



# Saint Exupéry International School

## Pre-Primary and Primary School Rules

### INTRODUCTION

*“The obedience to the law that we impose to ourselves is freedom.”*

*Jean-Jacques Rousseau*

These regulations define the rights and duties of all school community members (i.e. staff, visitors, parents and students) and have been put in place, to create a climate of trust and cooperation between all the relevant parties.

Our aim, here, at the Saint Exupéry International School is to form a learning society based on the principle of secularism, where political, ideological and religious neutrality, tolerance and respect for others (in their person and in their convictions) are strongly supported.

Schools are places of instruction and education, where learning the respect for one’s own obligations and the exercise of one’s own rights is procured, always guaranteeing ones freedom as an individual and determining ones responsibilities as citizens.



## SCHOOL HOURS, ATTENDANCE AND MEALS

### 1. School Hours

School doors open at 7:45 am. Parents are responsible for their children until this time.

Pre-primary students are greeted by the assistant teacher, who will subsequently deliver them to their respective teacher.

On Mondays, Tuesdays, Thursdays and Fridays, classes begin at 8:00 am and end at 2:45 pm, while they begin at 8:00 am and end at 11:45 am on Wednesdays.

On Mondays, Tuesdays and Thursdays extracurricular activities take place from 3:00 pm to 4:00 pm, while they take place from 1:00 pm to 2:30 pm on Wednesdays.

Parents must register their children to all extracurricular activities.

Children waiting for the start of their extracurricular activity are supervised by teachers after school ends and until their respective activities start.

### 2. Lateness

Late arrivals delay the start of classes and disrupt the usual routine and smooth running of the school and of learning. Respect for schedules is therefore essential.

In the case of unforeseen delays, parents should notify the secretariat immediately by phone, as the gate will have to be reopened.

In the event of repeated delays, the director may have to issue a warning and meet with parents to find a suitable solution to the problem.

### 3. Leaves of Absence

#### Appointments during school hours

Students are allowed to attend external appointments during school hours, only when parents have first verbally inform the class teacher and submitted a written discharge letter to the school's secretariat. Children will only be handed to parents or a pre-authorized person.



## Unforeseen absences

In case of unforeseen absence, parents should as soon as possible:

- send an email to [office@seis.mu](mailto:office@seis.mu)
- call the school secretariat on 268-0108.

In the case of absence due to illness, a medical certificate must be provided, when the illness lasts more than 2 days.

## Planned absences

They must remain exceptional and should be notified to the school's administration via email to [office@seis.mu](mailto:office@seis.mu), always indicating the reason and duration of the absence.

## **5. External Visitors**

Any unauthorised person who is not a member of staff or has been granted temporary access is prohibited on school premises.

### Parents

The administration will grant access to school premises to volunteer parents, when the need for the supervision of pupils arises in school activities.

## **6. School Meals**

Our carefully selected school caterer offers a vegetarian and non-vegetarian (mostly organic) menu for the price of MUR 200 per meal.

However, parents may alternatively choose to prepare a lunchbox for their children, that can be kept in the school fridge until mealtimes.

Parents can prepare a healthy morning snack, such as fruit, vegetables, dairy products and unsweetened cereals.

Students are not allowed to bring in sweets, biscuits and sweetened drinks into school, unless authorized by their teacher for special events.

The school has fruit trees and an organic vegetable garden for children, together with their teachers, to reap and enjoy the fruits of their labour.



All students receive a glass for their personal use at the beginning of the school year, labelled to their name, to drink the school's filtered water.

Only children enrolled in afternoon extracurricular activities have lunch at school on Wednesdays. Children who are not enrolled must, therefore, be picked up by their parents between 11:50 and 12:00.

## II. SCHOOL PRINCIPLES AND NORMS

### 1. General Provisions

Our main objective is to guarantee that students' environments and teachers' actions allow the smooth progression of students from primary into secondary school.

All our staff has been instructed to refrain from any behaviour, gesture or word that may indicate indifference or contempt towards a child or his family, or that may, in most likelihood, wound the child's sensitivity.

Similarly, students and their families are requested to also refrain from any behaviour, gesture or word that can harm the function or person of any of our members of staff.

All students should, in addition behave in a polite and respectful manner towards each other and should always comply with the instructions given by any of our members of staff.

Any acts of physical or verbal violence, including defamatory or racist remarks, are utterly prohibited. If any such acts were to occur, school management is obligated to initiate a mediation process together with all the involved parties and their families, in order to find a suitable solution.

Physical violence or insults from parents towards parents or school staff as well as serious deception may lead to immediate expulsion from the school. The school reserves the right to initiate police investigations against suspected offenders.

Adequate, decent and proper clothing is expected on school premises at all times.



## **2. School Outings**

School outings are educational activities aimed to enrich classroom discussions on specific topics.

Student participation to these outings is compulsory when taking place in school hours. Exceptions may be made in special circumstances, following a meeting between the student's family and the school's administration.

Parents are informed of these outings well in advance and are requested to submit a written authorization to confirm their child's attendance each time.

Outings exceeding normal school hours or including overnight stays, are not compulsory and participation is optional. Parental written authorisation is also requested in these types of outings.

School outings might incur in extra fees; however, management will always aim to make them as cost effective as possible.

## **3. School Material**

All school material required by students, such as books and stationery, is provided by the school.



### III. SCHOOL-FAMILY CONNECTION

#### 1. Student Support Systems

Depending on each student's specific needs and upon the teaching team's advice, the principal may propose to some student's families the inclusion of a personalised plan or project for their children that follows the French school system (PPRE, PAP, PPS, PAI).

Again, depending on each student's specific needs and following the pedagogical team's advice, management, may also propose to assign a school life assistant to some children, for them to be accompanied at all times. The salary of this person would be fully incurred by the families.

#### 2. Communication

An appointment with the management and/or teaching staff may be made by parents and families at all times.

Management may request to meet with parents and families in the event of an emergency or serious incident.

#### 3. Bi-weekly report/ Evaluation / School Report

##### Bi-weekly report

On a bi-weekly basis, both the English and French teachers write down each individual student's specific topics in a document send to the parents.

All teaching staff encourage students to learning by adopting an attitude of kindness and respect. Parents may request to meet with teachers to discuss any specific topics at all times. Parents meetings are to be requested via email. Confirmed appointments take place outside regular school hours.



## **Evaluation**

There are no rated evaluations at our school.

Teachers assess children via observation at work, without interruptions or disturbances or putting them under unnecessary stress.

Still, in order to allow student integration into other school's systems or secondary education, teachers prepare quarterly school reports.

## **School report**

School reports are prepared by teaching staff on a quarterly basis and show all the topics conveyed by students during that quarter, with an individual grade (A, B, C or D) and allows parents and future schools to understand the student's level and competences.

# **IV. SECURITY**

## **1. School Grounds**

For safety reasons, parents must leave the school immediately after students enter or exit the school premises.

It is forbidden to linger or play inside the school grounds after the end of school.

Children are allowed in the school building during school breaks only when accompanied by an adult.

It is imperative that children respect the outer limits of the garden as instructed by teachers.



## **2. Dangerous Objects**

Any objects deemed dangerous may be confiscated by school staff at all times. It will be returned to parents after school ends.

## **3. Mobile Phones**

Mobile phones are prohibited on school grounds and are only tolerated in urgent family matters, upon prior school consent. If they have to be brought in they should remain in student's bags, switched off and turned on only to check for missed phone calls or at the end of the school day.

## **4. Loss and Theft**

Unfortunately, as in any community, the school is not immune to loss or theft. We, therefore, recommend students to not bring any money or valuables, such as jewellery or electronic items into school, unless totally necessary.

The school cannot be held responsible for loss or theft, but all incidents should be reported to management for any possible action.

## **5. Cyclonic Alerts or Torrential Rains**

In the event of a cyclone alert, parents should pick up their children from school as soon as possible, after the transition to class 2 is announced.

The school will always comply with the decisions applicable to schools made by the Mauritian authorities.

The school will also publish a message on its website and Facebook page, as well as send an SMS to parents, when possible.

## **6. Insurance**

The school is insured with SWAN insurance Mauritius. Details of covered services upon request.





## V. ADMINISTRATION

### 1. Registration

The admission of new student into the school is subject to the following conditions:

- an interview between the family and the principal, taking place either at the school or via the telephone
- payment of the first registration fee (Rs 36,000 non-refundable) and deposit (Rs 33,000 refundable upon school departure)
- submittal of the following documents:
  - Student's birth certificate or copy of the family book
  - Copy of the student's health and vaccination records
  - Certificate of cancellation of the last school attended by the student
  - Copy of the academic files of the last school attended by the student
  - Copy of the student's residence permit (Mauritian authorities requirement for non-mauritians ), to be submitted at the latest 3 days before the start of the school year
  - Copy of the student's and parent's passport or identity card
  - 4 recent passport photos of the student with their name written on the back

New admissions during the school year are possible depending on the number of available spaces.

### 2. Tuition Fees

The annual tuition fee for the 2024 - 2025 school year is Rs 198,000, including insurance and all necessary school material.

A 5% deduction is applied to full payments made by August 31, 2024 and a 10% discount is offered to families with a minimum of 3 or more children attending the school.



Tuition fees are payable over a 12-month period, from September 2024 through to August 2025, in instalments of Rs. 16,500 per month. Payments must be made before the 5th of each month.

Once the month has started, fees are fully owed.

Payments can be made by national or international bank transfer or by cash.

Any fees and commissions charged by banking institutions are the parent's responsibility and the school must receive the full above stated amounts in the school's bank account.

### Unpaid tuition fees and bank charges:

Timetable and actions (unless instalments are agreed with management):

Timetable	Mail N°	Actions
Day D + 15	1	Record of unpaid amounts Sending a reminder email
Day D + 30	2	Sending a registered letter and automatic application of penalties of 3% on the amount due.
Last working day before each school holiday (5 periods)	3	Letter sent by the solicitor giving notice and announcing the refusal of the pupil's enrolment on return from the school holidays.
At the end of the school holidays		Refusal to attend school.

Unpaid fees for the period	No admission at the end of the school holidays
August - October	Period 1
November - December	Period 2
January - February	Period 3
March - April	Period 4
May - June	No re-enrolment before payment of balance

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Families wishing to leave the school in the middle of the school year or at the end of it, must notify the school's management by email, at least three months before their departure. If a family is giving notice end of March or later, the month of July and August are still to be paid.

Families with temporary payment difficulties are invited to meet with management to discuss possible solutions. The school reserves the right to expel children from the school if their parents are more than one month behind in payment.

### **3. Refundable Deposit**

The refundable deposit must be paid by families during the student's first registration.

The full amount, without interest, will be returned to parents after they make a formal written request to the school, 2 months before the student's departure from the school.

The school reserves its right to deduct from the this deposit any due remaining sums, deriving from the misuse, damage and deterioration of school equipment and material and/or any outstanding school fee balances.