

Back to School Meeting — Kindergarten (Cycle 1)

School Year 2026-2027

Welcome to EPBI! Our school is bilingual (English / French) and welcomes pupils from Toute Petite Section right through to Terminale (Year 13), offering a national curriculum (leading to the Brevet and the French Baccalauréate) or an international curriculum (PPI – International Primary Programme, IB MYP – Middle Years Programme, and IB DP – Diploma Programme).

1. School Contacts

- School Director and Head of Pedagogy: Dorothée Lebaillif — dlebaillif@epbi.net — 06.71.38.38.85
- Educational Managers: Helen Thirtle-Léotard (hthirtle@epbi.net) and Séverine Meneu (smeneu@epbi.net)
- Accounts Manager: Jean-Marc Lebaillif — comptabilite@epbi.net
- Secretary's Office: accueil@epbi.net — 04 67 70 78 44 (fax: 04 67 70 78 46)

2. Communication Tools

EPBI relies on three complementary digital tools:

- Electronic Communication Diary — Cleebi (www.cleebi.online): general school information is published here. Please subscribe by registering your email address on the site, and check it regularly.
- Individual Monitoring — Noteebi (www.noteebi.net): each parent has a personal account (username and password). Absences and lateness can be viewed here. The content of the school day can also be viewed here, along with tracking of your child's skill sets.
- Classroom (Google): each teacher creates a digital classroom. Your child will be invited using their personal EPBI email address (kept from one year to the next if they were already enrolled at EPBI). This is where you will find documents handed out in class and various resources (songs, videos, games), particularly useful in case of absence.

Personal correspondence (absence notifications, etc.) should be sent to the school office: accueil@epbi.net. Please send or update your email address with the school office if necessary.

Meeting dedicated to getting to grips with the tools: Thursday 10th September 2026 at 4:00 pm, open to all parents. The team will install the applications needed to follow your child's schooling on your phones, tablets and/or computers.

3. School Rules and Regulations and other Official Documents

Please read the school rules on your Parent account on Noteebi, and confirm receipt after reading them.

4. School Hours

- School opening hours: Monday, Tuesday, Thursday and Friday, from 7:45 am to 6:00 pm.
- Kindergarten class hours: Monday, Tuesday, Thursday and Friday, from 8:45 am to 11:30 am and from 12:45 pm to 4:30 pm.

5. Before and After School Kids' Club

- * Morning hours: 7:45 am–8:30 am
- * Afternoon hours: 4:45 pm–6:00 pm

6. Extra-Curricular Options

Art Club Option: from PS onwards, on Friday evenings from 4:30 pm to 5:45 pm

Golf Option: from MS onwards, every evening, from 4:45 pm

Tennis Option: from PS onwards, on Thursdays and Fridays at 4:45 pm

Online registration until Wednesday 9th September 2026. The options will run from Monday 14th September 2026 to Friday 11th June 2027.

7. Arrival and Departure of Pupils

Children's Arrival

- **From 7:45 am to 8:30 am:** drop-off at the morning Kids' Club, Bamboo room, with the Kindergarten assistants. Please come through the gate with the intercom, then head to the Kindergarten playground, take the path to the right towards "Chez les petits", and accompany your child to the Bamboo classroom.
- **From 8:30 am to 8:45 am:** for MS and GS, come through the gate with the intercom, then children are met by the teachers at the entrance to the Kindergarten area.
For TPS/PS, you drop your child off directly in the Bamboo classroom via the playground.

Collecting Children

- From 4:30 pm to 4:45 pm: collection at the classroom door (MS/GS) or in the Kindergarten playground (TPS/PS).
- From 4:45 pm: children are in after school childcare in the "Kindergarten" playground (or in the Bamboo room in case of rain or cold weather).

Please make sure to provide parental collection authorisations for anyone authorised to collect your child. For a one-off authorisation, an email to the school office is essential.

8. Meals

School Canteen

Children have lunch at 11:30 am and are on their lunch break until 12:45 pm. Nap time for TPS-PS begins after lunch.

Packed Lunches

All lunch boxes, plastic containers, water bottles and flasks must be labelled with the child's name, surname and class. Packed lunches are not reheated; lunch bags are handed to the Kindergarten assistants and collected in the evening.

School Snacks

The collective morning snack (fruit, vegetables or fruit compote) has been offered for several years, designed as a time for raising awareness of flavours, developing the sense of taste and enriching vocabulary. Teachers send out a calendar of dates and expected produce; the produce is brought as is, with staff taking care of washing, peeling and cutting it.

A balanced individual afternoon snack remains at the families' discretion. It might, for example, be based around a piece of fruit, a cereal product, a dairy product, etc.

However, please avoid chocolate and dairy products during hot weather.

Savoury biscuits, crisps and sweets are not allowed.

Birthday Treats

We are happy to set aside some time to celebrate birthdays. Please let the teachers know a week before the event, and provide:

- Simple cakes, easy to share and eat, that do not require refrigeration
- Drinks and cups
- Napkins and candles
- A knife and a lighter (for the candles)

The school does not take responsibility for distributing gifts or sweet bags on the premises, nor for handing out invitations for birthdays organised privately.

9. Health

In the event of an accident, a doctor from the Baillargues medical group will be called; the child may be taken to Lapeyronie hospital or a private clinic if the medical discharge form indicates this. In all cases, parents are informed as soon as the accident occurs.

Staff are not authorised to administer medication to sick children; where possible, please ask your doctor to prescribe a morning and evening dose for any treatment. Children who are unwell and/or feverish cannot be accepted at school, and no medication (including homeopathic remedies or creams) should be found in school bags.

Illnesses requiring exclusion, which must be reported to the school office without fail: diphtheria, meningitis, polio, hepatitis A, tuberculosis, whooping cough, rubella, mumps, streptococcus (all types), gastroenteritis.

Head lice do not lead to exclusion, except in cases of a persistent, untreated problem. Please treat your child as soon as an infestation is noticed, and inform Caroline at the school office: parents in the class concerned will then be notified via Cleebi.

10. Absences, Lateness and Attendance

From age 3, attendance at a school (state or private) is subject to a compulsory attendance requirement; the school therefore has an obligation to monitor each pupil's absences and lateness on a daily basis.

Any absence must be reported, whatever the reason; otherwise, the school will contact the family after the morning register. How to report an absence:

- By email: accueil@epbi.net
- By phone: 04 67 70 78 44
- Via Noteebi

In the event of repeated absences, whether justified or not, the school will get back in touch with the family to open a dialogue and address the lack of attendance.

The following are considered justified absences:

- Illness of the child (or of a close relative, if potentially contagious)
- Family occasion (wedding, funeral, etc.)
- Inability to attend caused by a transport accident
- Child accompanying their legal guardians (travel outside school holiday periods)

Lateness and early departures (before 4:30 pm, or before a school holiday period) should remain exceptional.

In the event of lateness in the morning once the school gate is closed (8:45 am), the child must be taken via the school secretary's office to collect a late slip, which is then given to the teacher to update the register.

After 9:15 am, no late arrival can be accepted, even exceptionally; the child then joins the school at break time or during the lunch break.

Likewise, an exceptional early departure before 4:30 pm is only permitted during a break time.

11. This Year's School Theme and Project

This year, Kindergarten pupils will explore the theme "Fairy Tales and Legends". Workshops with outside visitors (visual arts, storytellers) and occasional outings will be organised.

A 3-to 4-day fun and educational week is being organised for Kindergarten pupils.

12. Safety and PPMS (Emergency Safety Plan)

The PPMS is compulsory in all schools in France; it may be scaled down or reinforced depending on the level of threat, based on official instructions from the Ministries of National Education and the Home Office. Its implementation requires the cooperation of the whole school community — safety and vigilance are everyone's concerns and responsibility.

Daily Vigilance

Parents should not linger on the school premises: hand your child over to the responsible adult and then leave promptly, to avoid crowding — the same applies at pick-up time. Gatherings of parents are prohibited on the premises and in the immediate vicinity of the school. Outside official arrival and departure times, it is compulsory to ring the intercom, identify yourself and go to the school secretary's office; only office staff may authorise entry to the school.

Practice Drills

The PPMS covers naturally occurring risks (storms, flooding, weather warnings, etc.) and specific emergency situations (fire, intrusion, terrorist attack, etc.). Practice drills are held throughout the year, including one on the "intruder/attack" risk, adapted to the children's age (lockdown and evacuation positions).

Weather Warnings

A notice on what to do in the event of an orange or red weather warning has been sent to your Noteebi account. In the event of a red warning, only parents are permitted to collect their child — usual authorisations become invalid on that day. To exceptionally delegate collection of the child to another person, an email to the school office is required on the same day, specifying the delegated person.

13. Important Dates

Class and Individual Photos

- Tuesday 22nd September 2026: class and individual photos, and photos of Kindergarten/Primary siblings
- Thursday 24th September 2026: photos of Kindergarten/Primary and Secondary siblings

School Holidays

- From the evening of Friday 16th October 2026 to the morning of Monday 2nd November 2026
- From the evening of Friday 18th December 2026 to the morning of Monday 4th January 2027
- From the evening of Friday 5th February 2027 to the morning of Monday 22nd February 2027
- From the evening of Friday 2nd April 2027 to the morning of Monday 19th April 2027
- From the evening of Tuesday 29th June 2027

Bank Holidays

- Monday 29th March 2027
- Thursday 6th and Friday 7th May 2027
- Monday 17th May 2027

Parent-Teacher Meetings — Termly Reports

- 1st term: Wednesday 9th December 2026
- 2nd term: Wednesday 24th March 2027
- 3rd term: Wednesday 16th June 2027

School Fête

Tuesday 22nd June 2027 at 4:45 pm.

Wishing everyone a wonderful school year!

Dorothee Lebaillif