

iS. INTERNATIONAL
SCHOOL of Neuchâtel

Ecole privée d'études préscolaires et primaires bilingues



Rules of the International School of Neuchâtel

Montessori Method

1. New Admission

- **For All:** Any parent or holder of parental authority wishing to enroll their child at ISN must fill out the registration form and schedule an appointment with the management. By parental authority, it is understood that when both father and mother hold it, the management presumes in good faith that each parent acts with the consent of the other according to Article 304, paragraph 2 of the Swiss Civil Code.
By signing the registration form, the parents or holder of parental authority unreservedly approve the admission conditions, current regulations, this School Regulations document, tuition fees, and all annexes. Additionally, an extract from the debt collection register (extrait des poursuites) dated within less than 3 months must be provided for each legal representative. **For any schooling starting from 3rd Harnos:** children must complete a trial period.
- After meeting with the management and review of the application, parents receive an enrolment confirmation and are requested to pay the 'Registration Fees'.
 - These registration fees consist of 'Application Fees' and an 'Enrolment Guarantee'. Payment of these fees definitively confirms the spot.
 - **Application Fees:** CHF 800, payable once for the child's entire schooling.
 - **Enrolment Guarantee:** CHF 1'000. This is an advance on the annual tuition. This guarantee is due every year to reserve the spot. See Section 2: Re-enrolment.
 - Registration must reach the school in writing. All fields must be completed. Only the legal representatives of the child may enrol the child.
 - The school may, at any time, adjust the regulations, costs, and fees. In the event of an update to the regulations, it will be transmitted to the parents. Parents may, within 15 days of receiving the update, terminate their child's enrolment for the end of the current school year.
 - Enrolment confirmation will be sent, at the earliest on 25th of February of each year, following receipt of the completed registration form and payment of registration fees. Students already attending ISN have priority over new students. Students who have followed their schooling since the 'Children's House' (Maison des Enfants) have priority for 'Elementary I and II' classes. Students who started at 'L'Atelier' have priority for 'Children's House' classes.
 - Admission during the school year is possible if the class is not full. It is possible to reserve a spot for entry during the year; in this case, tuition for the full year remains due.
 - If the student does not show up on the confirmed entry date, tuition remains fully due.
 - Payment of registration fees (application fees and enrolment guarantee) definitively validates registration. However, if payment is not made by the invoice due date, management reserves the right to release the reserved spot and place the application on a waiting list. Registration fees (application fees and enrolment guarantee) will nevertheless remain due.
 - In case of cancellation of registration once confirmation has been sent, the enrolment guarantee and application fees are non-refundable.
 - Any modification to registration (personal data and/or child's attendance) must reach us in writing at: info@isneuchatel.com.
 - Any mid-year modification (morning care, extracurricular activities, supervised homework, meals, attendance days, etc.) will be valid only from the following term and for the entire term. See Section 3: Tuition Fees, Invoicing, and Termination.
 - 31st of July of the relevant school year determines the child's class placement. Cantonal rules apply.
 - Enrolment in 'Children's House' is only possible for children who are potty-trained and autonomous in using the toilet.
- **Children's House (Age 3):**
 - Minimum registration of four mornings and two afternoons (Wednesday afternoon excluded).
 - The child must be 3 years old by 31st of July of the registration year at the latest.
- **Children's House (From Age 4):**
 - Mandatory full-day enrolment, from 8:15 AM to 3:00 PM (except Wednesday: 8:15 AM to 12:00 PM).

- **Elementary I (From Age 6):**

- The child must be at least 6 years old by 31st of July of the registration year. An exception may be made if a promotion has been approved by the cantonal authorities.
- Copies of the child's last two school report cards/evaluations must be attached to the registration form.

2. Re-enrolment

- Re-enrolment of your child is automatic, unless a termination notice is sent by registered letter and reaches us no later than 15th of February of each year. From this date, the enrolment guarantee, the advance on annual tuition of CHF 1'000, is due. Re-enrolment becomes final only upon receipt of payment, at the latest by 31st of March. Otherwise, the child's enrolment will be moved to the waiting list and the CHF 1'000 will remain due.

3. Tuition Fees, Invoicing, and Termination

- Students are enrolled for the entire school year.
- By signing the registration form, parents (or legal guardians) commit to paying tuition for the full school year.
- In case of absence or requests for reduced attendance, no discount on tuition will be granted.
- In case of early departure due to relocation or expulsion during the school year, full tuition for the interrupted year remains due.
- Invoicing can be settled annually, quarterly, or monthly.
- Payments must be made by the specified due date using the invoice provided.
- In case of changes or errors, please contact administration at info@isneuchatel.com.
- **Quarterly Modification Deadlines**
 - **Term 1:** Changes possible until 15.06 | Payment due by 15.07
 - **Term 2:** Changes possible until 15.09 | Payment due by 15.10
 - **Term 3:** Changes possible until 15.12 | Payment due by 15.01
 - **Term 4:** Changes possible until 15.03 | Payment due by 15.04
- In case of late payment, late penalties will be charged starting from the second reminder.
- For families enrolling two or more children, tuition fees are reduced by 10% for the second and subsequent children. Similarly, the enrolment guarantee is reduced by 10% for additional children.
- Termination of registration must be submitted via registered letter or through the parent portal.
- **Cancellation Penalties & Policy**
 - Registration fees (application fee + enrolment guarantee) are due as soon as the school receives the signed registration.
 - For re-enrolments, the CHF 1'000 guarantee is not due if cancellation occurs before 15th of February of the current school year.
 - If cancellation occurs between confirmation dispatch and 15th of June: Registration fees (application fee + enrolment guarantee) are non-refundable and remain due.
 - If cancellation occurs between 15th of June and 15th of July: Registration fees (application fee + enrolment guarantee) + 1st term tuition is due. If cancellation occurs between 15th of July and 15th of August: Registration fees (application fee + enrolment guarantee) + 1st semester tuition is due.
 - If cancellation occurs from 15th of August onwards: Registration fees (application fee + enrolment guarantee) + total annual tuition is due.
 - Any cancellation must be addressed in writing to management.

4. Expulsion

- In case of student expulsion, total annual tuition remains fully due.
- After the 3rd payment reminder deadline, the school reserves the right to expel the child immediately. Total annual tuition remains fully due.
- **Definitive Expulsion:** Sent upon issuance of the 2nd warning letter.
- **Immediate Expulsion:** Any student whose attitude (or that of their parents) clearly indicates broken mutual trust; or any student whose behaviour endangers their own life or the lives of others.
- **Special Needs:** As the school is not a specialized institution, it reserves the right to terminate enrolment if a child exhibits severe disorders or delays preventing adequate care, or requires specialized attention for which teachers are not trained and which was not agreed upon in advance with management.

5. Childcare Expenses & Tax Certificates

- An annual certificate is issued upon request to parents, detailing annual childcare costs based on the fiscal year (50% per calendar year).
- Childcare expenses include lunch and recreation care/ morning care, extracurricular care/ full tuition for children under age 4, and supplementary educational hours provided by ISN compared to public schools for children under 12.
- *Note: Amounts on certificates are subject to approval by tax authorities depending on family circumstances, deduction caps, and place of residence. The school cannot be held liable for tax deduction refusals. For further information, please contact the Tax Collection Office.*

6. School Rules & Daily Life

- **Dress Code and General Conduct**
 - Respect others (adults and children), equipment, and premises.
 - Avoid coarse language and inappropriate gestures.
 - Address conflicts to adults to prevent physical or verbal violence.
 - Wear discreet jewelry (or none); the school assumes no liability for lost items.
 - No makeup or nail polish allowed.
 - Wear appropriate attire (no miniskirts, low-cut tops, minishorts, glittery/flashy clothes).
 - Move quietly inside the building. Do not bring toys, games, Swiss army knives, or dangerous objects/toy weapons.
 - Mobile phones, smartwatches, and electronic devices are strictly prohibited. Devices must be handed to teachers upon arrival.
- **In Hallways:**
 - Running is prohibited
 - Silence must be respected
 - Personal belongings must be put away
 - Eating is forbidden
- **Exterior:**
 - Parents are responsible for children outside class/care hours
 - Running down the playground slope, climbing embankments, or scaling fences is prohibited

Photographing or filming on school grounds is strictly forbidden

7. Schedule & Hours

- **Children's House and Lower Elementary:** Children should arrive in class between 8:00 and 8:15 am. Lessons end at 3:00 p.m. except on Wednesdays when they end at 12:00 p.m.
- **Upper Elementary:** Children should be in class by 8:00 am. Lessons end at 3:00 pm except on Wednesdays when they end at 12:00 pm.
- **For all:** Before 8:00 a.m., no students are to be on the floors. Also after school, students are to leave the building promptly and quietly.
- **School opening hours:** Every day from 6:45 a.m. to 6:00 p.m. Between 6:45 a.m. and 7:45 a.m., a morning care service is available at an additional cost. See point 18: Early morning care

8. Holidays

- The school follows the official Canton of Neuchâtel academic calendar, except for Christmas (ISN closes for 3 weeks; extracurricular care are available during the 1st week).
- On the last week of the school year, classes end Wednesday at noon.
- **Extra Leave:** Granted only upon prior written request with valid justification (max 5 days per year).

9. Arrival, Parking & Departure

- **Between 7:45 and 8:00 a.m.:** A reception is offered at the school every morning between 7:45 and 8:00 a.m. They are supervised by a responsible person until 8:00 am.
- **Parking:** The school's parents are authorized by the authorities to use the space at the foot of the funicular as a "drop-off" point. Parents may also use the various white spaces located along the streets of Sainte-Hélène or Vy-d'Etra or the parking lot located at the bottom of the school. It is strictly forbidden to park outside the spaces. Furthermore, we inform you that we reserve the right to report offenders to the police in case of non-compliance. The goal is to guarantee the safety of the children of our school, but also of the children of the neighborhood in the vicinity of the school as well as to maintain cordial relations with the neighborhood.

10. School Departure:

- **For all:** Without written permission from you, we will not release the child to anyone other than the parent or guardian for the ride home. Students will be kept under supervision until the arrival of a responsible person. If the person in charge is unable to pick up the child, it is imperative to inform us as soon as possible, in writing, of the name and surname of the person replacing him/her. As soon as your child arrives and greets his/her teachers, we consider that your child is under your responsibility.
- **In case of delay of a parent at the end of classes / extra-curricular activities / supervised homework:** after 5 minutes of delay the child is accompanied to the administration office. After 10 minutes late, the office calls the parents.
- **Exceptions:**
 - **Children's House :** You may authorize your older child, if in elementary school, to supervise his or her younger brother or sister who is in the Children's House by signing a waiver of responsibility which is available upon request.
 - **Lower and Upper Elementary:** If parents sign a liability waiver available upon request, children may leave school without a responsible adult. You may also allow your older child to watch his/her younger brother or sister who may be in the Children's House. If the form is not signed, your child will be supervised by us until you arrive.

11. Safety/Fire Alert exercise:

- During the first quarter of each school year, a fire alert practice exercise with fire alarm is organised in cooperation with the fire brigade. Regularly, before and after this exercise, the children are reminded of the security instructions.
- **In case of smoke, fire or suspicion of a fire,** trigger the alarm by means of the push buttons.
- **In case an audible alarm is heard,** you must evacuate the building and join us on the playground located to the south of the building.
- **The children remain under the responsibility of the teachers.** Under no circumstances must they leave – even with their parents.
- Useful telephone numbers: ISN Director: 078/633.12.35. / ISN: 032/721.43.88.

12. Emergency/Sickness:

- ***Children must be kept at home*** if they show signs of the following problems: vomiting, diarrhea, throat infection, runny nose (with thick yellow discharge), spots, fever, contagious diseases or suspicion or contagious diseases (conjunctivitis, lice, whooping cough, etc.), headaches, etc. Please notify the administration if your child is diagnosed with a contagious disease.
- ***In case a treatment must be given:*** If a child must take medication (antibiotics, Dafalgan, or a regular treatment...) the parents must supply the medication and the doctor's prescription (clearly written) to the school management, which will agree or not to administer the medication. School staff are not authorised to administer medication without prior agreement from management.
- ***In case of minor injuries or mild pains, not to the head, but requiring some attention,*** the school administers, if agreed at enrolment time, a homeopathic remedy to your child, in the case of mild pains (such as small bumps, tummy ache, sore throat, etc.). In case of small wounds disinfectant lotion or disinfectant cream and plasters will be used.
- ***In case of injuries to the head that do not seem serious,*** the school will inform the parents and administer, if agreed at enrolment time, a homeopathic remedy to your child (Arnica). Ice may also be applied. The child's condition will be monitored, and as long as no change in behavior is observed – such as blurred vision, vomiting or other, no other action will be taken, unless the parents prefer to collect their child or ask to be called back.
- ***In case of various, intense pain, mentioned by the child or noticed by the person in charge, or in case of, or suspicion of, a contagious disease (conjunctivitis, lice, whooping cough, etc.),*** the parents will be contacted and will have to collect their child as quickly as possible. This will apply as soon as it is considered that the child may contaminate the class, or that s/he would be more comfortable at home and/or when the capacity to learn is impaired. The administration will inform management if the parents are not able to collect their child within 30 minutes. In such cases only, management or administration can, with the written agreement of the parents, administer some medication. (If the parents are not able to give their written consent, exceptionally, management may agree to administer the medication). The child may return to school only when his/her health condition enables him/her to resume his/her activities and as soon as there is no longer a risk of contagion. If the child must take medication, please refer to the previous point.
- ***In case of a serious injury, whether to the head or not,*** the school will contact the emergency services (144). The pupil will be moved only if this is possible and as long as there is NO RISK, in particular to the child's spine. In case of doubt, the child will not be moved. The parents are informed by the administration/management as soon as possible after the emergency services have been called.

IMPORTANT: No medicine should be left in a child's bag.

13. Epidemic / Pandemic / Major event

- In the event of temporary school closure due to an epidemic, pandemic, or any other cause not attributable to the School, distance education will be offered as far as possible, and certain costs may be reimbursed (for example: meals...), excluding school fees.

14. Lateness and absences :

- ***In case of late arrival in the morning:*** Parents must inform the school by emailing info@isneuchatel.com or via the Parents Portal, of any lateness of over 15 minutes. After three late arrivals over a period of one month, an email is sent to the parents. If the situation does not improve, the parents are requested to attend a meeting, during which the child may be present or not, depending on the circumstances.
- ***In case of absence:*** Parents must inform the administration of any absence before 8:30 am either by email at info@isneuchatel.com or via the Parents Portal or by telephone (leaving a message). If no information has been received by 9:00 am, the administration will call the parents. In case there is no answer from the parents or the various other emergency numbers, the administration will immediately inform management which will decide on the steps to take. Any absence not due to an illness must be authorized and the reasons stated. As from the third day of illness, parents will need to provide a medical certificate. After three days of unjustified absence, the parents will be requested to attend a meeting.
 - *Homework:* If required, the school may scan and send work to be done at home.
- ***In case of medical appointment:*** Absence from school for medical appointments is authorized only in case of *ad hoc* appointments, and no more than five times per academic year (except by special agreement). These appointments must be communicated in advance.

15. Absence of a teacher or member of staff:

- Absent teachers or members of staff are replaced by a qualified person as soon as possible.
- Only absences lasting more than 10 school days (two weeks) are communicated in writing.

16. Lunch and snack:

- The snack is supplied by the school. It consists of a selection of fresh fruit and vegetables, as well as cereal-based products (rice crackers) and dried fruit, depending on the season.
- The lunches served in the school canteen are provided by an external caterer. The balanced meals are home-cooked using local products.

17. Recreation time:

- Recreation time is spent outdoors whatever the weather. In consequence, your child must be dressed according to the weather (in summer: a hat, sun cream and sunglasses // in winter: hat, gloves, scarf, warm clothes and suitable shoes // in case of rain: rainproof clothes, wellington boots or a change of clothes).
 - ***Only in case of very heavy rain*** the children will spend recreation time indoors.

18. Early morning care

- Early morning care is available between 6:45 am and 7:45 am for registered children. Occasional drop-in care is available.

19. After-school care:

- Participation in after-school care is strictly reserved for enrolled children.
- Primary school children have a 30-minute break at 3:00 p.m. and have a snack, provided by the school. From 3:30 p.m., a study period is available for pupils to complete all or part of their schoolwork (homework) between 3:30 p.m. and 5:00 p.m.. This is available every day, except Wednesdays, subject to registration. The supervisor looks after the children and is on hand to assist and guide them, but not to teach them material they have not yet learnt.
- It is the parents' responsibility to check that homework has been completed. For primary school children, the supervisory staff will mark the diary next to any homework that has been completed.
- From 5:00 p.m., primary school children are grouped together with children under the age of 6. Parents can enrol their child either for the whole year, for a term, or on an 'à la carte' basis, depending on their needs. In the latter case, the child must be enrolled at least one day in advance (subject to availability – places are limited). For the youngest children, the after-school club does not involve any schoolwork.
- Children are supervised and take part in activities that develop their creativity and dexterity. They also have access to books, a quiet corner and various games. They also go outside to play.
- After-school care is available every day from 3:00 p.m. to 6:00 p.m. for children under the age of 6. A snack is also provided by the school.
- In addition, all children can be looked after from 12:00 p.m. to 6:00 p.m. on Wednesdays, upon request.

20. Afternoon nap/Quiet time:

- **Grade 0:** This moment is compulsory for this group (exemption possible only after a trial period).
- **Grades 1 and 2:** Napping will be possible and suggested depending on the child's needs.

21. Library:

- All the pupils have access to the library on a weekly basis.
- Parents will be expected to replace any books lost or damaged by their children.

22. German:

- German is a compulsory subject taught to all the pupils from grade 3.

23. Gymnastics:

- ***In Lower and Upper Elementary:*** The pupils attend gymnastics, rhythmic and movement lessons, taught by a physical education and sports teacher. This activity takes place in the gymnastics hall, which is fully equipped for this purpose. During the lessons, the children are required to wear a suitable sports outfit, including sports shoes. Pupils who have forgotten to bring their sport outfit will not be allowed to take part in the lesson.
- ***In the Children's House:*** The pupils attend gymnastics, rhythmic and movement lessons, given by one of their main teachers, also trained to teach physical education and sports, according to the Montessori Method. This activity takes place in the gymnastics hall which is fully equipped for this purpose. On the day of the lesson, the children must arrive at school already wearing a suitable sports outfit, including rhythmic shoes. Pupils who have forgotten to bring their sports outfit will not be allowed to take part in the lesson.

24. Small outings:

- Small outings are spontaneous trips involving a small number of participants organized (as far as possible) by the children of Lower and Upper Elementary. They take place strictly during school hours and are related to the themes studied by the pupils. They do not affect school hours. Parents are not necessarily informed of these outings, which take place locally and are supervised by at least one adult.

25. Big outings (cultural outings outside of the canton, camps, school excursions...)

- Big outings refer mainly to class outings. Parents are informed by email before the date of the outing. They are planned in class and the children help with the organization.

26. End-of-year study trip in grade 8:

- The pupils choose a destination together with their teacher. The trip is entirely financed by the parents. Parents must give their consent before the trip can be confirmed to the children. Confirmation of the date and location is communicated to the parents a minimum six weeks before the trip. Parents must provide the required documents, such as proof of insurance, authorization to leave the country, copies of the pupil's and parent(s)' identity documents and/or a valid visa; otherwise, the child may be excluded from the trip.

27. Various celebrations:

- The school usually organises two whole-school celebrations to which parents are invited. These take place at Christmas and at the end of the school year.
- The calendar includes numerous cultural, religious and national celebrations... Whilst some celebrations are organised for the whole school, such as the Christmas party, the way in which others are celebrated (such as Halloween, the Grape Harvest Festival, World Day, Father's Day and Mother's Day, etc.) may vary from class to class.
- The school provides a secular education.

28. Supervisory staff:

- All staff employed by the school must provide a medical certificate of fitness, which must be renewed at least every four years.
- In addition, the authorities carry out a thorough, systematic and specific background check (VOSTRA) on all staff members who are required to supervise, whether alone or not, a group of children for whom they may be responsible.

29. School stationery, materials and equipment:

- ***Applicable to all:***
 - Pupils' belongings must be labelled with the child's name.
 - A flask or water bottle.
 - A pair of close-fitting indoor shoes (slippers), which must be kept at the school. Please check regularly that the size is still adequate.
 - Optional: a small potted plant, so that the child may learn how to care for it.
 - The school provides the notebooks, books, paper, pencils that the students need, as well as the necessary materials for arts. Other supplies are in each classroom.
- ***Children's House,*** each pupil must have in addition:
 - A bag or schoolbag.
 - A canvas bag for the library books.
 - A pair of gym slippers for indoor use only.
 - A full set of spare clothes to be kept at the school (please provide clothes adapted to the season).

- **Lower and Upper Elementary**, each pupil must have in addition:
 - A schoolbag big enough to hold A4 sheets.

30. Equipment and depredations:

- Parents will be expected to replace any material lost or damaged by their children.

31. Lost property:

- All clothes or objects found on the school premises are deposited in a basket that can be found on the ground floor of the school building. Valuables are kept in the secretary's office. At the end of the school year, any items left in the basket will be donated to a charitable association.

32. School-parents communication:

- Communications from the school are sent by email, through the parents' portal or by post.
- It is essential that parents check their emails, log in to the parents' portal and open their mail regularly.
- As far as possible, the administration gives information on the various events three weeks in advance.
- ***In case of misbehaviour of a child:*** Any misbehaviour is reported to your child's class teachers, who will decide upon the appropriate sanction. Depending on the seriousness or the repetition of the facts, the parents are informed via the school diary/communication booklet or by email. In case of repeated misbehaviour after the parents have been informed, the school will request a meeting with the parents – with or without the child.
- ***In case of unacceptable behaviour or behaviour endangering the health of others:*** Any unacceptable behaviour or behaviour endangering the health of others will result in convening a meeting with the parents and consequences will be agreed upon. For example: temporary exclusion of the child from the school, banning from a cultural or other type of activity, and for the most serious cases, the management reserves the right to permanently exclude the child from the school.
- ***In case of academic shortcomings:*** In case academic gaps are detected or if there is suspicion of learning difficulties, the school invites the parents for a meeting within a maximum of three weeks after noticing the problem.
- ***In case of repetition of the grade:*** Parents may request a meeting with the management in order to discuss the possibility of their child repeating the grade. If the school has doubts about promoting a pupil to the next grade, the parents are informed as quickly as possible.
- ***In case of advancement into the next grade:*** Parents may request a meeting with the management in order to discuss the possibility of their child's advancement. If the school thinks the child would benefit from advancing to the next grade, the parents are informed as quickly as possible.
- ***In case of important information concerning a child (child injuries, family bereavement, divorce, critical illness, etc.):*** Parents must inform the administration in writing, with an e-mail to info@isneuchatel.com . If necessary, the school may request a meeting with the parents or vice-versa.
- ***In case parents have a question:*** Parents can contact the administration or the management of the school whenever they have questions. If the question is about how things are going in class, parents can ask the administration to make an appointment with the teachers. Academic or personal questions cannot be asked when the children arrive or leave their classroom, as at those moments the members of staff must be available for the children. Parents can also ask their questions by e-mail to info@isneuchatel.com or to direction@isneuchatel.com.
- ***In case the request for a meeting has been initiated by the school:*** The administration will e-mail the request to the parents. A brief summary of the meeting will be written.

INFORMATIONS

Children's House: Grade 0 to 2

- **Pre-visits:** They are organised at the beginning of the school year (but not on the first day) for all the new pupils. The children, accompanied by their parents and teachers, discover their new school environment between 3:05 pm and 3:20 pm. During this visit, they get to meet their teacher, to see their classroom, their coat hanger, etc. On the next day, the children begin school at 8:30 am, and the day after they start at 8:00 am with their new classmates. Parents are informed at the latest in June of the date and time of the pre-visit.
- **Evening for new parents at the beginning of the school year:** In order to facilitate the integration of their child, new parents are invited to attend a compulsory session (without the children), during the first week of the new school year. This session is held in their child's classroom. Parents are informed by mid-July of the date and time of this session.
- **Parents' evening at the beginning of the new school year:** In order to reassure and guide the parents in their mission as partners in the education of their child, all the parents of the Children's House are invited to attend a session (without the children), at the beginning of September. This session is held in their child's classroom. Parents are informed by mid-July of the date and time of this session. During this evening, the teachers introduce themselves and explain in broad terms the material and the functioning of the class.
- **Mid-term reports:** Parents are invited to attend a 20-minute individual meeting with the teachers, during which a report of the child's progress will be presented, and when teachers will be available to answer any questions the parents may have. The reports are usually organised in March. An information email is sent to the parents about three weeks before the first available date.
- **Written reports:** These are equivalent to the annual reports provided in the State system. They are written in French. They are handed out to the pupils in June, during the last week of school – unless the child leaves before the end of the academic year.
- **Observations by the parents:** Parents are invited to observe in their child's classroom during the month of November for new pupils and in January for the others. Parents register for a time that suits them, as indicated on the sheet posted by the teachers on the communication board of their child's classroom. The observations, which last 30 minutes, take place in the morning at 8:30. Parents bring their child to school as usual for 8:00 am -8:15 am; they will then be invited to wait in a reserved space with a coffee, until it is time for the observation. An information e-mail is sent to the parents three weeks before the first available date.

INFORMATIONS

Lower and Upper Elementary: Grades 3 to 8

- ***Trial periods:*** These are intended for new pupils entering the school from grade 3, and are organised before the confirmation of enrolment is sent to the parents. (Children enrolling from abroad who are not able to come may be exempted from these trials). The trial period lasts one week in Lower and Upper Elementary. The children discover their new school environment without their parents. In the morning, they are guided by a classmate. On this occasion, the child is observed by the teachers, who will report back to the parents as soon as possible.
- ***Parents' evening at the beginning of the new school year:*** In order to reassure and guide the parents in their mission as partners in the education of their child, all the parents of the Elementary section are invited to attend a session (without the children), at the beginning of September. This session is held in their child's classroom. Parents are informed at the latest in June of the date and time of this session. During this evening, the teachers introduce themselves, and explain in broad lines the material and the functioning of the class
- ***Montessori evening for the parents:*** In order to reassure parents, and above all to help them discover how their child works within the line of the Montessori method, all the parents of the Elementary section are invited to attend a session with their children. This is organised usually between October and December, and takes place in their child's classroom. Specific issues are not discussed during this evening, to which brothers and sisters are not invited. Parents are informed of the date and time of this session at least three weeks before the date of these evenings, during which their children become "teachers" for a short time.
- ***Mid-term reports:*** Parents are invited to attend an individual meeting with the teachers, during which they will report on the child's progress, and when teachers will be available to answer any questions the parents may have. The reports are organised usually in February in Upper Elementary, and between December and February in Lower Elementary. An information email is sent to the parents three weeks before the first available date.
- ***Parents Observation sessions:*** Parents are invited to observe in their child's classroom usually in November for new pupils and in January for the others. Observation is only possible after agreement from the teachers who decide on the feasibility depending to the stability of the class. The observations, which last 30 minutes, take place in the morning at 8:30 am. Parents will bring their child to school as usual for 8:00 am; they are then invited to wait, until it is time for the observation. An information email is sent to the parents three weeks before the first available date.
- ***Written reports:*** These are equivalent to the annual reports provided in the State system. They are written in French. They are handed out to the pupils in June, during the last week of school – except if the child leaves before the end of the academic year.