

FIRST DAY OF SCHOOL GUIDE LfdD

2020-2021



**ORGANISATION OF THE FIRST DAY OF SCHOOL
THURSDAY, 3 SEPTEMBER 2020**

PRE-SCHOOL AND PRIMARY SCHOOL

FIRST DAY OF SCHOOL FOR THE PUPILS

The class lists from CE1 to CM2 will be posted under the primary school canopy on the first day of school.

Pupils will be welcomed as follows:

PRESCHOOL Petite Section	Thursday, 3 September Parents and children are welcomed in class at 10:00 Lessons end at 11:30 (no half-board this day)
PRESCHOOL Moyenne Section and Grande Section	Thursday, 3 September Parents and children are welcomed at 12:50 at the preschool entrance by Mrs. Chardon, headmistress of pre- and primary school. Lessons end at 14:30 (no half-board this day)
PRIMARY SCHOOL CP	Thursday, 3 September at 9:00 Classes for all pupils end at 14:30 (children who eat at home return to class at 12:50) (Half-board is provided from this day on)
PRIMARY SCHOOL CE 1 - CM2	Thursday, September 3rd at 8:00 Classes for all pupils end at 14:30 (children who eat at home return to class at 12:50) (Half-board is provided from this day on)

Schedule of the first day at preschool:

Class lists will be posted at the preschool entrance.

Petite Section:

Your child will be welcomed in class. Parents have the opportunity to stay with their child in the classroom and in the schoolyard to accompany him/her during his/her first games - the perfect time to get to know each other.

Moyenne and Grande Section:

Your child will be welcomed in class. Activities will be proposed to encourage interaction between the children; after that there will be a recreational time in the schoolyard.

From Friday 4 September, lunch will be served in the canteen (for those who signed up for half-board).

The children of the Petite Section, who have lunch at school, will take a little nap afterwards. During the first few weeks of settling-in, it is advisable, if you have the possibility, to pick up your child after the canteen at 11:45, so that he/she is at school in the morning only.

An information session for the parents of preschool children will take place on Wednesday, 2 September at 17:15 in your child's classroom. The teacher will introduce the main topics, the class rituals, the daily routine, the first projects, the main features of what your child will experience this school year. Take the opportunity to bring all the material (see the list on the LfdD website) in a bag with your child's name on it. If you do not attend this meeting, please bring this bag to the first day of school. Thank you for attending this meeting without your child(ren).

First days of school for pupils of CP:

School starts at 9:00 for the pupils of CP. A festive "Schultüte" ceremony is held in their honour in the schoolyard. This ritual of transition from pre-school to the "grande école", the school for the grown-ups, is an important part of German culture.

You can either make a school cornet and fill it yourself (school material, small toys, sweets, etc.) or buy it ready-made in a shop and give it to your child on the first day of school. Parents and families of CP pupils are invited to attend this memorable event.



INFORMATION MEETINGS

The new parents are cordially invited to the school's information evening on Monday, 7 September, from 18:00 to 19:30.

All parents are invited to meet the pedagogical team on the following days:

- Wednesday, 2 September at 17:15 for preschool
- Monday, 21 September for CE2 classes from 18:00 to 19:30
- Tuesday, 22 September for CP classes from 18:00 to 19:30
- Wednesday, 23 September for CE1 classes from 18:00 to 19:30
- Thursday, 24 September for CM1 classes from 18:00 to 19:30
- Monday, 28 September for CM2 classes from 18:00 to 19:30
- Monday, 5 October for German and English lessons of all levels from 18:00 to 19:30

SCHEDULE FOR THURSDAY, 3 SEPTEMBER 2020

The class lists will be posted on the first day of school.

From 6ème to 3ème (Collège), pupils are welcomed by their class teacher at 9:00.

From 2nde to Terminale (Lycée), pupils are welcomed by their class teacher at 13:30.

Timetables will be valid from Friday, 4 September.

END OF SCHOOL FOR PUPILS

- Collège: classes end at 12:15 (no half-board)
- Lycée: classes end at 15:30 (no half-board)

INFORMATION MEETINGS

The new parents are invited to the school's information evening: on Monday, 7 September, from 18:00 to 19:30

All parents are welcome to meet the teaching team on the following days:

Collège: Tuesday 15 September (6ème/5ème at 18:00 and 4ème/3ème at 18:30)

Lycée: Wednesday, 16 September (2nde at 18:00 and 1ère and Terminale at 18:30)

The discussions with the teachers take place in the classrooms. All other dates will be announced on the school's website.

1. COMMUNICATION

- On our website <http://lfdd.de/> you find all the necessary information on our school.
- Most of the information for the parents is sent via email.
- It is absolutely necessary to inform us of any change in your address/telephone number/email address; please send an email to: secretariat@lfdd.de.

2. LESSON TIMES – EXCEPTIONS SEE PROTOCOL

❖ Preschool

The children are welcomed in the entrance hall from 7:50 and in the classes from 8:00 to 8:30.

Children who have lunch outside the school must be picked up between 11:20 and 11:30 and returned between 12:40 and 12:50.

The children must be picked up in their classes between 14:20 and 14:30.

Together with AWO DUS, the LfdD offers afternoon care for children of preschool. Further information can be found at the following link:

<https://lfdd.de/de/anmeldung-und-gebuehren/nachmittagsbetreuung-ferienbetreuung>

❖ Primary school

The children are welcomed in the schoolyard from 7:50. Classes start at 8:00 and end at 14:30.

Together with AWO DUS, the LfdD offers afternoon care for children of primary school. Further information can be found at the following link:

<https://lfdd.de/de/anmeldung-und-gebuehren/nachmittagsbetreuung-ferienbetreuung>

❖ Lower and Upper Secondary school

Pupils are welcomed in the schoolyard from 7:50. Classes begin at 8:05 and end at 17:25 at the latest, depending on the timetable.

The regulations for the pupils of Lower and Upper Secondary school about leaving the school grounds during school hours can be found in the School Regulations for Lower and Upper Secondary School.

3. OPENING HOURS – EXCEPTIONS SEE PROTOCOL

The opening hours of the school gate are as follows:

- 7:50 - 8:30
- 11:15 - 11:40
- 12:40 - 14:45
- after 15:45

The administrative office is open from Monday to Friday at the following times:

- 7:50 - 8:30
- 14:00 - 16:00

IMPORTANT: Every visitor has to announce his/her arrival at the administrative office.

For your appointments:

Secondary school: Mr. Dillenschneider, headmaster (contact Mrs. Betz, 0211.61079515)

Primary school: Mrs Chardon, headmistress of the pre- and primary school (contact Mrs Mäiri, 0211.61079510)

4. NEW PUPILS' SCHOOL RECORD

Each new pupil's school record must be completed and submitted to the administrative office **before the start of school.**

Parents of children with health problems such as asthma, severe allergies, dyslexia, etc. are asked to make an appointment with Mrs. Chardon, headmistress of pre- and primary school, or with Mr. Fouquet, head of the secondary school (CPE), in order to draw up a so-called PAI, a procedure or emergency plan. This plan must be renewed annually.

5. TUITION FEES

Any family wishing to take advantage of the reduced "family rate" must justify the fact that the school fees are not paid by their employer. For this purpose, the employer has to fill in, sign and stamp the attached form "Certification of non-coverage of tuition fees". The certificate should be sent via email to the accounting department or together with the (re-)registration form(s) (1 form per child) to the administrative office. If both parents are employed, a certificate should be submitted for each. Otherwise the regular school fees at the "company rate" will apply for all registrations.

> Regular "company rate":

If the "Certification of non-coverage of tuition fees" by the employer has not been submitted to the accounting department until the deadline or in the case of a company taking over the school fees, an annual invoice will be issued two months before the start of the school year (end of June) and sent by post (or email) to the company or the parents. It must be paid no later than 20 days after the billing of the invoice.

> "Family rate" with two payment methods:

a) Monthly direct debit

The monthly direct debit is made over a period of ten months for school and canteen fees (excluding registration and re-registration fees), always on the first working day of each month. For this purpose, the "Direct Debit Authorisation" section at the end of the document should be completed, signed and sent to the administrative office, preferably via email.

b) On account and independent transfer, either quarterly or annually

b.1) Annual invoice: Payment of school fees no later than 20 days after receipt of the invoice.

The annual invoice is issued two months before the start of the school year (end of June) and sent by post (or email) to the parents.

b.2) Quarterly invoices: Payment of school fees no later than 20 days after receipt of the invoice.

The three quarterly invoices are issued two months before the beginning of each quarter (end of June, end of November, end of February).

- The first invoice covers the school fees for the first quarter.

- The second invoice covers the school fees for the second quarter and the canteen fees for the entire school year.

- The third invoice covers the school fees for the third quarter.

In the event of non-payment within the given payment period, legal measures are initiated after two reminders. The costs relating to this recovery will be borne by the responsible party/parties (legal representatives and signatories of this contract.). The school reserves the right to exclude students whose tuition fees have not been paid.

For more detailed information, please refer to the "Conditions of payment at the Lycée français de Düsseldorf 2020/2021": <https://lfdd.de/de/anmeldung-und-gebuehren/schulgebuehren>

The AEFÉ (Agency for French Education Abroad) offers scholarships for French children who live abroad with their parents. Under certain conditions, these grants allow for a pro rata to full coverage of the costs of registration or re-registration, lunch in the canteen, transport and/or examinations. You will find all necessary information on the consulate's website: <http://lfdd.de/inscriptions/bourses-scolaires>

6. SOLIDARITY FUND

A solidarity fund was established in 2014 to help families with financial difficulties. This fund can be used for class trips, school material or other school activities.

Families who would like to apply are kindly requested to contact our chief financial officer Mr. Samson: gestionnaire@lfdd.de.

7. MEDICAL EMERGENCY

The Lycée français de Düsseldorf does not have a medical service.

In the event of a medical emergency or accident, an ambulance and the parents will be called immediately.

Important:

If you leave Düsseldorf, it is essential that you report this to the administrative office and deposit a power of attorney for the person responsible in your absence.

Any change in your address, telephone number, email address or family situation must be reported to the administrative office immediately: secretariat@lfdd.de.

Health insurance and liability insurance:

We would like to draw your attention to the importance of adequate health and civil liability insurance.

8. SCHOOL BOOKS AND SCHOOL MATERIAL

Preschool (PS to GS):

- The school material is included in the tuition fees.

Primary school (CP to CM2):

- Books and exercise books are included in the tuition fees and are handed out to the children on the first day of school.
- The list of school material (to be provided by the parents themselves) can be found on our website: <https://lfdd.de/de/nuetzliches/fournitures-scolaires>

Secondary school:

- The list of school books and school material (both to be provided by the parents themselves) can be found on our website: <https://lfdd.de/de/nuetzliches/fournitures-scolaires>
- New textbooks as well as the school material from France can be ordered directly from our partner LDE (Librairie des Etudiants) from 17 August at the address www.lde.fr/liste.html without delivery expenses; books and material will be delivered to the LfdD and distributed to the pupils at the CDI.

9. EVERYDAY LIFE

Everyday life is determined by the school rules and explained to the pupils at the beginning of school. These rules must be read, accepted and signed.

In primary school, the exchange between school and parents takes place via the so-called “cahier de liaison”, or “cahier de textes” (depending on the class).

In secondary school, communication between school and parents takes place via the PRONOTE internet platform. This platform gives you access to all kinds of information about your child's school attendance (timetable, absences, certificates, grades, homework, etc...). You will be given a password at the beginning of the school year. <https://1090010u.index-education.net/pronote/>

At the beginning of the new school year, in addition to PRONOTE, a new digital workspace for secondary school and a brand-new workspace for primary school will be set up. All information will be made available at the beginning of September.

10. HALF BOARD (CANTINE)

The LfdD offers lunch for the children, whose families wish so. Only those pupils who are registered for lunch are allowed to eat in the canteen and are supervised by supervisory staff. Pupils who eat lunch outside the school are excluded from this supervision and are not allowed to be on the school premises during this time.

Half board registration is annual and is invoiced twice a year; pupils may eat in the canteen between one and five times a week. Each meal costs 5.80 € (5.50 € for pre-school children).

For more information please go to: <https://lfdd.de/de/anmeldung-und-gebuehren/cantine>

11. AFTER-SCHOOL ACTIVITIES (APS)

Homework assistance:

Primary school pupils (CP to CM2) have the possibility to join homework supervision; from Monday to Friday, from 14:30 to 16:00, in a group of maximum 12 pupils. Each child receives individual support. Homework supervision requires registration.

Workshops:

After school, pupils are offered a cultural, creative and sports programme in various workshops. The duration is either one semester or one school year and requires registration.

All information about after-school activities (APS) and the registration form can be found on the website <https://lfdd.de/de/anmeldung-und-gebuehren/activites-periscolaires>.

12. AFTER-SCHOOL CHILDCARE

For the school year 2020/2021, together with AWO Düsseldorf, the LfdD offers after-school childcare for pupils of pre- and primary school (Petite Section to CM2) from 14:30 to 18:00, from Monday to Friday, on the school grounds. All necessary information on after-school childcare can be found here:

<https://lfdd.de/de/anmeldung-und-gebuehren/nachmittagsbetreuung-ferienbetreuung>.

13. SCHOOL EXCURSIONS AND CLASS TRIPS

Since the school year 2014, the costs for school trips in the Düsseldorf area have been borne by the school. Other excursions and school trips outside Düsseldorf can be offered during the school year. Parents will be informed of the costs in advance.

14. CHARITY

Our upper secondary school pupils can perform their service to the community through a variety of activities, thus strengthening their social responsibility. Such activities can also enhance their application to a university.

Pupils who are interested in becoming involved in community service are welcome to contact Mr. Fouquet, the responsible for secondary school (CPE).

15. PARENTS' PARTICIPATION

The participation of adults is essential for the implementation of educational objectives and for the transmission of basic cultural ideas. We encourage parents to participate in school life and to introduce themselves to the teachers and the management. Before taking part in any activities such as accompanying a school excursion or leading a workshop, parents must fill in the form "Assistant parent", provided by the teachers.

Joining the parents' association

The registered association is managed by a board of directors and works on a voluntary basis. It consists of parents of pupils of our school and is elected by the members. Each parent can become a member of the parents' association and can therefore vote at the general meeting, at which, among other things, the financial accounts of the association are presented. The application for membership can be found under the following link:

<https://lfdd.de/de/unsere-schule/behoerden-und-gremien>

16. PUBLIC TRANSPORT

The Rheinbahn offers the SchokoTicket for pupils aged 6 to 25.

The SchokoTicket is valid for at least 12 months, starting with the first subscription month, and is automatically extended by 12 months if it is not cancelled before the end of the contract period and if the annual fee has been paid to the school. The subscription ends with the end of the school education.

To subscribe to the SchokoTicket, please fill in the application form, send it to the administrative office and transfer the annual fee of 46.50 € for the school year 2020/2021 to the school's bank account. The monthly fee of 37.35 € has to be paid to the Rheinbahn directly. They will send you the SchokoTicket by post. All information and the registration form can be found at <http://lfdd.de/inscriptions/abonnement-rheinbahn>.

PHONE NUMBERS AND EMAIL ADDRESSES OF THE ADMINISTRATION

0211-610-795 + phone extension			
Headmaster	15	Mr. François Dillenschneider	secretariat@lfdd.de
Headmistress of pre- and primary school	10	Mrs. Claudine CHARDON	dirprim@lfdd.de
Chief financial officer	22	Mr. Pierre-Yves SAMSON	gestionnaire@lfdd.de
Assistant to the headmistress	15	Mrs. Virginie BETZ	secretariat@lfdd.de
Secretary	10	Mrs. Miriam MAÏRI	sekretariat@lfdd.de
Accountant	11	Mr. Raphael PUNGWE	comptable@lfdd.de
CPE (reponsible for secondary school)	14	Mr. Yannick FOUQUET	yannick.fouquet@lfdd.de
Vie Scolaire (for secondary school)	25	Mr. Sylvain LE MERCIER Mrs. Clémence MORISSON	viescolaire@lfdd.de