



ASC International House



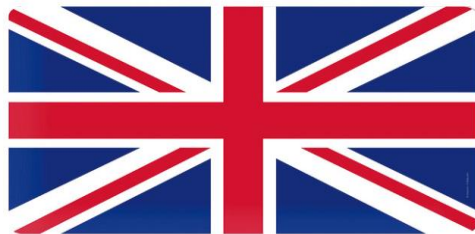
## ECOLE ET MATERNELLE PRIVEES

Adresse Postale : 273 rue de Genève 01170 GEX  
Site : 306 rue Marius Cadoz  
Téléphone secrétariat : 04 50 28 44 10  
Télécopie : 04 50 28 44 11  
Courriel secrétariat : [secreco@ida-gex.org](mailto:secreco@ida-gex.org)

# Primary English Programme 2014/2015

*TO BE KEPT HANDY THROUGHOUT THE YEAR*

*This answers the most frequently asked questions*



*Postal adresse : 273 rue de Genève 01170 GEX*

### Term starts

**AM: Wednesday 10<sup>th</sup> September 2014 at 08.25**

**PM: Wednesday 10<sup>th</sup> September 2014 at 13.30**

*Line up in the school playground*

## ARRIVAL OF PUPILS

On Wednesdays from **8.00am (morning) and 13.15 (afternoon)**. We ask parents not to drop children off before 8.00 am, the time of arrival for teachers and supervisors.

## ABSENCES

Please notify the primary school secretary of any absences as soon as possible, ideally before 8.45am. **Please send an email if possible to Mrs Pouret at [secr.eco@jda-gex.org](mailto:secr.eco@jda-gex.org) or to Bev Dubuisson at [bev.dubuisson@asc-ih.ch](mailto:bev.dubuisson@asc-ih.ch)** . If this is not possible please call **04 50 28 44 10** (you can leave a message if the secretary is absent), and send a note in with your child on his/her return, addressed to the teacher.

## COMMUNICATION / INFORMATION

All **telephone numbers**, postal addresses and emails that we have are confidential and will not be passed on to any other party (except for requests of car share and infant school assistants' contact details).

**Telephone messages** for your children must be exceptional and for real emergencies only.

➔ **It is extremely important to** notify us of any change of address or telephone number.

## LOST PROPERTY

**The sooner you ask for lost property, the more likely it is to be found.**

Named items of clothing are automatically returned to their owners. They are displayed for two weeks on the railing in the school entrance hall.

## EMERGENCY SERVICE

The emergency service is not a hospital. Its function is:

- to administer first aid in case of accidents in the playground or sports activities,
- to complete an accident report when necessary

Children must be in a fit state to attend school. We cannot look after children who come to school ill.

The school is not permitted to administer medicine except if a PAI protocol has been arranged.

**Children are not permitted to carry medicine on them whilst in school.**

## FAMILY FILE [CNIL]

**Commission Nationale Informatique et Libertés**

As per the legal requirements concerning the file, you are advised that we communicate the following information from the Family File: family names, first names, addresses and children's Family names, first names, classes, and dates of birth.

## SCHOOL INSURANCE

**IMPORTANT: As of the first day of term**, all pupils must be insured. Please send, by 1<sup>st</sup> September at the latest, an insurance certificate covering the following:

- **Civil responsibility**: it covers all damages (material and physical) for which your child might be responsible. It is often covered by the home insurance Policy.
- **Personal accidents**: commonly known as school and after-school insurance.

It must be valid for the whole year and the insurance company must guarantee that the following activities are covered: judo, boxing, wrestling, wall climbing, skiing, surfing, raquettes, etc. In case of an accident, the school will contact the family and provide the required information for the report. The family must then deal with the insurance company.

## SCHOOL HOLIDAYS Zone A

	<b>From (after courses)</b>	<b>To (morning)</b>
<b>TOUSSAINT</b>	Friday 17 <sup>th</sup> October 2014	Monday 3 <sup>rd</sup> November 2014
<b>CHRISTMAS</b>	Friday 19 <sup>th</sup> December 2014	Monday 5 <sup>th</sup> January 2015
<b>WINTER</b>	Friday 6 <sup>th</sup> February 2015	Monday 23 <sup>rd</sup> February 2015
<b>SPRING</b>	Friday 11 <sup>th</sup> April 2015	Monday 27 <sup>th</sup> April 2015

➡ **NB : NO ENGLISH PROGRAMME WEDNESDAY 27 MAY 2015**

## END OF TERM

The end of term is set for **Wednesday 24th June 2015**

## MATERIALS NEEDED

**Your child will receive text books and spelling books. Please ensure that they bring:**

- ❖ A large exercise book (96 pages)- large enough to stick A4 pages into)
- ❖ A small exercise book 17x22 for spelling and vocabulary
- ❖ A small exercise book 17x22 for a family contact book (homework, messages, etc.)
- ❖ Pencil case with pens, pencils, highlighter pens (for work on texts), an eraser, ruler, colored pencils or felt tip pens, two glue sticks and scissors.

We recommend a separate bag for English school!

## ANGLOPHONE SECTION and DISCOVERING ENGLISH (EFL) SECTION

Our partner: ASC INTERNATIONAL HOUSE [www.asc-ih.ch](http://www.asc-ih.ch)

Programme Director : Mme Dubuisson – [bev.dubuisson@asc-ih.ch](mailto:bev.dubuisson@asc-ih.ch)

### WEDNESDAY MORNING PROGRAMMES:

Wednesday mornings from 8.30 – 12.00. Classes are open to children from CP to CM2.

#### ➤ ANGLOPHONE SECTION

**Three hours a week of English lessons and cross-curricular project work and activities are offered to English mother tongue pupils and those who speak English fluently as a family.**

Our programme follows English National Curriculum guidelines, and is taught by British qualified primary school teachers.

#### ➤ DISCOVERING ENGLISH – English as a foreign language (EFL) classes

**A two hour lesson of English as a Foreign Language for non-anglophone pupils, with specialised teachers qualified in teaching languages to young learners.**

**An activity hour in English with English mother tongue teachers and activity leaders: theatre, craft, music, singing, history and geography projects, etc. The aim is to work as a team on projects together, in English, in a reassuring and encouraging environment.**

#### Organisation of the morning:

- Pupils line up in the playground for the register at 8.25
- Lessons start at 8.30
- 20 minutes supervised play time at 10.30
- End of classes and activities at 12.00 after tidying up and putting away all school material.

### PEARSON TEST OF ENGLISH FOR YOUNG LEARNERS

After complete beginner level in our English as a Foreign Language Programme, the pupils have the possibility to take a test at the end of the school year, “The Pearson Tests of English for Young Learners (PTEYL)”, to externally assess their language level. The test is optional, and if your child registers for a test the fees (35€- 45€ par test according to level) will be billed on registration.

### WEDNESDAY AFTERNOON PROGRAMMES

Every Wednesday from **13.30 - 15.30 (Discovering English)** and **13.30 to 16.45 (Anglophone)** Classes are open to children from CP to CM2 .

#### ➤ DISCOVERING ENGLISH – English as a foreign language classes

**Two hours of dynamic and creative English as a foreign language lessons for non-English speaking children** with English native speaking teachers qualified and specialised in teaching

English to young learners. Different activities (theatre, arts and crafts, music, singing, history, science and geography projects) are built into the programme. **The aim is to work as a team on projects together, in English, in a reassuring and encouraging environment.**

**The organisation of the afternoon for this programme :**

- Register is taken at 13.25 outside in lines
- Lessons start at 13.30.
- Sessions end at 15.30.

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**Organisation of the afternoon for this programme :**

- Register is taken outside in the lines at 13.25
- Lessons start 13.30.
- Supervised break of 15 minutes at 15.00
- Lessons end at 16.45.

**ECOLE JEANNE D'ARC**  
**WEDNESDAY ENGLISH PROGRAMME**  
**RULES AND REGULATIONS**

**Introduction**

Ecole Jeanne d'Arc is a Catholic primary school open to children of all faiths. Enrolment of your child in the school or the Wednesday English Programme presupposes your acceptance of the rules and regulations linked to the educational philosophy of the institution.

All children enrolled in the Wednesday English Programme must respect the everyday rules of the school in the same way as the full time pupils of Ecole Jeanne d'Arc. These rules allow the pupils to enjoy quality teaching in an environment conducive to sharing and learning together.

**1- Behaviour – Attitude - Respect**

Respect is essential for the development of social skills and therefore an important point of reference in the lives of our children.

Every pupil, and everyone who participates in the life of the school, must show respect towards:

- **Other people** (pupils, teachers, administrative staff, visitors.) This means being polite at all times, not wearing a cap inside, not using bad language or displaying a dismissive or offensive attitude towards other people, and accepting any differences in others. Pupils should stand up when an adult enters their classroom as a sign of respect.
- **School property and material** (the building, furniture, books and equipment, including recreational equipment outside and the library). This means being careful not to damage our common resources. For this reason cutters, Tipp-Ex, chewing-gum and permanent markers are forbidden on school premises.
- **Personal property** (text books, exercise books, stationery, school bags). A good pupil needs good tools and should take good care of them.
- **Other people's work and concentration** (move around the building calmly and in silence) Pupils must not disturb others by running or talking loudly in the classrooms, the corridors or on the stairs.

**Violence will not be tolerated in any form** – physical or verbal bullying will be dealt with severely.

**Punctuality and regular attendance** are marks of respect towards others and ourselves. It is important to be on time and to avoid missing classes unless absence is unavoidable and excused.

**2 - General Regulations**

The following school rules particularly concern pupils enrolled in the Wednesday English programme, to ensure a secure and respectful learning environment.

**School Access**

- For security reasons, access to school property by any outsiders to the school is restricted, unless authorized by the Director, one of his staff, or the Academic Director of ASC IH Geneva.
- **The drop off and pick-up lane is not a parking area.** It enables you to collect your children quickly before you leave. It is dangerous to park in this lane. Families who use this lane must instruct their children to watch for the arrival of their car from the playground.
- For health and safety reasons dogs are not allowed on school premises.

**Dangerous objects.**

Knives, lasers, penknives, cutters and other dangerous objects are forbidden on school premises. They will be confiscated if found and the child's parents will be notified.

## Theft

The direction declines all responsibility for any theft committed on school premises. **To avoid temptation, we ask parents to ensure that their children do not bring valuable objects to school (e.g. "ipods", DS games) or have too much money on them.**

Dishonesty in any form will not be tolerated. Stealing, bullying, cheating others of their possessions, and complicity in any of these acts will be severely punished as an example to others. The value of the object stolen is of no consequence, it is the act of theft itself that is punishable.

We ask parents to be vigilant and ask their children for an explanation if they bring home objects that do not belong to them. There is no such thing as a "minor theft" in a school environment (calculators, pencil cases etc). This is particularly important on Wednesdays as the English programme pupils use the classrooms of other children, whose belongings are left in their desks.

## Sanctions

If a pupil does not respect the rules, sanctions appropriate to the gravity of the case will be applied by the Director of the School, or by the Academic Director of ASC IH Geneva.

### ***Lack of commitment and work :***

- Verbal warning
- Parents contacted by telephone or email

### ***Behaviour problems :***

- Verbal warning
- Written warning
- Parents contacted
- Temporary exclusion from classes
- Refusal of re-enrolment the following year

## 3 - School routines and procedures

The procedures outlined below are necessary to ensure the smooth running of the Programme. The school opens at 08.00 on Wednesdays.

### Going into class

At the beginning of the morning and at the end of playtime, the pupil should line up in their places **as soon as the first bell rings**. They should do this in silence to enable the register to be taken quickly and efficiently by their teacher.

### Absences

- **Unforeseen absences**

In the case of unexpected absence, please notify the school by telephone on 04.50.28.44.10. as early as possible. Please leave a message if the office is not open.

The pupil must bring a **written justification of absence** to the school secretary upon their return to the English Programme classes.

- **Arranged absences**

A pre-arranged absence must be reported to the secretary as soon as possible (not the day of the absence) so that the teacher can be informed.

### The lift

Use of the lift is reserved for adults and handicapped people.

A pupil contract is issued to all pupils at the beginning of the school year, in which the pupils agree to obey the rules of the school. It is signed by the pupil and the parents.