



AGNES SCHOOL

## **RULES AND PRACTICAL INFORMATION**

**2025-2026 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 2pm 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 12.05pm.

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.

MO and M1 pre-school children eat from 11am, followed by a supervised nap/rest between 12pm and 1:30pm. Children of MO 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 bad weather conditions, until an outdoor roof is installed, and with prior approval of the director.

## 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 school pupils (P1 to P5) 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 12.15pm on Wednesdays). Pupils of P6 and of secondary school are considered autonomous when leaving the school and do not need a release card.

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 timeframes.

## 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 endeavor 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: 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.

## II: Pupils' obligations

There is mandatory school attendance as of 5 years old (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. It is communicated to the families almost a year in advance.

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) 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 2 half days of unjustified absences, the school will contact the parents to seek explanations. Passed the 6<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) 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

Being punctual means being ahead of time! The classroom activities start at 8.30am. Parents must aim at dropping off their children ahead of time to ensure that the pupils reach their classroom on time.

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.

The pupils of Avenue Père Damien who arrive late, must go via the teachers' room to obtain a written note prior to entering their classroom.

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) Discipline System

A discipline system reinforces the spirit of adherence to the pedagogical project. It is brought to the attention of all at the beginning of an academic year and is to be respected by each student and staff member. The system of discipline applies to all.

### 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.

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, smart 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. Sanctions are foreseen for those who attempt to contravene.

### 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	
	<b>NO</b>
	YES Under the supervision of the teacher, for school purposes Use limited to: remediation, research - PPT document, Word
	YES Limited use; under the supervision of the teacher, for educational and training purposes
	RARELY From time to time, a teacher can offer a film or documentary to deepen, illustrate or enrich knowledge. 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 daily.

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 – ie on a weekly basis.

#### 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). Exception is made for the pupils of P1 who only have 3 exams per year. 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 (repeating a class). 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 can only be done in its current language section.

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 9 items in the "Charter of Education and Principles" which can be found on our internet site. The Charter integrates these rules and the parents engage to respect them.

Parents are the first educators of their children (...)

Agnes School encourages the participation of all school stakeholders (parents, teachers and students) (...)

The primary mission of the school is the complete education of students (...)

Educational training must strive towards excellence (...)

The formation of personality must be based on the exercise of freedom (...).

Spiritual education respects deep convictions (...)

Agnes School intends to become a social and educational center (...)

Parents, teachers and students share educational goals (...)

Agnes School does not tolerate any discrimination (...)

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. Particularly important are participation in parents training at the start of the period (September and January), parent-teacher meetings (at least twice a year), parenting support training evenings (two to three times a year), etc.

## 1) Communication between the family and the school

The school communicates primarily via email for all general matters, 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 group meetings at the start of each term (September and January) 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. Parents who can not attend should inform the school or the teacher.

## 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.

Parenting support training evenings focus on education. They serve both to strengthen the parent-school bond and to enrich the school community on important themes. Parent participation is VERY strongly recommended and is an integral part of the Agnes School educational project of fostering a school-family hand in hand.

## 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 served onsite.

No school dinners are provided at lunchtime on Wednesdays. There are no meals catered for in the secondary school (P6 to S4).

### 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 S4.

The school has a "0 waste" policy. The pupils are invited to take their waste home to sort it (plastic packaging, cardboard, compost, etc.)



### 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 S4 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 MO to PS only

For the children from MO 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 MO and MI 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 ecotransport 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 PS

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 MO or M1. Parents must park their vehicles elsewhere and accompany their children inside the school premises.
- Parents using the Kiss and Ride are a 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 Avenue Père Damien (P6 to S4)

Pupils are invited to come by public transport or bicycle, scooter, etc. 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 regulations. U-turns are forbidden. Alike, it is forbidden to park on the sidewalk by the entrance of the school.

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

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, 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. Specific pathologies, allergies, intolerances

Parents of students suffering from specific pathologies, intolerances or allergies are required to inform the school. Smooth and transparent communication is essential in the interest and safety of all. An information form must be completed at the start of the school year, and updated as soon as a pathology is revealed.

Parents must request an individual interview with the management to explain the situation, provide a medical certificate as well as a first aid kit containing valid medications, dosage and specific instructions.

The management reserves the right to decline medical care for a student if it appears that the care or risks go beyond its teaching mission.

### 3. 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.

### 4. 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
Children must wear shoes without laces or city shoes (Velcro) Avoid bodysuits or leotards (any undergarments that fasten between the legs) belts and braces City outfit (no sport gear)			
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

Item		Couleur	
<p>inafore <b>dress</b></p>	<p>Compulsory - purchased through the school</p>	<p>ark grey</p>	
<p>ong-sleeved or short-sleeved blouse, round collar)</p>	<p>Compulsory (to be purchased in shops)</p>	<p>hite</p>	
<p>Cardigan</p>	<p>Compulsory (to be purchased through the school)</p>	<p>urgundy</p>	



Socks and tights	Must be dark grey NOT light grey  (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  (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 (to be purchased via the school)	Anthracite grey	
Bermuda shorts	Compulsory (to be purchased via the school)	Anthracite grey	
Long sleeves or white sleeves shirt	Compulsory (to be purchased in shops)	White	
Jumper	Compulsory (to be purchased via the school)	Burgundy	







Socks	Compulsory (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.)  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.  The wearing of sandals, flip flops etc is forbidden for security, health and protection reasons.	Compulsory (to be purchased in shops)	Black	
Gym polo-shirt with embroidered design* <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 (to be purchased via the school)	Burgundy	
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<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 (to be purchased via the school)</p>	<p>Burgundy</p>	
<p>Track-suit for physical education.</p>	<p>Compulsory (to be purchased via the school)</p>	<p>Burgundy</p>	
<p>White indoor canvas shoes</p>	<p>Compulsory (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 (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 in to 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 :