



Ecole franco-chypriote de Nicosie  
20 Kavafi Street 2121 Aglantzia  
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**aefe**  
Agence pour  
l'enseignement français  
à l'étranger

## **ECOLE FRANCO-CHYPRIOTE DE NICOSIE SCHOOL RULES AND PROVISIONS**

### **PRIMARY SCHOOL (Nursery and Elementary)**

#### **Preamble**

The French-Cypriot school of Nicosia welcomes pupils of all nationalities and provides full education from nursery school to the last grade of high school. The school works in accordance with the French syllabus as defined by the French Ministry of Education, as well as with the expectations of the Ministry of Education of the Republic of Cyprus.

The school rules define the school functioning regulations as well as the rights and duties of each member of the educational community.

The school rules rely on values and principles which are entitled to be respected by all: neutrality and secularism, hard work, diligence and punctuality, tolerance and respect of other people's beliefs, equal opportunities and treatment for all and protection against and no use of any kind of violence – psychological, physical or moral. Mutual respect between adults and pupils and amongst pupils is the fundamentals of life in a community.

**When enrolling at the school, you shall comply with its rules.**

### **Part 1: SCHEDULES AND SCHOOL ATTENDANCE**

#### **1.1. Schedule**

The Primary school functions from 7:55am to 2:30pm from Monday to Friday and from 7:55am to 12:00pm on Wednesday.

The “mini-club” afternoon childcare service is available at an extra cost for nursery school pupils from 2:30 to 4:15.

A payable children supervision service is offered to pupils from elementary school (CP to CM2) from 2:30pm to 4:15pm in the courtyard of the school or within the buildings, according to the weather conditions.

##### **1.1.1. Admissions**

All pupils are under supervision from 7:15am.

##### **1.1.1.1. Nursery (TPS, PS, MS, GS)**

Reception takes place in the classroom between 8:00 and 8:15am. After 8:15am, parents are required to leave the classroom in order not to disturb the class schedule.

The parents are expected to be on time in the morning and respect the schedule for the good functioning of the pedagogy implemented.



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### 1.1.1.2. Elementary

When the bell rings, the pupils should line up in front of their classroom. School begins at 8:00am; pupils are expected to be on time.

### 1.1.2. Exit

#### 1.1.2.1. Nursery school

A legal representative or specifically designated person should be present at the classroom door for the exit of the children unless, at the family's request, they are taken in charge or take the bus.

#### 1.1.2.2. Elementary School

Children exit from the school gate.

**Once the children have been taken in charge by their parents or their legal representative, they fall under their responsibility.**

The parents' presence isn't compulsory provided the signature of the leaving authorization form or message (SMS, E-mail, letter). From the moment the children leave school, they fall under the responsibility of their parents.

Without a leaving authorization, children whose parents are late will stay under supervision within the school premises.

In case of an unexpected exit before 2:30, the child's teacher and Mr. Laroche Vincent shall be notified beforehand.

### 1.1.3. Break times

First Break: 9:50am – 10:05am

Lunch break: 11:30pm – 12:30pm ( on Wednesdays classes end at 12:00 pm)

During the lunch break, the pupils can have lunch from 11:30 am to 12:00 pm. Fridges and microwaves are available if needed. Meals are heated up by the staff prior to the children arrival. Hot meals and sandwiches are also available from the school cafeteria.

## 1.2. School attendance

Diligence is essential for the children's educational success.

The school calendar is disclosed at the beginning of the academic year and shall be strictly respected.

Pupils can only be dispensed from PE with a medical certificate.

## 1.3. Absences – Lateness



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Any absences should be notified to Mr. Laroche Vincent by letter or by phone as soon as possible. A note should also be transmitted to the class teacher.

Diligence is important; lateness is tolerated only on an exceptional basis. In case of regular lateness, a letter from the Principal will be sent to the parents to remind them about the schedule.

#### **1.4. Complementary educational activities (A.P.C.)**

According to the instructions from the French Ministry of Education, complementary activities are implemented for children with specific difficulties at the request of the class teacher. Sessions are organised in small groups, once a week (2:45pm – 3:30pm).

#### **1.5. Homework assistance**

Homework assistance is provided everyday from 2 :45pm to 3:30pm for children targeted by their class teacher, after parent's approval.

## **Part 2: HYGIENE AND SAFETY**

### **2.1. Hygiene**

#### **2.1.1. Body hygiene.**

Pupils are expected have a good body hygiene and to come to school with clean clothes.

#### **2.1.2. Vaccination**

Parents shall make sure that their child(ren) vaccination card is up to date.

#### **2.1.3. Contagious illnesses**

Pupils with a contagious illness shall stay home. They should provide a medical certificate stating the illness and the possible return date. The school should be notified as soon as possible.

#### **2.1.4. Lice**

A child can't be sent home because of lice. Parents should check their children's head regularly and, notify the school in case of infestation. Only the parents are allowed to apply a treatment.

#### **2.1.5. Emergency situation**



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In case of an accident or a medical emergency, the family is immediately notified by the secretary. The child receives first aid and is transported to the general hospital unless stated otherwise by the parents in the personal information document completed on the day of registration.

### **2.1.6. Prescription drugs**

No prescription drug will be administered to the children unless stated on a specific document (Projet d'Accueil Individualisé (PAI))

## **2.2. Safety**

Safety within the premises is incumbent upon the members of the educational community.

### **2.2.1. Safety drills**

One safety drill is organised each term.

### **2.2.2. Specific Safety Measures Plan (PPMS)**

A Specific safety measure plan is implemented at school. One drill a year is organised.

## **2.3. Dangerous items and games**

Dangerous items (cutters, knives...) and dangerous games are forbidden at school.

# **Part 3: SCHOOL LIFE**

## **3.1. Discipline**

Only members of the educational community are granted access to the premises (pupils, teachers, parents and administrative staff).

Personal discipline creates the best conditions for success: politeness, respect of others, secularity, cleanliness of the premises and respect of the equipment are essential. Pupils should use the appropriate bins to sort their waste.

In case of voluntary degradation of the equipment or premises, the financial responsibility of the parents is entailed.

Any discriminating or xenophobic behaviour or words are subject to sanctions.

## **3.2. Secularity**

The secularity principles apply to all. Any religious signs or outfits are forbidden. In case of misunderstanding of this rule, the headmaster will organise a dialogue with the student before any disciplinary procedure.

## **3.3. Mobile Phones**



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The use of mobile phone **is strictly forbidden within the premises.**

### **3.4. Valuable objects**

In order to avoid any problems, valuable objects (jewellery, video-games, mp3 players) as well as important sums of money should not be brought to school.

The school cannot be held responsible for any exchange, loss or theft of the children's personal belongings.

## **Part 4: PARENTS-TEACHERS MEETINGS**

### **4.1. Information**

Communication is essential for the great functioning of the school and for each child's follow-up.

#### **4.1.1. Parents-teachers meetings**

The dialogue between parents and teachers is important; appointments can be arranged at a convenient time for both parties upon request.

An information meeting is organised at the beginning of the academic year in September.

#### **4.1.2. Evaluation Booklet**

Evaluation booklets are delivered at the end of each term in elementary school and twice a year in nursery school. They can be downloaded from Edumoov.

#### **4.1.3. Online Workspace**

The parent-teacher contact book and the online workspace are decisive communication tools for both parents and teachers.

### **4.2. Personal data**

Parents must notify the school in case of change of address, phone number or e-mail contact.



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## **Part 5: FINAL PROVISIONS**

Each year, the school subscribes to a civil liability insurance which covers pupils and staff for curricular and extracurricular activities.

The school rules and provisions is approved or modified each year during the final school council meeting and is implemented from the beginning of the following academic year. A paper copy is distributed to each pupil and staff and is available online on the school website ([www.efcn.info](http://www.efcn.info)).

Enrolment at the school means understanding and respect of the school rules and regulations.

The Principal

Jean-Marie YHUEL