

THE INTERNATIONAL BILINGUAL SCHOOL OF PEGOMAS

"PEGOMAS CAMPUS"

*A private education establishment certified by the National Education System
since 2006*

School's Founder : Madame Pascale ROSFELDER-ALHADEFF

Principal: Madame Veronique HUMBERT

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2026/2027

EIB





« School for success »

Welcome to the INTERNATIONAL BILINGUAL SCHOOL of Pégomas

EIB Pégomas welcomes students of all nationalities and uses an innovative teaching approach, offering a genuine bilingual education 50% English, 50% French from the age of 2 upwards.

In a climate of open dialogue, of respect, and trust, each child grows scholastically and socially. We prepare each child to live and act responsibly in society by providing them with the fundamental tools and the freedom to explore and create. We respect each child's:

Dialogue

Respect

Trust

- Capabilities;
- Maturity;
- Biological rhythm;
- Expression;
- Family and social environment.

We offer education for all levels of preschool (starting at age of 2), as well as primary school from kindergarten to grade five.

Our teaching team is composed of qualified and very motivated teachers from different nationalities.

It offers a stimulating educational program in a safe and secured environment focused on the following principles:

50% English // 50% French

**Active
Pedagogy**

- Bilingual and multidisciplinary curriculum in accordance with the French and the Anglophone national education systems
- Individualised and active pedagogy tailored to the students' needs and based on his or her autonomy
- Validation of English language skills through Cambridge English Diplomas
- Gross Motor skills and sport activities (baby gym, gross motor skill development, swimming, athletics etc.)
- Musical-percussion initiation and, from age four, piano
- ICT and use of interactive whiteboards
- Educational field trips, school outings
- Extracurricular activities (options: Chinese, chess club, yoga, dance, drama, violin, Introduction to computing science, rugbytots...)
- Opening hours from 7:30am-6:30pm during school days, Wednesdays and school holidays (Mini-Club Happyland)



EDUCATIONAL VALUES

The education taught at EIB is founded upon the following principles:

DEVELOPING LEARNING SKILLS

We encourage our students to think, to make decisions and to use all the means given to them to increase their knowledge.

Developing critical thinking

- Conducting research in an intelligent and creative manner.
- Developing critical thinking skills. Learning to make decisions wisely after reflection, enabling students to solve complex problems.
- Communicating in more than one language and learning to respect the values and cultures of other students.
- Taking “risks” when dealing with new situations without apprehension.

DEVELOPING INTERPERSONAL SKILLS AND THE FOLLOWING QUALITIES :

Fostering a sense of cooperation and responsibility

- Tolerance
- Self-respect and respect for others
- Empathy
- Cooperation
- Integrity

And also:

- Responsibility
- Self-confidence
- Curiosity
- Enthusiasm
- Autonomy



FRENCH-ENGLISH BILINGUAL EDUCATION

The success of our students also depends on their ability to communicate in both languages.

Our role and mission at EIB is also to permit students to come into contact with and to respect other cultures.

- **The French academic program is reinforced** and the academic level of the school is high. The number of hours of instruction in French, mathematics and history are identical to those of French schools.

- **The English academic program** follows the curriculum proposed by Anglophone educational establishments and is based on the same instructional materials. All English classrooms, from preschool to primary, are equipped with an interactive whiteboard.

In Primary school the following subjects are taught in English: Geography, Sciences, Art, and Computer Skills.

- **In a bilingual environment**, students learn English and French in a natural way, by way of immersion with certified Anglophone and French teachers.

The linguistic immersion program is organised for children as young **as two years old**.

English is therefore practised on a daily basis and groups of different levels allow the teaching to be adapted to each student.

ANGLOPHONE CHILDREN / FRANCOPHONE CHILDREN

Children who do not speak French or English are accepted, depending on their academic level, following an entry assessment.

We offer individualised and academic upgrading courses, helping the integration of Anglophone students and French students who have never studied French or English while respecting the natural pace of each child.



CAMBRIDGE
EXAMEN CENTER

Our International Bilingual School is an official Cambridge Examination Centre and prepares pupils for the following certificates:

Starters – Movers – Flyers

Exams are organised annually, allowing pupils to validate their level according to international standards.

Cambridge diplomas are among the most recognised English certification worldwide.



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SCHOOL LIFE

The school year runs from September to the end of June.

OPENING HOURS

The school is open from Monday to Friday from 7.30am to 6.30pm.

The Baby-club and Mini-club welcome children on Wednesdays and during the school holidays from September to June with the exception of a week at Christmas when the school is closed.

Preschool classes:

Monday – Tuesday – Thursday – Friday

Chicks	(2 years old)	9-11.20 and 1.00-4.20pm
Squirrels	(3 years old)	9-11.20 and 1.00-4.20pm
Pandas	(4 years old)	8.50-11.50 and 1.30-4.30pm
Koalas	(5 years old)	8.50-12.00 and 1.30-4.30pm

Primary classes:

Monday – Tuesday – Thursday – Friday

CP		8.30-12.00 and 1.20-4.30pm
CE1		8.30-12.15 and 1.30-4.40pm
CE2		8.30-12.30 and 1.45-4.40pm
CM1 – CM2		8.30-12.30 and 1.50-4.50pm

SCHOOL MEALS

Three separate lunch sittings are provided.

Snacks are provided by the school in the afternoon (for the Chicks and Squirrels).

Menus are posted every week on our website www.eibpegomas.fr and posted on the notice boards.

Our Chef provides healthy and varied meals and we endeavour to integrate fresh local produce.

Special diets are taken into consideration upon receipt of a doctor's note.

STUDY HALL

CP	CE1	CE2	CM1 / CM2
16h50 – 17h20	17h00 – 17h30	17h00 – 18h00	17h00 – 18h00

After school study takes place every evening except Wednesdays and the last day before school holidays.

RECEPTION OUTSIDE OF CLASS TIMES

Preschool/Kindergarten: every day from 7.30-9 and from 4.20 or 4.30 to 6.30pm.

Primary School: every day from 7.30-8.30 and from 5.50pm (CP) or 6.00pm (after school study) to 6.30pm.

EXTRA ACTIVITIES

Various after class activities are proposed for the children's enjoyment. These activities are not included in the school fees.

Chess, Chinese, Drama, Violin, introduction to computing science

Rugbytots: introduction to rugby



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NAPTIME

Respecting the child's sleeping cycle is very important. Until 4 years old, the majority of children need a sleeping time after lunch: a nap of 1.5 to 2 hours matches his sleeping cycle and helps him to feel rested. Respecting these needs allows them to be available for learning. Children who are not potty trained are accepted.

BABY CLUB & MINI-CLUB

The Baby-Club and the Mini-Club organise activities and outings on Wednesdays and during the school holidays from September until the end of June.

Activities: Arts and crafts, group games, and according to age: outings, theatre etc. Different themes are proposed during all the school holidays with the exception to the Christmas holiday.

Various clubs offer extra activities during the Mini-Club: Tennis, Theatre.. These activities are not included in the Mini-Club fees.

SCHOOL BUS

The school bus:

- enables the teachers to organise outings,
- enables the school to take the children to their sport extra-curricular activities (tennis)
- enables the Mini-club to take the children to their various activities for free and to organise field trips.

SAFETY AND SECURITY

Security is a high priority at our school and we also follow a strict Emergency and Safety Plan (PPMS).

No adult is allowed to enter the school without an appointment (or for a meeting or a celebration).

INFORMATION - COMMUNICATION

Our Parent/School relationships are based on trust and mutual respect.

We welcome parents for "tea-times", for celebrations, class projects where we can connect and share students' progress.

Our team and the headmistress are available to meet with you on appointment (contact the secretary).

An information meeting takes place in September with the headmistress and the teachers to give you information about the organisation of the class, the methods, the project...

All our information can be found on our site or on our notice boards or by e-mail.

Our internet site: www.eibpegomas.fr will enable you to find useful information about the school life: Lunch menus, Baby-Club/Mini-Club activities, photos, events...

Our private Instagram account (only parents access): [pegomas_eibschoools](https://www.instagram.com/pegomas_eibschoools)

On the notice boards: Weekly lunch menus, general information of upcoming events.

In your child's school book or "cahier the liaison"

Toddler and preschool children will each be given a school book, called "cahier de vie" which enables the school/teachers and the family to exchange/share information

The primary children will each be given a "cahier de liaison". It contains a code of good behaviour, slips to fill out in case of absences and general information.

Parents who wish to participate in school life through theme days are welcome.



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CURRICULUM

We understand that starting in a new school is a challenging moment for parents and children alike. We pride ourselves in making the integration as smooth and successful for every child.

The teaching team is composed of qualified and experienced teachers of different nationalities. The team enjoys an open and positive relationship with the families.

TODDLER CLASSES

Each month the French and English teachers propose different language, musical, motor skill activities.

These activities are adapted for the very little ones, from the age of two. The children will discover the world of sharing, playing, and growing together in fun and colourful classrooms.

Play centres and workshops are part of their daily routine.

We respect each child's biological rhythm.

We accept children who are not yet potty trained and of course dummies, soft toys.

PRESCHOOL TO KINDERGARTEN

We offer each student a warm welcome, in a positive environment. We insure a good relationship with the group and with the adults while encouraging the discovery and blossoming of each child's intellectual, sensory and emotional dispositions.

Classroom areas are cheerful and colourful with play corners and a variety of specialised materials (Montessori), adapted for an active pedagogy, allowing children to learn by playing.

All the English classes have an interactive white board. (IWB)

Each year in Nursery, our teaching approach is developed around a main theme, divided into five inquiry units, designed to help children explore the world around them:

1. Who we are ?
2. Where we are in place and time ?
3. How we express ourselves ?
4. How we organise ourselves ?
5. How the world works ?

Through these guiding questions — always linked to the year's main theme — children learn to:

- Use and develop language
- Build the first tools for structuring their thinking
- Act and express themselves through physical and creative activities

These are the foundations of our pedagogical objectives.

Preschool – 3-4 year olds

- Vocabulary, language
- Development of pre-writing skills
- Pre-mathematics – Logic
- Sensorial activities / discovering the world
- Art and music (percussion)
- Development of gross motor skills

Pre-Kindergarten (4-5 year old) and Kindergarten (5-6 years old)

- Early stage reading and writing
- Mathematics
- Technology and science
- Art
- Music
- Sport (swimming, gymnastics etc.)

**As from age of 4 :
Use of a phonetic methods
For reading
In French and English**

The timetable is organised in the form of revolving workshops of 3-5 children, which allows the child to learn how to work independently.

Gross Motor skill activity

The Toddlers and Preschool classes have gross motor skill activities every day. As from Pre-K level, physical education is taught by a qualified sports teacher.

Musical activities

2/3 year olds: daily percussion activities in English

4/5 year olds: singing and piano lessons.

ASSESSMENT

Before each holiday, students take home their work folders. Assessments are available each trimester on-line.

Every year a new Cultural Project

CURRICUMUM OF PRIMARY CLASSES

As in our Preschool classes, class sizes are limited in order to permit more in-class individualised support.

Syllabus in French



Language and Literature

Reading skills and comprehension
(Phonetic and syllabic method)

Writing

Grammar, Conjugation

Vocabulary

Lexical spelling

Grammatical spelling

Written Expression

Poetry

French Literature

Human studies

History

Discovery of the world

Mathematical Studies: Singapore Method

Reasoning

Method of Calculation

Geometry

The Singapore method is an active method

Music / Piano

Sport: gymnastics, swimming, athletics etc.

Philosophy
workshops

Syllabus in English



Language and Literature

Reading

Grammar

Spelling

Oral Expression

Written Expression

Civics / Personal & Social Healthy Education

Human studies

Geography

Art

Science and Technology studies

Earth and the Universe

Information and Communication Technologies ICT (from CE2)

All English classes are equipped with an interactive whiteboard to enable fun and interactive lessons.

Every year a new Cultural Project

SPORT ACTIVITIES

We consider that sport is essential:

- to giving a child a good education, to taking responsibility and to becoming independent. Children learn to respect rules, each other and themselves through games. They acquire moral and social values.
- to learning about health issues by getting to know their bodies better, their strengths and weaknesses
- to understanding the importance of security, by taking controlled risks.

A physical education instructor provides a weekly sport lesson. Children benefit from a wide range of activities: athletics, basketball, hockey, gymnastics, swimming and tennis lessons given by state instructors.

COURSES OF MUSIC

Music education enables children to develop their intellectual, sensitive and cultural awareness. Our music classes are provided by our music teacher with a weekly group course of music theory and singing followed by one-on-one piano lessons.

INFORMATION COMMUNICATION TECHNOLOGY

At EIB ICT is used as a teaching tool, which permits students to conduct research and do exercises related to the curriculum.

In primary school, laptop computers are used in English class. Students prepare for the B2i with their teacher.

All English classes, from preschool (starting at age 2) to primary, are equipped with an interactive white board.

ASSESSMENT

Report cards are available on-line at the end of each term.

CITIZENSHIP, HEALTH, AND SAFETY HANDBOOK

Pedestrian licence

- A “citizen booklet” enables each child to develop:
- His/her sense of rights, duties and responsibilities
- As well as assess his/her behaviour.

ANNUAL EVENTS

- International Day
- International Sports Day
- Science Day...

AFTER SCHOOL STUDY

	CP	CE1	CE2	CM1 / CM2
<i>Starting & finishing time</i>	4.50pm 5.20pm	5pm–5.30pm	5pm–6pm	5pm –6pm

After school study takes place every evening except Wednesdays and the last day before school holidays.

A parent-teacher information meeting is organised at the beginning of each school year.

The principal, Mrs Véronique HUMBERT, is at your disposal for any additional questions.



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ENROLLING YOUR CHILD AT EIB PEGOMAS

From the very beginning, we do everything possible to ensure a smooth and successful integration, adapted to each pupil.

ENROLMENT PROCEDURE

To apply for admission, please make an appointment with the Headmistress.

The enrolment form attached must be returned, fully completed and accompanied by the required documents and enrolment fees.

After reviewing the application and meeting with the family and child, and depending on availability, the child will be officially registered.

For any changes (address, family situation, phone number, etc.), parents must inform the school immediately and provide supporting documents.

Mid-year enrolments are possible depending on availability.

Applications for the next academic year are accepted from November of the previous year for the Very Small and Small Sections (Nursery).

For other levels, applications are accepted from November, with responses provided from the end of January.

Pre-school admissions :

Children may join the Very Small Section from the age of 2, on their birthday, and depending on available places.

As class sizes are limited, early enrolment is strongly recommended.

DOCUMENTS REQUIRED FOR ENROLMENT

- Completed and signed enrolment form (signed by both parents)
- One passport-sized photograph
- Family record book (livret de famille)
- Health record (vaccinations)
- School leaving certificate (if applicable)
- School report (for Primary pupils)
- Bank account details (RIB)
- Proof of liability and personal accident insurance
- Custody or shared custody documents (if applicable)
- Medical certificate for sports participation (Primary only)
- Full payment of enrolment fees

ENROLMENT FORM

2026/2027 School Year

- Chicks Squirrels Pandas Koalas
 CP CE1 CE2 CM1 CM2

Surname and first name of student:

I, the undersigned :

Acting as legal guardian of,.....

School Fees Rate :

Happyland option : Yes No

Payment method :

- Monthly by Direct debit (compulsory)
 Annually by Bank transfer Cheque (before September 15th)

Enrollment Fees given on :for the amount of€

By Bank transfer on the Cheque n°.....

I declare that I have read and agree with the school rules and regulations.

Signed in Pégomas, on (date).....

Signatures of both parents

EQUIVALENCE CLASS CHART NURSERY SCHOOL

FRANCE	UK/USA	AGE
Toute petite section (Chicks)	Toddlers	2
Petite section (Squirrels)	Pre-school	3
Moyenne section (Pandas)	Pre-Kindergarten	4
Grande section (Koalas)	Kindergarten	5

FRANCE	UK	USA	AGE
CP	Year 2	Grade 1	6
CE1	Year 3	Grade 2	7
CE2	Year 4	Grade 3	8
CM1	Year 5	Grade 4	9
CM2	Year 6	Grade 5	10

Along with the enrolment form, please submit the following documents:

- | | YES | NO |
|---|--------------------------|--------------------------|
| Family book or passport | <input type="checkbox"/> | <input type="checkbox"/> |
| Health record booklet (vaccinations) | <input type="checkbox"/> | <input type="checkbox"/> |
| School record (for primary classes) | <input type="checkbox"/> | <input type="checkbox"/> |
| 1 Photos (passport size) | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of the IDs of people authorised to pick up the child | <input type="checkbox"/> | <input type="checkbox"/> |
| Payment of registration fees | <input type="checkbox"/> | <input type="checkbox"/> |
| Bank RIB and direct debit authorisation | <input type="checkbox"/> | <input type="checkbox"/> |
| Justification of guardianship or joint custody of child | <input type="checkbox"/> | <input type="checkbox"/> |
| At the beginning of the school year: | | |
| Civil liability + physical damage insurance | <input type="checkbox"/> | <input type="checkbox"/> |



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MONTHLY FEES 2026/2027

Tuition fees are annual and fixed. They may nevertheless be paid in ten monthly payments before the third of each month. A 5% reduction (not applicable to Mini Club) will apply to annual school tuition paid in full in September. No deduction will be made relating to the number of school days or to the length of school holidays.

In addition, no deduction can be made to compensate for a student's absence. Only school lunch fees can be reimbursed (4 euros per meal) in the case of an absence that lasts more than a week and is justified by a doctor's note.

All enrolments made by families living outside the region must be accompanied by a non-refundable deposit equivalent to three months school tuition fees.

NURSERY CLASSES

FULL TIME :

NURSERY SCHOOL	SCHOOL FEES 4 day / Week	HAPPYLAND OPTION Wednesdays and Holydays
Full Time Fees include :	980€ / month	140€ / month*
• Reception & Supervision from 7:30 -8:30am and from 4:20 to 6:30pm	✓	X
• General Teaching Provision	✓	X
• Educational materials	✓	X
• Physical Education and motor skills (excluding extra curricular activities)	✓	X
• Musical activities (excluding extra curricular activities)	✓	X
• Meals	✓	X
• Snacks (For chicks and Squirrels only)	✓	X
• Happyland Mini-club (Wednesdays and holidays)	X	✓

* Happyland option can be added or removed only each trimester, not monthly

MONTHLY FEES 2026 - 2027

PRIMARY CLASSES

FULL TIME :

PRIMARY	SCHOOL FEES 4 Day / week	HAPPYLAND OPTION Wednesdays and Holydays
Full Time Fees include :	980€ / month	140€ / month
- Reception & Supervision from 7:30 - 8:30am and from 4:20 to 6:30pm	✓	X
• General Teaching Provision	✓	X
• Educational Materials	✓	X
• Meals	✓	X
• Physical Education and motor skills (excluding extra curricular activities)	✓	X
Musical activities (excluding extra curricular activities)	✓	X
• Study class	✓	X
• Mini-club (wednesdays and holidays)	X	✓

OTHERS:

OPTION: OCCASIONAL MINI-CLUB:

Day + meal

60 €

Private tuition English or French (1st period free of charge for new students)

25€ / hour

Penalty for picking up child after 6:30pm

10€ per 5 minutes

Meal refund (absence for more than a week)

4 €

Mini-Club

The Mini-Club is open Wednesdays and / or the school holidays except during the Christmas holidays.

Discount

2 children: - 5 % off for the 1st child and 10% off for the 2nd child's tuition fees

3 children: - 15% off the third child's tuition fees.

Discounts do not apply to the Mini-Club.

ENROLMENT FEES

The enrolment fees, administrative fees and school material fees, which are indicated below, cannot be refunded under any circumstances.

NEW PUPILS :

Enrolment fee	500 € per family
School materials	300 € per child

Re-enrollment of a pupil already present at the EIB PEGOMAS CAMPUS in 2025/2026

RE-ENROLMENT FEE (school materials included)	430 €
RE-ENROLMENT FEE 2° child	380 €
RE-ENROLMENT FEE 3° child	350 €

Smock or Uniform Fees

Please make your order and pay the fees directly to So French School : www.sofrenchschool.com before April, the 15th.

I confirm that I have read and accept all of the above conditions mentioned.

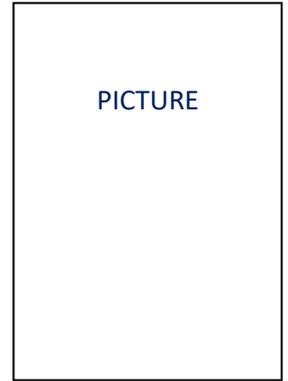
Signature of both parents, preceded by « Read and Accepted »

At Pégomas, (date)

INFORMATION FILE 2026 - 2027

STUDENT

Last and first names
Date of birth.....
Place of birth
Sex: F M Nationality.....
Mother tongue: French English Other
Other languages spoken at home.....
Home Address
Last school attended
Brothers and sister (number).....



FATHER or GUARDIAN

Last and first names
Nationality.....
Home Address.....
Mobile tel.....
Profession
Work address
Work phone number
Email address

MOTHER or GUARDIAN

Last and first names
Nationality.....
Home Address
Mobile tel.....
Profession
Work address
Phone numbers
Email address

Nationalities represented by the family.....

Family status: Married Divorced Separated Cohabiting Widow Single Parent PACS

Child's Guardian (other than parent): join written proof

Address
Telephone number
Custody arrangement: YES/ NO
Details:

People to contact in case parents are not available:

Name	Name	Name
Phone number	Phone number	Phone number

People authorised to pick up the child, other than the parents, please specify any restrictions: (provide a copy of their ID)

.....
.....

Insurance: Social Security Number:

Signed in Pégomas,(date)

Signature of both parents preceded by "Read and approved"



MEDICAL FILE

Last and first name of child:
Doctor's name:
Health conditions:
Food Restrictions or allergies.....
Educational follow-up (speech therapist, etc...):.....

DIET

Without Pork Without meat Vegetarian

AUTHORISATION IN CASE OF ILLNESS OR ACCIDENT

I, the undersigned,
Certify that I :

- have authorised Mrs Véronique HUMBERT, or the person in charge, to take all emergency measures including hospitalisation after a doctor's consultation, in case of illness or accident.
 am aware of the following: in case of illness, the charges necessary for treatment of the child are the family's responsibility, the relevant documents pertaining to the charges and the medical file will be addressed to the family.

Signed in Pégomas,(date)

Signature of both parents preceded by "Read and approved"

FIELD TRIP AUTHORISATION

I, the undersigned,
authorise the participation of my child in all field trips organised by the school in the framework of school and extracurricular activities.

I certify that I am also aware of the fact that the transportation of children via the school's minibus is offered by the school and that a fee may be required for transportation provided by a third party.

Signed in Pégomas.....(date)

Signature of both parents, preceded by "Read and approved"

PHOTO RELEASE

I the undersigned
parent of :

Authorise the publication of photos or videos to illustrate pedagogical activities, school outings on the class blog, the school's secured website, the children's portfolios and the class photos.

Signature of both parents, preceded by "Read and approved."

SCHOOL RULES AND REGULATIONS / FEES

Student's name

At the time of enrolment, the following term & conditions are brought to the attention of parents and must be accepted and signed.

1- ENROLMENT – ADMISSION

IMPORTANT: Each enrolment is for the entire school year.

1.1 Preschool classes

The enrolment application, along with the required accompanying documents, is to be returned to the secretary.

After examination of the application, and based on vacancies, the child will be registered.

1.2 Primary classes

The child's school record is required, and the certificate of removal from the registry of the previous school attended should be given to the secretary's office. After examination of the school record, the principal will inform the parents of the decision concerning the child's admission. For all changes (address, family situation, telephone number, etc.), parents should immediately inform the school and provide the substantiating documentation.

2- ENROLMENT FEES

The enrolment fees, administrative fees, deposit fees and school material fees, which are indicated in the annexed table, cannot be refunded. No registration is accepted without payment of these fees.

3- SCHOOL FEES

Fees for the school year are fixed.

A 5% discount (not applicable to Mini-Club) is offered if the annual fees are **paid before the 15 September**. The fees can nevertheless be paid in ten monthly payments before the 3rd day of each month. No deduction will be made regarding to the number of school days or to the length of school holidays.

In addition, no deduction can be made to compensate for a student's absences. Only school lunch fees can be reimbursed (4 euros per meal) in

the case of an absence that lasts more than a week and that is justified by a medical certificate.

After two consecutive rejected payments, direct debits will be suspended, and the remaining balance becomes immediately payable.

4- TERMINATION AND SUSPENSION OF SCHOOL ATTENDANCE

Only in the case of an event that is compelling and unavoidable (death or long-term illness of the child, preventing him or her attending school, work transfer of parents, forcing them to move to another area), epidemic occurrences preventing face to face classroom teaching while maintaining pedagogical continuity, the absence of the student at the beginning of the school year or during the school year cannot result in a refund of fees paid.

Failure to pay one monthly payment will lead to the cancellation of the contract fifteen days after a formal notice sent by registered mail with acknowledgement of receipt is left unanswered.

Any serious misconduct or disruption of the proper functioning of the school could lead to a temporary suspension or definitive removal from the school roll.

In the case of suspension from class during the school year due to a unilateral decision taken by the school, the school will not be responsible for reimbursing enrolment fees or school fees.

A two month notice is required in case of departure from the school, unless otherwise agreed by the Headmistress.

5- PARENTAL OBLIGATIONS

Parents agree to ensure their child's regular attendance and to comply with all school rules as defined in this document and its appendices.

They jointly and fully accept financial responsibility for tuition and associated fees.

Parents also accept all pedagogical and educational decisions taken by the school administration.

Signed in Pégomas(date)

Signature of both parents preceded by "Read and approved"

SCHOOL RULES / SCHOOL LIFE

ARRIVALS – DEPARTURES TIMES

The school is open from Monday to Friday from 7.30am to 6.30pm.

Lessons begin at 8.30am for primary classes and 9am for preschool classes.

No late arrivals are accepted.

Parents cannot enter the school without authorisation.

School times must be respected.

ARRIVAL TIMES

Preschool : 7:30-9am

Primary : 7:30-8.30am

LEAVING MORNING TIMES

Chicks/Squirrels without meal: 11.20

Chicks/Squirrels with meal: 12.00

Pandas/Koalas without meal: 12.00

Primary: 12.00/12.30

Return: 13.20

DEPARTURE

Children cannot leave the school unless they are accompanied by people who regularly pick them up and who have justified their identity.

No student can remain at school after 6.30pm.

Excessive lateness will be fined.

EVENING LEAVING TIMES

Chicks/Squirrel: from 4.20 to 6.30pm

Pandas/Koalas: from 4.30 to 6.30pm

Primary: from 4.30 to 4.50pm or after the study period

CP : **5.20pm** – CE1 : **5.30pm** –

CE2/CM1/CM2: **6pm**

MINI-CLUB TIMES

Morning arrival time: from 7.30 to 9 am

Morning leaving time:

2-3 year olds without lunch: 11.20 / with lunch 12.00

4/5 year olds and primary without lunch: 12.00

Evening leaving time: from 4.20 to 6.30pm

RECEPTION OF STUDENTS - HEALTH - HYGIENE

Children should arrive dressed suitably and in good health. If a child is ill during the school day, the parents will be notified and he or she will be removed from class until the arrival of parents.

No child will be accepted at school if he or she has temperature.

Any student who needs to take medication at school must provide a doctor's prescription. A certificate of non-contagion is required after an absence of three days or after a childhood illness. The doctor can be called if necessary.

In the case of a serious lack of hygiene, the child may face be sent home.

SCHOOL MEALS

Mealtimes should be a friendly moments. Students are expected to enter the lunchroom calmly and speak at a low volume.

We provide meals and snacks in the afternoon (for chicks & squirrels). The menus are posted each week on our site www.eibpegomas.fr.

Our Chef prepares daily healthy and well balanced meals. Special diets can be catered for but on doctors' orders so you need to provide a medical certificate.

Children are not allowed to bring sweets to school.

PERSONAL BELONGINGS

The school is not responsible for loss or damage of personal belongings. We highly recommend you to keep **all objects** of value at home and to mark all clothes with your child's name. Toys, sweets, journals, mobile phones are not allowed at school, in order to avoid conflict.

AFTER SCHOOL STUDY

Places are limited and parents should enrol their child at the beginning of the school year. Students must attend regularly or they will lose their place.

After School Study should take place in a calm environment; students must not bother their classmates.

Children who do not stay for after school study should leave the school between 4.30 and 4.50. If a child is not picked up at those times he will be automatically sent to study hall.

Parents must wait until the end of study period before picking up their children.

ATTENDANCE & PUNCTUALITY

Absence is monitored. Any absence must be justified, regardless of the date and reason otherwise, the absence will be deemed unauthorised. Please inform us early as possible by written if your child will be late or absent.

In accordance with Article L131-8 of the French Education Code, the only legitimate reasons for absence are:

- Illness of the child, Infectious illness of a family member - Formal family reunion
- Impediment resulting from accidental communication difficulties.

SCHOOL RULES / PRESCHOOL CLASSES

MATERIALS – PERSONAL ITEMS

The school provides a little bag marked with your child's name. This allows each child to organise his or her belongings on the coat rack.

No dungarees, leotards or shoes with laces are allowed.

For each child, please provide:

- ✓ 1 blanket or duvet for naptime (2-3 years)
- ✓ Cleansing wipes
- ✓ A smock

All items should be marked with the student's name.

Sheets for naptime and napkins will be provided and cleaned by the school.

SMOCKS

Smocks are obligatory: each child should arrive in the morning with his or her smock on.

(Smocks pack on www.sofrenchschool.com)

CHICKS yellow - SQUIRRELS red - PANDAS green - KOALAS blue

For your child's nap, do not forget to provide a dummy/pacifier and/or a stuffed toy (if your child needs one to sleep).

Dummies/Pacifiers should be stored in a plastic box.

All items should be marked with the child's name.

EIB offers an environment where children can express themselves freely, explore and learn to live together.

The educational team prides itself on an open and positive relationship with the families.

TIMETABLES AND ACTIVITY CALENDAR

Class timetables will be handed out in September, the school events calendar will be published on the eibpegomas.fr website in the parent's area.

GROSS MOTOR SKILL ACTIVITY/ PHYSICAL EDUCATION

The Toddlers and Preschool classes have gross motor skill activities every day.

As from Pre-K level (age 4), physical education is taught by a qualified sports teacher and an adequate outfit is required. A timetable will be handed out.

PARENT-TEACHER CONTACT BOOK (Cahier de vie)

A parent-teacher contact book (cahier de vie) will be taken home each Friday and returned to school on Monday morning.

ASSESSMENT

Your child's work will be handed out before each school holidays. The student's assessment will be given to you each trimester on line.

SCHOOL RULES / PRIMARY CLASSES

At the EIB Pégomas, we make sure our students are happy and respectful towards each other. We provide a code of good conduct, which lists the student's responsibilities and their rights so that students can apply the rules of courtesy and respect in order to "live together peacefully". Before each school holiday, primary students fill in a self-assessment of their behaviour. Lack of good behaviour or work habits will result in a verbal or written warning noted in the Communication book. Following three written warnings, the child will be suspended from school for a certain length of time or given detention on Wednesday from 9 to 12pm or expelled. This decision is taken by the Principal.

PRIMARY UNIFORM

The School uniform is obligatory and students.

The Uniform Pack must be ordered before April, 15th. (www.sofrenchschool.com)

All clothes must be marked with the child's name.

Jewellery are not allowed.

We reserve the right to refuse admission to a student who is not wearing a uniform after three warnings.

SCHOOL MATERIAL

A list of stationery will be provided at the beginning of the school year; all books are provided by the school.

Books are to be covered at home. Parents will be fined for books that are damaged or lost.

The school provides laptops for students. An interactive whiteboard is installed in all classrooms.

GYMNASTICS - SPORT

A timetable will be provided at the beginning of the school year to inform you when the sport classes will take place so that your child can come suitably dressed for sports.

ASSESSMENT – SCHOOL WORK

Each child is assessed at the beginning of the school year and at the end of the third trimester. Work will be assessed by periodic tests. The evaluations are based on the national curriculum.

Parents are invited to frequently consult their child's work and to sign all notebooks at the end of the week.

The assessment report cards will be posted on-line at the end of each term.

INFORMATION – COMMUNICATION

Parent/school relationships must be based on trust and respect.

An information meeting is held at the beginning of each school year.

Parents are informed of methods, projects, as well as the organisation of work in each class.

Parents can keep regular contact with teachers by requesting a meeting via email or using the parent-teacher contact book.

The parent-teacher contact book assures a constant contact between the family and the school.

It should be checked and signed by parents. Students must always have it in their possession.

All important information will be communicated by email.

DEPARTURE

Children cannot leave the school unless they are accompanied by people who regularly pick them up and who have justified their identity.

No student can remain at school after 18.30.

Any exceptional late arrival will be fined.

RECEPTION OF PARENTS

The principal, Mrs Veronique Humbert is at your disposal and receive parents by appointment only.

SECULARISM

We would like to remind you that our school firmly adheres to the principle of secularism, which is a fundamental pillar of our education system.

In this context, we inform you that any religious symbol whatsoever is strictly prohibited within the school.

This rule applies to everyone, including students, parents, and staff.

Signed in Pégomas(date)

Signature of both parents preceded by “Read and approved”

APPENDIX 1 – INFORMATION COLLECTED AND RIGHT OF ACCESS

This information is provided in accordance with **Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016** on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, as well as **Law No. 78-17 of 6 January 1978** on Information Technology, Files and Civil Liberties (hereinafter referred to as the “Data Protection Act”).

The information collected under this contract and its annexes is **mandatory for enrolment** within the school.

It is processed electronically. Only data that must be retained to meet **legal storage or archiving obligations** will be kept by the school once the pupil has left.

Parents have the right to **access, rectify, object to, limit, and delete** information concerning their child. The same rights apply to their own personal data in their capacity as legal representatives.

To exercise these rights and obtain access to their personal information, parents may contact **Mrs Véronique HUMBERT**, the school's **Data Controller**.

The following categories of personal data are collected and processed by the school :

- Name, first name, date and place of birth, gender of the pupil
- Name, first name, occupation, and contact details of the parents
- School data (grades, report cards, orientation decisions)
- Data required for the school's accounting management
- Data related to school life (lateness, absences, sanctions)
- Medical data strictly necessary for the child's care and safety
- Data related to the creation of **Individual Support Plans (PAI)**

These data are processed for the following purposes:

- Management of enrolment within the institution
- Administrative and accounting management of the school
- Organisation of school and extracurricular activities
- Use of digital learning tools (ENT, intranet, tablets, edumoov.com)
- Monitoring of schooling, including cases requiring specific arrangements (PAI)
- Management of catering and related services

These data are retained **for the duration of the pupil's schooling at the school and for ten years following its completion**.

To exercise the rights of **access, rectification, objection, restriction, deletion, and portability** of personal data under the legal and regulatory provisions mentioned above, each holder may send an email to: eibpegomas@gmail.com

Signed in Pégomas, on the

APPENDIX 2 – IMAGE RIGHTS

I, the undersigned:.....

Parent (or legal representative) of the child:

1. Internal authorization (private use reserved for school families)

I authorize the distribution of photos and/or videos of my child taken during school and extracurricular activities on the school's internal and secure platforms:

- Application Edumoov,
- Educartable
- The **school's private Instagram** account,
- Emails addressed only to families,
- Digital spaces reserved for parents.

I do not authorize the distribution of images or videos of my child on these internal media.

2. External authorization (public communication of the establishment)

I authorize the distribution of photos and/or videos of my child for the school's external communication purposes, on the following media:

- School website,
- Public social media (Facebook, Instagram, etc.),
- Press articles, brochures, booklets, posters,
- School presentation films,
- Exhibitions or educational materials presented at events.

I do not authorize the distribution of images or videos of my child on these external media.

This authorization is granted free of charge and may be withdrawn at any time by sending a written request to: eibpegomas@gmail.com

In accordance with the GDPR and the French Data Protection Act, each parent has the right to access, rectify, object to, or delete their child's personal data.

Signed in Pégomas, on the

Signature of both parents, preceded by the words "Read and approved"