

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 cooperation in taking an active part in your children's education, especially in supporting us and encouraging home learning is crucial to ensure that your children find the learning enjoyable and achieve their learning targets.

Please read through, sign and explain to your children the Code of Conduct of Les Poussins.

- Please ensure your children arrive promptly by 10AM 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).
- Please inform the committee of any absence prior to the class (illness, birthday parties, holidays) or early leave so that we can inform the class teacher.
- Students who are taken ill, especially those with an infectious illness should refrain from attending the school until fully recovered.
- 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 4 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 on the next library run and exchanged for a new book.
- Provided the last book was returned to the Library, each child will receive a new library book on the next library run. Please ensure you read the story to your child, or that your child reads their book themselves every week.
- Children must use the toilets before/after each lesson to avoid disturbing the class.
- Children and adults must speak French from the moment they pass the gate in the morning until the end of the school morning once they leave (unless urgent and/or health & safety related issues require the use of English exceptionally).
- Please bring work books, pens, pencils, colouring pencils, rubber, sharpener, glue and scissors to each class.
- Please name all personal items, especially coats and water bottles.
- Please be careful to remove all personal belongings from the premises at the end of lessons as the building is used by others during the week. Contact the committee if you lose something while at school as they might have found and kept your item safe.
- 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 must switch off their phone and put it in their bag/away from their desk.
- 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 children complete all homework given in their exercise books, class homework sheets or on Savio.fr.
- Please encourage your children to speak French as much as possible during the week.
- Please speak French on Saturday mornings during drop-off and collection times and whenever you are near our French learners. This applies of course in particular in the Bouts de chou class.
- When using the school 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 children 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 children's progress and discuss any issues relevant to teaching and to your children.
- If you have any concerns and suggestions on the operation of the school, you can speak to the members of the School Management Committee by emailing comite@lespoussins.org.uk , or consult with the 'Conseillère Pédagogique' by emailing conseillere_pedagogique@lespoussins.org.uk.
- Keep yourselves informed by reading Les Poussins communications via email, Facebook or the website.

I have read and understood the code of conduct for Les Poussins and accept to abide by these rules and make sure my child or children will abide by them as well.

Children's names:

- 1.
- 2.
- 3.
- 4.

Parent's/carer's name:

Relationship to Children:

Signed:

Dated:

Useful links

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

Website: www.lespoussins.org.uk

School main email address: comite@lespoussins.org.uk