

PRIMARY SCHOOL MEETING CP-CE1-CE2

School year 2024/2025

Educational Managers:

- Helen THIRTLE-LEOTARD: Head of English in Kindergarten and Primary
- Séverine MENEU: Head of French in Kindergarten and Primary

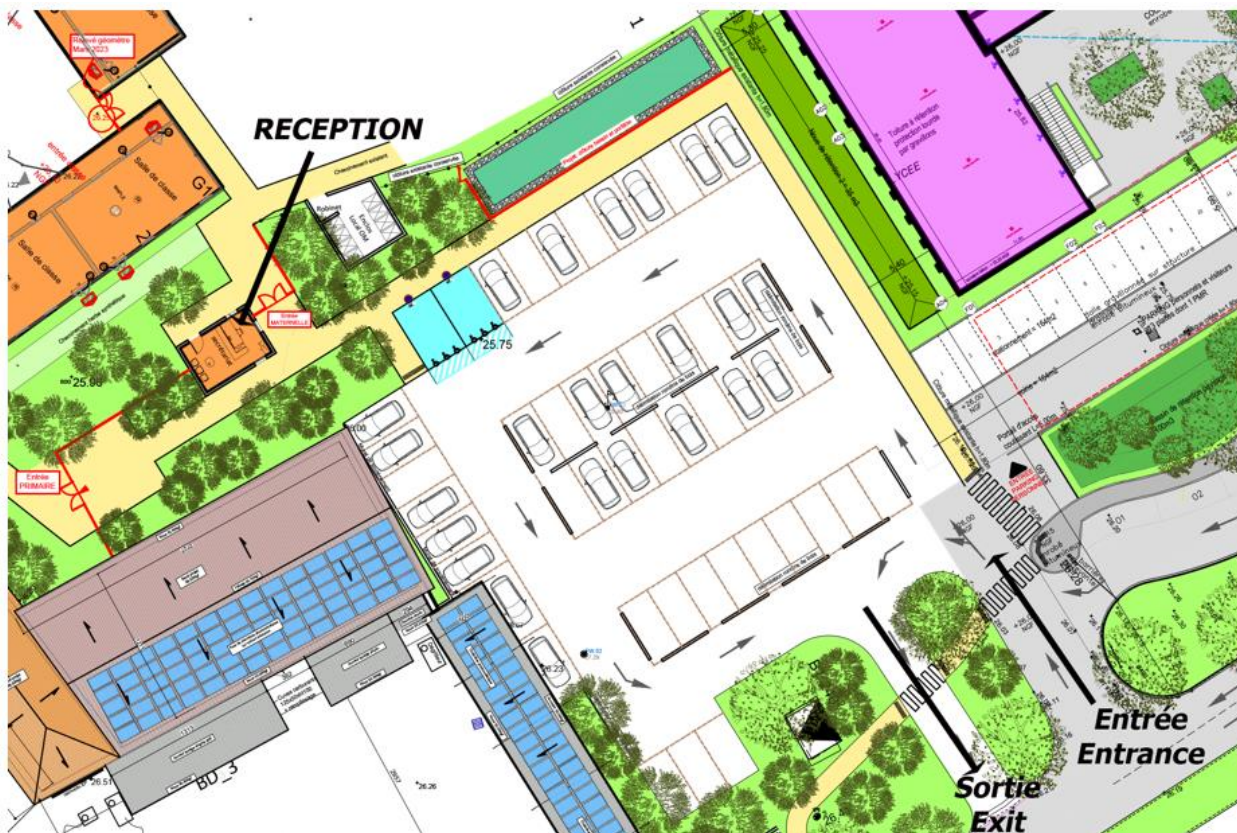
➤ The EPBI bilingual school (French / English) welcomes children from the age of 2 through to 18 years via the French national curriculum (Brevet and Baccalaureate) or via the International curriculum (IPP International Primary Programme, IB MYP Middle Years Programme and IB DP Diploma Programme).

From September 2023, the school signed a partnership with Academica Dual Diploma which allows our students from the 4th year of secondary school to prepare for the High School Diploma, namely the American Baccalaureate.

This American end-of-study Diploma allows you to enhance your study orientation application (Parcoursup, UCAS, etc.) and this is also the ideal preparation for the SAT. (Diploma for entering American universities).

Last September EPBI also became an official examination and preparation centre for the SAT. Therefore we offer preparation courses for this exam (English and Mathematics) during the October half term holidays (1st week), February holidays (2nd week), and Spring/Easter holidays (2nd week).

PLEASE NOTE the new car park plan at EPBI1.



There is a new car park for all EPBI parents accessible just after the EPBI 2 drop-off zone on your right.

Please note:

- There is a different entrance and exit to the car park.
- There is one-way only to drive around the car park.

- For everyone's safety, please respect the 10 km/h speed limit.
- There are places reserved exclusively for disabled permit holders
- Please use the pedestrian paths around the outside of the car park.
- The drop-off zone at EPBI 2 is for the secondary school.

From September 2024, the entrance to Kindergarten and Primary School is changed.

From the new car park, you will see the new Secretary/Reception building (white). Please use the gate on the right with the intercom to access the school premises.

All pupils enter through this gate from 7.45am onwards. The path to your left takes you to the interior courtyard and then to the Kids' Club in "Bamboo".

At 8.15am, an educational manager will be at the intercom gate to welcome pupils.

The primary school children will walk to the interior courtyard using the path on the left.

At hometime, please enter the school via the intercom gate.

EPBI communication

- www.cleebi.online
- www.noteebi.fr
- Google Suite for Education: Classroom
- School Secretary

On **Tuesday 10th September 2024 at 4pm** we have organised a special meeting for parents to install, set up and explain the three applications / tools that we use at EPBI. This meeting is open to all parents who would like to learn to use our applications and online tools correctly.

➤ **Electronic "Cahier de liaison":** www.cleebi.online

Please check on www.cleebi.online for any general information.

You can subscribe to this website by entering your email address in the box provided.

Remember to consult the website regularly and to subscribe to the site.

➤ **Following your child's marks:** www.noteebi.fr

Each parent will have their own [noteebi.fr](http://www.noteebi.fr) account with a personal username and a password.

We will also send each pupil a personal username and a password.

The children's **school results** will be available to look at in the parent's and pupil's accounts on the site www.noteebi.fr

Compulsory **homework** exercises will be noted here too.

You will be notified of **absences or late arrivals** in class.

Observations will be made too (forgotten books / homework not done and disciplinary problems). We kindly ask you **to acknowledge** reading these observations by ticking the box "I have read this observation / j'ai pris connaissance".

You will find a summary of the day's lessons done in class.

➤ **Classroom:**

Each teacher has created their own digital classroom for their students.

Your child will be invited to join the class via their own individual email address provided by the school.

Each child has an individual email@epbi.net which has been created for each student. This will allow access to their teachers' classrooms. If your child was at EPBI last year, they will keep the same email address.

You will find all educational resources (exercises, videos, etc.) used during lesson time which may help you when your child is absent from school.

The online classroom is an essential educational tool for you child so please help them to familiarise themselves with it.

➤ **The Secretary's office:**

Any specific information about your child (absence etc.) should be sent to the secretary's office: accueil@epbi.net. Please send your email address to the secretary's office if you have not already done so.

School Rules and regulations:

Please read this document thoroughly and validate that you have read it. It has been sent to you on noteebi.fr.

School hours: 7.45 a.m. – 6.00 p.m. Monday, Tuesday, Thursday and Friday.

✚ Official school opening times for parents:

- From 7:45 to 8:45
- From 16:30 to 16:45
- From 17:30 to 18:00

➤ **Class hours for CP-CE1-CE2**

8.45 a.m. – 12.30pm and 1.30p.m. – 4.30 p.m. Monday, Tuesday, Thursday and Friday

9am-12pm on Wednesday for FLE and Soutien Anglais

8.30am -12.30pm for Art/Spanish workshop

➤ **After school study time:** from 4.45 – 5.30 p.m.

All children present in the school at 4.45 p.m. will automatically go into the study period. Please do not interrupt this study time until **5.30pm**.

Please pick up your child after study time by using the small gate with the intercom between 5.30pm-6pm.

➤ **School kid's club:**

- From 7.45 to 8.15 am. Children are taken care of in the Petite Section classroom, Bamboo, with Nathalie. Please enter the school via the small gate using the intercom and **accompany your child to the kids' club classroom.**

- From 5.30-5.40pm, please collect your child at the big green school gate.

- Between 5.40pm to 6pm, please use the intercom gate by EPBI 1 reception to access the school. You can pick up your child from the interior courtyard.

➤ **Options:**

All enrolments for the different options such as after school study time, Cambridge preparation, extra English for beginners, Art / Spanish and artistic expression workshops are done online on www.cleebi.online until Tuesday 10th September 2024.

All options will begin on Monday 16th September 2024 and will finish on Friday 13th June 2025.

Between 2nd and 13th September 2024, the kids' club will be open from 4.45pm to 6pm.

✚ **Booster English classes or soutien d'anglais** will take place on Wednesdays between 9am and 12pm.

- ✚ **Le soutien de français or FLE** will take place on Wednesdays between 9am and 12pm.
- ✚ **Art / Spanish workshop** will take place on Wednesdays between 8.30am and 12.30pm.

Please note: on Wednesdays, all children enter and leave school via the gate at EPBI 2

- ✚ **Cambridge :**
 - **STARTERS:** Tuesday 4.45-5.45pm
 - **MOVERS:** Monday 4.45-5.45pm
 - **FLYERS:** Thursday 4.45-5.45pm
 - **KET:** Tuesday 4.45-5.45pm
 - **PET:** Monday 4.45-5.45pm

Arriving at school:

-From 7.45 to 8.15 a.m. the Kids' Club is in the Petite Section classroom (Bamboo) with Nathalie using the small gate with intercom. Please accompany your child.

-From 8.15-8.45am use the small gate with the intercom. Please leave as soon as you have dropped your child off at school. Only parents accompanying Kindergarten children can enter the school premises.

On rainy days, children arrive at the small gate with the intercom and then go to their classrooms or the room which is dedicated to this.

You can pick up your children:

-Between 4.30-4.45pm from the big gate on the left of the secretary's office.

-From 5.30pm-5.40pm from the big gate on the left of the secretary's office for all children finishing study time.

-5.40pm-6pm Use the small gate with the intercom to access the school and the interior courtyard to pick up your child.

Please note that on a Fridays there is no study time. There is a Kids' Club so please use the intercom gate at EPBI1 and pick up your child directly from the interior courtyard.



Authorisation to leave school Please leave the list of names of adults who will be authorised to collect your child from school during the school year (childminder, tennis or golf instructor, older siblings at the secondary school). **For occasional authorisations, please send an email to the school secretary.**

Lunch Time

- **School canteen** (classic lunch, without pork or vegetarian-fish and eggs):

Children in CP, CE1 and CE2 eat at 12.30pm.

Only water is allowed at lunch time.

Each pupil must bring their own drinking bottle every day from home.

- **Meals from home:** All the bags, drinking bottles and Tupperware must be marked with the pupil's full name and class. These should be placed in the lockers by your children in the central courtyard. Food cannot be heated up so please provide a cold meal. The empty lunchboxes should be picked up from the same place.
- **Snacks:**
We encourage to provide your child with a very light snack in the morning. We will continue like last year with "a fruit every morning" concept (piece of fruit, cut up vegetables or dried fruit). We would like to reduce the amount of plastic used (yoghurt drinks, fruit compote etc.). Please help us to help the environment. The afternoon snack can be your choice. Remember that sweets and crisps are not allowed at snack time).

Medical Questions:

- In case of an accident, a doctor from the medical surgery in Baillargues will be called. If there is a need, the child will be sent to the Lapeyronie hospital in Montpellier or to a private clinic if this is what has been indicated on the medical papers filled in by you. In all cases, the parents will be informed of the accident that has occurred.
- We are not authorised to give medicine to sick children. If a child has to take specific treatment, ask your doctor if it is possible for him or her to take the medicine once in the morning and once in the evening. If this is not possible, take the prescription to Caroline in the secretary's office with the medicine and what needs to be taken and the name of the child. Children that are ill or feverish cannot come to the school.

No medicine should be in a school bag.

IMPORTANT:

The following are illnesses that warrant a health exclusion. Parents must inform the secretary if their children have one of them:

Diphtheria, Meningitis, Polio, Hepatitis A, T.B., Whooping Cough, Mumps, Measles, Chicken pox, Infectious Gastro Enteritis.

Nits / Headlice are not a health problem that entails exclusion unless they have not been dealt with within a week.

However the secretary must be informed and the child must imperatively be treated, others in the class will be informed of an outbreak (no names will be mentioned, naturally!)

Absences, late arrivals and attendance:

From the age of 3, every child in France can be enrolled at school, either public or private. It is the parents' obligation for their child to maintain regular attendance at the school.

Therefore the school is obliged to check absences and late arrivals on a daily basis.

You must notify the school if your child is absent, whatever the reason; the school will contact you after the register is taken first thing in the morning if you haven't notified the school of your child's absence.

Please notify the school of your child's absence in the following ways:

- By email: accueil@epbi.net
- By telephone: 04 67 70 78 44
- On Noteebi

Should the absences of your child become repetitive, justified or unjustified, we will contact you directly to discuss their lack of attendance.

Justified absences are:

- Your child is poorly (or a member of the family is poorly with a possibly contagious infection).
- Family obligations (wedding, funeral ...).
- Injury due to an accident on the way to school.

- Your child is going away with you (travelling outside the official school holidays).

Late arrivals or leaving school early (before 4.30pm, or before the school holidays) should remain the exception to the rule.

If you are late one morning and the school gate is already closed (at 8.45am), you will need to come up to the school secretary's office with your child to collect a late arrival slip. We will accompany your child to their classroom and give the late arrival slip to their teacher so the class register can be updated.

After 9.15am, it will be impossible to welcome late arrivals.

All children who arrive late for school will join their class at break time.

The same rule applies to children who need to leave school early before 4.30pm. Please collect your child during the lunch break or during afternoon playtime.

School Trip:

For pupils in CE2 onwards, a linguistic and cultural school trip will be organised from 7th April to 12th April 2025 (either in France or in England). We will organise another meeting in October or November about this trip.

Day Trips and School Trip for CP and CE1:

We will organise day trips and activities during the school year that are linked to our annual theme of History and Time Travel.

We will let you know as soon as our educational projects are organised.

Continuous assessment: The schedule of assessment tests is on www.cleebi.online. There will be 3 assessment tests per term.

Please note that all primary school classes will be taking National Education evaluations between 9th and 20th September 2024.

The results summary for your child will be available during the first term.

If your child is sick or absent for an assessment test, please note that your child cannot sit the test alone at school. There is the possibility of doing it at home but it will not be graded, just corrected.

Safety Procedure for Exceptional Circumstances (or Un Plan Particulier de Mise en Sécurité in French - PPMS) :

Safety concerns everyone.

Terrorist threats require the reinforcement of security measures in all schools. The International Bilingual School is reinforcing levels of safety and security following the French National Education recommendations. We therefore need the complete cooperation of parents for this necessary safety procedure to work. We will carry out several practices during the school year.

Daily vigilance

Parents must no longer hang around and talk in the playground. You should leave and pick up your child at the gate, or come in but leave **immediately**.

Discussion groups for parents must not take place on the premises.

Outside the official opening times (see below), please use the intercom system to inform the secretary of your arrival clearly stating your name and purpose of visit.

You must go up to reception first.

Should you arrive late with your child, please go up to reception. An authorisation note will be given to your child in order to allow them to go to their classroom.

Practice Drill

The PPMS safety procedure includes 3 sets of guidelines for severe weather warnings, fire and terrorist attacks. We will have practice emergency drills during the school year.

These emergency drill practices will be adapted to the age of the pupils.

Weather Warnings

Instructions on what to do during orange and red weather warnings [was sent to you with the back to school newsletter.](#)

[For red weather warnings, only parents are allowed to come and collect their child\(-ren\). Any authorisation for another adult to collect your child will not be permitted on the red weather warning days.](#)

[Please send an email to the school secretary specifying the name of the adult who will collect your child exceptionally on the red weather warning day.](#)

IMPORTANT DATES:

Cambridge diploma ceremony: Thursday 12th September 2024 at 4.45pm in the school park.

Class photos:

Tuesday 17th September (class photo, individual photo, and family photos for Kindergarten and Primary School pupils)

Thursday 19st September (family photos for Kindergarten, Primary **and** Secondary School pupils)

School holidays

- From Friday 18th October 2024 evening to Monday 4th November 2024 morning
- From Friday 20th December 2024 evening to Monday 6th January 2025 morning
- From Friday 14th February 2025 evening to Monday 3rd March 2025 morning
- From Friday 11th April 2025 evening to Monday 28th April 2025 morning
- Summer Holidays from **Tuesday 1st July 2025** evening

Public holidays and long week-ends

- Monday 11th November 2024
- Thursday 1st May 2025
- Thursday 8th May 2025 and Friday 9th May 2025
- Thursday 29th and Friday 30th May 2025 (Ascension long weekend)
- Monday 9th June 2025 (Pentecost)

Parents – Teachers Meetings

- Term 1: Wednesday 13th December 2024
- Term 2: Wednesday 12th March 2025 only for MS and GS classes
- Term 3: Wednesday 18th June 2025

Summer fête: Friday 27th June 2025

Ecole Bilingue contact details:

- Ecole Privée Bilingue Internationale, Domaine de Massane, 34670 BAILLARGUES
Phone : 04.67.70.78.44 Fax : 04.67.70.78.46
Dorothee's mobile phone : 06.71.38.38.85
- Email secretary's office (Caroline, Florence and Laura): accueil@epbi.net
- Email Dorothee Lebaillif (Headmistress): dlebaillif@epbi.net
- Email Jean-Marc Lebaillif (Accounting Department): comptabilite@epbi.net
- Email Helen Thirtle-Léotard (Head of the Language Department): hthirtle@epbi.net
- Email Séverine Meneu (Head of Kindergarten and Primary) : smeneu@epbi.net

Have a good school year!

Dorothee LEBAILLIF