

iS. INTERNATIONAL  
SCHOOL of Neuchâtel

*Ecole privée d'études préscolaires et primaires bilingues*



## Rules of the International School of Neuchâtel

### Montessori Method

## 1. New Admission:

- **For all:** All parents or guardians wishing to enroll their child at ISN must complete the registration form and make an appointment with the Head of school.  
By signing the registration form, the parents or guardians unconditionally agree to the conditions of admission, the rules and regulations in force, the present school rules and fees, as well as all annexes. From the 3<sup>rd</sup> Harnos grade: children must do a trial.
- After the meeting with the Head of school and the study of the file, the parents receive a confirmation of registration and are asked to pay the registration fee. Payment of the registration fee confirms the child's place.
  - Enrolment form must be sent in writing to the school. All fields must be completed. Only the child's legal guardians may register the child.
  - If the rules are updated, they will be sent to the parents. Parents will be able to cancel their child's enrollment for the end of the current school year within 15 days of receiving the update.
  - Confirmation of enrollment will be sent upon receipt of the enrollment form, but no earlier than February 25th of each year. Students already enrolled at ISN have priority over new students. Students who have been enrolled in the "Children's House" have priority for the "Lower and Upper Elementary" classes. Students who began their studies at L'Atelier have priority for the "Children's House" classes.
  - Admission to the school during the year is only possible if the place is reserved and paid for the whole school year.
    - If the student does not show up on the confirmed admission date, the tuition is due for the remaining term(s) of the school year.
  - Admission during the year is possible if a class is not full.
- The registration and application fee is CHF 600 and is paid once for the entire school time. For families registering two or more children, the registration fee is reduced by 10% for the second and subsequent children.
  - The payment of the registration fee validates the registration. However, if payment is not received by the due date, the management reserves the right to release the reserved space and to place the registration on a waiting list. The registration fee will still be due.
  - In case of cancellation of a child's registration after the confirmation has been sent, the registration fee will not be refunded.
  - Any modification of the registration (personal data and/or presence of the child) must be sent in writing to the following e-mail address: info@isneuchatel.com
  - Any modification of the registration during the year (extra-curricular activities and supervised homework, meals, days of attendance...) will be valid only from the next term and for the whole term. See point 3: Schooling, invoices and cancellations.
  - July 31 of the current school year is the date for determining the child's class.
  - Enrollment in "Children's House" is only possible for children who are toilet trained.
- **Children's House: At the age of 3 years :**
  - Minimum enrollment four mornings and two afternoons (Wednesday afternoons excluded).
  - Child must be 3 years old by July 31 of the year for which he/she is registered.
- **Children's House : From the age of 4 :**
  - Children must be enrolled for the day (except Wednesday afternoon).
- **Lower Elementary I: From the age of 6:**
  - Child must be 6 years old (minimum) on or before July 31 of the year for which he/she is enrolled.
  - Attach copies of the child's last two booklets/reports/evaluations to the registration form.

## 2. Re-enrollment:

Your child's re-enrollment is automatic, unless a cancellation is sent by registered letter and must be received by us by February 15 of each year. From this date on, a deposit of CHF 1'000 is due on the annual school fees. The re-enrollment will be final only after receipt of the amount, at the latest on March 31. Otherwise, the student will no longer have priority over new registrations.

**3. School fees, invoices and cancellations:**

- The student is registered for the entire school year.
- By signing the registration form, the parents, or if applicable the person(s) with parental authority, agree to pay the school fees for the entire school year.
- In case of cancellation of the registration or re-enrollment during the first week of the school year, the annual fee is due. However, the school reserves the right to make a gesture at its discretion if it deems that the reason for the cancellation is justified.
- In case of cancellation of registration or re-enrollment after the second week of the school year, the annual fee is due.
- In case of absence, no reduction of the school fees will be granted.
- In case of early departure due to transfer or dismissal during the school year, the school fees for the interrupted year are due in full.
- Annual, quarterly or monthly invoicing.
- Payments must be made on the due date using the provided invoices.
- In case of changes or errors, please always contact the administration via [info@isneuchatel.com](mailto:info@isneuchatel.com).
- **Any change indicated during a quarter is only valid for the next due date:**
  - Quarter 1: Changes possible until 15.06 payment until 15.07
  - Quarter 2: Changes possible until 15.09 payment until 15.10
  - Quarter 3: Changes possible until 15.12 payment until 15.01
  - Quarter 4: Changes possible until 15.03 payment until 15.04
- In case of late payment, late payment fees will be charged after the second reminder.
- 10% discount on the tuition of the 2nd and subsequent children.
- **Cancellation of the registration must be done by registered letter.**
  - In case of cancellation of registration:
  - If the confirmation is not yet sent by the school, the registration fee is not due.
  - If the cancellation of the registration occurs between the sending of the confirmation of registration and the 15.06, the registration fee or the re-enrolment deposit are not refunded and remain due.
  - If the cancellation of the enrolment is made between 15.06 and 15.07, the enrolment fee or the re-enrolment deposit will not be refunded and will remain due, as well as the first term of schooling. If the registration is cancelled between 15.07 and 15.08, the registration fee or the re-enrolment deposit is not refunded and remains due, as well as the first semester of schooling.
  - If the cancellation of the registration is made on or after 15.08, the registration fee or the re-enrolment deposit is not refunded and remains due, as well as the total annual tuition.
  - All cancellations must be made in writing to the management.
  - In case of exclusion of a student, the total annual fee remains due.
  - After the third reminder, the school reserves the right to exclude the child with immediate effect. The total annual fee remains due in full.

**4. Exclusion:**

- Permanent: upon sending the second warning letter.
- With immediate effect: any student whose attitude, or that of his/her parents, clearly indicates that mutual trust has been broken.
- With immediate effect: any student whose attitude endangers his or her own life or the lives of others.
- Any student who requires special attention for which teachers are not trained and which has not been agreed upon in advance with the principal.
- After the third reminder, the school reserves the right to exclude the child with immediate effect. The total annual fee remains due in full.

**5. Child-minding expenses:**

- Custodial fees include: meals / recess / extracurricular activities / supervised homework / full tuition for children under 4 years of age and additional hours provided at ISN over public school for each child under 12 years of age.
- The deductibility of the full cost of childcare is only possible for spouses living in a common household and who are both gainfully employed as their main occupation, when they bear these costs themselves. For more information, please contact the Tax Collection Office.

## 6. School Rules:

- **Clothing and General rules:**
  - Respect others (adults and children), materials and premises.
  - Avoid rudeness in language and gestures
  - Address an adult in case of conflict to avoid the use of violence (verbal or gestural)
  - Wear discreet jewelry (or no jewelry at all), knowing that in case of loss the school cannot be held responsible
  - No make-up (including nail polish)
  - Wear proper and appropriate clothing. No miniskirts, cleavage, miniskirts, shiny clothes or clothes with lots of glitter...
  - Move quietly inside the building
  - Do not bring toys, games, Swiss Army knives or other objects that could cause injury, including fake weapons
  - Use of cell phones is not allowed in the entire building. Children must turn in their cell phones to their teachers upon arrival to class.
- **In the hallways:**
  - Running is not allowed
  - Silence must be respected
  - Business must be put away
  - No eating is allowed
- **Outside the building:**
  - Children are under the responsibility of their parents outside of school hours
  - It is forbidden to run when going down to the playground
  - No climbing on the embankment
  - Climbing the fences is not allowed

## 7. Hours:

- Children's House and Lower Elementary: Children should arrive in class between 8:00 and 8:15 am. Lessons end at 3:00 p.m. except on Wednesdays when they end at 12:00 p.m.
- Upper Elementary: Children should be in class by 8:00 am. Lessons end at 3:00 pm except on Wednesdays when they end at 12:00 pm.
- For all: Before 8:00 a.m., no students are to be on the floors. Also after school, students are to leave the building promptly and quietly.
- School opening hours: Every day from 7:45 a.m. to 6:00 p.m.

## 8. Vacations:

- The school follows the official calendar of the Canton of Neuchâtel, with the exception of Christmas. ISN closes for 3 weeks but it is possible to register children for extra-curricular activities during the first week of closure.
- At the end of the school year: students finish on Wednesday at noon of the last week.
- Additional vacations or vacations: Are granted only upon prior written request with reasons. No more than five days per year (unless otherwise agreed).

## 9. Arrival at school and parking:

- Between 7:45 and 8:00 a.m.: A reception is offered at the school every morning between 7:45 and 8:00 a.m. They are supervised by a responsible person until 8:00 am.
- Parking: The school's parents are authorized by the authorities to use the space at the foot of the funicular as a "drop-off" point. Parents may also use the various white spaces located along the streets of Sainte-Hélène or Vy-d'Etra or the parking lot located at the bottom of the school. It is strictly forbidden to park outside the spaces. Furthermore, we inform you that we reserve the right to report offenders to the police in case of non-compliance. The goal is to guarantee the safety of the children of our school, but also of the children of the neighborhood in the vicinity of the school as well as to maintain cordial relations with the neighborhood.

#### 10. School Departure:

- For all: Without written permission from you, we will not release the child to anyone other than the parent or guardian for the ride home. Students will be kept under supervision until the arrival of a responsible person. If the person in charge is unable to pick up the child, it is imperative to inform us as soon as possible, in writing, of the name and surname of the person replacing him/her. As soon as your child arrives and greets his/her teachers, we consider that your child is under your responsibility.
- In case of delay of a parent at the end of classes / extra-curricular activities / supervised homework: after 5 minutes of delay the child is accompanied to the secretariat. After 10 minutes late, the secretary calls the parents.
- Exceptions:
  - **Children's House** : You may authorize your older child, if in elementary school, to supervise his or her younger brother or sister who is in the Children's House by signing a waiver of responsibility which is available upon request.
  - **Lower and Upper Elementary**: If parents sign a liability waiver available upon request, children may leave school without a responsible adult. You may also allow your older child to watch his/her younger brother or sister who may be in the Children's House. If the form is not signed, your child will be supervised by us until you arrive.

#### 11. Safety/Fire Alert exercise:

- During the first quarter of each school year, a fire alert practice exercise with fire alarm is organised in cooperation with the fire brigade. Regularly, before and after this exercise, the children are reminded of the security instructions.
- **In case of smoke, fire or suspicion of a fire**, trigger the alarm by means of the push buttons.
- **In case an audible alarm is heard**, you must evacuate the building and join us on the playground located to the south of the building.
- **The children remain under the responsibility of the teachers.** Under no circumstances must they leave – even with their parents.
- Useful telephone numbers: ISN Director: 078/633.12.35. / ISN: 032/721.43.88.

#### 12. Emergency/Sickness:

- **Children must be kept at home** if they show signs of the following problems: vomiting, diarrhoea, throat infection, runny nose (with thick yellow discharge), spots, fever, contagious diseases or suspicion of contagious diseases (conjunctivitis, lice, whooping cough, etc.), headaches, etc. Please notify the administration if your child is diagnosed with a contagious disease.
- **In case a treatment must be given**: If a child must take medication (antibiotics, Dafalgan, or a regular treatment...) the parents must supply the medication and the doctor's prescription (clearly written) to the school management, which will agree or not to administer the medication. School staff are not authorised to administer medication without prior agreement from management.
- **In case of minor injuries or mild pains, not to the head, but requiring some attention**, the school administers, if agreed at enrolment time, a homeopathic remedy to your child, in the case of mild pains (such as small bumps, tummy ache, sore throat, etc.). In case of small wounds disinfectant lotion or disinfectant cream and plasters will be used.
- **In case of injuries to the head that do not seem serious**, the school will inform the parents and administer, if agreed at enrolment time, a homeopathic remedy to your child (Arnica). Ice may also be applied. The child's condition will be monitored, and as long as no change in behavior is observed – such as blurred vision, vomiting or other, no other action will be taken, unless the parents prefer to collect their child or ask to be called back.
- **In case of various, intense pain, mentioned by the child or noticed by the person in charge, or in case of, or suspicion of, a contagious disease (conjunctivitis, lice, whooping cough, etc.)**, the parents will be contacted and will have to collect their child as quickly as possible. This will apply as soon as it is considered that the child may contaminate the class, or that s/he would be more comfortable at home and/or when the capacity to learn is impaired. The administration will inform management if the parents are not able to collect their child within 30 minutes. In such cases only, management or administration can, with the written agreement of the parents, administer some medication. (If the parents are not able to give their written consent, exceptionally, management may agree to administer the medication). The child may return to school only when his/her health condition enables him/her to resume his/her activities and as soon as there is no longer a risk of contagion. If the child must take medication, please refer to the previous point.
- **In case of a serious injury, whether to the head or not**, the school will contact the emergency services (144). The pupil will be moved only if this is possible and as long as there is NO RISK, in particular to the child's

spine. In case of doubt, the child will not be moved. The parents are informed by the administration/management as soon as possible after the emergency services have been called.

**IMPORTANT: No medicine should be left in a child's bag.**

**13. Epidemic / Pandemic / Major event**

- In the event of temporary school closure due to an epidemic, pandemic, or any other cause not attributable to the School, distance education will be offered as far as possible, and certain costs may be reimbursed (for example: meals...), excluding school fees.

**14. Lateness and absences :**

- **In case of late arrival in the morning:** Parents must inform the school by emailing [info@isneuchatel.com](mailto:info@isneuchatel.com), of any lateness of over 15 minutes. After three late arrivals over a period of one month, an email is sent to the parents. If the situation does not improve, the parents are requested to attend a meeting, during which the child may be present or not, depending on the circumstances.
- **In case of absence:** Parents must inform the administration of any absence before 8:30 am either by email at [info@isneuchatel.com](mailto:info@isneuchatel.com) or by telephone (leaving a message on the answering machine). If no information has been received by 9:00 am, the administration will call the parents. In case there is no answer from the parents or the various other emergency numbers, the administration will immediately inform management which will decide on the steps to take. Any absence not due to an illness must be authorized and the reasons stated. As from the third day of illness, parents will need to provide a medical certificate. After three days of unjustified absence, the parents will be requested to attend a meeting.
  - *Homework:* If required, the school may scan and send work to be done at home.
- **In case of medical appointment:** Absence from school for medical appointments is authorized only in case of *ad hoc* appointments, and no more than five times per academic year (except by special agreement). These appointments must be communicated in advance.

**15. Absence of a teacher or member of staff:**

- Absent teachers or members of staff are replaced by a qualified person as soon as possible.
- Only absences lasting more than 10 school days (two weeks) are communicated in writing.

**16. Lunch and snack:**

- The snack is supplied by the school. It consists of a selection of fresh fruit and vegetables, as well as cereal-based products (rice crackers) and dried fruit, depending on the season.
- The lunches served in the school canteen are provided by an external caterer. The balanced meals are home-cooked using local products.
  - **When a child does not eat lunch:** After the third time within a one-month period, an email is sent to the parents. After the fifth time within a one-month period, a meeting is suggested to the parents.

**17. Recreation time:**

- Recreation time is spent outdoors whatever the weather. In consequence, your child must be dressed according to the weather (in summer: a hat, sun cream and sunglasses // in winter: hat, gloves, scarf, warm clothes and suitable shoes // in case of rain: rainproof clothes, wellington boots or a change of clothes).
  - **Only in case of very heavy rain** the children will spend recreation time indoors.

**18. Supervised study period:**

- The supervised study period is strictly reserved for children who have enrolled.
- Parents are responsible for checking that all the work for the following day has been done. The person in charge of supervising will tick off the child's completed homework in his/her school diary the homework finished during this period.
- The supervised study period lasts from 3:00 pm to 5:00 pm (with a 15-30 minute break for snack – supplied by the school – and some playtime). During this period, the pupils of the elementary section can do all or part of their school work; the service is available every day of the week upon enrolment. The supervisor in charge of this period assists the children and to guides them but does not teach them anything that has not been understood in class. S/he will, however, inform the relevant teacher in case of doubt as to the comprehension or assimilation of a lesson.
- Parents can either enroll their child on a yearly or quarterly basis or *à la carte*, according to their needs. In this latter case, parents must enroll their child at least one day in advance (enrolments will be subject to the number of places still available).

**19. Extra-curricular activities:**

- Extra-curricular activities are strictly reserved for children who have enrolled.
- Children are supervised and are involved in activities to develop their creativity and dexterity. They also have access to books, a rest corner and various games. They can also play outdoors.
- Extra-curricular activities are available every day from 3:00 pm to 6:00 pm for children under 6 years of age, and from 5:00 pm to 6:00 pm for children over 6 years of age (with a 15-30 minute break for snack – supplied by the school – and some playtime). In addition, children can also attend from 12:00 pm to 6:00 pm on Wednesdays.

**20. Afternoon nap/Quiet time:**

- **Grade 0:** This moment is compulsory for this group (exemption possible only after a trial period).
- **Grades 1 and 2:** Napping will be possible and suggested depending on the child's needs.

**21. Library:**

- All the pupils have access to the library on a weekly basis.
- Parents will be expected to replace any books lost or damaged by their children.

**22. German:**

- German is a compulsory subject taught to all the pupils from grade 3.

**23. Gymnastics:**

- ***In Lower and Upper Elementary:*** The pupils attend gymnastics, rhythmic and movement lessons, taught by a physical education and sports teacher. This activity takes place in the gymnastics hall, which is fully equipped for this purpose. During the lessons, the children are required to wear a suitable sports outfit, including sports shoes. Pupils who have forgotten to bring their sport outfit will not be allowed to take part in the lesson.
- ***In the Children's House:*** The pupils attend gymnastics, rhythmic and movement lessons, given by one of their main teachers, also trained to teach physical education and sports, according to the Montessori Method. This activity takes place in the gymnastics hall which is fully equipped for this purpose. On the day of the lesson, the children must arrive at school already wearing a suitable sports outfit, including rhythmic shoes. Pupils who have forgotten to bring their sports outfit will not be allowed to take part in the lesson.

**24. Small outings:**

- Small outings are spontaneous trips involving a small number of participants organized (as far as possible) by the children of Lower and Upper Elementary. They take place strictly during school hours and are related to the themes studied by the pupils. They do not affect school hours. Parents are not necessarily informed of these outings, which take place locally and are supervised by at least one adult.

**25. Big outings (cultural outings outside of the canton, camps, school excursions...)**

- Big outings refer mainly to class outings. Parents are informed by email at least two weeks before the date of the outing. They are planned in class and the children help with the organization.

**26. End-of-year study trip in grade 8:**

- The pupils choose a destination together with their teacher. The trip is entirely financed by the parents. Parents must give their consent before the trip can be confirmed to the children. Confirmation of the date and location is communicated to the parents a minimum six weeks before the trip.

**27. Various celebrations:**

- There are many cultural, religious or national celebrations mentioned on the calendar. Some celebrations are organized for the whole school (for example, Christmas). Others, such as Halloween, *Fête des Vendanges*, International Day, Father's Day, Mother's Day, etc., will be celebrated in various ways depending on the class.
- The school usually organizes two celebrations involving the whole school and to which the parents are invited: at Christmas and at the end of the academic year.

**28. School stationery, materials and equipment:**

- **Applicable to all:**
  - Pupils' belongings must be labelled with the child's name.
  - A flask or water bottle.
  - A pair of close-fitting indoor shoes (slippers), which must be kept at the school. Please check regularly that the size is still adequate.
  - Optional: a small potted plant, so that the child may learn how to care for it.
  - The school provides the notebooks, books, paper, pencils that the students need, as well as the necessary materials for arts. Other supplies are in each classroom.
- **Children's House**, each pupil must have in addition:
  - A bag or schoolbag.
  - A canvas bag for the library books.
  - A pair of gym slippers for indoor use only.
  - A full set of spare clothes to be kept at the school (please provide clothes adapted to the season).
- **Lower and Upper Elementary**, each pupil must have in addition:
  - A schoolbag big enough to hold A4 sheets.

**29. Equipment and deprecations:**

- Parents will be expected to replace any material lost or damaged by their children.

**30. Lost property:**

- All clothes or objects found on the school premises are deposited in a basket that can be found on the ground floor of the school building. Valuables are kept in the secretary's office. At the end of the school year, any items left in the basket will be donated to a charitable association.

**31. School-parents communication:**

- Communications from the school are sent by email or by post.
- Parents must check their emails and post regularly.
- As far as possible, the administration gives information on the various events three weeks in advance.
- **In case of misbehaviour of a child:** Any misbehaviour is reported to your child's class teachers, who will decide upon the appropriate sanction. Depending on the seriousness or the repetition of the facts, the parents are informed via the school diary/communication booklet or by email. In case of repeated misbehaviour after the parents have been informed, the school will request a meeting with the parents – with or without the child.
- **In case of unacceptable behaviour or behaviour endangering the health of others:** Any unacceptable behaviour or behaviour endangering the health of others will result in convening a meeting with the parents and consequences will be agreed upon. For example: temporary exclusion of the child from the school, banning from a cultural or other type of activity, and for the most serious cases, the management reserves the right to permanently exclude the child from the school.
- **In case of academic shortcomings:** In case academic gaps are detected or if there is suspicion of learning difficulties, the school invites the parents for a meeting within a maximum of three weeks after noticing the problem.
- **In case of repetition of the grade:** Parents may request a meeting with the management in order to discuss the possibility of their child repeating the grade. If the school has doubts about promoting a pupil to the next grade, the parents are informed as quickly as possible.
- **In case of advancement into the next grade:** Parents may request a meeting with the management in order to discuss the possibility of their child's advancement. If the school thinks the child would benefit from advancing to the next grade, the parents are informed as quickly as possible.
- **In case of important information concerning a child (child injuries, family bereavement, divorce, critical illness, etc.):** Parents must inform the administration in writing, with an e-mail to [info@isneuchatel.com](mailto:info@isneuchatel.com) . If necessary, the school may request a meeting with the parents or vice-versa.
- **In case parents have a question:** Parents can contact the administration or the management of the school whenever they have questions. If the question is about how things are going in class, parents can ask the administration to make an appointment with the teachers. Academic or personal questions cannot be asked when the children arrive or leave their classroom, as at those moments the members of staff must be available for the children. Parents can also ask their questions by e-mail to [info@isneuchatel.com](mailto:info@isneuchatel.com) or to [direction@isneuchatel.com](mailto:direction@isneuchatel.com).
- **In case the request for a meeting has been initiated by the school:** The administration will e-mail the request to the parents. A brief summary of the meeting will be written.



# INFORMATIONS

## Children's House: Grade 0 to 2

- **Pre-visits:** They are organised at the beginning of the school year (but not on the first day) for all the new pupils. The children, accompanied by their parents and teachers, discover their new school environment between 3:05 pm and 3:20 pm. During this visit, they get to meet their teacher, to see their classroom, their coat hanger, etc. On the next day, the children begin school at 8:30 am, and the day after they start at 8:00 am with their new classmates. Parents are informed at the latest in June of the date and time of the pre-visit.
- **Evening for new parents at the beginning of the school year:** In order to facilitate the integration of their child, new parents are invited to attend a compulsory session (without the children), during the first week of the new school year. This session is held in their child's classroom. Parents are informed by mid-July of the date and time of this session.
- **Parents' evening at the beginning of the new school year:** In order to reassure and guide the parents in their mission as partners in the education of their child, all the parents of the Children's House are invited to attend a session (without the children), at the beginning of September. This session is held in their child's classroom. Parents are informed by mid-July of the date and time of this session. During this evening, the teachers introduce themselves and explain in broad terms the material and the functioning of the class.
- **Mid-term reports:** Parents are invited to attend a 20-minute individual meeting with the teachers, during which a report of the child's progress will be presented, and when teachers will be available to answer any questions the parents may have. The reports are usually organised in March. An information email is sent to the parents about three weeks before the first available date.
- **Written reports:** These are equivalent to the annual reports provided in the State system. They are written in French. They are handed out to the pupils in June, during the last week of school – unless the child leaves before the end of the academic year.
- **Observations by the parents:** Parents are invited to observe in their child's classroom during the month of January. Parents register for a time that suits them, as indicated on the sheet posted by the teachers on the communication board of their child's classroom. The observations, which last 30 minutes, take place in the morning at 8:30. Parents bring their child to school as usual for 8:00 am -8:15 am; they will then be invited to wait in a reserved space with a coffee, until it is time for the observation. An information e-mail is sent to the parents three weeks before the first available date.

# INFORMATIONS

## Lower and Upper Elementary: Grades 3 to 8

- ***Trial periods:*** These are intended for new pupils entering the school from grade 3, and are organised before the confirmation of enrolment is sent to the parents. (Children enrolling from abroad who are not able to come may be exempted from these trials). The trial period lasts one week in Lower and Upper Elementary. The children discover their new school environment without their parents. In the morning, they are guided by a classmate. On this occasion, the child is observed by the teachers, who will report back to the parents as soon as possible.
- ***Parents' evening at the beginning of the new school year:*** In order to reassure and guide the parents in their mission as partners in the education of their child, all the parents of the Elementary section are invited to attend a session (without the children), at the beginning of September. This session is held in their child's classroom. Parents are informed at the latest in June of the date and time of this session. During this evening, the teachers introduce themselves, and explain in broad lines the material and the functioning of the class
- ***Montessori evening for the parents:*** In order to reassure parents, and above all to help them discover how their child works within the line of the Montessori method, all the parents of the Elementary section are invited to attend a session with their children. This is organised usually between October and December, and takes place in their child's classroom. Specific issues are not discussed during this evening, to which brothers and sisters are not invited. Parents are informed of the date and time of this session at least three weeks before the date of these evenings, during which their children become "teachers" for a short time.
- ***Mid-term reports:*** Parents are invited to attend an individual meeting with the teachers, during which they will report on the child's progress, and when teachers will be available to answer any questions the parents may have. The reports are organised usually in February in Upper Elementary, and between December and February in Lower Elementary. An information email is sent to the parents three weeks before the first available date.
- ***Parents Observation sessions:*** Parents are invited to observe in their child's classroom usually in January. Observation is only possible after agreement from the teachers who decide on the feasibility depending to the stability of the class. The observations, which last 30 minutes, take place in the morning at 8:30 am. Parents will bring their child to school as usual for 8:00 am; they are then invited to wait, until it is time for the observation. An information email is sent to the parents three weeks before the first available date.
- ***Written reports:*** These are equivalent to the annual reports provided in the State system. They are written in French. They are handed out to the pupils in June, during the last week of school – except if the child leaves before the end of the academic year.