

FIRST DAY OF SCHOOL GUIDE LfdD 2022-2023



Dear Parents,

The Lycée français de Düsseldorf is changing its name at the beginning of the new school year and will become the **Lycée français international Simone Veil**.

The celebrations of the school's 60th anniversary on 7 October will provide the opportunity to officially rename the school.

In 2012, Simone Veil was awarded the Heinrich Heine Prize by the city of Düsseldorf after her autobiography *A Life* was published in Germany. She had given her consent to the headmaster at the time to allow the LfdD to be named after her. As a symbol of reconciliation and Franco-German friendship, as President of the first European Parliament elected by universal suffrage and as a defender of women's rights, we are pleased to carry on this legacy!

FRIDAY, 2 SEPTEMBER 2022

PRE-SCHOOL AND PRIMARY SCHOOL

START OF SCHOOL FOR THE PUPILS

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

Pupils' greeting:

PRE-SCHOOL Petite Section	Friday, 2 September Greeting of parents and children in the classroom: at 10 am Lessons end at 11.30 am (no canteen this day)
PRE-SCHOOL Moyenne Section and Grande Section	Friday, 2 September Greeting of parents and children at 12.50 pm Lessons end at 2.30 pm (no canteen this day)
PRiMARY SCHOOL CP	Friday, 2 September at 9 am Classes for all pupils end at 2.30 pm (children who eat at home return to class at 12.50 pm. Canteen is provided from this day on.
PRiMARY SCHOOL CE1 - CM2	Friday, 2 September at 8 am Classes for all pupils end at 2.30 pm (children who eat at home return to class at 12.50 pm). Canteen is provided from this day on.

Schedule of the first day at pre-school:

In the Petite Section:

Your child will be welcomed in his or her classroom. Parents have the possibility to stay with their child in the classroom and in the schoolyard to accompany him/her during his/her first games. This will be a time of getting to know each other.

In the Moyenne and Grande Section:

Your child will be welcomed in his or her classroom. Activities will be proposed to encourage exchanges between the children; afterwards there will be a break in the schoolyard.

From Monday 5 September, lunch will be served in the canteen (for those who are registered for the canteen).

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 opportunity, to pick up your children after the canteen at 11.45 am, so that they are only at school in the morning.

An information session for the parents of the pre-school will take place on Thursday, 1 September at 5.30 pm in your child's classroom. The teacher will introduce the main topics of the pre-school, 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 materials you need (see the list on the LfdD website) in a bag with your child's name on it. If you are not attending this meeting, please bring this bag to the first day of school.

Please come to this meeting without your child(ren).

Pre-school children can be dropped off between 7.50 am and 8.15 am.

First days of school for pupils of CP:

School starts at 9 am for the pupils of CP, Friday, 2 September. A festive "Schultüte" ceremony is held in their honor 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 Wednesday, 7 September 2022, from 6 pm to 7.30 pm.

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

- Pre-school: Thursday, 1 September, 5.30 pm
- CE2: Tuesday, 20 September, 6 pm - 7.30 pm
- CP: Tuesday, 6 September, 6 pm - 7.30 pm
- CE1: Thursday, 15 September, 6 pm - 7.30 pm
- CM1: Wednesday, 14 September, 6 pm - 7.30 pm
- CM2: Tuesday, 13 September, 6 pm - 7.30 pm
- German and English lessons of all levels: Monday, 5 September, 6 pm - 7.30 pm

MIDDLE AND HIGH SCHOOL

SCHEDULE FOR FRIDAY, 2 SEPTEMBER 2022

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

BEGINNING OF SCHOOL

- Collège (6^{ème} - 3^{ème}): Students are welcomed by their class teacher at 9 am.
- Lycée (2^{nde} - Terminale): Students are welcomed by their class teacher at 1.30 pm.

END OF SCHOOL

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

Timetables apply from Monday, 5 September.

INFORMATION MEETINGS

The new parents are invited to the school's information evening on Wednesday, 7 September, from 6 pm - 7.30 pm.

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

Collège: Tuesday 13 September (6^{ème}/5^{ème} at 6 pm and 4^{ème}/3^{ème} at 6.30 pm)

Lycée: Thursday, 15 September (2^{nde} at 6 pm and 1^{ère} and Terminale at 6.30 pm)

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.

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

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

AWO DUS offers afternoon care at school for children of pre-school. Further information can be found at the following link: [Services Garderie - Lycée français de Düsseldorf](#)

❖ Primary school

The children are welcomed at the school gate from 7.50 am. Classes start at 8 am. Pupils leave the school from 2.30 pm at the school gate.

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

AWO DUS offers afternoon care at school for children of pre-school. Further information can be found at the following link: [Services Garderie - Lycée français de Düsseldorf](#)

❖ Collège and lycée

Students are welcomed in the school gate from 7.50 am. Classes begin at 8.05 am and end at 5.25 pm 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. CONTACTS

The administrative office

Ms Betz: secretariat@lfdd.de +49 211 61 07 95 15

Ms Mairi : sekretariat@lfdd.de +49 211 61 07 95 10

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

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

The general tariff conditions can be consulted on the Eduka platform (tab: Documents).

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-et-Affaires-sociales>

6. 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.

7. 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: [Fournitures scolaires - Lycée français de Düsseldorf](#)

Secondary school:

§ The list of school books and school materials (both to be provided by the parents themselves) can be found on our website: [Fournitures scolaires - Lycée français de Düsseldorf](#)

8. 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/>

9. 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. Pupils may eat in the canteen between one and five times a week. Each meal costs 6.80 € (6.50 € 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: [Services - Lycée français de Düsseldorf](#)

10. 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 2.30 pm to 4 pm, 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 for one school year and requires registration.

All information about after school activities (APS) and the registration form can be found on the website [Services - Lycée français de Düsseldorf](#)

11. SCHOOL EXCURSIONS AND CLASS TRIPS

Since the school year 2014, the costs for school trips in Düsseldorf 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.

12. 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).

13. 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: [Espace documentaire - Lycée français de Düsseldorf](#)

14. PUBLIC TRANSPORT

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

For information and registration, see: [Services - Lycée français de Düsseldorf](#)

Important:

Any change in your address, telephone number, email address or family situation must be changed on Eduka (tab "Student and parent information").

PHONES NUMBERS AND EMAIL ADDRESSES OF THE ADMINISTRATION

0211-610-795 + phone extension			
Headmaster	15	François DILLENSCHNEIDER	secretariat@lfdd.de
Headmistress of pre- and primary school	10	Claudine CHARDON	dirprim@lfdd.de
Assistant to the head of school	15	Virginie BETZ	secretariat@lfdd.de
Assistant to the head of school	10	Miriam MAÏRI	sekretariat@lfdd.de
Chief financial officer (CFO)	22	Pierre MOREAU	gestionnaire@lfdd.de
Accountant	11	Marie RODET-LOEW	comptable@lfdd.de
CPE (head of secondary school matters)	14	Yannick FOUQUET	yannick.fouquet@lfdd.de
Vie scolaire (secondary school matters)	25	Sylvain LE MERCIER Corinne PESCA	viescolaire@lfdd.de
CDI (library for secondary school)	16	Odile GUÉGAN	cdi@lfdd.de
APS (after school activities)	37	Luminita GHERGHE	aps-lfdd@lfdd.de