to access any personal data that concerns them, notably via the Classe365 platform. They may also request that the data in question be modified or erased at any time by emailing [info@agnesschool.be](mailto:info@agnesschool.be).

## XIV: School fees and financial conditions

The school fees related to a pupil's education at Agnes School are structured in two main categories:

The so-called "**mandatory**" fees: they include the tuition fees and the fixed flat fees per child.

The so-called "**optional**" fees: they stem from voluntary choices made by families, based on optional enrollment.

This notice on school fees forms an integral part of the booklet on "Rules and practical information". It is reviewed and set annually by the Board of Directors of Agnes School asbl. An annual invoice is issued in September of each academic year. It can be paid either monthly (over 10 months – due by the 10th of each school month, excluding July and August), or quarterly (due on 30/09, 31/01 and 30/04), or in one full transaction (due by the 31/10). Payments can be done via bank transfer or direct debit.

A child's place at the school is dependent upon the parents accepting and adhering to the aforementioned notice and rules.

From the moment a pupil joins the school, the full yearly mandatory fees are due. Early departure during the school year does not result in a reduction nor in the pro-rata temporis of the amount of the annual bill.

## **XV: Parents' commitment**

**Your child(ren)'s place(s) at the school is/are dependent upon you accepting and adhering to the present rules, the charter of educational principles and financial terms.**

**Date :**

**Father's Signature :**

**Mother's Signature :**

## Annex 1: Code of Honour in High School

### *School will be what we make of it*

- I. **I take responsibility for my actions** and accept the consequences. This means that I commit myself to live the rules of good conduct and to respect the internal house rules of the school.
- II. **I make it a point of honour to be a true person**; who has a true word, far from any lie and with no intention to deceive.
- III. **I show honesty in all my actions and stay** away from any form of cheating, seeking to give or receive information that allows to obtain an unfair advantage over others.
- IV. **I show respect and consideration for everyone** by adopting a benevolent attitude, away from any form of contempt or violence. I have a welcoming and kind attitude towards everyone.
- V. **I respect the good of others.** I do not take ownership of another person or school's belongings without express permission. I do not steal or damage or destroy property that does not belong to me. I am responsible for the items and objects that are part of the day to day life at school.
- VI. **I undertake to use the building, the premises and the garden in a respectful manner at all times.** I make sure that the school is a clean, quiet and pleasant place for all.
- VII. **I undertake not only to respect the rules of the school, but to help others to do the same,** by talking to the school mates and encouraging them to keep their promises.

Name and signature of each student

— —

— —





## **Annex 2: Rules of examinations in High School**

1. The only reasons accepted, in case of absence from the examination, are certified sick leave. It is mandatory to inform the school by 08:25 by calling the director's office.

2. Pupils properly dressed in uniform and in possession of their school materials shall be admitted to the examination. Items that may be required are class diary, pencil case, sheet and specific material requested by the teacher. Students are allowed to drink water during the exam, bringing their own bottle of water. It must be placed on the bench at the beginning of the exam (no other drinks are allowed; it is not permitted to get up during an examination. The supervisor has the right to prohibit the use of a bottle if the student makes too much noise.)

3. Students who arrive late will not be given extra time to take their exam, except in exceptional circumstances.

4. The examiner shall designate the seat assigned to each student and the place to store jackets and bags.

5. The examiner gives instructions on when and how much time is available to ask questions.

6. Fraud will be punished by a zero.

7. No discussion or arguing will be allowed in the examination room, under penalty of exclusion.

8. For the proper organisation of exams:

— For the first degree: no early departure can take place. The student remains in class, in silence, until the end of the exam. The student is allowed to read a book when finished. S/He must bring the book right at the beginning of the exam, by his/her table / no getting-up during the exam.

— For classes of the 2nd and 3rd degrees: For a 4-hour exam, students can leave at the end of the 3rd hour; for an examination of 3 hours, the student can leave at the end of the 2nd hour; for an examination of 2 hours, the student can leave at the end of the 1st hour; for an examination of 1 hour, the student must stay until the end of the test.

9. The mobile phone is strictly forbidden, its use is considered as fraud.

The conditions of examinations must allow a serene session for all.

Student's surname and first name

—

Signature of parents

Signature of the student

## Annex 3: High School Discipline Plan

### 1. Order (material and home work)

#### HOME WORK NOT TURNED IN OR MATERIAL NOT IN ORDER

Parents are notified when the student does not have his or her belongings or has not returned a homework assignment in due course. A specific tracking document is glued at the end of the class diary (Journal de Classe).

The professor shall notify the date, reason and missing items. Parents must sign this sheet. The student shows the signature to the teacher prior to admission into the classroom.

- Homework not done:
  - o 0/10. The professor may decide to give a second chance.
  - o The teacher notifies parents via the class diary.
- Material not in order:
  - o The teacher notifies parents via the class diary that the student is not in order and indicates what is missing. Students and parents must remedy the situation as soon as possible.

### 2. Discipline and compliance

#### DISRESPECT OF SILENCE AND INAPPROPRIATE ATTITUDE IN CLASS

- System of 3 warnings for non-compliance with silence or disruptive attitude:
  - o After 2 warnings, the student has a sanction “retenue”.
  - The professor indicates it in the class diary.
  - o At the third warning the student is **excluded from the course + a sanction “retenue”**
  - The student puts his/her diary on the teacher’s desk before going to the teacher’s room to notify the director of his/her exclusion. The director or a representative will give the pupil an assignment (the student works on the subject seen in class, or – if he has not done his/her homework, s/he will copy the code of honor).

- The teacher notifies the parents of the exclusion, via the sheet in the diary and indicates the date and reason for exclusion (talking, attitude or insolence).

### **INSOLENCE AT SCHOOL (IN AND OUT OF CLASSES)**

- Insolence directly leads to sanction “retenue”. If it persists after notification a class exclusion can be implemented.
- o Sanction “retenue”: The professor writes down the observations and the student is invited for an extra duty on the following Wednesday.
- o Classroom exclusion: The teacher notifies the parents of the exclusion, via the sheet in the diary and indicates the date and reason for exclusion in detail (what was done or said by the student, the sanction).

### **UNAUTHORISED PRESENCE IN THE CORRIDORS**

Students are not allowed inside the school building (aisles, classrooms, refectory) at the following times:

- Before entering the classroom from 8am to 8:25am
- During the morning and midday recess
- After the last class that ends at 4pm

Students who are caught moving around or hanging around without permission will have a sanction. The professor will note it down in the class diary.

The following **exceptions** can be accepted:

- Access to the library: Tuesday morning during recess + Thursday morning and midday recess. The entrance is through the side door. A chair indicates that pupils must not go beyond this point, and must not go beyond the library door.
- Access to the chapel: during the recess, the student must ask the supervisor to go to the chapel.
- In case of heavy rain: students can stay indoors during breaks (in the refectory and gym, accompanied by a supervisor). The supervisor accompanies the group.
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## **SANCTIONS**

### **“Retenues”**

**Location:** on the 1st floor in the Curie class.

**Days:** Monday, Tuesday, Thursday, Friday from 13:15 to 13:55. The 3<sup>rd</sup> “retenue” takes place on a Wednesday after the classes, either from 12h05 to 12h55, or from 1.10 p.m. to 2 p.m. depending on the student’s school’s timetable.

**Student’s tasks:** in a specific note book which remains in the Curie class, the student must mark the date of the “retenue” and copy twice the full code of honour.

If the code of honour has not been copied correctly twice, it must be redone (on another day).

### **“Retenues” on Wednesday(after the 3<sup>rd</sup> warning)**

After 3 warnings, the student stays longer at school on Wednesday.

- The principal will notify the parents in advance.
- If the 3<sup>rd</sup> warning is given on a Wednesday morning, the “retenue” will be held on the following Wednesday.
- The professor writes down in the class diary the date and incident.

**Schedule:** The exact timing of the “retenue” depends on the child’s school timetable of the day. If the student does not have a “Finish”, the “retenue” will take place between 12:05 to 12:55. If the student has to seat for a “Finish”, s/he will bring a packed lunch from home and stay at school from 1:10 p.m. to 2 p.m. The implementation of “retenue” take priority over recreative arrangements the student may have outside school.

**Task:** The student must write down the date of the “retenue” and copy 3 times the code of honour.

### **Exclusion**

**One-day exclusion.** After 3 warnings taking place on Wednesdays (which corresponds to a total of 9 retenues), the 3rd is turned into an exclusion of one day (one Wednesday, to the extend possible. The principal notifies the parents.

**Three-day exclusion.** After 6 “retenues” on Wednesdays (which correspond to 18 retenues), the sixth becomes a three-day exclusion (Wednesday, Thursday, Friday). The principal notifies the parents. The student accompanied by his parents is requested to attend a disciplinary council.