



ÉCOLE FRANÇAISE ARTHUR RIMBAUD

Msasani road, plot 341-A, PO Box 2183 , Msasani peninsula
DAR ES SALAAM – TANZANIA

Téléphone : +255 22 260 2970 – Télécopie : +255 22 266 7223

Site web : <https://www.frenchschooltanzania.org>

Contact : headoffice@frenchschooltanzania.org



INTERNAL REGULATIONS

1 – INSTITUTIONAL FRAMEWORK

The *Arthur Rimbaud* French School of Dar es Salaam is a French academic institution registered by the French Ministry of National Education and in Agreement with the Agency for French Education Abroad (AEFE).

The Agreement stipulates the relationships and teamwork between the management body (Management Board of Parents Association) and the Head of School.

The Head of School, appointed by the AEFE, is solely responsible for the educational management of the school, ensuring compliance with the rules of the education programs and rules of agreement. He/she also participates in the management in the areas of material, human, financial and school properties, on which academic policies have an impact.

The institution is however, in terms of administrative and financial management, under the responsibility of the Parents Association, more specifically its Management Board.

The **Guide to the Implementation of the AEFE “Convention” Agreement in French Schools Abroad** developed by the AEFE, in consultation with the partners of the French educational network abroad, explains the roles and responsibilities of all parties in institutions under the Agreement.

The primary and lower secondary classes, fully accredited by the French Ministry of National Education, operate courses directly without the National Distance Learning Centre (CNED).

The school is a place of education and training. The pupil is in a learning process of social life, citizenship and democracy. The **Internal Regulations** reviewed by the Primary School Council and approved by the School Council, define the rules governing everyday school life by emphasising the responsibility and involvement of everyone. They provide a collective framework for pupils to assume individual responsibility based on their rights and obligations.

The registration of a pupil at the *Arthur Rimbaud* French School of Dar es Salaam implies an adherence to these rules and commitment to respect them. Consequently, any failure justifies the possibility of taking measures and possible sanctions.

¹ <http://www.aefe.fr/rechercher-une-ressource-documentaire?>

2 - RIGHTS AND OBLIGATIONS OF EVERYONE

Anyone associated with the life of the school community is committed to:

- respect and work within a secular environment, by not favoring nor promoting any specific religion;
- tolerate and respect others in their personality and convictions;
- not use any violence in any form whatsoever, and make every effort to ensure that its use is banned;
- respect and promote equality of all, particularly of girls and boys;
- take care of the furniture and buildings that are common good.



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2.1 Pupils' rights and obligations

Pupils, as members of the educational community, exercise their rights and have obligations.

I have the right to	I have the obligation to
be respected	respect others regardless of their age
speak freely and to be heard	not undermine the freedom and dignity of others and listen to them
be protected against physical and moral aggression	not use violence nor support its use
hygiene and safety	respect the rules of hygiene and safety; wear proper attire and be clean when entering the class; not wear sandals ("flip-flops")
a pleasant living environment	respect the environment, places of work and relaxation, including proper discard of litter; pay for deliberate damage
assembly and expression as a class representative (subject to prior authorisation of the Head of School)	play my role as delegate and representative; transmit the information that I am responsible for
receive an education that prepares them for adult life: knowledge, skills, general knowledge and critical thinking	organise myself in order to be in class on time and be diligent at school; work, attend all sessions and have the required material; wear suitable clothes in physical education class (PE); take care of the borrowed objects and books, and school materials in general
receive support in their school work	cooperate, help others and show solidarity;
be assessed in their work	communicate academic performance to my parents or guardians;
receive information on orientation	develop a personal orientation project and make every effort to achieve it.



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2.2 Parents' rights and duties

*As full members of the education community, **parents have rights, duties and obligations.***

These rights are to :

- be represented in all bodies of the institution;
- be addressee of the results of their child and matters concerning disciplinary measures;
- meet with school staff (right to information); be received on appointment by the administration and/or teachers;
- be informed of the lack of attendance and punctuality of their child;
- refuse publication of pictures of their child without their permission.

The duties of parents are to :

- meet the educational requirements of the education system that they have chosen;
- support the education of their child, make follow-up of their progress and results;
- inform the teaching staff of any major event that may affect the smooth development of the education of the child.

Parents also have the obligation to :

- ensure the attendance and punctuality of their child;
- inform the school of any absence and delay of their child and provide written justification
- ensure that their child is up to date on what has been done in class during his/her absence;
- check regularly the correspondence diary of their child;
- meet financially and civilly the damage and acts of violence committed by their child;
- pay school fees on time;
- before any visit to the institution, inform the reception and wait for the permission of the person to be visited.

3 - SECURITY AND SAFETY

3.1 Access to school :

Staff, pupils and all persons duly authorized by the family or authorized by the Head of School are the only persons with access to school.

Any other visitors must introduce themselves at the entrance and will be directed to introduce themselves at the secretariat.

3.2 Exit of pupils and safety at the Nursery and Primary schools :

At the reception and exit, only parents of pupils or their representatives presented to the secretariat at the time of registration are allowed to drop off and pick up pupils in the nursery classroom (at Msasani site) and in the area intended for this purpose opposite the Administration block (at Oysterbay site).

3.3 Accidents, health and care :

In case of accident or illness, the Administration will be immediately informed, which in turn notifies the parents and Dr. Pierre BERVAS (Premier Care Clinic - Tel. 0713 55 22 57 - 022 266 83 85), referring doctor of the Embassy of France.



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In case of emergency and/or inability to contact the parents, the injured or sick child will be directly sent to the hospital indicated by the parents on the registration form.

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Insurance is contracted by the school at the beginning of the year and covers:

Liability of the institution and the pupil in case of bodily injury, property damage and consequential losses caused to third parties by the staff and pupils during school time and activities organized by the school;

The individual guarantee related to consecutive bodily injuries, an accident occurring in the course of activities organized by the school or during school/home/school journey.

Prevention :

As a prevention measure against accident, it is forbidden for the pupils to:

- enter the school grounds before 7:30 and after 17:00, Monday to Friday;
- enter the school grounds before the beginning of the extra-curricular activity to which the pupil is registered;
- enter the classroom during recess and in the absence of an adult;
- bring to school any dangerous object or likely to cause injury;
- smoke, drink alcohol, bring and chew chewing-gum in school premises, and eat in classrooms;
- use of mobile phones, music players or games consoles in the school premises.

The institution does not accept any liability for loss, damage or theft of personal property by a third party.

Health and care :

Any health problem (allergies, asthma ...) suffered by a pupil, has to be notified by his/her parents to the Administration or the Pastoral Care as soon as the problem is known.

For all contagious diseases and feverish state, families are supposed to keep pupils at home until recovery. Beyond three days of absence, a medical certificate is required upon return to school.

As part of PE, any ad hoc exemption is reported in the correspondence diary. In case of prolonged absence (beyond one week), the pupil must submit a medical certificate exempting PE. Teachers, administrative staff, and the Pastoral Care are not authorized to give medication to students.



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4 - OPERATION OF THE INSTITUTION

4.1 Official opening hours of the school are as follows: :

- **Opening of gates / reception: from 7:30 am**
- **Administration: 8:00 to 13:00 and 14:00 to 17:00, except on Fridays, whereas the secretariat closes to the public at 13:00**
- **Nursery and Primary school: 8.00 to 13.00**
- **Secondary school: 8:00 to the end of secondary school sessions**

A pupil can only leave the school during regular hours, if his/her parents come to pick him/her and after having informed the teacher and Management. At the Nursery school, parents or authorized persons must bring and pick the children at the door of their class.

4.2 Meals :

The Secondary school students are not allowed to leave the school during class hours. The Secondary school students authorized by their parents to leave school during lunch break between 13:00 and 14:00 to go to the Oysterbay shopping center must show the guardian the *Pastoral Care card* which has been issued to him/her at the beginning of the school year.

Pupils can take their meals in the school premises under the supervision of the school. No pupil of the Nursery and Primary schools is allowed to leave the school to buy food.

4.3 Extra-curricular activities (AES) :

The AES are organized in the afternoons under the responsibility of the school. Each facilitator ensures the safety of children during the period of these activities. Parents should bring and collect their children on time according to established schedules for these activities. Subject to the additional information provided during registration, the following rules shall apply also to extra-curricular activities.

No student shall stay at school under the responsibility of a facilitator or the Pastoral Care, without being registered in an activity;

The school accepts no liability for accidents involving a child who is at school after school or extra-curricular hours;

Any child still present at school 30 minutes after the end of classes or extra-curricular activity will be taken to study room/daycare at a cost of 10 Euros per hour, every hour commenced being due.

4.4 Assessment :

At AEFÉ accredited French schools pupils are continuously assessed during the academic year and/or at the end of the period of programmed learning by each teacher.

The Nursery school :

In the **PS** and **MS** classes (KG1 and KG2), the school reports are sent to parents twice per year: at the end of the first and second semester.



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In the **GS** class (KG3), the school reports are sent to parents at the end of each trimester.

The Primary School:

In the **CP, CE1, CE2, CM1** and **CM2** classes (Grades 1, 2, 3, 4 and 5), school booklets are sent to parents at the end of each trimester.

The Secondary school:

In the **6^{ème}, 5^{ème}, 4^{ème} and 3^{ème} classes** (Forms 1, 2, 3 and 4), parents can regularly check the results of their children online on PRONOTE. They also receive report cards each trimester stipulated in the school year calendar.

Mock exams are administered in **3^{ème} class** (Form 4) to prepare students for the *Diplôme National du Brevet* (DNB) French national examination.

4.5 Communication :

Back to school meetings are held early in the school year so that parents and teachers can get acquainted, share and build together the educational partnership necessary for the best achievement of the pupil.

In primary school, **parents** are received on appointment solicited from teachers or via the correspondence diary available in each class from the beginning of the academic year.

In secondary school, the same procedure can be applied via the student's correspondence diary. However, two parent-teacher meetings a year are organised to facilitate communication between all the teachers and parents.

Finally, the service of the *Pastoral Care*, particularly the Senior Education Advisor (*Conseiller Principal d'Éducation* (CPE)) and two secretaries (one based on the Msasani nursery school site and one on the Oysterbay primary and secondary schools site) are at the parent's disposal at their convenience, to answer questions or send enquiries to teachers or the Head of School, if necessary.

However, any request related to the educational situation of a pupil must first be made to the teachers concerned.

5 - INTERNAL REGULATIONS OF SECONDARY SCHOOL

The "**Vie Scolaire**" (*School life / Pastoral Care*), coordinated by the CPE, is responsible for verifying compliance of the school regulations by the pupils when they are not under the responsibility of teachers. The unit accompanies the pupil in his/her daily life: it listens, gives good advice or guidance. It punishes or sanctions depending on the deficiencies noted or indicated by teachers and reports that occasion in the student's Correspondence Diary. It also informs the parents of any news regarding their child at school.

5.1 School life Card

Each pupil receives a *School life Card* with his photo, based on authorisation issued by their parents at the time of registration or re-enrolment. He/she must have it at any time.

If it is lost, the student shall buy another one from the CPE.

5.2 Correspondence Diary :

Correspondence Diary is an important document; it is a reference tool for pupil, his/her parents and teachers. Pupils shall not put stickers or unnecessary information in it. **The parents shall sign every month the transcript contained therein and consult it regularly for participatory monitoring of the child.**



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5.3 Delays and absences :

Any Secondary school pupil coming late must report to the *Pastoral Care* before entering class for settling the matter.

Any Secondary school pupil who is absent, for whatever reason, must organize him/herself to become updated on what has been done in class during his/her absence.

5.4 Self study :

The *Permanence* is a working period during which the pupil studies independently, and is a key to success at school. During self-studies, everyone works peacefully.

Computers :

The use of the Computer Room is subject to specific rules communicated to students every school year (Computer Charter).

Punishment / Sanctions :

Violations of the school regulations are subject to sanctions that are proportional to the individual misdemeanour. The student has the right to explain, defend him/herself and ask for assistance to the CPE and the Head of School.

A breach of his/her obligations by a pupil will lead to school punishments, which shall be documented by the teacher or the CPE in the pupil's Correspondence Diary, which has to be signed by the parents.

The possible sanctions are:

1. Verbal warning to the student;
2. Written warning addressed to the parents;
3. Additional work to do at school or at home;
4. Temporary dismissal from the class or school;
5. Appearance of the student before the Disciplinary Council.

The Disciplinary Council :

The **Disciplinary Council** is under presidency of the Head of School.

It sanctions the student with temporary or permanent dismissal, according to the nature and severity of his offence.

6 - SCHOOL BODIES

6.1 Management Board :

The **Management Board**, constituted by six representatives elected from the Parents Association of the *Arthur Rimbaud* French School (see the Parents Association Statutes), is responsible for the administrative, financial and legal matters of the institution.



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6.2 School Council and Primary School Council :

The **School Council**, made up of the Head of School (as chairperson), of representatives elected amongst parents, and of school staff and students as well as of Cooperation and Cultural Action Counsellor of the Embassy of France, ex officio, meet once a trimester.

Responsibilities of the School Council and the Primary School Council :

The School Council (primary and secondary) and Primary School Council (primary) have power on all issues related to pedagogical and other education matters of the institution.

The School Council adopts, upon proposal of the Primary School Council the :

- internal regulations;
- school calendar and timetables;
- education plan for orientation;
- plan for continuing education of staff.

It gives its opinion and vote on all matters concerning the functioning of the institution, i.e :

- the job plan;
- the educational structures;
- the organisation of the educational life;
- receiving and supporting students with disabilities;
- the health and safety of the school community;
- the field trips (programming and financing);
- the extra-curricular activities;
- receiving and informing parents, their modes for participation in the school life of the institution;
- the personal working conditions issues.

Updated regulations and its amendments approved by the Primary School Council on 03.11.2015 and on 10.11.2015 by the School Council.

Dar es Salaam (date)

Signature of the pupil

Signature of the parent(s)