

INTERNAL RULES AND REGULATIONS

NURSERY AND PRIMARY SCHOOL

CANADIAN SCHOOL OF YAOUNDE

The aim of the school rules is to develop self-discipline and a sense of responsibility and to create an environment of trust and cooperation between all parties (staff, parents and pupils), which is essential for education and work.

These rules define the following principles:

- The personal and collective development of those who work in the school,
- The quality of the pupils' work,
- Respect for the school environment.

In accordance with the Education Act: **"Pupils' duties consist in fulfilling the tasks associated with their studies, including regular attendance and respect for the rules governing the operation and life of the school".**

The School Council reserves the right to modify these rules as necessary. Families and staff will be informed of any such changes.

Enrolment or re-enrolment of a child in the school implies acceptance of these rules and any dispute will result in a breach of the enrolment agreement.

The same applies to the staff employed by the school, who must abide by these rules and failure to do so will constitute a breach of contract.

I - ADMISSIONS

The **Canadian School of Yaounde** was established to provide nursery and primary education to Cameroonian children. It is an accredited Cameroonian school that follows the country's compulsory education programmes and completes the pupils' education with a competency-based approach (*New Brunswick*). The school has an English-speaking and a French-speaking section. Bilingualism is one of the distinctive features of our structure.

All enrolled children must be present on the first day of school. Parents must inform the school within one week if they are unable to attend. A registered child's place can only be reserved for a maximum of 2 weeks after the start of the school year.

The minimum age for enrolment is 1 year on the first day of school for children enrolled in Day Care (Nursery).

Children enrolled in nursery classes from pre-nursery onwards must also meet the age requirements set by the authorities, i.e. two and a half years old by 1 September 2024 (*children born between 1 January 2022 and 30 June 2022*).

The child's physiological and psychological maturity must be good.

From Nursery School onwards, aside from the right age, a placement test is taken before enrolment. The purpose of this test is to determine the appropriate level for the child.

Enrolment is effective once the completed enrolment form has been returned to the secretary's office and the fees have been paid.

Documents required for the enrolment form:

- Photocopy of civil status form or birth certificate
- Photocopy of passport or national identity card
- School leaving certificate (from previous school)
- Photocopy of vaccination record
- Information sheet
- Previous school record
- Medical form

1 - DRESS CODE

UNIFORM : Children at the CANADIAN SCHOOL OF YAOUNDE will wear the official school uniform in Nursery and Primary. Pupils must be clearly identified as belonging to the school.

Black shoes and white socks or tights are required to complete the uniform to the exclusion of all other footwear.

Sportswear: Sports shoes are essential for all sessions, whether with the teacher as part of the curriculum or during sports activities.

No additional clothing such as jackets or sweaters other than those required by the school will be tolerated. In addition, if we find uniforms with tears, holes or embedded stains, we would like to inform you that it is imperative that you obtain a new uniform as soon as possible.

Eccentric hairstyles and pearls in girls' hair are not permitted, nor is excessively long hair for boys. Braids are strongly recommended for girls and shaved hair for boys.

2 – FUNCTIONING

The personal school booklet (LSU): is the school record that follows the student from Nursery to Class 6. It is a reference document for the common base of knowledge, skills and culture. It is used to monitor the child's progress 3 times a year. Families are asked to sign the document each term, which commits them to monitoring their child's progress at school. The frequency of assessments is determined by each teacher to ensure continuous monitoring of knowledge.

In Nursery, the Learning Success Booklet is used to review school results and assess pupils' progress. It is distributed twice a year and signed by the families.

The child's record is kept at the end of the school year unless the child moves to another school.

Classes: Requests to change classes at the beginning of the school year will not be considered. Only the Head Teacher can change classes based on educational needs.

Only the teaching staff will decide where children are placed in the class. Under no circumstances may parents request that their child be placed in a particular class.

Teachers are responsible for the smooth running of their classrooms and for the decoration and cleanliness of their rooms. If any of the above is not observed, the teacher may be called to order by the administration.

Destruction and lost objects: Any damaged or lost object or furniture belonging to the school will be billed to the family, including books returned in poor condition.

Dangerous objects (knives, lighters, matches, etc.) and harmful substances are not allowed in the school. The school accepts no responsibility for the loss or damage of these items.

Teachers reserve the right to inspect the contents of Pupils' bags at any time.

Mobile phones:

For Pupils: they are forbidden (in special cases, please contact the management), as are connected watches.

For staff: use must be strictly limited and never in front of Pupils.

Sweets: chewing gum, lollipops and sweets are forbidden throughout the school. Teachers are responsible for monitoring children's consumption, including 'juices', and may prohibit them in the interests of nutritional education.

Photography: Children may be photographed or filmed as part of various events such as Christmas, Carnival or projects carried out in class and outside of school. If parents do not want their children to be photographed, they must inform the administration and write a letter of refusal to the 'right to image'.

If the document is not returned by the family, the school will assume that permission has been granted.

Balls: For everyone's safety, only plastic

3 - SCHOOL ATTENDANCE AND RESPONSIBILITIES

Timetable, attendance:

For Pupils:

Timetables must be respected (*frequent lateness will result in sanctions*)

MONDAY - TUESDAY THURSDAY - FRIDAY	7H30 – 12H00	1.30pm – 3pm
WEDNESDAY	7H30 – 12H30	Extra-curricular activities and extra classes on enrolment

For the staff:

All school staff will adhere to the schedules set out in their contracts. Shift work is planned to ensure the reception and safety of the children. Staff must sign in and out on arrival and departure.

Opening/closing of doors:

The school opens at 7.00 a.m. with a 30 minute free 'welcome period' before classes start.

Classes end at 3:00pm (except for children enrolled in the Extra classes). A child who has not left by 3pm will be taken to the **paid** evening Daycare.

After the 10 minutes of free supervision at the reception, you will be charged:

The price of (01) hours of one-off after-school care is 1,000 CFAF per child, payable on arrival of the child. (Each session started must be paid for).

A monthly childcare package is available for parents who so wish.

End of Daycare or Extra: If a child is not picked up after 17.00 and the administration is not informed of an urgent delay, a fine will be considered.

School holidays/public holidays

Pupils:

Holidays are determined at the beginning of the school year by the Headmaster in accordance with the school calendar.

School staff:

School staff will follow the instructions of the management regarding their leave. All teaching staff must be present during teaching hours. No leave will be granted during this period.

Absences / Lateness

For pupils :

The administration must be informed by telephone of a child's absence at least the day before, if possible, or before 10am on the day of the absence.

In the case of absence or lateness, parents must give a written reason for the absence or lateness in the Liaison Book, Diary or WhatsApp. A doctor's note is only required for a return to school after an illness requiring absence.

Families will be given a warning if they are absent for more than 5 consecutive days without a legitimate reason or valid excuse.

In the event of absence for an unacceptable reason (e.g. holidays during the school term), the teacher is under no obligation to 'make up' lessons. It is the responsibility of the student and his/her parents to find out what work has been done and what needs to be done.

Tutoring is compulsory for Pupils in examination classes. In addition, Pupils in lower classes who have been assigned tutoring on Wednesday afternoons must attend in order to reach the level of the class.

Medical appointments must not be made during school hours.

In all cases, written parental permission is required for any child who needs to leave the school during school hours.

The caretaker is instructed not to leave a child with anyone who has not been identified or specifically authorised by the parents. No one is allowed to enter the school without showing their access card to the caretaker. Security drills will be held during the school year in accordance with current regulations.

For the staff:

All staff must keep to the timetable.

Absences must be authorised in advance by the Head teacher and must be duly justified. On their return to work, staff must send a copy of their excuse to the secretary's office. The administration reserves the right to deduct a financial penalty if the absence is not deemed absolutely necessary or unauthorised.

Staff must sign in and out. Staff attendance will be checked monthly. If there are more than 5 late arrivals during the month, financial penalties will be applied.

4- SCHOOL WORK

A timetable is drawn up at the beginning of the school year and may change during the year.

Pupils must have their materials in class.

The textbook or, in primary school, the diary, allows the student and the family to know what work is to be done at home. The work required by the teacher must be done. In the context of complementary education and in the interests of pedagogical effectiveness, it is important that families support their child's education in a way that is compatible with that of the class teacher.

A Liaison Book is used for communication between parents and teachers at all levels, particularly for requests for appointments.

Parents and teachers should ensure that these two notebooks are kept in the school bag at all times. Messages in the Liaison Book must be signed by the family.

A parent/teacher meeting is held at the beginning of the school year.

Throughout the school year, teachers will meet with parents by appointment outside of school hours.

Appropriate and proportionate educational sanctions will be applied in the event of absenteeism and/or poor work habits or obvious unwillingness to cooperate.

SPECIAL SUPPORT CLASSES

Pupils with learning difficulties can benefit from free extra support classes (APC), which are designed to enable them to improve their understanding in a small group of pupils with difficulties. These sessions take place on Wednesdays immediately after the end of lessons, subject to prior parental consent.

Exemptions from physical education

Requests for exemption for health reasons for the whole school year or for more than one week must be accompanied by a medical certificate. Temporary exemptions must be exceptional and justified by the parents. In the case of a temporary exemption, the student will be required to attend classes but will not be allowed to participate.

5- SCHOOL LIFE RULE

The teaching staff will refrain from any behaviour, gesture or word that would show indifference or contempt towards the student or his/her family. Likewise, Pupils and their families are forbidden from any behaviour, gesture or word that would undermine the position of the school staff or their person.

Public settling of scores in and around the school is strictly forbidden.

Religious, political and commercial demonstrations are not permitted in the school. Every member of the educational community must respect the secularism and impartiality of the school.

When an adult enters the classroom (in the primary school), the pupils stand up in silence and stand next to their desks.

Pupils must respect the rules of the classroom and the school. Any student whose violent or aggressive behaviour poses a risk to other users may be temporarily or permanently excluded from the school, after a meeting and the opinion of an educational team.

Movement and Break :

Pupils will assemble at the entrance to and exit from class and change locations in an orderly, calm and disciplined manner under the responsibility of teachers and other staff.

- Pupils must line up in the playground and wait for their classmates.
- Pupils line up in the playground and wait for the teacher to invite them into the classroom.
- Pupils are not allowed to go to class during break times.
- Violent or dangerous games are forbidden; ball games are organised in shifts; other yard games can be brought in by the children (skipping ropes without wooden handles, rubber bands, marbles, etc.).

Teachers take turns supervising the children during their breaks. They will be located in several places in the playground, in the canteen and at the back of the canteen building to ensure the safety of the children.

6 – SECURITY

Outside opening hours (see the section on closing and opening doors), access to the school is only possible if the accompanying person has requested an entry ticket from the office and has justified the delay.

Access to the school is restricted to the arrival and departure times of pupils.

- Families of primary pupils are not allowed on the school grounds in the morning. They may, however, enter in the evening on presentation of a card issued by the school.
- Families of Pre-Nursery, Nursery 1 and Nursery 2 pupils may enter the school in the morning to accompany their children and in the evening to collect them from the classroom on presentation of a card issued by the school.
- Persons from outside the school must enter via the school reception. They must show an identity card and will be given a badge.
- In the case of special events (class reunions, school festivals, etc.), an email will be sent to families to facilitate the systematic checks that will be carried out at the entrance.

The teacher will supervise children leaving the school until 3.15pm. Children who remain after this time will be taken to the cloakroom (this service is paid for by the families).

7 - HYGIENE

The classrooms are cleaned daily. In the nursery sections, the nursery assistants are responsible for assisting the teachers with the physical care of the children. The children are encouraged by their teachers to practise good order and hygiene on a daily basis.

8 - HEALTH

Lice: very common in the community, parents are asked to check their children's hair regularly and treat if necessary.

Vaccinations :

Compulsory: Yellow fever and DTP are the two compulsory vaccinations for entry to nursery and primary school, unless contraindicated by a medical certificate.

Strongly recommended: Meningococcal A and C vaccinations, MMR (measles, mumps and rubella) and BCG for TPS and PS classes.

Recommended: Typhoid, Hepatitis A and B

Contageous :

In the event of a suspected or declared epidemic, it is the responsibility of the Headteacher to ensure that children are rapidly screened at school, preferably by the school nurse. If necessary, parents will be asked to arrange for any necessary vaccinations or booster shots.

Medication

Under no circumstances will parents entrust their child with medication.

For all special situations, please contact the school management who will liaise with the school nurse.

If a child needs to take medication at school, whether for a chronic illness or an acute crisis, only the school management will decide whether the medication can be given to the nurse by the family. A detailed doctor's prescription will be required, specifying the dosage, times and duration of treatment. No medication should be given to a child without a prescription.

In the event of a problem beyond the scope of "first aid", the school will notify the child's parents and, in cases of absolute urgency and necessity, will call in the appropriate doctor.

Medical expenses are the responsibility of the child's legal guardian.

9 - SANCTIONS - DISCIPLINE - CHILDREN SINGLED OUT FOR MISBEHAVIOUR

Physical punishment must not be used. The teacher may isolate a child who is temporarily difficult for the time needed to make him/her behave in a way compatible with the group.

A pupil with behavioural problems, a risk to his or her classmates or an insufficient degree of socialisation may be temporarily excluded from the school and, if necessary, removed from the register, after the family has been informed and the management has been summoned.

Referral and procedure in the event of a breach:

Every offence:	Written observation	Parent's signature.
Multiple written observations:	Warning	Signature des parents
Multiple warnings:	Consultation with the Teachers' Council to decide - either 1 detention - or 1 temporary exclusion - or non-enrolment for the next year	- Mail sent to families to inform them of the decision of the Board. - Signature of the parents. - Parents invited to attend in the event of non-enrolment.
A direct warning may be given for serious offences	Consultation of the Teachers' Council for a decision - either 1 detention - or 1 exclusion - or a permanent expulsion during the year	- Parents will be called to inform them of the Board's decision. - Parents' signature.

	- or non-enrolment for the next year	
Special cases: serious misconduct, emergency situation	Disciplinary council to decide on: - either permanent expulsion during the year - or expulsion at the beginning of the next school year.	-The presence of parents is compulsory

Punishments imposed by teachers cannot be challenged by parents. For the sake of consistency, the teaching team expects the support and cooperation of parents. Respect for others is a general rule: Pupils and their families will not tolerate any behaviour, gesture or word that could harm another person (child or adult). Any altercation, physical, moral or verbal violence is evidence of a deterioration in relations and a breakdown in the climate of trust necessary for the reception and supervision of the child.

9 – FINAL PROVISIONS

The school regulations are drawn up, approved or amended each year at the first meeting of the school council. They may be amended during the year if necessary.

Children enrolled in extra-curricular activities are subject to the school's internal rules and the specific rules for extra-curricular activities.

In cases not covered by these rules, each teacher and/or the Director will apply the sanctions they consider most appropriate from a pedagogical point of view to pupils who contravene the principles of the rules and the requirements of school work. These sanctions may range from a verbal reprimand to permanent exclusion from the school.

These rules shall be distributed to all members of the school community. By signing them, they undertake to respect them in full: no one is considered to be unaware of their provisions.