



# FIRST DAY OF SCHOOL GUIDE LfdD

## 2021-2022



# ORGANISATION OF THE FIRST DAY OF SCHOOL: FRIDAY, 3 SEPTEMBER 2021

## PRE-AND PRIMARY SCHOOL

### FIRST DAY OF SCHOOL FOR THE PUPILS

The lists of classes from pre-school to CM2 will be posted from Thursday, 26 August 2021, in the window in front of the school.

Pupils will be welcomed as follows:

<b>PRE-SCHOOL Petite Section</b>	<b>Friday, 3 September</b> Parents and children are welcomed in class at <b>10am</b> . Lessons end at 11.30am. No canteen this day.
<b>PRE-SCHOOL Moyenne Section and Grande Section</b>	<b>Friday, 3 September</b> Parents and children are welcomed at <b>12.50pm</b> at the pre-school entrance by Ms Chardon, headmistress of pre- and primary school. Lessons end at 2.30pm. No canteen this day.
<b>PRIMARY SCHOOL CP</b>	<b>Friday, 3 September at 9am</b> Classes for all pupils end at 2.30pm. Children who have lunch at home return to class at 12.50pm. Canteen meals will be provided from this day on.
<b>PRIMARY SCHOOL CE 1 - CM2</b>	<b>Friday, 3 September at 8am</b> Classes for all pupils end at 2.30pm. Children who have lunch at home return to class at 12.50pm. Canteen meals will be provided from this day on.

### Schedule of the first day at pre-school:

#### ***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 Monday, 6 September, lunch will be served in the canteen (for those who signed up for canteen meals).

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 you may pick up your child after lunchtime at 11.45am if you wish to.

An information session for the parents of preschool children will take place on Tuesday, 2 September, at 5.15pm in your child's classroom. The teacher will introduce the main topics, the class rituals, the daily routine, the first projects as well as the main features of what your child will experience this school year. Take the opportunity to bring all your child's materials (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 on the first day of school.

**Thank you for attending this meeting without your child(ren).**

**Please note that the reception hours for pre-school children will change from the beginning of the school year. Pupils can be dropped off between 7.50am and 8.15am at the latest.**

### **First days of school for pupils of CP:**

School starts at 9am for the pupils of CP, Friday, 3 September. A festive “Schultüte” ceremony is held in their honour in the schoolyard. (A “Schultüte” is a decorated cone made of cardboard that is filled with school materials and small presents such as toys, sweets, etc.) 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 “Schultüte” yourself or buy it ready-made in a shop, fill it and give it to your child on the first day of school. Due to the uncertainty of the pandemic and the health measures that are expected to continue into September, only two members of a family will be allowed to accompany each child entering CP.



### **INFORMATION MEETINGS**

The new parents are cordially invited to the school's information evening on Monday, 6 September, from 6pm to 7.30pm.

All parents are invited to meet the pedagogical team on the dates listed below:

- Pre-school: Thursday, 2 September, 5.15pm
- CE2: Monday, 13 September, 6pm - 7.30pm
- CP: Tuesday, 14 September, 6pm - 7.30pm
- CE1: Monday, 20 September, 6pm - 7.30pm
- CM1: Thursday, 16 September, 6pm - 7.30pm
- CM2: Wednesday, 15 September, 6pm - 7.30pm
- German and English lessons of all levels: Monday, 27 September, 6pm - 7.30pm

# COLLÈGE ET LYCÉE

## SCHEDULE FOR FRIDAY, 3 SEPTEMBER 2021

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

### **BEGINNING OF SCHOOL**

- Collège (6<sup>ème</sup> - 3<sup>ème</sup>): Students are welcomed by their class teacher at 9am.
- Lycée (2<sup>nde</sup> - Terminale): Students are welcomed by their class teacher at 1.30pm.

### **END OF SCHOOL**

- Collège: Classes end at 12.15pm (no canteen).
- Lycée: Classes end at 3.30pm (no canteen).

Timetables will be valid from Monday, 6 September.

## INFORMATION MEETINGS

The new parents are invited to the school's information evening on Monday, 6 September, from 6pm - 7.30pm.

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

**Collège: Tuesday 14 September (6<sup>ème</sup>/5<sup>ème</sup> at 6pm and 4<sup>ème</sup>/3<sup>ème</sup> at 6.30pm)**

**Lycée: Wednesday, 15 September (2<sup>nde</sup> at 6pm and 1<sup>ère</sup> and Terminale at 6.30pm)**

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

## GENERAL INFORMATION

### 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](mailto:secretariat@lfdd.de).

### 2. LESSON TIMES - THE LATEST HEALTH PROTOCOLS WILL REMAIN IN FORCE AT THE BEGINNING OF THE SCHOOL YEAR (UNLESS THE PANDEMIC SITUATION CHANGES)

#### ❖ Pre-school

**The children are welcomed at the school gate between 7.50am and 8.15am.** Children who have lunch outside the school must be picked up at the school gate between 11.20am and 11.30am and returned there between 12.40pm and 12.50pm.

**The children must be picked up at the school gate between 2.20pm and 2.30pm.**

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

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

#### ❖ Primary school

**The children are welcomed at the school gate from 7.50am. Classes start at 8am.**

**Pupils leave the school at 2.30pm at the school gate.**

The LfdD offers various after-school activities. (For more details see 11.)

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>

#### ❖ Collège and lycée

Students are welcomed in the schoolyard from 7.50am. Classes begin at 8.05am and end at 5.25pm at the latest, depending on the timetable.

The regulations for the students of collège and lycée about leaving the school grounds during school hours can be found in the School Regulations for collège and lycée.

### 3. OPENING HOURS - THE LATEST HEALTH PROTOCOLS WILL REMAIN IN FORCE AT THE BEGINNING OF THE SCHOOL YEAR (UNLESS THE PANDEMIC SITUATION CHANGES)

#### **Opening hours of the school gate**

- 7.50am - 8.30am

- 11.15am - 11.40am

- 12.40pm - 2.45pm

- after 3.45pm

#### **The administrative office**

Ms Betz: [secretariat@lfdd.de](mailto:secretariat@lfdd.de), 0049 (0)211 61 07 95 15

Ms Mairi: [sekretariat@lfdd.de](mailto:sekretariat@lfdd.de), 0049 (0)211 61 07 95 10

**Telephone contact hours: Mondays to Fridays, 7.45am - 11am and 2pm - 3pm**

**For any request for an appointment with the head of school or the administrative office, please send an email to the administrative office.**

## **4. TUITION FEES**

### **1. Regular “company rate”**

□ **Full coverage**

If the employer covers the school fees in full, an annual invoice is issued before the beginning of the school year and sent via email to the employer or the legal guardian. It must be paid no later than 20 days after the invoice date.

□ **Partial coverage**

If the employer covers part of the tuition fees, the following terms of payment are applicable: annual invoice, quarterly invoices or monthly direct debit.

### **2. Reduced “family rate“**

#### **PREREQUISITES**

To benefit from the family rate, each legal representative must send us one of the following certificates:

- 1- If he or she is in employment: the certificate of non-coverage of tuition fees, signed and sealed by the employer
- 2- If he or she is an employee of the Land NRW or a civil servant: a proof of employment
- 3- If he or she is without income: a declaration on oath (an email will do)
- 4- If he or she is unemployed: an unemployment certificate from the “Bundesagentur für Arbeit”
- 5- If he or she is self-employed: a confirmation via email that the tuition fees are not listed in the tax declaration of the independent business/company
- 6- If you have applied for a scholarship: a proof of application

*We encourage everyone registered for the reduced "family rate" to opt for the monthly direct debit.*

#### **TERMS OF PAYMENT**

##### **a) Monthly direct debit**

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

- The first invoice covers the tuition fees for the first trimester. It will be debited from your account in September, October, November and December respectively.
- The second invoice covers the tuition fees for the second trimester and the canteen fees for the entire school year. It will be debited from your account in January, February and March respectively.
- The third invoice covers the tuition fees for the third trimester. It will be debited from your account in April, May and June respectively.

*If the monthly direct debit has not been chosen, tuition fees must be paid at the beginning of the school year or before each quarter, no later than 20 days after receipt of the invoice.*

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

b.1) Annual invoice: Payment of tuition fees no later than 20 days after receipt of the invoice. The annual invoice is issued before the start of the school year (end of June) and sent to the legal representatives via email.

b.2) Quarterly invoices: Payment of tuition fees no later than 20 days after receipt of the invoice. The three quarterly invoices are issued before the beginning of each quarter.

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

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>

## **5. SCHOLARSHIP**

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 website consulate general of France in Frankfurt: <https://de.ambafrance.org/Bourses-scolaires-2021-2022-19340>

## **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 materials or other school activities.

Families who would like to apply are kindly requested to contact our chief financial officer: [gestionnaire@lfdd.de](mailto:gestionnaire@lfdd.de).

## **7. HEALTH**

### **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 both be called immediately.

### **PAI (Individual Healthcare Plan)**

Parents of children with health problems such as asthma, severe allergies, dyslexia, etc. are asked to make an appointment with Ms 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 (Projet d'Accueil Individualisé). This plan must be renewed annually.

### **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**

### **Pre-school (PS to GS):**

- The school materials are 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 materials (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 materials (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 16 August at the address [www.lde.fr/liste.html](http://www.lde.fr/liste.html) without delivery expenses; books and material will be delivered to the LfdD and distributed to the students 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/>

## **10. CANTEEN**

The LfdD offers lunch for the children whose families opt for it. Only those students who are registered for lunch are allowed to eat in the canteen and are supervised by staff. Students who eat lunch outside the school are excluded from this supervision and are not allowed to be on the school premises during this time.

Canteen registration is annual and is invoiced once 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).

The choice of the days is made with the registration for the canteen and is binding. However, from the resumption of classes in January, the choice of the canteen days may be changed in the first week of the resumption of classes and is valid until the end of the school year.

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; this is offered from Monday to Friday, from 2.30pm to 4pm, in a group of maximum 12 pupils. Each child receives individual support. Homework supervision requires registration.

### Workshops:

After school, pupils are offered cultural, creative and sports programmes 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 2021/2022, together with AWO Düsseldorf, the LfdD offers after-school childcare for pupils of pre- and primary school (PS to CM2) from 2.30pm to 6pm, 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 may be on offer during the school year. Parents will be informed of the costs in advance.

## **14. CHARITY**

Our lycée students 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.

Students who are interested in becoming involved in community service are welcome to contact Mr. Fouquet, the person 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 47 € for the school year 2021/2022 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>

### **Important:**

**Any change in your address, telephone number, email address or family situation must be reported to the administrative office immediately: [sekretariat@lfdd.de](mailto:sekretariat@lfdd.de) or [secretariat@lfdd.de](mailto:secretariat@lfdd.de).**

## **PHONES NUMBERS AND EMAIL ADDRESSES OF THE ADMINISTRATION**

<b>0211-610-795 + phone extension</b>			
<b>Headmaster</b>	15	François DILLENCHNEIDER	<a href="mailto:secretariat@lfdd.de">secretariat@lfdd.de</a>
<b>Headmistress of pre- and primary school</b>	10	Claudine CHARDON	<a href="mailto:dirprim@lfdd.de">dirprim@lfdd.de</a>
<b>Assistant to the head of school</b>	15	Virginie BETZ	<a href="mailto:secretariat@lfdd.de">secretariat@lfdd.de</a>
<b>Assistant to the head of school</b>	10	Miriam MAÏRI	<a href="mailto:sekretariat@lfdd.de">sekretariat@lfdd.de</a>
<b>Chief financial officer (CFO)</b>			<a href="mailto:gestionnaire@lfdd.de">gestionnaire@lfdd.de</a>
<b>Accountant</b>	11		<a href="mailto:comptable@lfdd.de">comptable@lfdd.de</a>
<b>CPE (secondary school matters)</b>	14	Yannick FOUQUET	<a href="mailto:yannick.fouquet@lfdd.de">yannick.fouquet@lfdd.de</a>
<b>Vie scolaire (secondary school matters)</b>	25	Sylvain LE MERCIER Corinne PESCA	<a href="mailto:viescolaire@lfdd.de">viescolaire@lfdd.de</a>
<b>CDI (library for secondary school)</b>	16	Odile GUÉGAN	<a href="mailto:cdi@lfdd.de">cdi@lfdd.de</a>
<b>APS (after school activities)</b>	27	Luminita GHERGHE	<a href="mailto:aps-lfdd@lfdd.de">aps-lfdd@lfdd.de</a>