

Les Poussins (Milton Keynes) CIC
CODE OF CONDUCT
FOR PARENTS/CARERS



Within the limits of two and a half hours weekly, Les Poussins aims to maintain high standards of education and to provide a safe and professional learning environment.

Your co-operation in taking an active part in your child(ren)'s education, especially in supporting us and encouraging home learning is crucial to ensure that your child(ren) find the learning enjoyable and achieve their learning targets.

- Please read through, sign and explain to your child(ren) the Code of Conduct of Les Poussins.
- Please ensure your child(ren) arrive promptly by 10:00AM every Saturday (a calendar of open days is available on the website, facebook group, in correspondence at the beginning of the year and in the newsletter).
- Absence or early leave must be confirmed with the school administrator or class teacher. Please inform us of any absence prior to the class (illness, birthday parties, holidays) so that we can inform the class teacher. Please refer to COVID-19 rules below as well
- Students who are taken ill, especially those with an infectious illness should refrain from attending the school until fully recovered. Please refer to COVID-19 rules below as well.
- Any child under 11 years old must be accompanied to and from the gate.
- Please remember that the children are under your supervision and responsibility until they pass the gate at the beginning of school and again from the time you pick them up at the end of lessons.
- Please arrange for prompt payment of invoices as we are a not-for-profit organisation and our staff is paid from the money we receive. A notice of 6 weeks is required if you are going to remove a child from the school.
- Please bring back the library book every week, it will be collected by our librarian and exchanged for a new book.
- Provided the last one was returned to the Library, each child will receive a library book every week. Please ensure you read the story to him/her, or that your child reads him/herself his/her book every week.
- Children must use the toilets before each lesson to avoid disturbing the class. Please refer to COVID-19 rules below as well.
- Please bring work books, pens, pencils, colouring pencils, rubber and sharpener to each class. Please name all personal items, especially coats and water bottle.
- Please be careful to remove all personal belongings at the end of lessons as the building is used by others during the week. Check with the administration staff if you lose something while at school. We keep some items that we find.
- Children are not allowed to stay in the classrooms during break time, they must go out onto the playground.
- Children and adults are not allowed to eat or drink in the classrooms.
- Children and adults will respect the premises, whether indoors or outdoors.

- Children are not allowed to play with or use the equipment within the classrooms including the interactive whiteboards, the computers, mice and keyboards, the sound systems, pens, text books and books etc.
- Some teachers give homework, please make sure your child(ren) complete(s) all homework given in their exercise books, class homework sheets or on Savio.fr
- Please encourage your child(ren) to speak French as much as possible during the week.
- Please use French on Saturday mornings during drop off and collection and whenever you are near our French learners. This applies of course in particular in the Bouts de chou class.
- For car users, parking is free on Saturdays while your children are attending the school. When using the car park :
 - Please be always aware of children and other pedestrians and drive slowly and safely.
 - Please be considerate and allow cars to enter first before leaving.
 - If no parking space is available you should drive out of the car park immediately. There is a car park a few minutes away by Waitrose.
- Please ensure your child(ren) attend the school's cultural activities such as the Christmas party and the end of year activities (la Grande Récré etc.). They are considered as lessons and are part of the curriculum.
- Take part in the community by helping out on the committee or in the teaching staff, organising activities, supporting friendships.
- You are encouraged to communicate with class teachers regularly, to find out your child(ren)'s progress and discuss any issues relevant to teaching and to your child(ren).
- If you have any concerns and suggestions on the operation of the school, you can speak to the members of the School Management Committee comite@lespoussins.org.uk , consult with the 'Conseillère Pédagogique' pedagogie@lespoussins.org.uk.
- Keep yourselves informed by reading Les Poussins communications via e-mail, Facebook or the website.

COVID-19 related rules :

Help control the virus – Government guidelines

To protect yourself and others, when you leave home you must:

- wash hands - keep washing your hands regularly
- cover face - wear a face covering over your nose and mouth in enclosed spaces
- make space - stay at least a metre away from people not in your household
- If you are feeling unwell, get a test and do not leave home for at least 10 days.

IF YOU, YOUR CHILD, OR ANY MEMBER OF YOUR HOUSHOLD DISPLAYS A NEW CONTINUOUS COUGH, A HIGH TEMPERATURE OR A LOSS OR CHANGE TO YOUR SENSE OF SMELL OR TASTE, DO NOT COME TO SCHOOL.

Inform Les Poussins as soon as possible : comite@lespoussins.org.uk

- Families who have been abroad on holiday in the 14 day period prior to the return to school
- must ensure that they follow the latest government regulations on quarantine. They must self
- isolate if the guidance is to do so and under no circumstances should a pupil attend the school
- during a period of quarantine. This will also apply to staff returning to school.

- Please come with your child under the age of 11 to the gate. They will need to apply hand sanitising gel and get their temperature taken. If their temperature exceeds 37.8C, we will ask you to take them back home. For children above 11, please remain in the car park until you have checked that they have successfully passed the gate.
- Any child above 11 year old and any adult entering the building will need to wear a mask in the common areas. This includes stairs, corridors, WC and staff room. Masks will be removed during class.
- All windows in the classrooms to remain open during teaching.
- The toilet area will be mixed gender. Each class will be assigned one cubicle. Maximum of 2 users at one time per block of 4 toilets.
- The children will wash their hands regularly during the morning, in particular after visiting the toilet, before and after break and before they leave the classroom.
- All tables and chairs will need to be wiped down with antibacterial product before leaving.
- Parents are not allowed to enter the building, except the parents attending the Bouts de chou class. They will enter the building last in order to avoid contact with other children for health and safety as well as safeguarding reasons. They will wear a mask in common areas. They will leave the building as soon as class is finished.
- Communication with parents will be arranged over the phone or e-mail and only remote or outdoor meetings of new parents will be organised.
- If you or your child displays symptoms of COVID-19, please seek a test immediately. If you test positive to COVID-19, please inform us straight away so that we can inform the other members of the class.

I have read and understood the code of conduct for Les Poussins, including those specific to the COVID-19 pandemic and accept to abide by these rules and make sure my child or children will abide by them as well.

Daughter's/son's name: 1..... 2.....
3..... 4.....

Parent's/carer's name:Relationship to Child.....

SignedDated

Useful links

Facebook page : <https://www.facebook.com/groups/lespoussins>

website : www.lespoussins.org.uk

sending messages to the school : comite@lespoussins.org.uk for general communication

to report your child's absence :

COVID-19

NHS test and trace : <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

