

ENROLMENT FILE

2026–2027

INTERNATIONAL BILINGUAL PRIVATE SCHOOL OF CAGNES-SUR-MER

“Le Pain de Sucre”



An authorised private educational institution under the French Ministry of Education since 1982

Director : Mrs Pascale ROSFELDER-ALHADEFF

Manager : Mr Serge ALHADEFF

Deputy Director and Mini Club Coordinator : Mr Maxime PAULIN

Primary Coordinator : Mrs Cathy VANDENBROUCK

📍 43 chemin du Pain de Sucre 06800 Cagnes sur mer

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✉ cagnes@eibschoools.fr

🌐 www.eibcagnes.fr

WELCOME TO THE INTERNATIONAL BILINGUAL SCHOOL OF CAGNES-SUR-MER

DIALOGUE

RESPECT

TRUST

EIB Cagnes welcomes children of various nationalities and offers a new outlook on education by providing true bilingualism — 50% French and 50% English.

Every child thrives intellectually and socially in a warm and loving environment that values dialogue, mutual respect, and trust.

We prepare each student to become a confident and responsible global citizen, equipped to live in society and act with the right tools.

We offer each child the freedom to explore and create, taking into account:

- their abilities
- their maturity
- their expressive skills
- their biological rhythm
- their family and social environment

We provide all preschool levels from the age of 2, as well as primary classes from Year 1 to Year 6 (Cours Préparatoire to Cours Moyen 2).

Our multicultural certified teaching team — composed of qualified and highly motivated **French-speaking and English-speaking teachers** — delivers a rigorous and stimulating educational programme within a healthy and secure environment, based on the following principles :

50% French // 50% English

A bilingual and multidisciplinary curriculum closely aligned with both the French and British national programmes :

ACTIVE
PEDAGOGY

- Differentiated and active teaching methods that respect the child and promote independence.
- Validation of English language skills through Cambridge English Diplomas.
- Artistic, cultural, and environmental projects.
- Motor skills and sports activities: baby gym, coordination, athletics, gymnastics.
- Music initiation – percussion, and from the age of 4, piano awareness.
- Computer studies.
- Educational outings (school bus available) and trips.
- Optional extracurricular activities: Chinese, chess club, tennis, yoga, calligraphy, violin, robotics, dance etc.
- Open from 7:30 a.m. to 6:30 p.m. with optional Wednesday and holiday care at the Mini Club.

OUR EDUCATIONAL VALUES

The teaching philosophy of our International Bilingual Schools is based on the following core principles :

TEACHING CHILDREN TO LEARN HOW TO DO

We encourage them to think, make choices, and take initiative in order to :

**DEVELOPING
CRITICAL
THINKING**

- Think independently and show initiative by directing their own thinking and making sound decisions to solve complex problems.
- Conduct research in an intelligent and creative way.
- Communicate in more than one language and respect the values and cultures of other students.
- Take risks by confidently approaching new and unfamiliar situations.

DEVELOP PERSONAL GROWTH AND KEY QUALITIES :

**FOSTERING A
SENSE OF
COOPERATION
AND
RESPONSIBILITY**

- **Tolerance**
- **Self-respect and respect for others**
- **Empathy**
- **Cooperation**
- **Integrity**

As well as :

- **Responsibility**
- **Self-confidence**
- **Curiosity**
- **Enthusiasm**
- **Independence**



AN INTERNATIONAL BILINGUAL SCHOOL

50% French / 50% English

Learning a language means opening up to another culture, understanding its diversity, respecting it, and valuing it.

Our mission as an international bilingual school is to promote openness to the world and to regard linguistic diversity as a valuable asset for our students.

. The French Academic Programme is reinforced, and the school maintains a high academic standard.

The teaching hours for French, Mathematics, History and History of Art are identical to those in French public schools.

. The English curriculum follows the programme used in British schools and uses equivalent teaching materials.

All English classrooms, from nursery to primary, are equipped with an interactive whiteboard (IWB).

In Primary School, the following subjects are taught in English: English language structure, grammar, reading, and writing Geography, Science, Art, Citizenship & Moral Education, and ICT.

In a truly bilingual environment, children learn French and English naturally through an **immersion method**, guided by experienced native (?) French and English teachers.

The linguistic immersion programme begins in the **toddler class (age 2)**. Both languages are practised daily, with an even **50% French / 50% English** balance.

ENGLISH-SPEAKING / FRENCH-SPEAKING CHILDREN

Children who have no prior experience with either French or English are accepted, depending on their academic level, following an entry assessment.

We provide **individualised teaching** to support the integration of English-speaking, international, or French pupils who have never studied English before always respecting each child's learning rhythm.



CAMBRIDGE EXAMINATION CENTRE



**Our International Bilingual School is an official Cambridge Examination Centre and prepares students for the following diplomas :
Starters – Movers – Flyers.**

Cambridge diplomas are among the most recognised English certifications worldwide.

Exams are organised annually, allowing pupils to validate their level according to international standards.





SCHOOL LIFE

The school year runs from **September to June**

SCHOOL HOURS

The school is open Monday to Friday from 7:30 a.m. to 6:30 p.m.

The Mini Club welcomes children on Wednesdays and during school holidays from September until the end of June, with one week's closure at Christmas.

In July, families may enrol their children in our fun activities and workshops from 1st to 16th July (optional).

PRE-SCHOOL CLASSES : class hours

Monday – Tuesday – Thursday– Friday

Very early section	Poussins (2 years)	9h to 11h15 - 14h00 to 16h20
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Early section	Lapins (2 years 1/2)	9h to 11h15 - 14h00 to 16 h20
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Middle section	Pandas (4 years)	9h to 12h00 - 13h30 to 16h30
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Senior section	koalas (5 years)	9h to 12h00 - 13h30 to 16h30
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PRIMARY CLASSES : class hours

Monday – Tuesday – Thursday– Friday

CP -CE1	From 8h30 to 12h30 and from 14h00 to 16h40
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CE2 – CM1 – CM2	From 8h30 to 12h30 and from 14h00 to 16h50
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SCHOOL CANTEEN

Everyday, a four-course meal is provided.

The school also offers afternoon snacks.

Weekly menus are available online at www.eibcagnes.fr and are also displayed on the school notice boards.

Our chef prepares healthy and varied meals, with an emphasis on fresh and locally sourced products.

Special dietary requirements are taken into account **upon medical prescription**, and we respect no-meat and no-pork requests.

AFTER-SCHOOL STUDY SESSIONS

CP : from 17h to 17h30

Other primary levels: from 17h to 17h50

BEFORE- AND AFTER-SCHOOL CARE

This service is included in the flat-rate tuition fees.

- Pre-School : every day from 7:30 to 9:00 a.m. and 4:20/4:30 to 6:30 p.m.
- Primary: every day from 7:30 to 8:30 a.m. and from 4:40 p.m. (CP/CE1) / 4:50 p.m. (CE2/CM1/CM2) / 5:30 p.m. (after CP study) until 6:30 p.m.

EXTRA-CURRICULAR ACTIVITIES



Entirely optional, a range of clubs offer after-school activities designed to enrich the children's experience (subject to a minimum number of participants) : Chess, Robotics, Chinese, Yoga, Zumbini, Calligraphy, Dance, Tennis (on Wednesdays)

These activities are **not included** in tuition fees and must be paid directly to the clubs or teachers.

NAP TIME FOR PRE-SCHOOL CHILDREN

Nap time is provided according to each child's individual needs, respecting their personal sleep rhythm.

Children may attend wearing nappies if necessary.

BABY CLUB & MINI-CLUB

The Mini Club organises activities and outings on Wednesdays and during school holidays until the end of June.

Activities include :

Computer workshops, arts and crafts, group games, themed projects, sports, and age-appropriate excursions such as tennis or local trips.

Each school holiday features a different theme (except Christmas).

A special Mini Club option is also available from 1st to 16th July (registration in May).

SCHOOL BUS AND SHUTTLE

The school bus provides **local pick-up and drop-off**, as well as :

- Free transport to sports activities
- Free transport for school outings and full-day excursions

A **free daily shuttle service** is available from the **Grand Cemetery car park**, ensuring safe transport without parking difficulties.

Schedules are communicated before the start of the school year.

SAFETY AND SECURITY

Safety is our top priority.

The school is equipped with video surveillance and follows a strict Emergency and Safety Plan (PPMS).

Access to the school is limited to authorised individuals and permitted only for scheduled meetings, appointments, or events.



INFORMATION - COMMUNICATION

The relationship between parents and the school is built on mutual trust and respect. We warmly welcome families to join us for “Tea Time” sessions or project presentations, where we can connect and share students’ progress.

It is essential to stay informed through our various communication channels :

- **The website www.eibcagnes.fr** provides access to lunch menus, mini club activity schedules, events, news, and information.

Each parent is provided with a secure code to access the information.

- **Instagram : [eib_cagnes](#)**

Families can find the weekly menus and important announcements displayed on the outdoor notice boards.

- **Notebooks :**

Baby–Toddler & PRE-SCHOOL Classes: each child receives a communication *Notebook* (“Cahier de vie”) that connects home and school.

Primary Classes: Each pupil receives a Communication Notebook containing the code of conduct, absence slips, and other regular updates.

In addition, we offer :

- Kindergarten (Chicks/Rabbits)
- Klassy in collaboration with teachers
- Kindergarten (Pandas/Koalas) and Primary classes
- **EDUCARTABLE APP** in collaboration with teachers

We are dedicated to building positive relationships with our families. You are welcome to meet the Director, Ms. Rosfelder, the Deputy Director, Mr. Paulin, or the teachers by arranging an appointment through the school office.

An information meeting is held at the start of each school year to inform you about the methods, projects, and organization of class work.

Parents who wish to participate in school life through projects or theme days are welcome.

PRE-SCHOOL PROGRAM

We understand that starting a new school is an important milestone for both children and parents.

From the moment of enrolment, we do everything possible to ensure a successful integration, tailored to each child's needs.

Our teaching team is composed of qualified, experienced teachers of different nationalities who maintain open and positive relationships with families.

BABY DISCOVERY – PRE-SCHOOL CLASSES

Each child is welcomed with warmth and kindness, enjoying a nurturing environment that encourages curiosity and the development of intellectual, sensory, and emotional skills.

Classrooms are cheerful and colourful, featuring play areas and hands-on activity corners, with a variety of specialised materials inspired by different active learning methods.

All English classrooms are equipped with interactive whiteboards (IWB).

Each year in Nursery, our teaching approach is developed around a **main theme**, divided into **five inquiry units**, designed to help children explore the world around them:

1. **Who we are ?**
2. **Where we are in place and time ?**
3. **How we express ourselves ?**
4. **How we organise ourselves ?**
5. **How the world works ?**

Through these guiding questions — always linked to the year's main theme — children learn to:

- Use and develop language
- Build the first tools for structuring their thinking
- Act and express themselves through physical and creative activities

These are the foundations of our pedagogical objectives.

Very early section – Early section

- Vocabulary and language
- Pre-writing and drawing (graphism)
- Pre-mathematics and logic
- Sensory activities
- Artistic and musical awakening
- Psychomotricity and body expression
-

From the age of 4 :

**Phonetic reading method
in French and English!**

Middle section – Senior section

- Reading and writing readiness
- **Mathematics – Singapore Method**

- Discovery of the world
- Technological and scientific awareness
- Artistic and musical education
- **NEW** : Computer science from Middle Section onwards
- Sports activities (gymnastics, coordination, group games)

The timetable is organised in small workshop groups (“satellites”) of 3 to 5 children, allowing for individualised and autonomous learning.

Physical activities :

- Ages 2–3: daily motor and body-awareness activities guided by teachers.
- From age 4: sports lessons with a specialised PE teacher, including team sports and gymnastics.

Music activities :

- Ages 2–3: daily percussion sessions in English with our English-speaking teacher.
- Ages 4–5: music, singing, and piano lessons in Italian with our music teacher.

Every year a new Cultural Project

CHILDREN'S EVALUATION

Parents receive a monthly portfolio showing their child's work, and a progress/evaluation report is issued each term.

PRIMARY SCHOOL CURRICULUM

As in Pre-School, small class sizes in Primary allow for individualised learning and numerous enrichment activities.

French Programme



Language and Literature

- Reading – technique and comprehension (phonics and syllabic method)
- Writing, grammar, and conjugation
- Vocabulary and spelling
- Creative writing and poetry
- French literature

Mathematics

- Logical reasoning
- Calculation skills and operational techniques
- Geometry
- Measurement and data handling

Humanities and Culture

- Discovery of the world
- History and History of Art

Music

- Music and piano lessons in Italian

Physical Education

- Gymnastics, athletics, and, depending on municipal authorisation, **swimming**

English Programme



Language and Literature

- Reading – technique and comprehension (phonics method)
- Writing, grammar, and spelling
- Oral and written expression
- Grammar
- English literature and language structure

Humanities and Culture

- Geography
- Art awareness
- Civic and moral education / Personal development

Science and Technology

- Structure and functioning of the Earth and universe
- Information and communication technologies (ICT)

Every year a new Cultural Project

SPORTS ACTIVITIES

At our school, sport is considered essential to education, as it develops responsibility and independence while fostering moral and social values such as respect for rules, self-respect, and respect for others.

Sport also promotes health and safety, teaching controlled risk-taking and body awareness.

Our Physical Education teacher leads weekly sports sessions. Depending on the municipal facilities available, pupils enjoy activities such as athletics, basketball, hockey, and swimming, all supervised by certified instructors.

Transport to sports venues is provided by the school bus.

COMPUTER SCIENCE (FROM AGE 6)

At the International Bilingual School, ICT is a key educational tool, enabling research and project work connected to academic and enrichment programmes. In Primary, laptops are used in English classes.

All English classrooms, from Nursery (age 2) to Primary, are equipped with interactive whiteboards (IWBs).

Pupils also prepare for their Computer Skills Certificate.

STUDENT EVALUATION

A **digital report card** is issued before each school holiday period.

CITIZENSHIP, HEALTH, AND SAFETY HANDBOOK

The ***Citizenship Handbook*** helps pupils develop an understanding of:

- Rights and duties
- Responsibility and freedom

ANNUAL EVENTS

- Pedestrian Safety Licence
- Internet Safety Certificate
- Anti-Bullying Awareness Workshops
- First Aid Training
- International Day
- International Sports Day
- Science Day...

HOMEWORK STUDY SESSION

CP : from 16h50 to 17h30

Older from 17h to 17h50

After-school study sessions are held every evening (except Wednesdays and the last day before holidays) and require registration.

An Information Meeting for parents and teachers is held at the start of each school year.

ENROLLING YOUR CHILD AT EIB CAGNES-SUR-MER

We understand that starting at a new school is an important moment for every child and their family.

From the very beginning, we do everything possible to ensure a smooth and successful integration, adapted to each pupil.

ENROLMENT PROCEDURE

To apply for admission, please make an appointment with the **Headmistress**.

The enrolment form attached must be returned, fully completed and accompanied by the required documents.

After reviewing the application and meeting with the family and child, and depending on availability, the child will be officially registered.

For any changes (address, family situation, phone number, etc.), parents must inform the school immediately and provide supporting documents.

Mid-year enrolments are possible depending on availability.

Applications for the next academic year are accepted from November of the previous year for the Very Small and Small Sections (Nursery).

For other levels, applications are accepted from November, with responses provided from the end of January.

Pre-school admissions :

Children may join the Very Small Section from the age of 2, on their birthday, and depending on available places.

As class sizes are limited, early enrolment is strongly recommended.

DOCUMENTS REQUIRED FOR ENROLMENT

- Completed and signed enrolment form (signed by both parents)
- One passport-sized photograph
- Family record book (livret de famille)
- Health record (vaccinations)
- School leaving certificate (if applicable)
- School report (for Primary pupils)
- Bank account details (RIB)
- Proof of liability and personal accident insurance
- Custody or shared custody documents (if applicable)
- Medical certificate for sports participation (Primary only)
- Full payment of enrolment fees



ENROLMENT FORM

School year 2026 - 2027

☐ Chicks ☐ Rabbits ☐ Pandas ☐ Koalas
☐ CP ☐ CE1 ☐ CE2 ☐ CM1 ☐ CM2

Name and Firstname of Student :

I undersigned :

Acting as legal representative,

Price chosen :

Mini Club : ☐ wednesday ☐ holidays

Payment method chosen :

- ☐ monthly collection on the 5th
☐ monthly collection on the 15th
☐ monthly bank card before the 3rd of each month (1.75% fee)
☐ monthly cash before the 3rd of each month
☐ monthly transfer only on request by email to management
☐ annual payment before 09/15

Each rejected direct debit will incur an additional fee of 50 euros.

- Registration fees paid on :
- Method of payment of registration fees :

I declare that I have read and accept the school regulations.

Signed in Cagnes-sur-Mer, on the

SIGNATURES OF BOTH PARENTS

EQUIVALENCES CLASSES PRIMAIRES French and UK/US systems

FRANCE	UK	USA	AGE
CP	Year 2	Grade 1	6
CE1	Year 3	Grade 2	7
CE2	Year 4	Grade 3	8
CM1	Year 5	Grade 4	9
CM2	Year 6	Grade 5	10

DOCUMENTS TO BE PROVIDED

	YES	NO
Copy of the family record book	<input type="checkbox"/>	<input type="checkbox"/>
Health record (vaccinations)	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of cancellation	<input type="checkbox"/>	<input type="checkbox"/>
School record	<input type="checkbox"/>	<input type="checkbox"/>
Identity photos	<input type="checkbox"/>	<input type="checkbox"/>
Copy of national identity card of persons authorized to take the child	<input type="checkbox"/>	<input type="checkbox"/>
Full payment of registration fees	<input type="checkbox"/>	<input type="checkbox"/>
Bank account details	<input type="checkbox"/>	<input type="checkbox"/>
SEPA Direct Debit Authorization	<input type="checkbox"/>	<input type="checkbox"/>
Proof of custody or joint custody of the parent	<input type="checkbox"/>	<input type="checkbox"/>
Back to school :		
Civil liability + bodily injury insurance	<input type="checkbox"/>	<input type="checkbox"/>

MONTHLY TUITION FEES – 2026–2027

For annual payments made before 15th September, a 5% discount is applied to tuition fees (not applicable to Mini Club).

Tuition may also be paid in 10 monthly instalments, due before the 3rd of each month.

Because fees are annual and fixed, no deductions are made for holidays or absences.

Only school meal fees may be reimbursed at a flat rate of €4 per meal for absences longer than one week, justified by a medical certificate.

Families living outside the region must pay a non-refundable deposit equivalent to three months' tuition fees upon enrolment.

PRE-SCHOOL AND PRIMARY – MONTHLY FEES

TUITION MONTHLY FEES	Tuition	Tuition + Mini-club Wednesday	Tuition + Mini-club Holidays	Tuition + Mini-club Wednesday + Mini-club Holidays
Full time included :	940€ / month	+80€ / month	+80€ / month	+160 € / month
• After-school care from 7:30 a.m. to 9 a.m. and from 4:30 p.m. to 6:30 p.m.	✓	✓	✓	✓
• General education	✓	✓	✓	✓
• Educational material	✓	✓	✓	✓
• Sports and motor activities	✓	✓	✓	✓
• Musical activities	✓	✓	✓	✓
• Meal and snack	✓	✓	✓	✓
• Supervised study (primary)	✓	✓	✓	✓
• Mini-club Wednesday (excluding holidays)		✓		✓
• Mini-club Holidays only			✓	✓
• Mini-club Wednesday + Holidays				✓
PLEASE CHECK THE RATE YOU CHOOSE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REMINDER :

To benefit from this flat rate for Wednesdays or holidays, you must pay monthly. Changes can only be made quarterly.



Mini-Club

The Mini-Club welcomes your children on Wednesdays and/or during the holidays, by registration only per term.

OCCASIONAL MINI-CLUB OPTION

Day 60 €

OPTIONAL OPTIONS

Morning and evening school pick-up 120 €/month
Delay after 6:30 p.m. 10 €/5 minutes

EXTRACURRICULAR OPTIONS see the teachers

DISCOUNTS

2 children: - 5% for the first child - 10% for the second child
3 children: -15% for the third child
Discounts do not apply to the Mini-Club.

REGISTRATION FEES

Registration fees, administration fees, and participation in school materials, the amount of which is communicated to parents by means of the price list attached hereto, cannot under any circumstances be refunded.

Material costs	400 €
Registration fees	400 €

RE-REGISTRATION (the following year)	1st child	500€
<i>Including Material Costs and</i>	2nd child	450 €
<i>Re-registration fees</i>	3rd child	400 €

Apron or uniform costs : As wearing an apron or uniform is compulsory, you must place your order directly on the supplier's website www.sofrenchschool.com before April 15.

I declare that I have read and accept all the above conditions.

Signed in Cagnes-sur-Mer, on the.....



INFORMATION 2026-2027

STUDENT

PHOTO

Name
First Name
Date of birth/...../.....
Place of birth
Sexe : ☐ F ☐ M Nationality
Native Language: ☐ French ☐ English Other :
Other language(s) spoken at home by the student :
Address of family
Last establishment attended
Brothers and sisters (number).....

PARENTS/TUTORS

☐ Father ☐ Tutor
Name and First name
Nationality
Address
Job
Address of job
Phone number.....
E-mail address

☐ Mother ☐ Tutor
Name and First name
Nationality
Address
Job
Address of job
Phone number.....
E-mail address

Nationalities represented by the family:
Family situation of parents : ☐ Married ☐ Divorced ☐ Separated ☐ Cohabitees
☐ Widowers ☐ Single ☐ Civil partnerships

Persons having custody of the child : attach supporting documents

Address
Phone number
Joint custody : ☐ YES ☐ NO
To specify:

People to contact in case of parents' absence:

Name	Name	Name
Phone	Phone	Phone

Persons authorized to collect the child, other than the parents, if restrictions

specify: (Provide a copy of their identity document).....

School/extracurricular insurance:

Signed in Cagnes-sur-Mer, on the.....





MEDICAL RECORD

Name of attending physician

Health problems:

Educational follow-up (speech therapist, etc.).....

☐ PAI *Subject to acceptance (Please check and provide the protocol)*

DIET

☐ Without Pork

☐ Without meat

☐ Vegetarian

AUTHORIZATION IN CASE OF ILLNESS OR ACCIDENT

I, the undersigned

Declare :

☐ Authorize Mrs. Pascale ROSFELDER-ALHADEFF or the person responsible to take, in the event of illness or accident, any emergency measures, including hospitalization after prescription from the doctor.

☐ Having read the following provisions: in the event of illness, the costs required for the child's treatment are the responsibility of the family.

Done in Cagnes Sur Mer, on the

Signature of both parents, preceded by the words "Read and approved»

EXIT AUTHORIZATION

I, the undersigned

☐ Authorize my child's participation in all outings organized by the school as part of curricular and extracurricular activities.

I further declare that I am aware that transportation for children by school bus (shuttle or activities) is provided free of charge.

Signature of both parents, preceded by the words "Read and approved»



SCHOOL REGULATIONS AND POLICIES / FEES

Student Name

Upon registration, the following regulations are brought to the attention of parents for acceptance and signature.

1- ADMISSION

All enrolments are valid for the entire school year.

1.1 Nursery Classes

The completed enrolment form and all required documents must be submitted to the school office.

Depending on availability, the child will be registered on our school list.

1.2 Primary Classes

The school report, leaving certificate, and previous school evaluation book must be provided.

An academic assessment may be organised.

After reviewing the file, the Headmistress will confirm admission.

2- ENROLMENT FEES

Enrolment, registration, and material fees are detailed in the annexed fee schedule and are non-refundable. No registration is accepted without payment of these fees.

3- TUITION FEES

Tuition fees are annual and fixed.

Families paying the full year in advance **before 15th September** receive a 5% discount (not applicable to Mini Club).

Tuition may also be paid in ten monthly instalments due before the 3rd of each month.

Because fees are for the full academic year, no deduction will be made for public holidays, school breaks, or absences.

Meal fees only may be reimbursed at €4 per meal for absences of more than one week, with a medical certificate.

In the event of a rejected payment, bank fees are added to the invoice, which must then be settled by cheque or cash.

After two consecutive rejected payments, direct debits will be suspended, and the remaining balance becomes immediately payable.

4- TERMINATION AND SUSPENSION

Except in cases of force majeure (death, long-term illness, or parental relocation to another region, supported by documentation), tuition fees remain due for the entire school year.

Absence from school does not entitle parents to any refund.

If a payment remains unpaid after a 15-day formal notice, the contract will be terminated automatically.

Serious disciplinary misconduct or behaviour disturbing school operations may result in temporary or permanent exclusion.

If classes are suspended during the year for reasons beyond the school's control, fees for the months already open will not be refunded.

If a child leaves during the school year, a two-month notice period remains due unless otherwise agreed by the Headmistress.

Signature of both parents, preceded by the words "Read and approved"



5- PARENTAL OBLIGATIONS

Parents agree to ensure their child's regular attendance and to comply with all school rules as defined in this document and its appendices.

They jointly and fully accept financial responsibility for tuition and associated fees.

Parents also accept all pedagogical and educational decisions taken by the school administration.

Signed in Cagnes-sur-Mer, on the.....



SCHOOL RULES / SCHOOL LIFE

TIMETABLES : ARRIVALS – DEPARTURES

The school is open Monday to Friday from 7:30 a.m. to 6:30 p.m.

Classes begin at 8:30 a.m. for primary classes and at 9:00 a.m. for preschool classes.

No late arrivals are permitted.

Students will be greeted at the gate.

They may not enter without authorization. Schedules must be respected for the smooth running of our classes.

MORNING ARRIVAL TIMES

Pre-school : 7h30 to 9h

Primary : 7h30 to 8h30

DEPARTURE OF CHILDREN

Children may only leave the facility if accompanied by authorized *individuals* who have previously provided proof of identity.

Children are not permitted to remain on the premises after 6:30 p.m.

Any exceptional delay will be charged.

EVENING DEPARTURE TIMES

Pre-school: from **16h30 to 18h30**

Primary : from **16h40 to 17h** or from **17h30** end of study CP // **18h** end of study CE1 at CM2 to **18h30**

MINI-CLUB HOURS

Morning welcome : 7h30 to 9h

Morning departure: 11h20 for the little ones or 12h for nursery 4/5 year olds and primary

Evening departure: from 16h to 18h30

CHILD CARE – HEALTH – CLEANLINESS

Children should come to school clean and in good health.

If a child is sick during the day, they will be isolated before the parents arrive, after having been notified in advance.

No student with a fever will be admitted to school.

In the event of a serious lack of hygiene, the student will be expelled.

SCHOOL CANTEEN

Mealtimes are intended to be pleasant and friendly occasions. Students are encouraged to eat calmly and speak quietly.

We provide lunch and afternoon snacks, with menus available on our website: www.eibcagnes.fr

Our cook prepares wholesome, balanced meals, and special dietary needs can be accommodated with a medical prescription.

Children should not bring treats or snacks to school.

PERSONAL BELONGINGS

The school declines all responsibility for any loss; we strongly advise parents to keep all valuables at home and to label all of their belongings.

Toys, candy, newspapers, **mobile** phones, and other items are prohibited at school to avoid any potential conflict.

AFTER SCHOOL STUDY

Places are limited. Parents must register their children as soon as the school year begins, and their attendance must be regular; otherwise the place will be considered vacant. Study time must be peaceful; children must not disturb their classmates.

Children not attending study time must leave between 4:40 p.m. and 5:00 p.m. at the latest (grades 1/2) or between 4:50 p.m. and 5:00 p.m. for grades 3 and 5/8. The end-of-study schedule will then be respected: 5:30 p.m. for grades 1 and 5:50 p.m. for grades 1, 2, 5/8, and 6/8.

ABSENCES

In accordance with Article L131-8 of the French Education Code, the only legitimate reasons for absence are:

- Illness of the child,
- *Infectious illness of a family member*



- Formal family reunion

All absences must be justified.

- Impediment resulting from accidental communication difficulties.

Signed in Cagnes-sur-Mer, on the



SCHOOL RULES/PRE-SCHOOL CLASSES

MATERIALS – PERSONAL ITEMS BACK TO SCHOOL

A small bag marked with the child's name allows them to store their belongings on their coat rack. It is provided by the school and will remain at the school.
For clothing, no overalls, bodysuits, or lace-up shoes.

For each child, please provide:

- 1 blanket or sleeping bag for naps (Chicks/Rabbits)
- Wipes (replaceable)
- 1 apron (SoFrench School)

All marked with the child's name.

Nap sheets and bibs are provided and cleaned daily by the school.

APRON

The apron is compulsory: each child must arrive and leave with their apron.

Chicks : yellow, Rabbits : red,

Pandas : green, Koalas : blue

Aprons can only be ordered from our official supplier: SoFrenchSchool.

For your little ones' naptime, please remember to bring a pacifier, blanket, teddy bear, or any other comfort item they may need to help them sleep, just as they do at home.

The pacifier must be stored in a small plastic box.

All belongings and clothing must be labelled with the child's name.

TIMETABLE AND ACTIVITY CALENDAR

They will be given out at the back-to-school meeting, or will be published on the eibcagnes.fr website in the parents' area.

MOTOR SKILL ACTIVITIES

These will be daily for 2- to 3-year-olds and offered by the teachers. For 4- to 5-year-olds, a schedule will be given to you, and the classes will be taught by our sports teacher. You will need to bring suitable and comfortable clothing.

EVALUATION

A file of the month's activities will be given to you, and evaluations will be quarterly.

Signed in Cagnes Sur Mer, on the



SCHOOL RULES / PRIMARY CLASSES

At EIB Cagnes, we want children to be happy and respectful of one another. We also provide them with a code of conduct that outlines their duties, as well as their rights, so that they can apply rules of courtesy and respect for "living together."

Before each vacation, elementary school children must complete a behavior self-assessment.

A failure to behave properly or to perform their duties results in a verbal or written warning.

Isolation from the group and time for reflection are decided upon if necessary.

Following three written warnings, the child attends detention on Wednesday mornings or Saturdays from 9:00 a.m. to 12:00 p.m.

Any serious breach of discipline or disruption to the smooth running of the school results in temporary or permanent exclusion.

This decision is made by the administration, which reserves the right to do so.

PRIMARY UNIFORM

Wearing a uniform.

A uniform pack must be ordered before June 15, 2024, from the supplier www.sofrenchschool.com.

All clothing must be marked with the child's name.

Jewellery is not permitted.

We reserve the right to refuse admission to a student who is not wearing a uniform after three warnings.

SCHOOL MATERIALS

A list of small supplies is provided at the start of the school year; all books are provided by the school.

They must be covered by the families. Any damaged or lost books will be reimbursed by the family.

The school provides laptops for students. An interactive whiteboard is installed in all classrooms.

GYMNASTICS – SPORT

The timetable given at the start of the school year allows you to plan appropriate clothing.

EVALUATION – SCHOOLWORK

Parents are encouraged to review their child's work frequently and must sign all workbooks at the end of the week. Work is assessed through periodic check-ups.

A digital report card is available for review over three periods.

INFORMATION - COMMUNICATION

Parent/school relationships must be based on trust and respect.

An information meeting is held at the start of each school year where parents are informed of the methods, projects, and work organization of each class.

Parents are invited to maintain regular communication with teachers by arranging appointments through their child, using the liaison notebook, or by email.

The liaison notebook serves as an important connection between the family and the school.

It should be checked and signed by parents regularly, and students are required to have it with them at all times.



All key information is also communicated by email.

DEPARTURE OF CHILDREN

Children may only leave the facility if accompanied by an authorized individual who has previously provided proof of identity.

No child may stay after 6:30 p.m.

Any exceptional late arrival will be charged.

PARENTS' RECEPTION

The Director Ms. Pascale ROSFELDER-ALHADEFF, or the Director Mr. Serge ALHADEFF are at your entire disposal and will receive you by appointment.

SECULARISM

We would like to remind you that our school firmly adheres to the principle of secularism, which is a fundamental pillar of our education system.

In this context, we inform you that any religious symbol whatsoever is strictly prohibited within the school.

This rule applies to everyone, including students, parents, and staff.

Signed in Cagnes-sur-Mer, on the



APPENDIX 1 – INFORMATION COLLECTED AND RIGHT OF ACCESS

This information is provided in accordance with **Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016** on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, as well as **Law No. 78-17 of 6 January 1978** on Information Technology, Files and Civil Liberties (hereinafter referred to as the “Data Protection Act”).
The information collected under this contract and its annexes is **mandatory for enrolment** within the school.

It is processed electronically. Only data that must be retained to meet **legal storage or archiving obligations** will be kept by the school once the pupil has left.
Parents have the right to **access, rectify, object to, limit, and delete** information concerning their child. The same rights apply to their own personal data in their capacity as legal representatives.

To exercise these rights and obtain access to their personal information, parents may contact **Mrs Pascale ROSFELDER**, the school’s **Data Controller**.

The following categories of personal data are collected and processed by the school :

- Name, first name, date and place of birth, gender of the pupil
- Name, first name, occupation, and contact details of the parents
- School data (grades, report cards, orientation decisions)
- Data required for the school’s accounting management
- Data related to school life (lateness, absences, sanctions)
- Medical data strictly necessary for the child’s care and safety
- Data related to the creation of **Individual Support Plans (PAI)**

These data are processed for the following purposes:

- Management of enrolment within the institution
- Administrative and accounting management of the school
- Organisation of school and extracurricular activities
- Use of digital learning tools (ENT, intranet, tablets, Klassly, toutemonannee.com, edumoov.com)
- Monitoring of schooling, including cases requiring specific arrangements (PAI)
- Management of catering and related services

These data are retained **for the duration of the pupil’s schooling at the school and for ten years following its completion**.

To exercise the rights of **access, rectification, objection, restriction, deletion, and portability** of personal data under the legal and regulatory provisions mentioned above, each holder may send an email to: cagnes@eibschools.fr

Signed in Cagnes Sur Mer, on the



APPENDIX 2 – IMAGE RIGHTS

I, the undersigned:.....

Parent (or legal representative) of the child:

1. Internal authorization (private use reserved for school families)

☐ I authorize the distribution of photos and/or videos of my child taken during school and extracurricular activities on the school's internal and secure platforms:

- Klassly app,
- Educartable
- The school's private Instagram account,
- Emails addressed only to families,
- Digital spaces reserved for parents.

☐ I do not authorize the distribution of images or videos of my child on these internal media.

2. External authorization (public communication of the establishment)

☐ I authorize the distribution of photos and/or videos of my child for the school's external communication purposes, on the following media:

- School website,
- Public social media (Facebook, Instagram, etc.),
- Press articles, brochures, booklets, posters,
- School presentation films,
- Exhibitions or educational materials presented at events.

☐ I do not authorize the distribution of images or videos of my child on these external media.

This authorization is granted free of charge and may be withdrawn at any time by sending a written request to: cagnes@eibschoools.fr

In accordance with the GDPR and the French Data Protection Act, each parent has the right to access, rectify, object to, or delete their child's personal data.

Signed in Cagnes Sur Mer, on the

Signature of both parents, preceded by the words "Read and approved"