

## INTERNAL REGULATIONS FOR EATING AT SCHOOL

### 1. Definition

#### Half boarders:

Half-boarders are all pupils who have lunch in the school canteen and who are registered in advance by their parents (regular or not).

#### External students :

Students who do not have lunch in the canteen are external.

Pupils who have lunch at school with a meal taken from the bag (lunch box) are also external students but the school provides space and personnel to ensure their supervision.

### 2. Operation

These regulations govern the operating conditions of catering and picnics during school hours for half-boarders and external guests.

The canteen is an optional service, organized for the benefit of the students of the French school. School staff and parents of students (upon registration) can also use this service.

Students having lunch at school can therefore either:

- Be registered at the canteen (half board).
- Lunch with their cold meal (lunch box, external-host).

It is a service offered to families that requires everyone to behave as citizens.

Strict compliance with these regulations is an obligation for students, their parents or legal guardians.

The school catering service meets several objectives :

- Give a service to parents who cannot pick up the children during lunchtime,
- Ensure that the children welcomed receive healthy meals in a secure place and in a friendly atmosphere,
- Provide a healthy diet,
- Learn the living rules in community.

#### **ARTICLE 1**

The school's internal regulations apply to school time but also to extracurricular time : catering time is therefore included.

The school canteen is open on Monday, Tuesday, Wednesday, Thursday, Friday according to the school calendar.

During meal breaks, lunch areas are made available to students not registered in the canteen but who have lunch at school with a picnic.

## **ARTICLE 2**

### Canteen :

Meals are prepared by the service provider called "DIP DIP". For this, vigilance on the programming is imposed on us in order to determine the number of meals to be made and to ensure a satisfactory quality of service.

Meals are cooked by "DIP DIP". All hygiene and nutritional recommendations are respected by the company. The service provider is committed to local seasonal fruits and vegetables, homemade pastries and varied and themed menus.

### Picnic :

Meals will have to be transported in an isothermal bag in accordance with regulations related to hygiene and food safety and given to the school-life in the morning. Each box will be marked with the name, first name and class of the child. For those under 6 yo, assistants help children during the meal. Everything must be noted on behalf of the children.

The lunch-boxes must be left in the morning (they are stored by the staff in a cold cupboard). No meal delivery is allowed during lunchtime. The picnic should be a cold and healthy meal.

### Health :

Children who have lunch at school (registered at the canteen or not) with intolerance or food allergy must be reported to the school nurse for the implementation of a PAI (Individual hosting protocol).

### Hygiene :

The school canteen is reserved for students and staff registered in the canteen. The regulations related to hygiene and food safety only allow external-guests and half-boarders to share the same catering space.

## **ARTICLE 3**

Registration for the canteen:

- Registration is done online. Parents are required to check the school's communications on this subject.
- Registration is an obligation for using the school canteen.

PRIMARY :

Regular registrations correspond to a half-boarder for 5 days (i.e. from Monday to Friday).

SECONDARY:

Regular registrations correspond to a half-boarder 4 days (i.e. Monday, Tuesday, Thursday and Friday) or 5 days (i.e. from Monday to Friday).

Students not registered on a regular basis can eat on an exceptional basis by acquiring a meal ticket.

A regular registration (1 day, 2 days, 3 days or 4 days) will be available from March 6, 2023.

## **ARTICLE 4**

### Payment for meals :

The price of the meal is set annually. Prices are available on the school's website. Invoicing is done by bimonthly period and your invoice is sent directly by email.

Payments can be made directly to the financial department or by bank transfer.

In case of financial difficulties, we ask you to contact the financial department as soon as possible. If after one month, after invoicing, the situation is not regularized, the cancellation will be automatic and final.

## **ARTICLE 5**

### *Cancellation of meals*

Any absence must be reported to school life the same day before 9:00 am. Unreported absences will not be deducted from your invoice.

### *Absences for medical reasons*

In the event of late notification (after 9 a.m.), only absences for medical reasons (supporting medical certificate) will be counted.

## **ARTICLE 6**

Meals will be taken under the supervision of the staff assigned to the canteen or to the surveillance who will ensure that calm and discipline reign. Students must respect the discipline and the rules of the canteen (politeness, respect towards all the staff and their comrades).

Any breach of discipline in the premises will be reported by the catering service staff to the school-life who will inform the parents.

In the event of breaches, the staff of the catering service as well as the supervising staff may put in place the educational procedures described in the school's internal regulations.

In the event of serious facts or repeated breaches, the parents will be summoned immediately. The child may be excluded either temporarily or permanently. Any exclusion will be the subject of a letter addressed to the parents.

The attention of parents is drawn to the need to make their children aware of community life so that meals take place in the greatest harmony.

## **ARTICLE 7**

The menus are displayed at school and on SKOLENGO.

All remarks concerning the school canteen must pass through the school (school-life service).

Quality surveys are carried out regularly.

## **ARTICLE 8**

Children must respect the rules of hygiene, wash their hands before and after meals.

Children registered in the canteen will only be able to leave the establishment exceptionally in the presence of an authorized parent on the registration form after agreement from school-life.

Parents are required to inform school life in the event of a change in the student's status (half-boarder or external student).

## **ARTICLE 9**

The fact of having lunch at school (registered in the canteen or not) implies full and unreserved acceptance of these rules for all. These rules are published on SKOLENGO.