

## 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 provided from home (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).
- Have 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 their 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 and Friday according to the school calendar.

During meal breaks, a dedicated area with supervision and cleaning will be 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 external service providers. 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 external service providers with contracts to operate the school canteen services. All hygiene and nutritional recommendations are respected by the companies. The service providers are committed to local seasonal fruits and vegetables, homemade pastries and varied and themed menus.

### Picnic and lunch-boxes:

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 surname, first name and class of the child. For those under 6 yo, assistants help children during the meal. Picnic meals which do not comply with the schools guidelines on container type and contents, will be disposed of and children will be invoiced for a meal at the canteen instead.

The lunch-boxes must be left in the morning before the school starts (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 administration for the implementation of a PAI (Individual hosting protocol).

### Hygiene:

The school canteens are reserved for students and staff registered in the canteen. The regulations related to hygiene and food safety only allow one-time 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 both for using the school canteen and for picnics.

PRIMARY:

Regular registrations correspond to a half-boarder for 5 days (i.e. from Monday to Friday). Regular daily registration is also now available (1 day, 2 days, 3 days or 4 days)

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). Regular daily registration is also now available (1 day, 2 days, 3 days or 4 days)

Students not registered on a regular basis can eat on an exceptional basis by buying a meal voucher.

#### **ARTICLE 4**

##### Payment for meals:

The price of the meal is set annually by the Management Board, in accordance with the contract period of the canteen supplier(s). Prices are available on the school's website. Invoicing is done by term or by year, and your invoice is sent directly by email. Payments can be made by bank transfer. A day rate is also available to access canteen services on a day by day basis. This is at a higher rate than the termly and annual charges. Vouchers for this can be purchased at school-life. Rates for this are also set annually by the Management Board, in accordance with the contract period of the canteen supplier(s). In case of financial difficulties, we ask you to contact the financial department as soon as possible. Financial regulations shall apply to canteen invoicing, and non-payment of termly and annual invoices will result in cancellation of canteen enrolment.

##### Payment for picnics:

Children who are enrolled to eat their own picnic at school will be invoiced on a monthly basis. The supervision charge for picnic students will be set annually by the Management Board. Prices are available on the school's website. Payments can be made by bank transfer. In case of financial difficulties, we ask you to contact the financial department as soon as possible. Financial regulations shall apply to canteen invoicing, and non-payment will result in cancellation of picnic enrolment and children will have to be collected to eat their lunch and snacks outside of school.

Meal and Picnic supervision pricing is fixed annually by the Management Board and is included as Appendix 1 to these regulations.

#### **ARTICLE 5**

##### Absences and Cancellation of meals or picnic supervision charges

For those paying termly or annually, absences of 2 weeks or more will be refunded. Absences of shorter durations or unreported absences will not be deducted from your invoice.

Cancellation will be permitted with written notification to the Finance Department. Refund in the case of cancellation will be possible, with agreement of the management board.

#### **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.

## ANNEX 1

### Canteen Meal Pricing – Academic Year 2023-24\*

Prices are shown in USD or TSH

3 Course Lunch	Annual	Term	Day Voucher (Ad-hoc)	Lunch-box fee (Daily)
Maternelle / Nursery	\$ 490	\$ 180	\$ 4	TSH 1,500
Elementaire / Elementary	\$ 560	\$ 205	\$ 4	
Secondaire / Secondary – 4 days	\$ 500	\$ 185	\$ 5	
Secondaire / Secondary – 5 days	\$ 625	\$ 230	\$ 5	
<i>Staff – adult meal (1 course)</i>			<i>TSH 5,000</i>	
<i>Staff Children – (3 course meal 5 days)</i>	<i>TSH 870,000</i>			

\*Rates are valid until 31 December 2023

For nursery and elementary school children, a mid-morning snack is provided by the school on a complimentary basis.

For elementary and secondary school children, additional snacks can be purchased from the school canteen using a voucher system. The times these snacks can be made available are determined by the Management Board.

Snack Voucher pricing:

- Simple snack TSH 1,000
- Elaborate snack TSH 2,000

Vouchers (for ad-hoc meals on a daily basis and for snacks) are to be purchased at School Life and paid directly at the time of voucher purchase.

*Please note that exchange rates will be fixed by the Finance team at the time of invoicing.*