



## ÉCOLE FRANÇAISE ARTHUR RIMBAUD

Msasani road, plot 341-A, PO Box 2183 , Msasani peninsula

DAR ES SALAAM – TANZANIA

Téléphone : +255 22 260 2970 – Portable : +255 744 399 343

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

Contact : [headoffice@frenchschooltanzania.org](mailto: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. The High School classes operate courses using the National Distance Learning Centre (CNED) accreditation.

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.

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

#### 2 - OBLIGATIONS AND RIGHTS OF EVERYONE

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

- respect and work within a secular environment, by not favouring 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;
- respect the furniture and buildings that are common good.



## ÉCOLE FRANÇAISE ARTHUR RIMBAUD

Msasani road, plot 341-A, PO Box 2183 , Msasani peninsula

DAR ES SALAAM – TANZANIA

Téléphone : +255 22 260 2970 – Portable : +255 744 399 343

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

Contact : [headoffice@frenchschooltanzania.org](mailto:headoffice@frenchschooltanzania.org)



### 2.1 Pupils' obligations and rights

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

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



## ÉCOLE FRANÇAISE ARTHUR RIMBAUD

Msasani road, plot 341-A, PO Box 2183 , Msasani peninsula

DAR ES SALAAM – TANZANIA

Téléphone : +255 22 260 2970 – Portable : +255 744 399 343

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

Contact : [headoffice@frenchschooltanzania.org](mailto:headoffice@frenchschooltanzania.org)



### 2.2 Parents' duties and rights

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

#### 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.

#### The rights of parents 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

#### 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 Liaison notebook 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 authorised by the family or authorised 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 reception and exit, only parents of pupils or their representatives with Student ID card(s) supplied by the school to the families, are allowed to drop off and pick up pupils in the Nursery classroom(s) or in the area intended for this purpose (Elementary School). Cf. ID card rules to be signed upon delivery.

#### 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.

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.

##### An 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 organised by the school;



## ÉCOLE FRANÇAISE ARTHUR RIMBAUD

Msasani road, plot 341-A, PO Box 2183 , Msasani peninsula

DAR ES SALAAM – TANZANIA

Téléphone : +255 22 260 2970 – Portable : +255 744 399 343

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

Contact : [headoffice@frenchschooltanzania.org](mailto:headoffice@frenchschooltanzania.org)



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

### Prevention :

As a preventive measure against accident or health issues, it is forbidden for the pupils to:

- enter the school grounds before 7:30 and after 6:00PM, 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 be causing injury;
- drink sodas, bring and chew gum in school premises, and eat in the classrooms (except occasional authorisation from the teacher);
- use of mobile phones, music players or games consoles on the school premises (except pedagogical activity).

***The institution declines any liability for loss, damage or theft of personal property by a third party.***

### Health and care :

Legal guardians must notify the School administration or the School Life officer of any health issue (allergies, asthma ...) affecting a pupil, as soon as the problem is identified. A PAI will be established, if medication has to be administered during school time.

The School staff is not authorised to administer medication to pupils without a PAI in place.

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

**As for PE, any ad hoc exemption is reported in the Link Book. In case of prolonged exemption (beyond one week), the pupil must submit a medical certificate exempting PE.**



## ÉCOLE FRANÇAISE ARTHUR RIMBAUD

Msasani road, plot 341-A, PO Box 2183 , Msasani peninsula

DAR ES SALAAM – TANZANIA

Téléphone : +255 22 260 2970 – Portable : +255 744 399 343

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

Contact : [headoffice@frenchschooltanzania.org](mailto:headoffice@frenchschooltanzania.org)



### 4 - RUNNING 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 am to 1:00 pm and 2:00 pm to 5:00 pm, except on Fridays (the secretariats close to the public at 1:00 pm : on appointments only)
- **In class:** 8.00 am to 1.00 pm

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. In Nursery school, parents or authorised persons must drop and pick up the children at the door of their classrooms.

#### **4.2 Meals :**

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 (ECA's/AES) :**

The ECA's are organised in the afternoons under the responsibility of the school. Each facilitator ensures the safety of children during the activity. Parents should bring and collect their children **on time**, according to established schedules for these activities.

***No pupil shall stay at school after class, without being registered in an extra-curricular, activity.***

***The school accepts no liability for accidents involving a child who is at school after class 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/day-care at a cost of 10 Euros per hour, every hour commenced being due.**

These regulations are applicable to the extra-curricular activities, subject to the information received at time of registration. The ECA's coordinator is at your disposal should you have any questions: [aes@frenchschooltanzania.org](mailto:aes@frenchschooltanzania.org)

#### **4.4 Assessment :**

In the French school, 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.

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

##### **The Primary School:**

In the **CP**, **CE1**, **CE2**, **CM1** and **CM2** classes (Grades 1, 2, 3, 4 and 5), school reports are available online, on the LivrEval platform, at the end of each trimester defined in the academic year calendar.



## ÉCOLE FRANÇAISE ARTHUR RIMBAUD

Msasani road, plot 341-A, PO Box 2183 , Msasani peninsula

DAR ES SALAAM – TANZANIA

Téléphone : +255 22 260 2970 – Portable : +255 744 399 343

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

Contact : [headoffice@frenchschooltanzania.org](mailto:headoffice@frenchschooltanzania.org)



### 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 to teachers or by them, via the Liaison Notebook available in each class from the beginning of the academic year.

Finally, the School Life officer, is there for the parents, at their service, to answer questions or enquiries and to relay them 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 pupil's teacher.**

## 5 - SCHOOL BODIES

### 5.1 Management Board :

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

### 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 per Term.

The **Primary School Council**, made up of the Head of School (as chairperson), of representatives elected amongst parents, of Primary school teachers and the RAF and Inspector of the Ministry of Education (advisory capacity), meet once per Term.

### Responsibilities of the School Council and the Primary School Council :

These two Councils have power on all issues related to pedagogical and educational matters of the institution.

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

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

It gives its opinion and votes on all matters related to the running of the institution :

- the employment map;
- the pedagogical structures;
- the organisation of the educational life;
- welcoming and taking care of students with disabilities;
- the health and safety of the school community;
- the school trips (Planning and financing);
- the extra-curricular activities;
- welcoming and informing parents, their modes for participation in the school life;
- staff working conditions.



## ÉCOLE FRANÇAISE ARTHUR RIMBAUD

Msasani road, plot 341-A, PO Box 2183 , Msasani peninsula

DAR ES SALAAM – TANZANIA

Téléphone : +255 22 260 2970 – Portable : +255 744 399 343

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

Contact : [headoffice@frenchschooltanzania.org](mailto:headoffice@frenchschooltanzania.org)



The primary school council

- Adopt, upon proposition from the Head of School, the Internal Regulations

It gives its opinion on:

- The organisation of the school time and the school calendar;
- The School Mission;
- The pedagogical structures and the conditions of enrolment;
- The school trips;
- Security, Hygiene and Health issues;
- The Extra-curricular activities
- The communication (school community information)

***Internal Regulations approved by the School Council, on the 14<sup>th</sup> day of November 2019.***

Dar es Salaam (date)

***Signature of the pupil***

**Signature of the Legal Guardian:**