



# School rules

Below are the procedures and operating rules of Jeanne d'Arc British international School and the obligations of all its members (management, teachers, parents and students.) Its purpose is to provide everyone with the conditions of security, organisation and attendance so allowing us all to live well together.

## Part one - Rights and obligations

### 1 - Rights

Each student has the right:

- To respect themselves as a person, their ideas, their morals and physical integrity
- To equal opportunities without bias of sex, origin or beliefs
- To respect towards their property and work

### 2 - Obligations

Students should:

- Regularly attend school and be punctual to both school and all classes
- Be punctual about handing in homework assignments and any other task
- Have respect for all people in both word and gestures
- Have respect for the school premises and the equipment within
- Respect the instructions given by any adult in school in regard to personal work and behaviour
- Never refuse to attend classes or not follow any assigned courses
- Understand and comply with the school regulations

## Part two - School rules and routines

Doors open at 07:45

Doors close at 17:30

Daily Schedule			
Days	Start of school	Lunch	End of school
Monday to Thursday	08:00	12:10 to 13:15	15:45
Friday	08:00		12:10

### Arriving to school

Students should arrive at school 10 minutes before the start of morning and afternoon classes

### Late arriving at school

Students who arrive late must report to the surveyant.



If a student is more than 15 minutes late arriving to class then they will not be allowed to enter the class. Students must make up any work covered in the class they missed.

### **Absences**

- If a student is absent from school then the parents or guardian must inform the school.
- If the student is absent for longer than three days then the parents or guardian should bring a medical certificate to school.
- In the case of the student having a contagious disease then the school must be informed at once.

### **Respect for school property**

If any student wilfully damages school property or furniture then the cost of repairing or replacing the damaged items is the responsibility of the parents.

### **Dress code**

Students should arrive at school clean and smartly dressed wearing full school uniform. The only exception to this rule is on special celebration days when parents will be informed beforehand.

The wearing of caps, ripped jeans, transparent clothing and piercings is prohibited.

If a student arrives dressed in a manner deemed indecent they will not be allowed in class and their parents or guardians will be called.

### **Sports classes**

Student attendance at sports classes is compulsory.

Students must wear the school's sports uniform.

If for any reason a student cannot participate in sports classes then the parent or guardian must supply a medical certificate stating the reason why a student cannot attend sports.

### **Telephones**

Students bringing a telephone to school must turn it off as soon as they enter school. It may only be turned on again as they leave school.

If a parent or guardian needs to contact a student urgently they should do so by calling the school office.

### **Valuables, including money**

Students should not bring large amounts of money to school. If they do bring money or valuables then the student is solely responsible for their belongings

Jeanne d'Arc British International School declines all responsibility in the event of loss, theft, sale, exchange, or deterioration of any valuables or money brought to school by students.

### **The use of student images**



During the school year photographs and videos will be taken by members of the educational team. Some of these images or videos will be placed on the school website or social media platforms highlighting school life.

If a parent or guardian does not wish for their child's image to be used at all then they should visit the school and complete an exemption form.

## **Part four - Jeane d'Arc relationship with parents or guardians**

### **Communication with parents or guardians**

Communication with parents or guardians is through Koolskools, telephone calls, written notes given to students or on the school website.

Report cards will be given to parents or guardians at the end of each trimester.

If necessary parents or guardians may meet with teachers after requesting an appointment.

Parents or guardians must report any change of address or telephone number as soon as possible.

### **Parental commitment**

Parents agree to:

- Participate in all activities organised for them. This includes information meetings, orientation meetings and parent-teacher meetings.
- Support the administrative, pedagogical, financial and administrative rules of the school
- Actively participate in the educational progress of their children
- Be active partners in the educational process of their children

## **Part five - Behaviour and discipline**

The educational community here at Jeanne d'Arc British International is a society where everyone, adults and children, must learn to live together in accordance with a certain number of principles promoting the harmony of relationships and the well-being of all.

All members of the educational team should refrain from any behaviour, gesture or word that would show indifference, contempt or violence towards children.

Any sanction for poor behaviour must have a positive effect on the child, it must allow them to recognise their fault and, if possible, to repair it.



Impoliteness, vulgarity, brutality are all subject to sanctions.

The direction reserves the right to apply sanctions according to the gravity of the fault.

## **Chapter 6: Security and insurance**

For security reasons, it is strictly forbidden for students:

- To use the school play area for games outside of school hours
- To use violence or physical contact during recess.

In the event of an accident, first aid is provided immediately at the school.

If an accident occurs, and a student requires treatment, the parents or guardian will be informed immediately and the student taken to the clinic the school has an agreement with.

The student's family may, however, choose to take their child to another medical establishment.

This policy was written in September 2024 and reviewed in January 2025.  
It will be reviewed again in September 2027