

PRIMARY SCHOOL INTERNAL REGULATION (LFIB)

PREAMBLE

The internal regulations bring together and set out all the rules governing life at the school. They reiterate the rules of civility and behaviour that apply to all members of the educational community. They specify the rights and duties of each individual. They contribute to the development of students as members of society.

The school is subject to the principles in force in French educational institutions:

- Secularism,
- Political, ideological and religious neutrality and therefore a ban on all propaganda,
- Tolerance and respect for others in terms of their personality, work and beliefs,
- Guaranteed protection against all physical or verbal aggression and the resulting duty for everyone to refrain from using violence,
- Respect for property belonging to individuals or the community.

The primary school's internal rules and regulations are in accordance with the internal rules and regulations of the LFIB. They are adapted to the specific operation of a primary school. They apply wherever the pupil is under the responsibility of the school.

1. ORGANISATION AND OPERATION

1.1 Opening hours

1.1.1 Maternelle

	Start of the class	End of the class	After 2:05pm
Monday	7:55am	2:05pm	Extracurricular activities (AES) Coup de Pouce CLA
Tuesday	7:55am	2:05pm	
Wednesday	7:55am	2:05pm	
Thursday	7:55am	2:05pm	
Friday	7:55am	2:05pm	

1.1.2 Elementary school

	Start of the class	End of the class	After 2:10pm
Monday	8:00am	2:10pm	Language lessons

Tuesday	8:00am	2:10pm	Extracurricular activities (AES) French "atelier" English "atelier" Homework support
Wednesday	8:00am	2:10pm	
Thursday	8:00am	2:10pm	
Friday	8:00am	2:10pm	

All pupils receive 25 hours of teaching per week. Additional educational activities (APC) may be offered to pupils during the lunch break to help them with learning difficulties, to teach them study skills, or to carry out an activity planned as part of a class project.

1.2 Entering and leaving the school grounds

- Elementary school pupils are only allowed to enter the school grounds from 7.15am onwards, once they have been invited in by the receptionist. Before 7.15am, they remain under the supervision of their parents or the Transport Service. After 7.15am, they are allowed into the playground, which is supervised.
- Maternelle pupils are allowed to enter the nursery school grounds from 7.15am. They are accompanied to their classroom door by their parents, transport service staff or class assistants at 7.45am, and collected at the gate at 2.05pm.
- Pupils are not permitted to leave the school before the scheduled time, except under exceptional circumstances upon written request from parents, with the administration reserving the right to refuse such requests.
- Any changes concerning transport or optional activities must be notified by email to the relevant department before 8am (transport@montri.co.th and aes@lfib.ac.th).

1.3 Late arrivals, absences

- In accordance with French laws and regulations, education is compulsory from the age of 3; regular attendance is therefore required.
- Parents must comply with the school calendar. Families are asked not to plan holiday trip departures before the school breaks (Toussaint, Christmas, February, April and summer holidays) and not to delay returns from these same holidays, except for serious medical or family reasons, duly justified. The school will not grant authorisation to parents who do not comply with these dates.
- Absences and late arrivals must be justified by email to: secretariat.primaire@lfib.ac.th for elementary school and secrtaire.maternelle@lfib.ac.th for maternelle.
- Upon returning to school, the pupil must provide justification for their absence in the form of a note from their parents.
- Special leave may be granted by the Headteacher upon written request from families to meet exceptional obligations.
- Students must participate in all activities related to their education organised by the school and complete the tasks associated with them.
- In the context of PE:
 - A one-off exemption (less than 3 days) may be justified in writing by parents; in this case, the pupil may attend the lesson without participating.
 - Long-term exemption from PE (more than 3 days) must be justified by a medical certificate specifying the duration; in the case of exemptions for more serious injuries, a certificate of return to activity is mandatory.

1.4 Health

- Sick children must stay at home.

- Teachers are not authorised to administer medication. The nurse will administer medication only upon presentation of a medical prescription.
- A child who is ill or injured, even slightly, must inform their teacher or the teacher on duty. In the event of a minor health problem, the teacher or nurse will provide basic care. In the event of a serious problem, the child will be taken to hospital and their parents will be notified immediately.
- In the event of long-term treatment or chronic illness, medicines accompanied by a valid medical prescription may be entrusted to the nurse, who will administer them. An Individualised Care Plan (PAI) must be drawn up. No child should be in possession of medicines.
- The family of a child with a recognised contagious or parasitic disease is required to inform the school immediately. A certificate of non-contagiousness will be required upon return to school.
- Parents will regularly pay attention to the measures to be taken to eliminate head lice.
- A compulsory medical examination is organised at the end of the final year of maternelle in accordance with current regulations.
- Wearing a cap is required every day for outdoor activities due to the fact that we are in the intertropical zone (dangerous solar radiation).

1.5. Access to and use of the premises

- Parents are not permitted on school premises during school hours unless they have been authorised to do so (to participate in school activities, meet with the headteacher or a teacher, or have been invited by a member of the administration or any other person working with the pupil). They must wear a visitor badge.
- Pupils remain in the playground until it is time to go to class. When the bell rings, they line up and only go to class accompanied by their teacher. Pupils are not allowed to wander around the classrooms, stairways and corridors.
- Outside school hours, classrooms are closed and therefore inaccessible, even to retrieve forgotten items.
- A library and resource centre (BCD) is available to students:
 - Two books may be borrowed at a time.
 - Any lost or damaged books must be paid for at a flat rate of 500 THB.

1.6. School restaurant (canteen)

- School lunch meals are compulsory.
- You will find all the information you need about the school restaurant, food safety, menus, the school meals committee, etc. on the website.

2. COMMUNICATION WITH FAMILIES

2.1 Website

- The school's website (www.lfib.ac.th) contains practical, administrative and educational information.

2.2 Display

- Notice boards are located at the school entrance. They display information relating to school life. Among other things, you will find reports from “Conseil d’Ecole” (Primary School Council meetings).
- They are also reserved for parents' associations and groups, and any notices displayed must be approved by the Principal.

2.3 Email

- Email is used to provide information about school life, to make appointments when necessary to monitor a pupil's progress, and for various exchanges and requests for information.
- Parents are required to respond as quickly as possible to any request from the teacher or headteacher.
- All communication must comply with the rules of civility and kindness.

2.4 Learning progress monitoring

- The learning logbook (maternelle) and school report (primary school) are tools that facilitate communication between the teacher, the pupil and their family. They provide information about the pupil's academic progress.
- At the maternelle : At the end of each semester, the learning progress log is given to families. It provides information on the progress observed by teachers. At the end of the Grande Section, a summary of the pupil's academic achievements is provided to facilitate continuity in the pupil's education when they move on to elementary school.
- At elementary school: at the end of each semester, a periodic report on the skills acquired is sent to parents and will be added to the school report.
- The primary school offers two formal parent-teacher meetings in the middle of each semester, twice a year. These individual meetings with the class teacher, as well as with language teachers, provide families with information about their child's progress and any needs they may have.

2.5 Meetings

- Group information meetings about the programme and class organisation are held during the first month of the school year. It is essential that parents attend these meetings.
- Individual meetings with the class teacher, as well as with language teachers, are available outside of school hours and by appointment.
- The headteacher is available to meet with parents during school opening hours and by appointment.

3. SECURITY

3.1 Supervision

- Outside the school premises, supervision is not provided by the school.
- During break times and ten minutes before the start of morning and afternoon classes, teachers are responsible for supervising pupils.
- During the lunch break:
 - In CP and CE1, teachers accompany their pupils to the school restaurant.
 - In CE2, CM1 and CM2, pupils go there independently.
 - In maternelle, pupils are supervised by teacher assistants and monitors.
 - Supervision is provided in the dining room, in the playground and in any place where children are welcomed before or after meals.

3.2 Ensuring people's safety

- All partners in the educational community are committed to promoting the safety of property and people. Everyone is familiar with the emergency procedures and implements them under the authority of the Headteacher and the management team. There is a safety committee and a safety register.
- Any deliberate damage to equipment or misuse of safety devices will be subject to sanctions.
- Each year, evacuation and lockdown drills are organised as preventive measures. Students are to follow the instructions given by their teacher.

3.3 Road traffic

- Families and accompanying adults are asked to be extremely cautious around the school during drop-off and pick-up times:

- Drive very slowly,
- Park in designated parking spaces,
- Respect school staff, their instructions and signage,
- Open car doors and allow pupils to get out of the car with great care,
- Accompany younger pupils attentively, holding their hands.

3.4 Insurance and liability

- Pupils are insured by the school within the school environment in accordance with the terms of the contract signed with the insurance company (civil liability and supplementary accident cover). Further information about the contract can be found:
 - on the LFIB website: <https://lfib.ac.th/assurance-scolaire>
 - on the website www.geodesk.fr (international school insurance)
 - from the CGEA (contact@expat-care.com)
- This insurance is not health/medical/accident insurance. The latter, which is essential, is the responsibility of parents or legal guardians.

4. SCHOOL RULES

Dialogue between the various members of the school community is essential for educational activities, from which pupils are the main beneficiaries, and for the smooth running of the school. Mutual respect between adults and pupils, and among pupils themselves, is also one of the foundations of community life.

4.1 Rights and responsibilities

For the pupil

- Individual rights of children as defined by the International Convention on the Rights of the Child of 20 November 1989: right to respect, right to education, right to ‘non-humiliation’, etc.
- Duty to respect appropriate rules of behaviour and civility: respect for others, appropriate language, politeness, decent dress, respect for premises and equipment, application of health and safety rules, attendance, punctuality, appropriate clothing for physical education (e.g. wearing a swimming cap is compulsory for access to the swimming pool).
 - Students must refrain from any behaviour, gesture or words that could harm the role or person of an adult or one of their classmates.
 - No violence of any kind is permitted (verbal abuse, threats, bullying, racketeering, hazing, etc.).
 - Students must take care to respect the condition of the buildings, premises, equipment and environment. Any deliberate damage – destruction, breakage, theft, graffiti, etc. – will be punished and repairs will be charged to the parents.
- Entry and exit from classrooms, as well as movement around the school, must be conducted in a calm manner.
- During breaks, pupils must not engage in dangerous games.
- For safety reasons, bringing any dangerous objects or products of any kind into the school is prohibited. More generally, it is forbidden to bring any objects that teachers deem to be unrelated to schooling.
- Valuables are prohibited.
- Games and low-value items belonging to pupils (marbles, books, cards, etc.) are permitted during break times. Each pupil is responsible for their own belongings.
- The school cannot be held responsible for the damage or loss of items not directly necessary for the pupil's education.
- Bringing money to school is discouraged. Teachers are not responsible for lost or stolen money.
- Library books must be returned on time and will be charged for if lost or damaged.

- Mobile phones and smartwatches must be turned off and stored in school bags during school hours.

For the parents

- Right to be informed about school life, their child's academic achievements and behaviour, right to be represented in all school bodies.
- Duty to ensure their child attends school regularly, respects timetables, notifies the school on the same day of any absence or late arrival, to justify any absence or late arrival in writing, to participate in meetings and events, to take an interest in their child's work and results, to respond to letters and requests for meetings addressed to them, to pay school fees, and to inform the teaching staff of any major events that may have an impact on their child's schooling.

For staff (teaching and non-teaching)

- By their very function, staff members are to set the example and ensure compliance with these internal regulations.
- Right to respect for their status and duties
- Duty to respect individuals and their beliefs, to exercise restraint in their comments, to listen to parents and respond to their requests for information, to contribute to general supervision, and to participate in educational activities.
- Duty to respect the principles and procedures of the LFIB Child Safeguarding Policy.

For external persons (e.g. AES)

- All persons involved in the school must comply with the general principles set out in the Internal Regulations and the LFIB Child Safeguarding Policy. Those who are frequently involved in the school must familiarise themselves with its internal regulations, and those involved in educational or supervisory activities must set an example.

4.2 Sanctions and reparations

- The purpose of the sanction is:
 - To make the pupil responsible for their actions and encourage them to reflect on their behaviour by making them aware of the consequences.
 - To remind them of the importance of the law, general legal principles and the requirements of community life.
- In primary school: disciplinary measures may be imposed by teachers or the headteacher: reprimands, partial deprivation of break time, reflection sheet signed by parents, copying out an article of the rules, deprivation of a right, request for reparation (apology, repair of damage caused), isolation under supervision. In the event of serious and repeated breaches of these rules, the educational committee will meet and impose a one-day suspension as a precautionary measure. It will assess the student's situation and impose educational support measures, reparations and sanctions.
- Any punishment imposed on a pupil must be accompanied by an explanation.
- In maternelle: no punishment may be imposed on a pupil. A pupil may be reprimanded and/or temporarily isolated from their classmates if they endanger their own safety or that of others.

IMPLEMENTATION AND COMPLIANCE WITH INTERNAL REGULATIONS

- These internal regulations are voted on by the Primary School Council. They regulate the lives of pupils. Parents and teachers must read, accept and comply with them. All adults working at the LFIB are responsible for ensuring compliance with these regulations, each within their own area of responsibility (classroom, lessons, transport, catering, etc.).

- Any changes to these internal regulations may only be made after a meeting of the “Conseil d’Ecole” (Primary School Council) and a decision by the Council.
- Enrolment of a pupil at the Lycée Français International de Bangkok implies acceptance of these rules and regulations by both the pupil and his or her family. They are communicated to parents with acknowledgement of receipt.
- They will be read and discussed in each class. ‘Class rules’ and ‘rules for community life’ in accordance with these rules and regulations may be drawn up with the pupils.

Approved by the “Conseil d’Ecole”(Primary School Council) on 10 November 2025