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## SCHOOL REGULATIONS Ecole Française de Sharm El Sheikh

School year 2024-2025

### **Introduction:**

The French School of Sharm El Sheikh is established in accordance with the clauses of the agreement of cultural technical and scientific cooperation signed between Egypt and France on March 19<sup>th</sup> 1968 recorded by the transcript of the 12<sup>th</sup> session of the joint French Egyptian committee (Cairo 8<sup>th</sup> and 9<sup>th</sup> May 2001).

The French school of Sharm el Sheikh is an educational institution managed by a non-profit association and registered at the sous prefecture d'Anthony (92-France) under number W92100235 on 12<sup>th</sup> May 2010.

The French school of Sharm El Sheikh is under the authority of the French embassy in Egypt, it ensures an education in compliance with the directives and in respect with programs approved by the French Ministry of National Education. The marking of student's evaluations, the validation of their skills the issuance of official certificate which attest to their levels is carried out by the National Center for Distance learning (CNED) an official institution of the French Ministry of national education with whom it is linked by agreement from 6<sup>ème</sup> to the final year (Terminale).

The school regulation adopted by the School Council during its 1<sup>st</sup> annual session is a binding document between all members of the educational community.

The French School is a secular school and, as with all French schools, requires political, religious and ideological neutrality and excludes any kind of preaching. Everyone should respect and be tolerant to each other.

Each member of the school community has equal rights in regards to their religious and political beliefs and practices, as well as their philosophical views and convictions. All of these must remain in private domain and cannot be expressed at school.

Enrolled students of the French School of Sharm El Sheikh follow the French curriculum as set out in the programs of the French Ministry of Education. The language of communication in the school is French, except during foreign language lessons.

### **Admission**

The French school of Sharm El Sheikh accepts:

- Children, who have completed two years of age at the start of the school year in September in maternelle (KG), subject to availability. Children must be potty trained.
- Children who are six years old before December 31<sup>st</sup>, in primary school.

To register, new students must have a 'certificate de radiation' (certificate of attendance) from the previous school, if they attended one. At the discretion of the school director, an assessment test of general and French skills may be carried out.

Children with Egyptian nationality cannot be registered before presenting a letter of exemption from the Egyptian Ministry of Education. This exemption should authorize the child to follow the French curriculum. The request for the exemption is the responsibility of the family which will also authorizes the school to process the required steps to follow up with the relevant authorities. This French cursus (in which the Arabic language is introduced from the KG onwards and is neither

controlled nor evaluated by the Egyptian Ministry of Education) prepares the students to the French Diploma of Brevet and Baccalaureate.

A student can only be accepted after full payment of the fees (see financial regulation in annex) and acceptance of the rules and regulations set by the school. Final admission is only after the complete documents have been received (a complete list of documents needed is given to each family with the inscription papers).

The headmaster is responsible for the registered student's files. He checks that all of the information in these documents is correct.

If an enrolled student wishes to change schools, an 'Exit certificate' as well as the school report will be provided to the parents or legal guardians after paying all the tuition fees.

### **Attendance and school obligations**

The enrollment in the Maternelle (KG) implies the commitment, for the family, of a regular attendance from the beginning of the school year and whatever the age of the child.

In elementary school, middle school and high school, attendance and active attendance are keys to success.

### **School Hours**

Students are welcomed to school from Sunday to Thursday from 08.15am. Lessons start at 08.30am for all classes.

The school gate will be closed at 08.30 am. In case of delay the student will be admitted:

- 10h for Primary
- After the first hour of lessons, for secondary students.

End of lessons in Maternelle, primary, college and Lycée changes according to the student's activities. The schedule will be given to the parents at the start of the school year.

Students have to leave the school after their last lesson of the day. The parents, or a person authorized by them, must pick up the children on time. The students of Maternelle having neither brother nor sister in school will exceptionally be accepted if necessary, in the afternoon day care.

### **Lateness and absence:**

Punctuality and regularity are fundamental obligations. Any absences are registered in an attendance booklet that is in each class. Parents must ensure that schedules are respected; it is given to them at the beginning of the school year.

Any unjustified or repeated delays will be sanctioned.

Children are not allowed to leave the school premises between their lessons. A permission form will be given to the Lycée students to allow them to leave the premises providing their schedule allows it. This form needs to be signed by parents and handed back to the headmaster. However, leaving the premises is at the discretion of the headmaster.

In cases of foreseeable absences, families have to inform the school in writing in advance and request authorization of absence.

If, for any reason, a child cannot attend lessons, parents are required to inform the school as soon as possible by phone or email.

In any case, the student will not be accepted back to class before presenting a letter explaining the reason of absence. In cases of contagious illness, a medical certificate is also required, stating that the child is no longer contagious.

In cases of absences during times of evaluations, providing the absence has been justified/explained, the missing evaluation/s can be taken at school, under the supervision of the teacher. If the absence is unjustified or unexplained, the child will not be evaluated.

### **Supplies:**

In secondary school, each student must have a computer. CNED courses must be downloaded at home and kept in corresponding files.

### **Dress code**

Decent clothing is mandatory for all adults and students: deep necklines, short shorts will not be accepted. Wearing pants is mandatory for male staff. Shoes that cover the foot, (no flip-flops), are obligatory for children.

For sports sessions, a suitable outfit should be worn. It consists of sport shoes, a t-shirt and shorts. Students have the opportunity to change before and after class, with the exception of preparatory students who lack autonomy at the beginning of the school year. However, that opportunity will be possible in the last trimester.

### **Sanctions:**

Sanctions may be imposed on primary, middle and high school pupils whose behavior is inappropriate to the educational community or other students; upon the decision of the pedagogical team, the pupil may be inflicted:

An oral warning,

Additional Homework,

Partial or total detention from the break

A written warning with summoning of the parents,

Temporary or permanent exclusion of the student, decided by the teacher's council after consulting the extraordinary school council board.

In case of a behavior disrupting the class, expelling a student from the class is exceptionally accepted and the head of school must be immediately notified. Therefore, the student is taken care of in a planned setup to ensure continual supervision. It is a one-time action taken under the teacher's professional responsibility. Nevertheless, a repetitive exclusion should trigger the educational team in order to question the difficulties encountered by the excluded student.

Failure to hand in the homework requested by the teachers is punishable. Families are notified. Plagiarism is also punishable. Plagiarism from AI is forbidden for writing exams. Exams must be written by hand. Teachers may ask students to explain their assignments orally. The school is not responsible if a student uses AI for a CNED assignment.

### **CNED:**

The school registers students with the CNED.

The school has access to the CNED accounts of students, who cannot change their access code without notifying the school. It is the school (and not the students) which sends the exams to the CNED. For each exam sent, the dialogue form with the CNED is signed by the headmaster.

### **School life**

The school team forbids any behavior, gesture, word that would translate contempt or indifference to students or their families or that would be likely to hurt the sensitivity of children.

In the same way, students, like their families, are forbidden from any behavior, gesture or word that would undermine the function of teachers or staff and the respect due to their classmates and their families.

Verbal and physical violence is prohibited and will be punished.

It is strictly forbidden for the children to play, run, jump or rush against each other on the stairs, in the corridors and in the toilets. At the first bell, students stop playing to get ready to go back to class and at the 2<sup>nd</sup> bell the children should quietly stand in line at the place designated by their teachers. All students' movements are accompanied by their teacher.

Access to the classes and going to the second floor is forbidden for non-accompanied students between the classes.

All types of equipment, property of the APE, lost or damaged will be replaced at the expense of the family of the student responsible.

### **Use of premises**

All school premises are assigned to the Director, responsible for the safety of people and property during the days and hours of operation of the school.

Access to the premises is forbidden to anyone outside the service. Parents will not be able to go to class without permission from the principal.

### **Cleanliness, Hygiene**

The cleaning of all premises is daily. Students are expected to ensure, under supervision of the school, the cleanliness and respect of the premises and educational tools made available to them.

For both the morning snack and the midday meal, the food or beverages on should allow a diversified diet favoring water, pure fruit juice, milk or semi-skimmed dairy products, bread, unsweetened cereals, protein foods, vegetables and fruits.

We will ban all products with high energy density, high in sugar and fat (chips, biscuits, sweet cereals, pastries, sodas and chocolate bars).

Smoking is strictly prohibited within the school premises, with the exception of the place reserved for this purpose and out of sight of the students. This prohibition applies to anyone including during school events (Bazar, school parties, etc.).

### **Security**

Safety drills take place according to French regulations. Security instructions are posted in all classrooms. A security register will be kept by the director. He will observe and send his comments to the school council.

In case a child is ill or hurt at school, the parents will be informed immediately by the school administration:

- Either to pick him/her up,
- Or to inform that he/she has been hospitalized for emergency.
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### **Special measures**

A list of materials or objects that are forbidden in school may be the subject, during the school year, of a written note send to

the families. Items such as: knives, cutters, any sharp object, jewelry or any valuables, projectiles, glass bottles, are forbidden. The use of mobile phone and (private tablets) is strictly prohibited in the premises of the school; in case of emergency, contact between the students and their families occur through the secretariat of the school. Students carrying a mobile phone to school will be asked to place it in the box at the entrance, where they can collect on their way out from the school at the end of the day. Mobile phone use by staff members is only permitted outside of off-duty hours. The use of the mobile phone by staff members is only permitted outside of duty hours.

### **Supervision**

Children have to be continuously supervised during school activities and their safety constantly provided.

The headmaster organizes supervision during breaks; it is undertaken by two teachers. Supervision has to be effective and vigilant.

In Maternelle (KG) two class assistances help in supervision in addition to the class teacher.

### **Parents Teachers Meetings**

The School Council follows the duties of the decree **Nº 90-788 of September 6<sup>th</sup> 1990**.

It will meet minimum once per trimester. The first meeting will take place within the first 2 weeks following the elections.

A special meeting can be called by the headmaster or by at least half of the council members.

Class meetings between teachers and parents will be held at the start of the school year.

An individual meeting will be organized:

- At the end of each trimester in order to give the academic booklets for Primary and Secondary.
- Each semester to distribute the progress booklets for the Maternelle (KG).

Its purpose will be to inform families about the student's work and to consider, if necessary, all appropriate forms of support for a successful schooling.

Apart of these meetings, teachers receive families by appointment.

A notebook of correspondence will serve as a link between the teacher and the family for all correspondence. Families undertake to consult it regularly. Correspondence between management and families is done by email.

Students' notebooks and / or binders will be given regularly to the families who will send them and return them to the teacher; as for the corrected and noted CNED assessments whose parents do not have access to their child's account, they will be sent to them by email, by the school. Any other parent will consult them on their child's CNED account.

These school regulations were approved by the School Council at its meeting of June 11th, 2024.

President of the school council, Frédéric TUMPICH, Director

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I undersigned ..... legal representative of ..... Declare herewith to have read and understood the present school regulations of the French school of Sharm el Sheikh (Egypt) and accept all terms. I confirm having received the school regulations in English version of the French school of Sharm El Sheikh to ensure that I understood all terms.

Date

Signature