

Everyday life at the CSI



The purpose of this guide is to outline some of the everyday rules and procedures that are in place at the *Cité Scolaire Internationale Lyon* (CSI Lyon). The CSI Lyon is a French state school, which functions accordingly and has a specific administrative structure that is common to all French schools. While lessons and other pedagogical matters are dealt with by teachers, all other aspects of school life - administrative, pastoral, disciplinary, transport etc - are overseen by the French administration of the school.

Contacting the CSI Lyon

CSI Reception +33 - (0)4 78 69 60 06

Parents can contact the Reception (*accueil*) and ask for whichever person or service they need to talk to (French only).

Administrative structure of the CSI Lyon

The school is split into three sections, by year level, each of which has its own administrative team.

Primary	Collège	Lycée
Head of Primary - M. Pascal FINO +33 - (0)4 78 69 60 05 ce.0693318g@ac-lyon.fr	<i>Proviseur</i> - M. Serge GUINOT	
	<i>Proviseur adjoint collège</i> M. Di DONFRANCESCO +33 - (0)4 78 69 60 13 college@csilyon.fr	<i>Proviseur adjointe lycée</i> Mme Aurelie SPEED +33 - (0)4 78 69 60 06 lycee@csilyon.fr
	<i>CPE* vie scolaire collège</i> Mme Sophie BODE +33 - (0)4 78 69 60 16 vscollege@csilyon.fr	<i>CPE* vie scolaire lycée</i> Mme Alexa MARTI +33 - (0)4 78 69 60 18 vslycee@csilyon.fr

*CPE = *Conseiller Principal d'Éducation* (head of the *vie scolaire*)

CSI School Offices (secondary): *bureau de la vie scolaire*

The school office (*Bureau de la Vie Scolaire*) is a team comprised of educators and teaching assistants : *Conseillère Principale d'Education (CPE)*, *Assistants d'Education (surveillants)* and *Assistants Pédagogique*. There is one school office dedicated to *collège* and another to *lycée*.

The *vie scolaire* teams are responsible for students whenever they are not in class: recess, breaks, teacher absences, free sequences in their timetables, entering and leaving the school etc.

The school office, under the responsibility of the CPE, is responsible for dealing with student absences, security, making sure school rules are respected in and out of class, discipline issues and communicating with families on all these matters. The CPE and the *surveillants* also provide pastoral care for students and they are available to talk over any issues or problems that the students may have, whether these are personal or school-related (such as bullying, conflicts or emotional issues).

Communicating with Teachers

Each pupil is issued with a *cahier de liaison*, which is a notebook for communication between teachers and parents. Parents must complete their personal contact details in this book at the beginning of the school year and to check it regularly, making sure to sign any messages from teachers. The book also allows parents to request an appointment, and to notify the school of absences.

If your child is absent...

If your child cannot attend school, you should inform the CSI Lyon administration straight away.

Primary : inform the head of primary by email or phone (see details above).

Collège and lycée: the school office by email or phone (see details above).

When the child returns to school after an absence, the parent must complete a note of absence in the child's *cahier de liaison* and the child needs to present this to the *vie scolaire*.

Pronote

In *collège* and *lycée*, all parents are given access to Pronote, which is an online interface that is used for communication between teachers and parents. Parents will receive a login and password at the start of the school year. If you have several children in secondary, you can access all their accounts using the same login.

On Pronote parents can find information about the school (including important messages from the administration), students' timetables, grades and results, and homework assignments. Parents can also communicate with teachers and the admin team via an internal email system. Students will soon get into the habit of checking Pronote regularly as it will tell them about any changes to their classes and timetables, such as room changes or teacher absences.

Teacher Absences / Free sequences / Permanence

Primary: if a primary (French or Anglophone Section) teacher is absent, the teacher may be replaced, in which case the class goes ahead as usual. Otherwise, the class will be divided between the other teachers in primary, and the children join those classes for the day. Primary students are not left unsupervised at any time within the school day.

Collège & Lycée: if a secondary teacher is absent, they may or may not be replaced. Students should check Pronote for any changes, or make contact with the *vie scolaire* or with the Anglophone Section office if their teacher doesn't turn up at the start of a lesson.

- If the teacher is replaced, the lesson will go ahead as planned with the replacement teacher.
- If the teacher is not replaced:
 - *Collège* - students report to the *vie scolaire* and the *surveillants* will confirm how and where the time is to be spent. Students may go to 'permanence' (known as 'perm'), where they are supervised by a staff member in a classroom but there is no teaching (students can usually do their homework, read quietly or study). They may also be given permission to go to a library (the CDI or their language library) to work or revise.
 - *Lycée* - students can choose to go to the study room, the library etc. They do not have to report to the *vie scolaire* in advance.

In secondary, students will likely have free sequences during the school day where they have no lessons. The same rules apply as for teacher absences (above).

Medical centre / school doctor

A part-time nurse (*infirmière*) is available for primary and two full-time nurses for secondary. There is also a school doctor (*médecin de l'école*). This team is available for medical issues and to support children with a personal care project (see 'PAI', above). The medical centre ('*centre médical*') is open to all and the staff follow a strict code of confidentiality. The nurses can intervene when needed for first aid, and can look after children who get sick during the school day.

Vaccinations: Children must have had certain vaccinations before beginning school in France. The school requires a medical certificate (or for French families, the ' *carnet de vaccinations*') at the start of the school year. Please note that the DTP vaccination (diphtheria, tetanus and polio) is compulsory.

Contact the *collège* and *lycée* medical clinic on 04 78 69 60 06

Medical appointments

The school requests that all medical appointments be outside of school times so as not to interfere with the school day, with the exception of urgent cases.

Leaving the school building during the school day

Primary: pupils must remain in school for the whole of the school day.

Collège: if a teacher is absent for the last class of the day, students may leave the school only with the express written permission of the parents (there is a section to complete in the *cahier de liaison* and students must carry this at all times). *Collège* students are not allowed to leave the school during recess or other breaks during the day.

Lycée: students can leave the school when they have an hour or more free in their timetable, during meal times (unless they are minor and their legal parent or guardian has not given consent), or if a teacher is absent and the school has given no instructions to the contrary.

School Library for Collège & Lycée (CDI)

The *Centre de Documentation et d'Information* (CDI) is much more than a school library: it is a place where students can do research, seek information, make intercultural exchanges, and there is a multilingual video and audio library where students can consult and borrow

resources. It is open to all members of the school. During lesson times, pupils must have authorisation from the school office to enter the library.

The CDI is located in the centre of the school, and is shared between *collège* and *lycée*. It is open Monday-Friday from 8.00am - 5.30pm <http://0693446w.esidoc.fr/>.

Primary School Library (*BCD primaire*)

This is the library and documentation centre for primary school (*Bibliothèque et Centre de Documentation*). Pupils can consult and borrow books in French, English, Spanish, Italian, German, Polish and Portuguese (Chinese and Japanese in class only).

School Canteens

The CSI has 3 self-service canteens: one for primary, one for *collège* and one for *lycée*.

The menus are balanced and contain a starter, a hot dish, a dairy product and a dessert.

Primary Canteen

Service starts at 11.30 hrs and ends at 13.00 hrs

Menu includes:

- Starter: choice of either a green salad or two alternatives such as carrot salad, rice salad.
- Main course: meat or fish accompanied by vegetables and a carbohydrate such as potato or pasta.
- Dairy product : cheese or yoghurt
- Dessert : a choice of two / three desserts, including fresh fruit.

College & Lycee Canteens

Service starts at 11.45 hrs and ends at 14.30 hrs: there are three different services between these times.

Menu includes:

- A starter from a choice of three / four, including salads
- Two choices of main course
- Vegetable and / or a carbohydrate such as potato or pasta
- Dairy product : cheese or yoghurt
- A choice of three / four desserts, one of which is fresh fruit.

Packed lunches are only allowed in case of proven food allergies or intolerances (please contact the head of the school or the school office in this case).

The cost of the meal is calculated based on the parents' income (*quotient familial*). Please note that this applies only to families who live in Lyon itself. Families who live outside of the city of Lyon automatically pay the full amount, whatever their income.

You can calculate your 'quotient familial' here:

www.lyon.fr/ Click 'de A à Z' and then click 'quotient familial'.

You will need to obtain an official document from the CAF (Caisse d'Allocations Familiales):

<http://www.caf.fr/ma-caf/caf-du-rhone/actualites>

How to pay for the canteen: Go to www.csilyon.fr then choose the correct school level (*élémentaire, collège* or *lycée*) then "restauration", then "comment régler votre facture".

Payment for primary: the canteen bill is sent at the end of each month. The bill lists how many meals the child has taken during that period.

Payment for collège: Students have a canteen card and are registered for a certain number of days per week. The bill is payable monthly. Parents receive an email with the total amount each month and can pay either by cheque or online. It is a fixed fee and is payable even if your child is sick (for less than seven days). If the child is off for over seven days, the parent is not billed. For trips organized by the school, the school informs the canteen directly and the amount is deducted from the bill. However parents are advised to check their bill.

Payment for lycée : Students have a rechargeable canteen card. Parents can pay by cheque or online to charge the card.

Dress Code for Students

In France, schoolchildren do not wear a uniform. Smart clothing is the only requirement, and this is part of the official school regulations.

According to French law, no visible signs of religious affiliation are allowed in school (or any other public institution).

Specific clothing is required for sports, and this is detailed in the list of school equipment.

Parent-Teacher Meetings

Primary

At the start of the school year, each French teacher holds an information meeting in which he or she presents the programme for the year to parents. Children are not allowed to attend this meeting, which is reserved for the parents. The Anglophone Section teachers organize a separate start-of-year information meeting.

Families can request an individual meeting with the teachers via the child's *cahier de liaison*. To ensure all aspects of the child's situation are taken into account, both the French teacher and the English teacher will attend any meeting called individually by parents. Parents may also be called to a meeting by a teacher.

There are no specific "parents evenings" at the end of each term, when the pupil's report and grades are given, but once again families are entitled to request a meeting with the teachers at any point in the year.

Secondary

According to the student's needs, families are entitled to request a meeting with the teachers at any time. They can make the request via the student's *cahier de liaison*.

At the beginning of the school year a parents-teachers meeting is organized (a separate evening for each grade) where the curriculum and class organisation are outlined.

In January parents are invited to meet their child's teachers, where they will speak to each teacher for five minutes. Parents will be given a form beforehand, and they can choose which teachers they wish to meet and which time slot they prefer.

There are no specific "parents evenings" at the end of each term.

Parents' access to the CSI Lyon building

For security reasons parents are only authorized to enter the school building with an appointment. They must pass by the security office (*accueil*) at the entrance, where they will be given a visitor's badge.

Throughout the school year, parents are invited to participate in different aspects of school life and special events: volunteering, parents' associations, school trips and outings, races, carnival, the school fête, and so on. Security procedures will be in place for each of these and parents should be aware of these.

Mobile phones and contacting students during the school day

Pupils cannot be reached by landline in the CSI Lyon. However, in the case of an emergency, a parent can contact the *vie scolaire* office, who will pass a message to the child concerned.

Collège: students are not allowed to use their mobile phones on school grounds or in school buildings at all during the school day. Phones must remain in their bags, switched off, for the whole day. This rule applies during *permanence*, in the library/CDI, the playground and the corridors. If students need to use their phones (to contact a parent, for example, they can do this at the *vie scolaire* office, with permission from the *surveillants*).

Lycée: students are not allowed to use phones during their classes, and phones must remain in their schoolbags, turned off. However, *lycée* students are allowed to use their phones when they are not in classes.

WIFI

WIFI at school is for teachers and administrative staff only. Students do not have access to WIFI at school.

Lockers / Storage

In secondary, each student has a locker, which is secured by a padlock. Each locker is shared by two students.

In primary, bags are left in the classroom and coats are hung up in the cloakroom area.

Students at all levels should avoid bringing expensive personal items to school, and they should never be left unattended.
