

## SCHOOL RULES AND REGULATIONS FOR THE 6–12-YEAR-OLDS’ CLASS

*Please read these school rules and regulations carefully.*

*The rules and regulations may be subject to changes over the school year. In such case, a new version of this document will be sent to you for signing.*

### **Introduction**

#### **Our school is:**

- A mixed school that is open to all children regardless of their social, political, cultural, ethnic or religious background.
- A school that applies the teaching and educational method created by Maria Montessori.
- A school that applies a pedagogy that respects each child’s individual pace of development, thereby fostering their independence, self-confidence and pleasure in learning and in working in a group.

#### **The Montessori method:**

- Promotes the development of the human being in all its dimensions: physical, social and intellectual.
- Takes into account the child’s needs at each stage of their growth.
- Ensures that each child, working among others and with others, follows their own development plan in accordance with their own particular growth timeline.
- Provides for each child to develop their potential in an appropriate environment in which they can move about freely and choose their own activities, thereby becoming more autonomous and responsible in their learning.

#### **The role of the educator**

The main role of the educator is to guide the children toward their fields of interest by preparing the classroom appropriately (prepared environment).

The educator sets out the learning materials developed by Maria Montessori in order to help the child to explore the world, find their place in it and build themselves.

- Through observation, the educator determines which materials to offer to each child and shows them how to use them. The child can then go and practise using them.

- Sensory experimentation with the materials prepares the child for the gradual transition to abstract thinking.
- The educator ensures that each child carries out independent work (individually or in a group) for two and a half to three hours in the morning and two hours in the afternoon.
- The educator establishes and enforces the basic classroom rules (procedures, safety, hygiene).
- The educator communicates regularly with each child, their parents and the school principal.

***“It is the spirit of the child that can determine the course of human progress and lead it perhaps even to a higher form of civilization” (Maria Montessori).***

## **Rules and Regulations**

### **Start of school year / timetable / school calendar**

Parents receive this information when they register their child. It is also available on the school website: [www.montessori-rive-gauche.ch](http://www.montessori-rive-gauche.ch).

### **School contact information**

**Telephone**    **6–12-year-olds’ class** Sequoia (ground floor) : 079 967 76 06  
                  **6–12-years-olds’ class** Ginkgo (1st floor) : 079 880 46 85

(Please notify the school of any absences by text message only to the telephone number of your child’s 6–12 class. The telephones are checked at 8:00 a.m., 12 noon and 4:00 p.m.).

**After-school care telephone** (3:30 p.m.– 6:15 p.m.) : 078 807 82 62

School principal’s telephone : 078 806 22 42

E-mail address: [info@montessori-rive-gauche.ch](mailto:info@montessori-rive-gauche.ch)

School website : [www.montessori-rive-gauche.ch](http://www.montessori-rive-gauche.ch)

(Over the year, photos of your children will be posted on the private page of the website).

School address : chemin des Gotettes 15, 1222 Vésenaz

Administrative address : 4, ch de l’Escapade, 1222 Vésenaz

### **Arrival time / Lateness**

Children should arrive at school between 8:00 a.m. and **at the latest** 8:30 a.m. each morning.

Any late arrivals disrupt the class in progress. Arriving punctually is thus extremely important, and all parents are asked to understand and respect this.

Any lateness will be recorded and noted in the child’s end-of-year school report.

### **Absences**

All children must attend school regularly. If families nonetheless decide to go on holiday outside the official dates, a written request must be submitted beforehand, which will be studied by the educational team in consultation with the principal.

Any **planned** absences must be notified orally or by email to the educator concerned at the latest one day beforehand. While absent, the child may miss presentations that will have to be rescheduled.

In the case of unforeseen absences, the parents should notify the school as soon as possible by text message.

All absences will be recorded and noted in the child's end-of-year school report.

### **School outings**

The educational team reserves the right to decide if a planned outing (e.g. sports, skating, walk) shall take place or not, whatever the weather forecast. Parents are asked to respect this. Please also always leave a small gym bag at school (containing a tracksuit/leggings, sports T-shirt and a pair of socks).

### **End of school day**

Class ends at 4:00 p.m. Children should be collected from the school door, under the supervision of an educator, and not at the gate, in order to foster communication between parents and educators.

### **After-school care**

After-school care is available on school days on a fee-paying basis from 4:00 p.m. to 6:15 p.m.

After-school care telephone number (3:30 p.m.– 6:15 p.m.): 078 807 82 62

### **Parking**

Parking is available for parents/carers. Out of respect for the neighbourhood, please do not park on chemin des Gotettes.

Always drive slowly (20km/h max) and carefully in the parking lot, as there may be children about.

Please respect the no-parking signs in the parking lot.

### **Meals**

#### *Morning snack*

A small snack consisting of fresh fruit or vegetables is set out for the children every morning.

#### *Lunch*

Lunch is delivered by a caterer every day. You can find the weekly menu on our website.

### **Behaviour in class**

Any child who has behaved disruptively during morning or afternoon class will have to catch up on their work at break time.

### **Safety**

As in all public institutions, dangerous (pointed, sharp, flammable) objects are forbidden at school.

No adults, other than the children's families/carers or friends, school staff and guest speakers, are allowed on the school grounds.

Dogs should be left outside the grounds.

Playing with sticks is forbidden in the school garden, as they can cause accidents and injury.

All forms of physical and verbal violence are prohibited on school premises. Any child who fails to respect this basic rule of community life shall be reprimanded and, depending on the gravity of the misconduct, be isolated from their classmates and/or suspended from school for up to two days.

If a conflict arises, the children must immediately inform an adult who will listen to them carefully and help them solve the problem.

### **Evacuation drill**

An evacuation drill will be held each year to teach the children what to do in the event of a fire.

### **Sickness**

Any child who is sick and/or contagious must be kept at home.

### **Head lice**

Children with head lice should be treated. Please inform a member of the educational team as soon as possible in order to prevent spread to others.

### **Clothing and personal belongings**

All items of clothing and accessories must be marked with the child's name. Unmarked and unclaimed property will be stored in a box provided for this purpose.

Please leave a set of rain-wear in the cloakroom at all times, specifically: rubber boots, a raincoat and waterproof trousers (marked with your child's name). These should be taken home and washed during each holiday or when they are very dirty.

To avoid any possible conflicts, the following are not allowed:

- valuables (jewellery, money, mobile phones even if unusable)
- sweets
- toys in general

### **Materials**

Classroom materials are valuable and limited in supply. If you discover an unfamiliar object in your child's pockets, it may well belong to the school.

Please return it to the school as soon as possible.

### **Classroom observation**

Parents are welcome in the classroom. It is generally very beneficial when a parent sits in and observes the class, if the child so wishes and asks the teachers. Such visits demonstrate the parent's interest in their child's work and are encouraging for the child. They also help parents understand better what is expected of their child and strengthen communication with both the child and the educators.

### **Educational follow-up**

The children's development is monitored daily by the educators by means of regular observation, presentations of the learning materials and meetings of the whole educational team.

Parents receive detailed feedback on their child's progress at two meetings with the educators, scheduled at the end of the first term and in the middle of the third term. If necessary, parents or educators can also request a meeting at any time during the school year.

Parents and educators are invited to report any changes in attitude (in class or at home) or any new issues or problems, however small, that might have arisen, so that each child's needs can be best met.

The children's personal work is presented to their parents during the scheduled meetings with the educators and handed over either during the course of the year or at the end of June.

We are delighted to welcome your child to Montessori Rive Gauche and wish you a very good start to the school year!

The educational team