



Lycée Français  
INTERNATIONAL d'IBIZA

**PARENTS' WELCOME BOOKLET**

# SUMMARY

A WORD FROM THE PRINCIPAL.....	p.3
SCHOOL ACCESS .....	p.4
Proper use of the car park.....	p.4
School access .....	p.4
SCHOOL ATTENDANCE.....	p.5
Yearly calendar.....	p.5
Timetables, drop-off and pick-up points for student s.....	p.6
School rules and regulations.....	p.7
LUNCH BREAK.....	p.9
THE WELL-BEING OF STUDENTS.....	p.11
Students with special needs.....	p.11
Dealing with school bullying.....	p.12
FIRST AID.....	p.14
COMMUNICATION AND SCHOOL MONITORING.....	p. 15
Pronote .....	p.15
Social networks and websites .....	p.15
Booklets and school reports.....	p.15
Useful contacts.....	p.16
EXTRACURRICULAR SERVICES.....	p.17
Extracurricular activities.....	p.17
Child care.....	p.17
FINANCIAL SUPPORT.....	p.19
SCOOl BODIES AND PARENTAL INVOLVEMENT.....	p.20

# A WORD FROM THE PRINCIPAL

Dear parents,

You have chosen to send your child to the Lycée Français International d'Ibiza and we thank you for this decision.

Founded in 1975, our school will welcome 341 students from kindergarten to the final year of high school in 2021. It is part of the worldwide network of the AEFE (Agence pour l'Enseignement Français à l'Etranger), a unique school network which includes 522 institutions and which welcomes 356,000 students from kindergarten to the end of high school in 139 countries. The quality and homogeneity of the education provided in these schools as well as the values attached to them - humanist culture, secularism, education for citizenship, development of critical thinking, solidarity - are the specific features of this network, which is unique in terms of its scope and importance.

Choosing the LFI Ibiza is therefore choosing an education "à la française" that is both demanding and benevolent. It also means choosing a school that is open to its host country, and promotes multilingualism and multiculturalism (more than thirty nationalities are represented), including through early and intensive language learning (French, English, Spanish, Catalan).

If the success of a school is measured by its exam results, excellence is the order of the day with 100% success in the DNB (Diplôme National du Brevet) and the Baccalauréat (100% with honours). These results are the fruit of the commitment and professionalism of the entire educational community of our school (teaching and non-teaching staff), as well as the involvement of the families in their child's education. I would like to thank everyone for this.

This new school year, marked by an increase in the number of pupils, particularly in middle school and high school, is also marked by several new features which we hope will improve the service we offer to pupils and families: first of all, this welcome booklet, which provides you with the most useful information in a compact format; secondly, a renovated kindergarten (playground, classrooms, toilets) thanks to the work undertaken this summer, and which will offer an innovative teaching system with more teachers than classes and numerous activities in small groups. Particular attention will also be paid to the rules and respect for living together through a reinforced "convivencia plan" (staff training, prevention actions, immediate treatment of incidents). We will also continue to promote eco-citizenship and eco-responsibility through our actions, and the EFE3D label (Etablissement Français à l'Etranger en Démarche de Développement Durable - French Establishment Abroad with a Sustainable Development Approach) which has just been awarded to us is a recognition of the work already undertaken and to be continued. Finally, our educational offer is enriched with the opening of a new elective (Physics and Chemistry) in Première.

Rest assured, dear parents, that we will continue to do everything possible to welcome your children in satisfactory conditions and to offer them a school career that is propitious to their success and development.

Sincerely

The School Principal  
Jean-Philippe BORT

# ACCESS TO THE FACILITY

## PROPER USE OF THE CAR PARK

We ask parents who drop off or pick up their children to:

- To drive at a reduced speed and to drive carefully
- To park properly without wasting space
- Not to obstruct the circulation spaces in order to facilitate the incoming and outgoing flows
- To come with only one vehicle
- To use a compact vehicle whenever possible
- To give preference to carpooling
- Leave the car park immediately after dropping off or picking up your child

## SCHOOL ACCESS





# SCHOOL ATTENDANCE

## YEARLY CALENDAR

Septembre	Octobre	Novembre	Décembre	Janvier	Février	Mars	Avril	Mai	Juin
1 je	1 sa	1 ma	1 je	1 di	1 me	1 me	1 sa	1 lu	1 je
2 ve	2 di	2 me	2 ve	2 lu	2 je	2 je	2 di	2 ma	2 ve
3 sa	3 lu	3 je	3 sa	3 ma	3 ve	3 ve	3 lu	3 me	3 sa
4 di	4 ma	4 ve	4 di	4 me	4 sa	4 sa	4 ma	4 je	4 di
5 lu	5 me	5 sa	5 lu	5 je	5 di	5 di	5 me	5 ve	5 lu
6 ma	6 je	6 di	6 ma	6 ve	6 lu	6 lu	6 je	6 sa	6 ma
7 me	7 ve	7 lu	7 me	7 sa	7 ma	7 ma	7 ve	7 di	7 me
8 je	8 sa	8 ma	8 je	8 di	8 me	8 me	8 sa	8 lu	8 je
9 ve	9 di	9 me	9 ve	9 lu	9 je	9 je	9 di	9 ma	9 ve
10 sa	10 lu	10 je	10 sa	10 ma	10 ve	10 ve	10 lu	10 me	10 sa
11 di	11 ma	11 ve	11 di	11 me	11 sa	11 sa	11 ma	11 je	11 di
12 lu	12 me	12 sa	12 lu	12 je	12 di	12 di	12 me	12 ve	12 lu
13 ma	13 je	13 di	13 ma	13 ve	13 lu	13 lu	13 je	13 sa	13 ma
14 me	14 ve	14 lu	14 me	14 sa	14 ma	14 ma	14 ve	14 di	14 me
15 je	15 sa	15 ma	15 je	15 di	15 me	15 me	15 sa	15 lu	15 je
16 ve	16 di	16 me	16 ve	16 lu	16 je	16 je	16 di	16 ma	16 ve
17 sa	17 lu	17 je	17 sa	17 ma	17 ve	17 ve	17 lu	17 me	17 sa
18 di	18 ma	18 ve	18 di	18 me	18 sa	18 sa	18 ma	18 je	18 di
19 lu	19 me	19 sa	19 lu	19 je	19 di	19 di	19 me	19 ve	19 lu
20 ma	20 je	20 di	20 ma	20 ve	20 lu	20 lu	20 je	20 sa	20 ma
21 me	21 ve	21 lu	21 me	21 sa	21 ma	21 ma	21 ve	21 di	21 me
22 je	22 sa	22 ma	22 je	22 di	22 me	22 me	22 sa	22 lu	22 je
23 ve	23 di	23 me	23 ve	23 lu	23 je	23 je	23 di	23 ma	23 ve
24 sa	24 lu	24 je	24 sa	24 ma	24 ve	24 ve	24 lu	24 me	24 sa
25 di	25 ma	25 ve	25 di	25 me	25 sa	25 sa	25 ma	25 je	25 di
26 lu	26 me	26 sa	26 lu	26 je	26 di	26 di	26 me	26 ve	26 lu
27 ma	27 je	27 di	27 ma	27 ve	27 lu	27 lu	27 je	27 sa	27 ma
28 me	28 ve	28 lu	28 me	28 sa	28 ma	28 ma	28 ve	28 di	28 me
29 je	29 sa	29 ma	29 je	29 di		29 me	29 sa	29 lu	29 je
30 ve	30 di	30 me	30 ve	30 lu		30 je	30 di	30 ma	30 ve
	31 lu		31 sa	31 ma		31 ve		31 me	

Start of the school year: Monday 5 September 2022

# TIMETABLES, DROP-OFF AND PICK-UP POINTS FOR STUDENTS

## TIMETABLE

Kindergarten	Elementary school	Middle School	High School
Monday, Tuesday, Wednesday and Thursday 9 am to 4 pm	Monday, Tuesday, Wednesday and Thursday 9 am to 4 pm	Monday, Tuesday, Wednesday and Thursday 8 am to 5 pm	Monday, Tuesday, Wednesday, Thursday and Friday 8 am to 5 pm
Friday 9 am to 1 pm	Friday 9 am to 1 pm	Friday 8 am to 1 pm	

## DROP-OFF AND PICK-UP

In the morning, pupils are welcomed from 7.45 (secondary) or 8.50 (primary)

Kindergarten	Elementary school	Secondary school
Parents accompany and pick up their child in the classroom.	Parents do not enter the school premises.	
In the morning, the reception is between <b>8.50 am and 9 am.</b>	Pupils line up in the playground at the 8.55 am and are picked up by their teacher. Classes start at 9 am	Pupils line up in front of their class at the bell at 7.55 or 8.55 depending on their timetable. Lessons start in class at 8 am or 9 am depending on the timetable.
In the evening, the exit is between <b>3.50 pm and 4 pm.</b>	In the evening, students leave the school at 4 pm for the elementary school and at 5 pm for the secondary school according to the timetable: Students meet their parents at the gate.	

# SCHOOL RULES AND REGULATIONS

The school rules and regulations are binding on all users of the school. The enrolment of a child at the French International School of Ibiza implies acceptance of these rules. We would like to draw your attention to a few particular points:

## COMPLIANCE WITH ATTENDANCE

**Daily school attendance is compulsory according to the laws and regulations in effect in France and Spain.**

In case of absence, parents are required to:

- ▶ Inform the teacher and give reasons via Pronote for any planned absence
- ▶ Inform the school, by phone or email that their child cannot attend class
- ▶ Justify, **in writing**, the reason for their child's absence upon his/her return to the school.

*In case of a contagious disease, a medical certificate may be required.*

## COMPLIANCE WITH PUNCTUALITY

Late arrivals disrupt the course of lessons and are detrimental to the student and the class as a whole. Therefore :

- ▶ Parents must take the necessary steps to ensure that their child is at school on time
- ▶ Late arrivals must be justified by the parents, they are counted by the school.

## EARLY DEPARTURE

Please note that early departures are permitted on an exceptional basis and cannot be regular.

**Repeated and unjustified absences and lateness are notified to the family and may be subject to sanctions.**

## **DRESS CODE**

The duty of respect must be reflected in dress: unkempt, extravagant or provocative dress is not allowed.

## **VALUABLE OBJECTS**

Parents must ensure that their child does not bring any valuable objects or large sums of money into the school. In all cases, the pupil remains responsible for his or her belongings and the school cannot be held responsible for stolen objects or money.

## **MOBILE PHONES AND OTHER COMMUNICATING DEVICES**

The use of mobile phones, or any other communicating device, is forbidden in the school, with the exception of educational use which is expressly authorised, temporarily, by a teacher within the framework of a lesson.

In the event of an offence, the management reserves the right to confiscate the device and hand it over to the student's legal guardian.

Click [here](#) to consult the full version of the school rules and regulations.

# LUNCH BREAK

## THE PACKAGES

There are 2 schemes:

- BOCA package : 24 €/month
- SCHOOL CANTEEN package 4 days/week : 110€/month from kindergarten to CE1 - 120€/month from CE2

Package choice:

- The package is quarterly
- At the beginning of the school year, the child is registered according to your request
- The choice of the package is made at the beginning of the school year, with the possibility of changing at the end of each term for the following term. There are no changes during the month.
- Any change for the following term must be notified **in writing** at least 10 days in advance and will take effect from the 1st of the following month. If no written notice is received, the child will remain enrolled according to your initial choice.

## STAFF AND SUPERVISION

The catering service and the supervision of pupils between 12 pm and 2 pm is provided by :

- 13 catering staff
- Service staff
- Kindergarten assistants
- The school life supervisor

An order of service is posted at the beginning of the year; the presence of the pupils is checked.

The costs of supervision and maintenance of the premises are shared equally among all users.

## RECEPTION AND RESPECT FOR HYGIENE RULES

### For the « BOCA » package

Primary school pupils who have chosen this option will be welcomed in the patio of the finca (except on bad weather days, when they will be grouped together in the multipurpose room). Microwaves will be available but can only be used by pupils from CE2 onwards. We therefore advise parents of CP and CE1 pupils to bring an isothermal box for hot meals. In addition, for the warmer months, we advise families to use dishes adapted to the temperature.

Middle school students can have lunch in the gardens under the covered archway.

### For the « RESTAURATION » package.

Children in Kindergarten and CP are served by the canteen staff. The other classes serve themselves with the trays provided. The circulation of pupils is planned so that clean trays do not cross paths with dirty trays.

A canteen committee is responsible for ensuring the quality of the reception and service.

## GOOD PRACTICES IN ELEMENTARY SCHOOLS

The health of our pupils is a priority. This is why we have chosen to introduce food standards to be respected from the beginning of the first year of school. From the first grade onwards, students will bring a morning snack **of fruit, vegetables or homemade cake**. No industrial food will be accepted. On Fridays you may, if you wish, offer your child a sandwich with healthy food.



# THE WELL-BEING OF STUDENTS

## STUDENTS WITH SPECIAL NEEDS

The inclusive school aims to ensure quality schooling for all pupils from nursery to high school by taking into account their individuality and special educational needs. There are different educational arrangements defined by the Education Code: PAI, PPRE, PAP and PPS.

### **The PAI: individualised welcome project**

This concerns pupils with a disabling health problem such as a chronic illness (asthma or diabetes for example), an allergy or food intolerance.

The PAI is drawn up at the request or in agreement with the families. It ensures the safety of the pupil who has a PAI (medical treatment, specific diet, regular control of blood sugar levels for example) and includes an emergency protocol.

### **The PPRE: personalised programme for educational success**

This programme concerns pupils who have significant difficulties in acquiring the common base of knowledge, skills and culture and who are at risk of not mastering the end-of-cycle skills. It may also concern intellectually precocious pupils.

The PPRE is set up by the school principal or the head teacher, on the initiative of the teaching teams. It takes the form of a document which makes it possible to formalise and coordinate the actions designed to respond to the difficulties encountered by the pupil.

### **The PAP: personalised support plan**

This concerns all pupils, whatever their nationality, whose persistent difficulties are the consequence of a specific learning disorder ("dys" disorders) and for whom educational adjustments and adaptations are necessary so that they can continue their school career in the best possible conditions.

### **The PPS: personalised schooling project**

This concerns pupils with a disability

# PROTOCOL FOR DEALING WITH SCHOOL BULLYING

## PREAMBLE

This model protocol is intended to assist the entire educational community in dealing with cases of bullying between students within the school

Bullying is in fact an offence, regardless of the context in which it takes place. The French Education Code refers to it in its article L511-3-1, as does the Organic Law on Education in Spain, which specifies, in its article 1, that "school harassment is an attack on the dignity and fundamental rights of children".

The Spanish education system is based on a number of principles supported by the constitution, one of which is **education for the prevention and peaceful resolution of conflicts**. It also recognises the fundamental rights of students, such as respect for their personal integrity and dignity, protection against physical or moral aggression, respect for dignity and integrity. French schools abroad are subject to the same principles, and must act, by taking charge of situations but also by setting up a prevention plan. It is part of **the mission of education professionals to "contribute to ensuring the well-being, security and safety of pupils, and to prevent and manage school violence"**, according to the order of 1 July 2013 (professional skills reference framework for teaching and education professions). "Contribute" means **that the school cannot solve the issue of bullying or violence alone. Its function must remain educational**. The parents of children who are perpetrators, victims or witnesses must be involved, as must the students, in resolving the situation, otherwise it may continue or worsen. The school must therefore be able to provide guidance when necessary.

## ACTION AND PREVENTION PLAN IN THE SCHOOL

- The school has set up a **bullying prevention unit** made up of the head teacher, the CPE, the coordinator for primary school, a volunteer teacher and a parent representative.
- An email address is made available to the entire educational community [prevention@lfi-ibiza.com](mailto:prevention@lfi-ibiza.com) for handling bullying situations.
- Online access on the school's website to grids for identifying bullying situations for staff and families.
- Membership of the KIVA programme (in progress)
- Development of psychosocial skills in the classroom with pupils
- Promotion of discussion forums
- Development of school activities to promote social interaction and good peer relations
- Organisation of interventions in classes by local social partners in the framework of the Health, Citizenship and Environment Education Committee (CESCE) of the school.

You will find our entire prevention plan [here](#).

## FIRST AID

As the school does not have a health service or a nurse, it provides basic care for minor injuries or fatigue, but for more serious cases, parents are informed and pick up their child.

In case of emergency, the school management contacts the parents and takes the necessary measures concerning the care and transfer of the pupil. (call the emergency services, request evacuation by ambulance if necessary)

# COMMUNICATION AND SCHOOL MONITORING

## PRONOTE

Click [here](#) to follow the step-by-step instructions to access Pronote.

## SOCIAL NETWORKS AND WEBSITE



Website : <https://www.lfi-ibiza.com/>



Facebook : Lycée Français International d'Ibiza



Instagram : Lycée Français International d'Ibiza

## BOOKLETS AND SCHOOL REPORTS

### ► Primary school

At the end of each term, you will receive a school booklet detailing your child's learning and progress.

### ► Secondary school

In secondary school, at the end of each term (or each semester for the Première and Terminale classes), a class council chaired by the school principal or his representative meets. All teachers in the class, as well as parent and student representatives attend. The overall dynamics of the class and of each individual student are discussed. You will then receive a school report (sent by the head teacher and also available and downloadable via Pronote) which also contains the comments of each teacher.

In order to take into account the students' orientation project, the Première and Terminale school reports are offered in two versions, one adapted to the needs of the French system, the other to the needs of the Spanish system and other educational systems.

## USEFUL CONTACTS

Why ?	Who ?	How
Notify us of your child's planned absence in advance	Class teachers + Vie scolaire (School life)	Pronote
Notify us of your child's unplanned absence in advance	Management Secretariat	<a href="mailto:secretariat@lfi-ibiza.com">secretariat@lfi-ibiza.com</a>
Justify your child's absence	Vie scolaire (School life)	Pronote <a href="mailto:viescolaire@lfi-ibiza.com">viescolaire@lfi-ibiza.com</a>
Request an appointment with a teacher		Pronote
Request an appointment with the school director		<a href="mailto:directeur@lfi-ibiza.com">directeur@lfi-ibiza.com</a>
Request an appointment with the school director	Management Secretariat	<a href="mailto:secretariat@lfi-ibiza.com">secretariat@lfi-ibiza.com</a>
Request an appointment with the school director	Teacher (primary) or head teacher (secondary) + CPE	Pronote or request an appointment
Request an appointment with the school director	Prevention unit	<a href="mailto:prevention@lfi-ibiza.com">prevention@lfi-ibiza.com</a>
Request an appointment with the school director	Catering service	<a href="mailto:gestion@lfi-ibiza.com">gestion@lfi-ibiza.com</a>
Request an appointment with the school director	Catering service	<a href="mailto:gestion@lfi-ibiza.com">gestion@lfi-ibiza.com</a>
Request an appointment with the school director	Consular services	<a href="https://barcelone.consulfrance.org/-Bourses-scolaires-413-">https:// barcelone.consulfrance.org/- Bourses-scolaires-413-</a>
Request an appointment with the school director	Consular services	<a href="https://barcelone.consulfrance.org/Accompagnement-a-la-scolarite-d-eleves-en-situation-de-handicap-ASEH-pour-les">https:// barcelone.consulfrance.org/ Accompagnement-a-la-scolarite- d-eleves-en-situation-de- handicap-ASEH-pour-les</a>
Request an appointment with the school director	Administrative and Financial Director	<a href="mailto:daf@lfi-ibiza.com">daf@lfi-ibiza.com</a>
Request an appointment with the school director	Management Committee	<a href="mailto:comite@lfi-ibiza.com">comite@lfi-ibiza.com</a>



# EXTRACURRICULAR SERVICES

## EXTRACURRICULAR ACTIVITIES

Extra-curricular activities are offered by LFI Ibiza from Monday to Thursday from 4 pm to 5.15 pm, and are led by outside contributors (contracted by the school) or by members of the school's teaching staff. The perspectives for the school year 2022-2023 are to continue the development of the educational animation offer according to age groups (Nursery, Elementary, Secondary, Adults), but also to allow high school students, having more time constraints, to be able to take part.

The list and content of these activities will be presented during the first week of the 2022-2023 school year (provisional date 8 September 2022 from 3 to 4 pm). This first information session will be followed by an Open Day afternoon (16:00-17:30), for students and families. This second time will allow families to discuss with the workshop leaders. The extracurricular activities are scheduled to start on Monday 12 September 2022 (offer and registration campaign available from the start of the 2022-2023 school year).

## GARDERIE

A nursery service is offered within the limits of available places from Monday to Friday from 8 to 9 am and from Monday to Thursday from 4 to 5 pm for nursery and primary pupils. Supervision is provided by school staff.

This service is also offered to secondary school pupils in the secondary building during the same time slots (reception in the rooms independently).

### **Morning package 65 euros per month**

Your place is reserved every day from 8am to 9am from Monday to Friday.

The activity leader can supervise the breakfast that you will provide if you wish

**Afternoon package 60 euros per month**

Your place is reserved every day from 4pm to 5pm from Monday to Thursday.  
The activity leader can supervise the snack that you will provide if you wish.

**Morning + afternoon package 110 euros per month**

Your place is reserved every day from 8am to 9am from Monday to Friday.  
Your place is reserved every day from 4pm to 5pm from Monday to Thursday.

**Free morning and/or afternoon package**

This package is reserved for pupils who have a brother or sister in secondary school who starts their timetable at 8 am and/or finishes at 5 pm.

# FINANCIAL SUPPORT

## SCHOOL GRANTS

- A grant may be awarded on a means-tested basis and according to the applicant's financial situation.
- **The student must be of French nationality.**
- The applicant and the child must be registered with the Consulate in the worldwide register of French nationals established outside France. (Check that your registration and that of your children are valid).
- The child must reside with at least one of his/her parents in Spain (in the district of Barcelona).
- The child must be enrolled in a school approved by the French Ministry of Education (note: the application for a grant and the enrolment in the school are two different formalities)

You will find all the necessary information [here](#).

## THE SOLIDARITY FUND

For parents who are facing financial difficulties and need help, please contact the Accounting Department. **This hardship fund is only for families who are not eligible for a French government financial aid grant.** This fund is intended for students who are already enrolled in the school. The school's financial aid programme is exceptional in nature, is entirely discretionary and the school reserves the right to change its conditions at any time. It is intended to avoid mid-term disruption to a student's education due to exceptional family financial difficulties. It is a one-off payment and does not constitute a permanent subsidy of school fees. We therefore strongly encourage parents, when registering for the school year, not to rely on financial aid and to be fully comfortable with their ability to pay the published school fees..

# SCHOOL BODIES AND PARENTAL INVOLVEMENT

## THE SCHOOL COUNCIL

Presided over by the headmaster, the school council is responsible for educational and school matters. It includes representatives of staff, parents and students. The responsibilities of the school council are detailed [here](#).

Elections for parent and student representatives take place every year in October. All information on the application process is provided before the election.

## MANAGEMENT COMMITTEE

The management committee works with the Principal to implement and embed good governance practices to ensure the academic and financial success of the school. More information can be found [here](#).

## PARENT REPRESENTATIVES

- [Primary](#)

Parent representatives are volunteer parents in primary schools who:

- help the school and other parents in the class to organise events and excursions at the school
- welcome newcomers during the school year and answer their questions
- redirect parents to the teachers and the 1st grade coordinator if they have questions about the functioning of the school and the class;
- relay questions about school life to the parent representatives on the school council.

During the class meeting at the beginning of the school year, teachers ask for parent volunteers.

The contact details of the parent delegates are then communicated to all parents in the class by e-mail and vice versa if the parents have given their agreement;

- Secondary

Parent representatives facilitate relations between the parents of the class and the school staff. They can intervene with teachers and management to discuss a particular problem or to offer mediation at the request of some parents. They also attend the quarterly class council where the general dynamics of the class and of each student are discussed.

During the class meeting at the beginning of the school year, the teachers ask for parent volunteers. If there are more volunteers than places available, an election is held.

The contact details of the parent representative are then communicated to all the parents in the class by e-mail and vice versa if the parents have given their agreement.