

SCHOOL RULES

Updated: 5 March 2026

PREAMBLE

La Petite Ecole in Singapore is a multicultural international school dedicated to education and personal development, where each student learns to become a responsible citizen. Its mission is to provide a safe, inclusive and caring environment in which students can thrive academically, socially and emotionally.

Its values are:

- neutrality, secularism, the duty of tolerance and respect for others as individuals and in their beliefs,
- freedom of information and expression, in compliance with pluralism and the principle of neutrality,
- equality of opportunity and treatment between girls and boys,
- protection against all forms of psychological, physical or moral violence, and the duty for everyone to refrain from any form of violence.

The purpose of these School Rules is to ensure the proper functioning of the school, the safety of students and staff, and the maintenance of a positive and collaborative learning environment. It defines the rights and responsibilities of each member of the community – students, parents, teachers and staff – and establishes rules of conduct, communication and use of school resources.

Compliance with these rules is essential to achieving our shared objective: creating a space where every student can grow, learn and succeed. The school expects the cooperation of all stakeholders in upholding and enforcing these principles.

This document will be regularly updated to reflect changes in school policies, legal requirements and the needs of our community.

1 – STUDENT WELLBEING

1.1 PURPOSE

La Petite Ecole in Singapore is committed to providing a safe, caring and stimulating learning environment. We prioritise student wellbeing and promote prosocial behaviour in all aspects of school life, including physical and online environments, school activities, trips and extracurricular programmes.

1.2 COMMITMENT TO STUDENT WELLBEING

La Petite Ecole in Singapore is dedicated to fostering a positive school culture in which

students feel safe, valued and fulfilled. We celebrate diversity and ensure an inclusive environment that meets the needs of every student.

1.3 DIVERSITY, EQUITY AND A CULTURALLY SAFE ENVIRONMENT

We value diversity and are committed to creating an environment that respects different cultures. All students, regardless of background, are respected and included. Cultural events and external expert contributions are integrated into school life to celebrate diversity.

1.4 COMBATING RACISM AND DISCRIMINATION

Any remark, gesture, behaviour or act based on a person's actual or perceived origin, skin colour, nationality, disability, language, culture or religion constitutes an infringement of their dignity. Such behaviour is strictly prohibited and will result in an immediate response.

In particular, the following are prohibited:

1. any insult, mockery, stereotype or exclusion targeting a student or adult for reasons related to origin;
2. any racist words, images or gestures;
3. any form of harassment linked to origin, culture, religion or a physical characteristic associated with these elements.

The school implements prevention, education and support measures. Any incident will be examined carefully, taking into account:

1. the intention of the author (including the distinction between immaturity, lack of awareness or deliberate harm);
2. the nature of the act (words, gestures, images, exclusion, possible repetition);
3. its impact on the targeted student, particularly if it caused humiliation, fear or a sense of exclusion;
4. the need to explain, educate and repair, depending on the child's age;
5. the involvement of families, who are systematically associated once an act is established.

The objective of the educational response is to protect students, reaffirm the values of equality and respect, and help each child understand why such remarks and behaviours are prohibited and contrary to human dignity.

1.5 STUDENT PARTICIPATION AND FAMILY INVOLVEMENT

Students are encouraged to participate actively in decision-making processes within the school, notably through the Student Council from Cycle 2 onwards.

Strong partnerships with families are a cornerstone of our approach. Families are involved in their children's education and wellbeing through regular communication, collaboration in decision-making and access to resources.

2 – ADMISSION AND ENROLMENT

2.1 ADMISSION TO NURSERY SCHOOL

Children whose health and physiological and psychological maturity are compatible with school life may be admitted to nursery school. Any child who turns three years old by 31 December of the current calendar year must be admitted, subject to availability, if requested by the family.

2.2 ADMISSION TO PRIMARY SCHOOL

Admission to primary classes at the start of the school year is only possible for students who have reached six years of age by 31 December of the current year, except for students authorised to shorten a cycle.

2.3 ENROLMENT

No discrimination of any kind may be made in the admission process to nursery or primary classes, in accordance with general principles of law. Enrolment at La Petite Ecole also constitutes the family's commitment to respect the curriculum taught, the educational philosophy and the values upheld by the school, in a spirit of mutual trust and educational cooperation.

Enrolment becomes effective once the online registration form has been completed, vaccinations have been verified as up to date, and registration fees have been paid in accordance with the school's financial regulations. These procedures apply only to first-time enrolments.

The Eduka online platform enables parents to provide and update all information necessary to ensure immediate contact (email addresses, telephone numbers, etc.).

3 – ATTENDANCE AND COMPULSORY SCHOOLING

3.1 ATTENDANCE

Enrolment at the school implies the family's commitment to regular attendance, which is essential for the student's development and early learning, from the start of the school year regardless of age. In cases of irregular attendance, the teacher and the Principal will meet with the parents.

The school plays a key role in a student's socialisation; every effort must be made to promote their fulfilment. A student experiencing temporary behavioural difficulties may be separated for the very short time necessary to help them regain behaviour compatible with group life. At no time may they be left unsupervised.

Where a student's behaviour seriously and persistently disrupts class functioning and clearly indicates maladjustment to the school environment, the situation will be reviewed by the educational team, which may apply measures in accordance with the Education Code (e.g. warning, reprimand). A decision of temporary exclusion may be taken by the school leadership following a meeting with the parents.

Frequent contact must then be maintained between parents and the teaching team to facilitate reintegration as soon as possible.

In cases of significant difficulty, the Principal remains the preferred mediator between the teacher and the family.

3.2 ABSENCE

Regular attendance is essential for student success. Absences are recorded daily in the administrative register maintained by teachers and accessible via *Eduka*.

Any absence must be immediately justified by the student's guardians and reported to the teachers and the school nurse via *ClassDojo*.

A written request must be addressed to the Principal for any absence for personal reasons (family event, early departure for holidays).

3.3. SCHOOL HOURS AND ORGANISATION OF THE SCHOOL DAY

School staff are responsible for the students entrusted to them:

- from the moment they are received within the school premises
- until they are handed over at the end of the school day to the responsible person: family, a previously authorised person, or the school transport company staff for students registered for the school transport service.

ARRIVAL

Classes begin at 8:30 am

DISMISSAL

Classes end at 3:25 pm on Mondays, Tuesdays, Wednesdays and Thursdays

Classes end at 11:45 am on Fridays; lunch ends at 12:15 pm

Students taking the bus are asked to wait for the designated bus attendant in the central hall, together with classmates taking the same bus. The adult responsible for the bus ensures that each student boards their assigned bus. Students collected by their parents remain with school staff on the premises.

3.4. SCHOOL MEALS

The canteen is optional. Students who are not enrolled in the canteen must bring a morning snack and a packed lunch each day.

4 - SCHOOL LIFE

In accordance with Article L.141-5-1 of the French Education Code, the wearing of signs or clothing by which students conspicuously display religious affiliation is prohibited.

It is recalled that the secular nature of public education requires respect for the principles of tolerance and neutrality in political, philosophical and religious matters.

School staff must refrain from any behaviour, gesture or speech that may express indifference or contempt towards a student or their family, or that may offend students' sensitivities.

Likewise, students and their families must refrain from any behaviour, gesture or speech that undermines the role or person of an adult, or the respect owed to classmates and their families.

5 – USE OF PREMISES – HYGIENE AND SAFETY

All school premises are under the authority of the Principal, who is responsible for the safety of persons and property.

5.1. HYGIENE

The premises are cleaned daily and adequately ventilated to maintain proper hygiene standards. Students are encouraged by teachers to practise daily orderliness and hygiene.

Students attending the school must be in good health and clean.

Clothing lent by the school must be returned washed and dried as soon as possible.

For hygiene and safety reasons, smoking and the disposal of cigarette butts on school premises are strictly prohibited.

Nuts and nut products are prohibited.

5.2. HEALTH

Parents must regularly check their children's hair for head lice; lice and nits must be treated promptly.

For student safety, medication may only be administered by the school nurse.

If a student takes the bus, medication must be given to the driver (or accompanying staff) in a plastic pouch together with the prescription. It will then be handed to the nurse.

Unless officially required, hand sanitiser solution is not used.

Other members of school staff are not authorised to administer medication to students.

In cases of specific medical conditions requiring immediate treatment (allergy, asthma, diabetes, etc.), an Individual Healthcare Plan (PAI) must be drawn up. The nurse and the educational team will meet with families accordingly.

5.3. SAFETY

Safety drills (fire drills) and lockdown drills are conducted in accordance with current regulations. Safety instructions are displayed on the premises. They are compiled and updated annually in the School Emergency Plan (PPMS).

5.4. SPECIFIC PROVISIONS

- A. Teachers determine which personal items may be required for activities. Other items should not be brought to school. Jewellery is strongly discouraged. Families bear full responsibility in case of loss, theft, accident or exchange.
- B. Lollipops and sweets are prohibited.
- C. Students' names must be clearly marked on all removable clothing and spare items. Flip-flops are prohibited; secured sandals or closed shoes are permitted. Students must be properly dressed and appropriately shod.
- D. For safety reasons, pushchairs and prams must be left outside the school entrance.
- E. Students must not finish their breakfast on school premises, in order to keep common areas clean.
- F. Animals are not permitted on school premises.
- G. The use of connected devices by students (smartwatches, connected wristbands, or any device enabling communication, recording, or geolocation) is not permitted during school hours. Smartwatches may be worn at school only if they are strictly configured in disconnected mode.
In the event of non-compliant use, the school reserves the right to ask the student to remove the device, which may be temporarily kept by the teacher and returned at the end of the school day.
- H. The school holds an insurance policy which, if necessary, supplements the insurance taken out by parents. It covers third-party risks, including students, in cases of bodily injury and/or material damage where La Petite Ecole's liability is engaged. It does not

replace parents' personal liability, and families are strongly encouraged to take out Personal Liability Insurance for situations where the school's liability is not engaged (for example, a collision between two students during rough play would not be covered).

6 – SUPERVISION

6.1. GENERAL PROVISIONS

Supervision of students during school hours must be continuous, and their safety must be ensured at all times, taking into account the condition and layout of the premises and equipment, and the nature of the activities offered.

6.2. SPECIFIC ARRANGEMENTS FOR WELCOMING AND SUPERVISING STUDENTS

Students are welcomed into classrooms from 8:20 am.

Supervision at arrival and dismissal, as well as during break times, is shared between teachers and teaching assistants.

6.3. WELCOMING AND HANDING OVER STUDENTS TO FAMILIES

Students must be accompanied to their classroom in the morning or handed over to a member of school staff.

No student may be left alone outside or inside the school premises. Students arriving by school bus are welcomed by a staff member and accompanied to class.

At the end of each day or half-day, students are collected by the school bus, by their parents, or by any person designated in writing by the parents and introduced to the teacher or the Principal.

It is the responsibility of the teacher or the Principal to assess whether the designated person is able to assume responsibility for the student. Proof of identity must be provided. From the moment students are handed over, they are considered to be under the responsibility of the authorised person.

When students are taken into care by the school transport service, they are under the responsibility of the bus company from the moment they leave the school premises.

6.4. PARTICIPATION OF PERSONS NOT BELONGING TO THE TEACHING STAFF

6.4.1. ROLE OF THE TEACHER

Certain forms of pedagogical organisation require students to be divided into several groups, making single supervision impossible.

In such cases, while supervising one group or coordinating the overall arrangement, the teacher is relieved of supervising groups entrusted to external contributors (activity leaders, sports instructors, parents, etc.), provided that:

- the teacher, through their presence and actions, permanently assumes pedagogical responsibility for the organisation and implementation of school activities;
- the teacher always knows where all students are expected to be according to the organisation put in place;
- external contributors have been duly authorised or approved;
- external contributors are placed under the authority of the teacher.

6.4.2. PARENTS

When necessary, and for the supervision of students during school activities taking place outside the school during school hours, the Principal may accept or request the participation of volunteer parents acting on a voluntary basis.

Upon proposal of the teaching staff council, parents may also be authorised to contribute educationally. The parent's name, purpose, date, duration and location of the intervention will be specified each time.

6.4.3. OTHER PARTICIPANTS

The involvement of individuals contributing to education within compulsory teaching activities is subject to the Principal's authorisation, following consultation with the teaching staff council.

External contributors provide expertise in a specific field.

7 – CONSULTATION BETWEEN FAMILIES AND TEACHERS

Parents are members of the educational community and permanent partners of the school. Their right to information and expression, participation in school life, and dialogue with teachers, within mutually respected roles and responsibilities, are ensured within the school.

Parents participate through their representative(s) in the School Council, which exercises the functions provided for by Decree No. 90-788 of 6 September 1990. They are informed of the School Development Plan and any subsequent updates.

At the beginning of the school year, each teacher meets with the parents of their class for an information meeting. Two additional meetings in nursery and three additional meetings in primary are organised during the year to review each student's individual progress. Further meetings may be arranged throughout the year by appointment.

Individual meetings with the teaching team may be requested by submitting a written appointment request via *ClassDojo*.

8 - STANDARD OPERATING PROCEDURES (SOPs)

In order to ensure compliance with the regulatory requirements applicable to private education institutions in Singapore, the school has established a set of Standard Operating Procedures (SOPs).

These operational procedures have been developed to clarify and complement the provisions of the present School Rules and Regulations in areas related to the organisation of the school, safety, administrative management, and internal protocols.

The SOPs are validated by the Academic and Examination Board (AEB) and the School Council. They comply with the requirements established by SkillsFuture Singapore (SSG) for Private Education Institutions (PEIs).