



Jeanne Barret Primary School

Internal Regulations

General Information

The internal regulations of Jeanne Barret School define the rules that organize life at the school.

Jeanne Barret Primary School is an alternative school that places the well-being and fulfillment of its students at the center of their schooling. While drawing on neuroscience knowledge regarding child development, our school aims to offer a fulfilling and enriching education to its students.

Parents' full adherence to the educational project is essential for the smooth running of the children's schooling. These regulations constitute a contract between the various members of the educational community (children, parents, and members of the educational team: teachers, external instructors, and Management).

I. Pedagogical Organization and School Operation

Aware of the reality and challenges of today's world, academic learning will be offered regularly, depending on the students' level. We support our students at their own pace, without pressure or competition. We also wish to encourage and develop our students' autonomy by proposing that they work around common, cross-curricular, and stimulating projects.

Even though academic knowledge is important, it also seems vital to us to emphasize "savoir-être" (soft skills/interpersonal skills) and contribute to helping our students build their self-confidence, which will help improve their self-image, including when they approach learning.

Our school follows the French school curriculum while offering a balanced instruction in French and English. Thus, we define ourselves as a bilingual school, capable of welcoming both French-speaking and English-speaking students. The skills covered correspond to Cycle 2 (CP, CE1, and CE2) and Cycle 3 (CM1 and CM2).

The schedule is defined by the school to ensure the smooth progression of the academic program throughout the school year. Classes are short (45 minutes) to respect the child's



concentration span and allow them to take regular breaks to eat, play, or simply rest. A balance is also sought between academic classes and manual, playful, or sporting activities.

The school may call upon external instructors for occasional or regular activities. The pedagogical team ensures that the school's philosophy is respected during these interventions. A clean criminal record check (certificat de moralité) will be requested from each instructor.

II. Admission and Schooling

1) Registration

The primary criterion for admission to Jeanne Barret School is the complete adherence of the parents or legal guardians to the educational project as well as to these internal regulations. The registration request becomes effective upon submission of the fully completed registration file, these signed regulations, and the payment of the admission fees. To allow for a better understanding of the child's needs, parents must ensure they fill out the registration file with precise and accurate information.

2) Admission

Trial Period:

Before final admission, a two-week (10 days) trial period will ensure that:

- The child is happy.
- The family is satisfied with what the school offers.
- The educational team is capable of supporting the child in their development and progress.

In the event of proven difficulties, a meeting will be organized between the family and the school to decide whether or not it is appropriate to welcome the child into this school setting. Whatever the decision, the fees for the trial period are due.

Part-Time Schooling: See Annex I.

Departure of a Child During the School Year

In the event of a departure during the year, a 1-month notice must be addressed to the Management. Any month started is fully due to the school.

The school attendance certificate (certificat de scolarité) will only be issued to families who have settled all their payments at the time of the child's departure.



3) Termination of Schooling

In the event of a serious disagreement between parents and the educational team, disrespectful behavior by a parent toward a member of the team, or disrespectful or even dangerous behavior by the child toward other children, the team, or the school material, the school reserves the right to terminate its commitment to the family. This may lead to the cancellation of the registration of the child or children concerned, without any possibility of appeal.

Before any termination, dialogue, consultation, and a search for solutions will be undertaken between the educational team and the parents to avoid reaching a permanent withdrawal. However, this measure will become inevitable if no solution is found and the problem persists.

The educational team will meet with the parents to inform them of the situation and define a common educational approach. A decision to adjust school time (for example, switching to part-time) or permanent withdrawal from the school may be made by the pedagogical team in consultation with the family. If, despite these steps, no improvement is observed for the well-being of the child and the group, management may decide on the child's departure. This decision, which is not subject to appeal, results in the cessation of tuition fee payments.

III. Payment of Tuition Fees

For families choosing to pay tuition fees on a monthly basis, please make the payment before the 30th of the preceding month (e.g., payment before January 30th for February tuition fees). In case of difficulties, please contact management so that a solution can be sought as far as possible.

Late Payment or Default: In the event of non-payment, Jeanne Barret School reserves the right to demand at any time the advance payment of the entire annual tuition fees. Late payment penalties of 5% will be applied starting from the sending of the first reminder email.

- **First reminder:** An email is sent as soon as non-payment is observed within the scheduled timeframes.
- **Second reminder:** An email is sent to families whose accounts remain unpaid after 30 days.
- **Third reminder:** An email is sent to families whose accounts remain unpaid after 60 days, informing them that the child will not be admitted to class at the start of the term following the holidays if the balance is not settled.



IV. Insurance

The institution has taken out an insurance policy covering all students during their presence at school. This insurance applies during class time, educational activities organized by the school, and in all areas of the establishment. It aims to guarantee the protection of students in the event of an incident occurring within the school framework.

V. School and Extracurricular Hours

1) Arrival and Departure of Students

Children are welcomed each morning between 07:45 and 08:15. Each child registered at the school remains under the responsibility of their parent(s) or the accompanying adult until they have physically entered the building premises and been greeted by a member of the educational team.

Children depart each afternoon at 15:00, except on Wednesdays when departure is at 12:00. Parents have a pick-up window until 15:30 (or until 12:30 on Wednesdays) to collect their child. Past this deadline, children are automatically taken into care within the framework of the after-school care service (**see Annex II**), a paid service for which any partial half-hour commenced is due.

For safety reasons, the school must be informed in advance of any person authorized to pick up the child. An ID document may be requested. In the absence of such prior notification, the child will not be authorized to leave the establishment.

As soon as a parent or a person duly authorized by the parents has picked up the child, the child, as well as any other child accompanying the adult, is under the full responsibility of the latter, including within the school grounds.

2) Late arrival

Students are asked to be punctual so that class can start at 8:15 in everyone's best interest. If, however, a delay should occur, we suggest that parents drop off their child at 9:30, during the first break of the day, so as not to disrupt the class in progress. Please note that no admission will be possible after 9:30, and the student will be considered absent.

The school day ends at 15:00 on Monday, Tuesday, Thursday, and Friday, and at 12:00 on Wednesday. In the event of occasional lateness in picking up your children, we thank you for informing us and referring to Annex II of these regulations concerning the after-school care service.



3) Absences

A child's planned absence must imperatively be reported to a member of the educational team. These must be of an exceptional nature. In the case of an unplanned absence (illness, etc.), it must be reported as early as possible by parents via phone or email. In case of illness, a medical certificate will be required for absences exceeding 3 consecutive days.

4) School Outings

An annual outing authorization form must be signed upon the child's registration. This authorization covers all outings organized by the school, whether they take place within or near the establishment. Families will be informed in advance of the dates, locations, and arrangements for each outing. Parents who do not wish for their child to participate in one or more outings must keep their child at home if no alternative can be offered by the school.

However, specific authorization will be requested for:

- Outings organized outside of school hours.
- Outings requiring an exceptional financial contribution from families.

5) After-School Care Service (Garderie)

See Annex II.

6) Parking and Safety Around the School

As the school street is a busy thoroughfare, we request that families avoid parking or stopping on the roadside, even for a short moment. In order to preserve children's safety and facilitate traffic flow, it is recommended to use the parking lot located opposite the establishment, which is intended for this purpose.

Compliance with these instructions is essential to ensure the safety of students and the proper functioning of the areas surrounding the school. We appeal to everyone's common sense and civility to ensure the safety and well-being of all around the school.



VI. School Life

1) Co-education

Educational success relies on co-education: an alliance between the child, the professionals, and the family. As such, the educational team remains attentive to families on a daily basis and provides regular feedback on their child's progress. Families can also request appointments with the team to have a more in-depth review regarding their child if they feel the need. The school will offer regular meeting times throughout the year through various events.

2) Pedagogical Tracking of Children

Your children's development is subject to daily tracking by teachers through their regular observations and regular meetings of the entire pedagogical team. A report will be sent to parents each term. Meetings will be regularly offered.

However, if necessary, parents or teachers may request an appointment to meet at any time during the school year. Throughout the year, parents and teachers are invited to report any change in attitude (in class or at home) or any passing difficulty, even minimal, for a better consideration of each child's needs.

For the well-being and balance of each child, we attach great importance to consistency between home and school. Our educational approach is based on mutual respect, a clear framework, and shared kindness. We know that each family has its own way of supporting its child, and we remain open to dialogue and exchange in order to move forward together in a spirit of trust and collaboration.

3) Commitment Against Violence, Discrimination, and Racism at School

Violence in all its physical, verbal, or psychological forms, bullying, as well as any discriminatory behavior (racism or any other form of discrimination) will under no circumstances be tolerated within our school establishment.

We promote a respectful, inclusive, and safe environment for all students, staff, and members of the educational community. Any act or speech contrary to these fundamental values will be subject to a dialogue with the parents and, depending on the severity of the facts, the decision to temporarily or permanently exclude the student from the establishment.



4) The Library

The school provides students with a library service allowing them to borrow books for a period of three weeks, which is renewable. This system aims to encourage reading and enrich learning.

We count on the cooperation of parents to ensure the proper return of books within the deadlines, to allow all students to fully benefit from this service. The school will regularly invest in new books to enrich and renew the library.

In the event of loss or damage to a book, it may be billed on the monthly invoice to allow for its replacement.

VII. Relations with Families

We wish to offer our students a familial and benevolent framework, and we want parents to feel fully included in the life of our institution. We are convinced of the importance of the support and involvement of families in the success of the school's educational project.

We encourage exchanges among parents, as well as with the educational team. Your suggestions, ideas, and questions are always welcome. Parents are also invited to help bring the school community to life, for example, by creating, if they wish, a discussion group among parents (WhatsApp or other), separate from the official communication channel administered by the school.

1) ClassDojo

Our school offers parents the option to connect to the ClassDojo application to access photos and videos illustrating school days. This tool allows families to have a glimpse into their child's daily life and reinforces the link between home and school. An invitation to join the application will be sent to you at the end of your child's trial period.

VIII. Hygiene and Safety

1) Lice

Children with lice must be treated. You are requested to notify a member of the team as soon as possible to prevent their spread.



2) Illness

The school can under no circumstances accommodate a child who is sick, feverish, or carrying a contagious illness. In the case of a contagious illness, a medical certificate will be required for the child's return to school.

The educational team is not authorized to administer medication without prior authorization from the parents and a copy of the medical prescription indicating the dosage and frequency of administration.

3) Safety

The following are prohibited at school:

- Dangerous objects (sharp, cutting, flammable, etc.).
- Weapons or toys imitating weapons.
- War and/or combat games.

It is recommended to avoid bringing items of value onto the school premises.

IX. Clothing and Personal Objects

It is recommended to mark your child's clothes and accessories. Unmarked and unclaimed clothing will be donated to a charity at the end of the school year.

Children remove their shoes to move around inside the establishment. In general, it is advisable to dress children in practical, comfortable, and durable clothes that promote their independence.

If your child wishes to bring a book or a personal item, please make sure to write their name on it. The school declines all responsibility in case of loss, theft, or damage to a personal item.

Mobile phones, tablets, smartwatches, and any other electronic devices are strictly prohibited at school. If a parent wishes to reach their child or if a child needs to contact their family, this can only be done through the school team.



X. Exceptional Closures

The cyclone season extends from November to April/May in Mauritius. During this period, different alert levels may force the school to close. These decisions are made by the government. These closures, which are beyond our control, cannot result in a reduction of tuition fees.

1) Closure of the School Due to Cyclone Alerts or Torrential Rains

The Mauritian government may decide to occasionally close school establishments for climatic reasons or risks related to traffic. In the event of a Class 2 or higher cyclone alert, schools are closed.

If a Class 2 (or higher) cyclone alert or a "torrential rain" warning is issued before the start of classes, the school will remain closed, and parents will be notified via the school's WhatsApp group.

If these alerts are issued after the start of classes, students must return home. Parents will be contacted by the school to come and pick up their children. Parents are required to pick them up from school as quickly as possible.

Parents will be informed of the school's reopening via the WhatsApp group following a favorable notice issued by the Mauritian authorities.



XI. Signatures

PAGE TO BE COMPLETED ONLY BY NEW FAMILIES REGISTERED AT THE SCHOOL AND TO BE SUBMITTED TO RECEPTION ALONG WITH THE REGISTRATION FILE.

Families already registered certify that they have read these regulations and accept them by signing the re-registration form at the beginning of the school year.

We, the undersigned:

Legal Guardian 1:

Legal Guardian 2:

Of the child (Student's Last Name and First Name):

.....

Declare that we have read the internal regulations of JEANNE BARRET school and accept them.

Done in Mauritius, on

Mandatory signatures of the legal guardians and the student:

Legal Guardian 1:

Legal Guardian 2:

Student:



Annex I: Part-Time Schooling

Part-time schooling may be granted on an exceptional basis, after reviewing the file and consulting with the educational team. As Jeanne Barret School accommodates a voluntarily limited number of students, full-time registrations take priority. This organization ensures pedagogical stability and the financial viability of the establishment.

Part-time schoolings are subject to re-evaluation at each new school year. If, at the start of the term, the school reaches its full capacity of full-time registered students, no part-time registration can be accepted. Families must be informed that part-time slots are not guaranteed from one year to the next.

The establishment reserves the right to terminate a part-time arrangement if a full-time registration request requires freeing up a slot. In this case, the family concerned will be informed as soon as possible and will benefit from a priority for full-time re-registration, subject to availability.

Families who have opted for part-time schooling will also be required to contribute financially to certain activities or ancillary costs (school outings, swimming sessions, etc.). These are included in the cost of full-time schooling but cannot be covered within the framework of a part-time schedule. Any request for part-time schooling therefore implies the express acceptance of these conditions by the family.



Annex II: The After-School Care Service (Garderie)

The institution plans to implement an after-school care service according to the needs expressed by families.

This service will operate:

- Monday to Friday from 15:30 to 17:00 (except Wednesdays).
- And Wednesday afternoon from 12:00 to 15:00.

It will be intended for the students of the school, upon request of the families, including on an occasional basis or in the event of an unforeseen delay.

This service, provided by the educational team permanently in the establishment, will be paid.

Operation

The school offers an after-school care service in two distinct formats:

- **Wednesday afternoons:** A fixed care service is provided from **12:00 p.m. to 3:00 p.m.**, with various activities organized for the children. The fee is **Rs400 per child per afternoon**.
- **Other days:** An occasional childcare service is offered only in cases of family need. The fee is **Rs100 per 30-minute block**, with any started half-hour being charged in full. As this service is not systematically available, parents are invited to contact the school team to confirm availability.