

# FIRST DAY OF SCHOOL GUIDE LfiSV

## 2023-2024



# THE FIRST DAY AT SCHOOL: MONDAY, 4 SEPTEMBER 2023

## PRE- AND PRIMARY SCHOOL

### WELCOMING THE PUPILS

<b>PRESCHOOL Petite Section</b>	<b>Monday, 4 September</b> Welcoming parents and children to class at 10am. Classes end at 11.30am. No canteen on this day.
<b>PRESCHOOL Moyenne Section And Grande Section</b>	<b>Monday, 4 September</b> Welcoming parents and children to class at 12.50pm. Classes end at 2.30pm. No canteen on this day.
<b>PRIMARY SCHOOL CP</b>	<b>Monday, 4 September at 9am</b> Classes for all pupils end at 2.30pm. Children who eat at home return to class at 12.50pm. Canteen is provided from this day on.
<b>PRIMARY SCHOOL CE 1 - CM2</b>	<b>Monday, 4 September at 8am</b> Classes for all pupils end at 2.30pm. Children who eat at home return to class at 12.50pm. Canteen is provided from this day on.

The class lists from CP to CM2 will be posted on Thursday 30 August.

### SCHEDULE OF THE FIRST DAY AT PRESCHOOL

#### **In the Petite Section**

Your child will be welcomed into his or her class. Parents may stay with their child in the classroom and in the schoolyard to accompany him/her during his/her first games. This will be a time of getting to know each other.

#### **In the Moyenne and Grande Section**

Your child will be welcomed into his classroom. Activities will be proposed to encourage exchanges between the children; afterwards there will be a break in the schoolyard.

From Monday, 4 September, lunch will be served in the canteen (for those who are registered for the canteen).

The children of the Petite Section, who have lunch at school, will take a little nap afterwards. During the first two weeks of settling-in, it is advisable, if you have the opportunity, to pick up your child/ren after the canteen at 11.45am, so that they are only at school in the morning.

An information session for the parents of the preschool will take place on Friday, 1 September at 5.30pm in your child's classroom. The teacher will introduce the main topics of the preschool, the class rituals, the daily routine, the first projects, the main features of what your child will experience this school year. Take the opportunity to bring all the materials you need (see the list on the LfiSV website) in a bag with your child's name on it. If you are not attending this meeting, please bring this bag to the first day of school.

**Please come to this meeting without your child/ren.**

**Preschool children may be dropped off between 7.50am and 8.15am at the latest. Please respect this time to avoid disrupting lessons.**

## **FIRST DAYS OF SCHOOL FOR PUPILS OF CP**

School starts at 9am for the pupils of CP, Monday, 4 September. A festive “Schultüte” ceremony is held in their honour in the schoolyard. (A “Schultüte” is a decorated cone made of cardboard that is filled with school materials and small presents such as toys, sweets, etc.) This ritual of transition from preschool to the “grande école”, the school for the grown-ups, is an important part of German culture.

You can either make a “Schultüte” yourself or buy it ready-made in a shop, fill it and give it to your child on the first day of school.



## **INFORMATION MEETINGS**

The new parents are cordially invited to the school's information evening on Wednesday, 6 September 2023, from 6pm to 7.30pm.

All parents are invited to meet the teaching staff on the dates listed below:

- Preschool: Friday, 1 September, 5.30pm
- CP: Monday, 4 September, 6pm - 7.30pm
- CE1: Monday, 11 September, 6pm - 7.30pm
- CE2: Tuesday, 12 September, 6pm - 7.30pm
- CM1: Wednesday, 13 September, 6pm - 7.30pm
- CM2: Monday, 18 September, 6pm - 7.30pm
- German and English lessons of all levels: Thursday, 7 September, 6pm - 7.30pm

## MIDDLE AND HIGH SCHOOL

### **SCHEDULE FOR MONDAY, 4 SEPTEMBER 2023**

The class lists will be posted on the first day of school.

### **BEGINNING OF SCHOOL**

- Collège (6<sup>ème</sup> - 3<sup>ème</sup>): Students are welcomed by their class teacher at 9am.
- Lycée (2<sup>nde</sup> - Terminale): Students are welcomed by their class teacher at 1.30pm.

### **END OF SCHOOL**

- Collège: Classes end at 12.15pm (no canteen).
- Lycée: Classes end at 3.30pm (no canteen).

Timetables will be valid from Tuesday, 5 September.

### **INFORMATION MEETINGS**

The new parents are invited to the school's information evening on Wednesday, 6 September, from 6pm - 7.30pm.

All parents are welcome to meet the teaching team on the following days:

Collège: Thursday, 14 September (6<sup>ème</sup>/5<sup>ème</sup> at 6pm and 4<sup>ème</sup>/3<sup>ème</sup> at 6.30pm)

Lycée: Tuesday, 19 September (2<sup>nde</sup> at 6pm and 1<sup>ère</sup> and Terminale at 6.30pm)

The meetings with the teachers will take place in the classrooms. All other dates will be announced on the school's website.

## GENERAL INFORMATION

### **1. COMMUNICATION**

- On our website <https://lfisv.de/> you find all the necessary information on our school.
- Most of the information for the parents is sent via email.

### **2. LESSON TIMES**

#### Preschool

The children are welcomed at the school gate located at the end of the race tracks between 7.50am and 8.15am (imperative schedule).

Children who have lunch outside the school must be picked up at the school gate between 11.20am and 11.30am and dropped off at that same gate between 12.40pm and 12.50pm.

The children must be picked up at the school gate located at the end of the race tracks between 2.20pm and 2.30pm.

#### Primary school

The children are welcomed at the main school gate from 7.50am. Classes start at 8am.

Pupils leave the school from 2.30pm at the main school gate.

The LfiSV offers various after-school activities.

#### Collège and lycée

Students are welcomed at the main school gate from 7.50am. Classes begin at 8.05am and end at 5.25pm at the latest, depending on the timetable.

The regulations for the students of collège and lycée about leaving the school grounds during school hours can be found in the School Regulations for collège and lycée.

### **3. CONTACT**

#### Assistants to the head of school

Ms Betz: [secretariat@lfisv.de](mailto:secretariat@lfisv.de), 0049 (0)211 61 07 95 15

Ms Maïri: [sekretariat@lfisv.de](mailto:sekretariat@lfisv.de), 0049 (0)211 61 07 95 10

**Telephone contact hours: Mondays to Fridays, 7.45am - 9am and 2pm - 3pm**

#### Reception and school secretariat

Ms Hassine: [standard@lfisv.de](mailto:standard@lfisv.de), 0049 (0)211 61 95 0

**Telephone contact hours: Mondays to Fridays, 9am - 1pm**

## IMPORTANT

To make an appointment with the head of school or the administrative office, please send an email to:  
**[secretariat@lfisv.de](mailto:secretariat@lfisv.de) or [sekretariat@lfisv.de](mailto:sekretariat@lfisv.de)**

To make an appointment with the finance department, please send an email to:  
**[gestionnaire@lfisv.de](mailto:gestionnaire@lfisv.de) or [comptable@lfdd.de](mailto:comptable@lfdd.de)**

### **4. TUITION FEE**

The General Terms and Conditions can be found on the Eduka platform (tab: „Documents“).

### **5. FINANCIAL SUPPORT**

#### SCHOLARSHIPS

Scholarships are open to students with French nationality according to the applicable rules in France (documents can be downloaded from the website of the French Consulate in Frankfurt). For students who receive a scholarship, the families pay that part of the costs that is not covered by the scholarship funding. Families who have applied for a scholarship for the first time will receive the invoice for the tuition fee and the cost of the canteen as soon as the school has been notified of the scholarship portion (including the registration fee). If the application for a scholarship is rejected, the family must pay the entire cost to the school. The grants for school supplies and transportation are paid to the families in two instalments in September and January.

## “BILDUNGS- und TEILHABEPAKET“

This education and participation package serves to support children, adolescents and young adults from low-income families. It covers the following areas: school trips and excursions, school supplies, school transportation, complementary learning support, canteen, social and cultural life. More information can be found on the website of the Ministry of Work, Health and Social Affairs of the State of North Rhine-Westphalia (MAGS).

## SOLIDARITY FUND

- The LfiSV Solidarity Fund is open to families who wish to apply for help in financing certain expenses. Feel free to contact the Finance Department ([gestionnaire@lfisv.de](mailto:gestionnaire@lfisv.de)) to discuss details.
- Donations to the LfiSV Solidarity Fund are also welcome to provide financial assistance to families who are in a difficult situation.

## **6. HEALTH**

### Medical emergency

The school does not have a medical service.

In the event of a medical emergency or accident, an ambulance and the parents will both be called immediately.

### PAI (Individual Healthcare Plan)

Parents of children with health problems such as asthma, severe allergies, specific medical treatments, etc. are asked to make an appointment with the headmistress of pre- and primary school or with the CPE, head of secondary school, in order to draw up or renew a so-called PAI (Projet d'Accueil Individualisé) in the week before school starts.

### Health insurance and liability insurance

We would like to draw your attention to the importance of adequate health and civil liability insurance.

## **7. SCHOOL BOOKS AND SCHOOL MATERIAL**

### Preschool (PS to GS)

- School materials are purchased by the school and charged to parents at 20 euros.
- A list of additional materials can be found on the website. These materials shall be brought to the pre-school meeting: <https://lfisv.de/en/school-life/school-supplies>

### Primary school (CP to CM2)

- Textbooks are provided by the school. Consumables (notebooks, folders, sheets, ...) and pupil books are bought by the school and charged to the parents at 50 euros.
- A list of additional materials can be found on the website. These materials shall be brought on the first day of school: <https://lfisv.de/en/school-life/school-supplies>

### Middle and high school

- The list of school books and school materials (both to be provided by the parents themselves) can be found on our website: <https://lfisv.de/en/school-life/school-supplies>

## **8. EVERYDAY LIFE**

Everyday life is determined by the school rules and explained to the pupils at the beginning of school. These rules must be read, accepted and signed.

In primary school, the exchange between school and parents takes place via the so-called “cahier de liaison”, or “cahier de textes” (depending on the class).

In secondary school, communication between school and parents takes place via the PRONOTE internet platform. This platform gives you access to all kinds of information about your child's school attendance (timetable, absences, certificates, grades, homework, etc...). You will be given a password at the beginning of the school year.

## **9. CANTEEN**

The LfiSV offers lunch for the children whose families opt for it. Only those students who are registered for lunch are allowed to eat in the canteen and are supervised by staff. Students who eat lunch outside the school are excluded from this supervision and are not allowed to be on the school premises during this time. The choice of days is made at the time of registration for the canteen and is valid for the entire school year, with no possible changes.

Costs:

- Preschool: 6.50 € per meal
- Primary, middle and high school: 7.30 € per meal
- In the case of a so-called Individual Health Plan (PAI), a supervision fee of 1,00 € per meal will be charged.



All the information (registration procedures, menus) concerning the school canteen is available on the website: <https://lfisv.de/inscriptions/services-2>

## **10. AFTER SCHOOL**

### AFTER-SCHOOL ACTIVITIES (APS)

Registration is annual and is done via Eduka. For more information: <https://lfisv.de/inscriptions/services-2>

#### Homework assistance

Primary school pupils (CP to CM2) have the possibility to join homework supervision; this is offered from Monday to Friday, from 2.30pm to 4pm, in a group of maximum 12 pupils. Each child receives individual support.

#### Workshops

After school, pupils are offered cultural, creative and sports programmes in various workshops. The duration is for one school year and requires registration.

### AFTERNOON CARE (AWO)

AWO.DUS offers afternoon care at school for children of pre- and primary school. Further information can be found at the following link: <https://lfisv.de/en/registration/services>

## **11. CHARITY**

Our lycée students may perform their service to the community through a variety of activities, thus strengthening their social responsibility. Such activities can also enhance their application to a university.

Students who are interested in becoming involved in community service are welcome to contact the person responsible for secondary school (CPE).

## **12. PARENTS' PARTICIPATION**

The participation of adults is essential for the implementation of educational objectives and for the transmission of basic cultural ideas. We encourage parents to participate in school life and to introduce themselves to the teachers and the management. Before taking part in any activities such as accompanying a school excursion or leading a workshop, parents must fill in the form "Assistant parent", provided by the teachers.

#### Joining the parents' association

The registered association is managed by a board of directors and works on a voluntary basis. It consists of parents of pupils of our school and is elected by the members. Each parent can become a member of the parents' association and can therefore vote at the general meeting, at which, among other things, the financial accounts of the association are presented. The application for membership can be found under the following link: <https://lfisv.de/en/governance>

## **13. PUBLIC TRANSPORTATION**

You can choose between:

the **Deutschlandticket: 49 euros** per month

- valid throughout Germany

- available at the Rheinbahn: [https://www.rheinbahn.de/deutschlandticket\\_neukunden](https://www.rheinbahn.de/deutschlandticket_neukunden)

and

the **SchokoTicket \*: 43,40 euros** per month (39,40 euros + 48 euros/12 months)

- valid in the VRR area (<https://www.vrr.de/de/tickets-tarife/tarifgebiete-regionen-preisstufen/>)

- 48 euros to be transferred to the school's account

- certificate of payment of the extra contribution to be requested from the administrative office

- available at the Rheinbahn: <https://www.rheinbahn.de/tickets-und-tarife/vielfahrer/schokoticket>

- monthly direct debit between the Rheinbahn and the families

\* (3rd child: 19,70 euros + 4 euros (48 euros/12 months) per month, from the 4th child: 0 euros + 4 euros (48 euros/12 months) per month)

**IMPORTANT**

Any change in your address, telephone number, email address or family situation must be changed on Eduka (tab « Student and parent information » and then tab « Legal guardians »).

**PHONES NUMBERS AND EMAIL ADDRESSES OF THE ADMINISTRATION**

0211.61.07.95 + extension			
<b>Headmaster</b>	15	François DILLENCHNEIDER	secretariat@ifisv.de
<b>Headmistress of pre- and primary school</b>	10	Claudine CHARDON	dirprim@ifisv.de
<b>Assistant to the head of school</b>	15	Virginie BETZ	secretariat@ifisv.de
<b>Assistant to the head of school</b>	10	Miriam MAÏRI	sekretariat@ifisv.de
<b>Reception/school secretariat</b>	0	Hana HASSINE	standard@ifisv.de
<b>Chief financial officer (CFO)</b>	22	Pierre MOREAU	gestionnaire@ifisv.de
<b>Accounting assistant</b>	11	Fawzia BOUALAM	comptable@ifdd.de
<b>CPE (secondary school matters)</b>	14	Elias EL HAJJI	viescolaire@ifisv.de
<b>Vie scolaire (secondary school matters)</b>	25	Sylvain LE MERCIER Corinne PESCA	viescolaire@ifisv.de
<b>CDI (library for secondary school)</b>	16	Odile GUÉGAN	cdi@ifisv.de
<b>APS (after school activities)</b>	37	Luminita GHERGHE	aps-ifdd@ifisv.de