

Family Guide 2016/2017

Introduction

Welcome to Mougins School, whether as a new family or a returning one.

Please read this Family Guide carefully. It contains much of the practical information you will need during the year and is also the document linked to the contract you have signed, accepting the conditions under which we work. If you have an edition from last year, or before, please recycle it in a paper bin, as it will contain information that is out of date. The one piece of information that you have to commit to memory is the name of your child's Form (e.g. Form 2, Form 7a, Form 10b etc.). With this essential piece of information, you can always find the name of the primary class teacher, secondary tutor or subject teacher you are trying to find on the next page.

We look forward to another successful school year, where our pupils enjoy their time at school and achieve results that reflect their highest potential, whether involved in sporting, cultural or academic pursuits.

Security

In the wake of the tragic events of the 14th July in our area, it is very important that parents are fully informed of the security measures taken by the School and how they affect both students and parents. Instructions to all schools in France from the Minister of Education, Interior Minister and local Security Services (Gendarmerie and Police Municipal) are constantly being updated and Mougins School will follow their directives as far as possible.

The School campus is completely closed, both in front and behind. The buildings, car park, entrance and exits are covered by security cameras. The entrance to the car park and main entrance to the campus (Administration) are fitted with cameras and intercom facilities. There are two different alarms – one to evacuate all buildings and one to “lock down” and remain inside. All staff and children will be made aware of both sounds and we are now required to practise both situations three times a year, in addition to regular fire drills.

Before School

Students should arrive at School between 08h15 and 08h45. The School can take no responsibility for children delivered to School before 08h15. All Secondary School students, Form 7 and above, should be dropped off in the bus stop, thus reducing the number of cars driving into the campus by over 50%. A member of staff in a yellow jacket will see them across the slip road. **Under no circumstances are parents to leave their car in the Bus Stop.**

Forms 3 to 6 should be dropped off in front of one of the two entrances – the Administration Building or the Performing Arts Centre. There will be a member of staff to receive the children at each gate. **No adult may enter the campus during school hours unless they have been security checked (and then only to go to the School Office).** Parents should leave the premises immediately after drop off. You may not leave your car in the slip road for any reason.

Early Year, Reception, Forms 1 and 2 parents should park in the large car parks beyond the Performing Art Centre and deliver their children to the teacher at their entrance. They should then leave the School premises.

Security Officers. At drop off in the mornings and at pick up after school, there will be a security officer in front of the Administration Entrance. A Form 5 parent, and in agreement with the School Management, has kindly offered to place an additional security officer in front of the School and around its perimeter throughout the day.

During the Day

The car park barriers are closed during the day, apart from a short period to allow Early Years parents to pick up at 12h00. To enter the campus, for an exceptional reason, you will have to ring through to the office at the barrier and again at the small gate in front of the Administration Building. To exit the campus during the day, approach the barrier slowly and it will open (similar to the airport car parks)

Parents meeting teachers must come directly to the School office. The member of staff will meet you there. The meeting will take place in the Administration Building.

At the End of the Day

The barriers will open automatically 20 minutes before the final bell to enable parents of small children to park ready for pick up. Opening times are:

Mondays and Fridays	15h10
Tuesdays and Thursday	15h45
Wednesdays	12h45

DO NOT ARRIVE AT SCHOOL BEFORE THESE TIMES

Children will make their way down to the two entrances where a member of staff will see them off the premises. **Adults may not enter the campus until 15 minutes after the final bell.**

We will shortly be giving you all the necessary applications for your smart phones to receive both local and national security information. We will communicate further information to you if, and when, it becomes necessary.

Thank you in advance for following these measures carefully. In the past, children have been far more successful at following instructions than parents. I hope we can get everyone at the same level of commitment to the well-being of our community.

Philosophy

- The School encourages pupils to develop morally, emotionally, culturally, intellectually and physically.
- The School's way of life is characterised by caring, tolerance, security, praise and high expectations.
- The School believes that pupils learn best when they are encouraged, valued, trusted and respected.
- Pupils develop continuously: the School is obliged to provide conditions and experiences that sustain and encourage this development.

The Senior Management Team

- | | |
|-------------------------|--------------------------|
| - Mr Brian Hickmore | Headmaster |
| - Ms Jane Hart | Deputy Head |
| - Mrs Joanna Povall | Head of Secondary School |
| - Mrs Christine Bearman | Head of Primary School |

The Teaching Staff

<i>Form</i>	<i>Name of Tutor or Subject Teacher</i>	<i>Subject/Extra Responsibility</i>
Early Years	Mrs Marian Leonard	School Nurse
Reception	Mrs Alice Miller	
Form 1	Mrs Christine Bearman	Primary Head
Form 2	Mrs Tania Marcanik	
Form 3a	Mrs Katie Valentine	
Form 3b	Ms Louise Holmes	
Form 4a	Mrs Fiona Martin	Primary English Subject Leader
Form 4b	Mrs Kathryn McGahie	
Form 5a	Mr Jim Farrell	Primary Maths Subject Leader
Form 5b	Mrs Paula Byles	Deputy Head Primary
Form 6a	Mrs Elaine Owen	Primary Science Subject Leader
Form 6b	Mr James Tebbett	

Form 7a	Mr Denis Pognat	Mathematics Subject Leader
	Mme Lara Scott	French
Form 7b	Mr Marc Petrequin	Modern Lang Subject Leader
	Ms Nicki Elcome	Music Subject Leader
Form 8a	Mr Mike Owen	KS3 Science
	Mme Florence Paris	French
	Mrs Caren Keeling	KS3 Maths & Geography
Form 8b	Mrs Dominique Laure	French
	Mr Bill Griffin	History, Humanities Subject Leader
Form 9a	Mr Jerome Hebant	PE Subject Leader, French
	Sra Carmen Burgués	Spanish
Form 9b	Mr Jonathan Hallett	Chemistry
	Mrs Annie Achilli	Biology
Form 10a	Mr Johnny Jones	Science Subject Leader, Physics
	Ms Lois Downes	Sec Maths, Examinations Officer
Form 10b	Mrs Josephine McDonnell	Maths Subject Leader
	Mr Jamie Beckwith	English Subject Leader
Form 11a	Mr Robert Cooke	PHSE Subject Leader, English
	Mrs Hilary Lecoy	English and Drama
Form 11b	Mr Robert Charlton	Computing Subject Leader
	Mrs Stephanie Glyde	Physical Education
Form 12p	Mrs Joanna Povall	Secondary Head & Learning Support Co-ordinator
	Mr Glenn Horsfall	Music and English
Form 12w	Mrs Rachel Warren	Secondary Geography
	Mrs Michelle Johnson	Physical Education
Form 13b	Mr Brian Hickmore	Headmaster, Physical Education
Form 13j	Ms Jane Hart	Deputy Head, Art

Mrs Neelam Makkar	Business Studies
Mrs Alison Guy	Primary and Secondary EAL
Mrs Elena McShea	Spanish
Mrs Diana Bornais	Primary Learning Support

Classroom Assistants

Mrs Jennifer Holland	Early Years
Ms Anita Comi	Reception
Mrs Caz Petrequin	Form 1 and 2

The Administrative Staff

In addition to the teachers and classroom assistants listed above, there are a few other members of our community you will need to know:

- Secretary & Admissions	Mrs Elisabeth Ward
- Accountant	Mrs Corinne Hajek
- Administration	Mrs Anabela Carreguiera
- Marketing Consultant	Mrs Sue Dunnachie
- Librarian	Mrs Fabienne Hallett
- Science Technician	Mrs Natalie Baret
- ICT Technician	Mr Nigel Wright
- Maintenance Engineers	Mr Eric Bianco
	Mr Christophe Lombardo (Bus Driver)

The School Office is open from 8h30 until 17h00 during term time and from 09h00 until 15h00 during the school holidays. (Exception – the office is closed for the week between Christmas and the New Year and for three weeks in the middle of the Summer Vacation).

The School Week

Mougins School operates from Monday to Friday. There are no lessons on Saturdays and Sundays. Please note that School **starts** at 08h45 for all students. Note also that finishing times vary during the week.

The time schedule is as follows:

Monday	Start: 08h45	Finish: 15h30 (Primary) 15h50 (F7 - 9) 16h10 (F10 – 13)
Tuesday	Start: 08h45	Finish: 16h10
Wednesday	Start: 08h45	Finish: 13h10
Thursday	Start: 08h45	Finish: 16h10
Friday	Start: 08h45	Finish: 15h30

Children in Early Years, who are at school for half the day, begin at 09h00 and finish at 12h00 throughout the week.

Attendance and Punctuality

For all students to achieve their best, they have to be present in School at all times. The only reason they should be absent is for illness. The School requests that the home contact the School on the morning a student is absent, by email or telephone if possible. If this cannot be done or is not done, then a note signed by a parent/guardian should accompany the student on his/her return to School. For absences longer than three days, a doctor's note should be attached.

Parents should make doctors' and dentists' appointments after School hours, or on Saturdays.

You will find the School Calendar printed at the end of this booklet. Please book flights and holidays within the vacation time (15 weeks per year). **Requests for absences for exceptional reasons must be made, in writing, to the Headmaster. Students in examination classes (Forms 10 - 13) are likely to be refused permission for obvious reasons.**

Teachers will not supply work to students who are absent for other reasons than illness.

Dress

Whilst there is no school uniform at Mougins School, students are expected to be correctly and decently dressed for the environment in which they are working. For reasons of safety and to avoid damage to floors, high heels are not

acceptable. Primary School students are not permitted to wear flip-flops. Students ignoring these requirements will be required to change, which may involve a phone call to parents. It is the parent's responsibility to ensure that their child is suitably dressed for school.

Medical Information and Nurse Marian

The School is fortunate to have a fully qualified, full time nurse among its staff. Please ensure that all medical forms are returned to Nurse Marian as soon as possible.

As in the French system, it is vital that all children are examined by their doctor to ensure they are perfectly able to take part in Physical Education lessons. The doctor will sign and stamp the School Medical Form, which can be used to join outside sports clubs. N.B. All sporting clubs will require a medical certificate.

The Clinics "Plein Ciel" and "Tzanck", next to the School, have a 24 hour emergency service – Tel.: 04 92 92 53 00. **If you need an ambulance in France, dial 18.** You will be in touch with the fire brigade, which deals with medical emergencies. If you urgently need a doctor, **dial 15** for the SAMU.

Ill at School

If a student is ill whilst at School, they should inform their teacher who will refer them to Nurse Marian. She, or a member of the Senior Management Team, will make the decision as to whether the student should go home or not. If this is considered necessary, the office will call parents who should come to the School Office to pick up their child. **Under no circumstances should a parent pick up their child based on a call from the latter on a mobile phone.**

If you have occasion to change either your fixed line or mobile telephone numbers, please let the School have your new numbers as soon as possible. This will ensure we can contact you in case of illness, accident or any other emergency.

Pastoral System

The School operates a class tutor system. This means that each class has one teacher (two in the Secondary School) monitoring each child's overall performance. It is to that person(s) that subject teachers will go if they have a problem with a student's work or behaviour or wish to commend a student for excellent work or effort.

We operate “Information Slips” and “Commendation Forms” throughout the School. This is a system where teachers notify tutors and the Headmaster of excellent work done by pupils in their lessons (Commendation Form) or if work is not done or behaviour unacceptable (Information Slips). The School will write to parents to congratulate students on receiving the former. Tutors will contact parents should a student receive two Information Slips and involve the Headmaster in the event of lack of improvement.

Parents should feel free to make an appointment to see tutors (matters relating to the overall development of their child) or subject teachers (relating directly to specific subject) through the office.

Both the tutor and / or parents may involve the Headmaster if they feel it appropriate.

Discipline

Our discipline is based on respect for one’s self, each other and property. Lack of respect for any of these will not be accepted. We operate a Code of Conduct, which you will find printed on the next page. In addition, students from Forms 7 to 13 receive an A to Z Guide to Mougins School setting out what is required of them and what they may expect from us.

Only students in Forms 12 and 13 are allowed off-site at break and lunchtime, provided their tutor has a permission letter from parents. No other student may leave the campus during the day.

Smoking is not permitted at School. Firstly, we are promoters of healthy behaviour and smoking does not fall into that category and secondly, we are situated in a forest environment with a high fire risk. Should students fall into this trap; their parents will be informed immediately. Suspension is likely to follow and a letter placed in the student’s file.

The School’s Drug Policy is very clear and any student suspected of being under the influence of drugs will undergo a very simple urine drug test, administered by our fully qualified registered state school nurse. Of course, parents will be contacted for their authorisation prior to any testing of any student.

The first reason for adopting this measure is to stop comments like “all the older students are doing it” because that is far from the truth, and an insult to virtually all of our students.

The second reason is to offer those who are unfortunately tested positive ONE chance. They will be given the time necessary to become negative and will subsequently be tested on a regular basis, at the family's expense, for an appropriate period of time. The test will identify the use of drugs for a period of up to 18 days prior to its administration. It is 99% viable and in very rare cases produces a "false negative" result. It cannot give a "false positive" result.

Any further positive tests could result in permanent exclusion from the School. Any student in possession of drugs on the school campus or its surrounding area will be permanently excluded.

Code of Conduct

Mougins School is an international school educating children originating from all over the world. The behaviour of its students should reflect high levels of tolerance, respect and international understanding. We are committed to being a safe, healthy and honest community and this Code of Conduct shows what we expect of each other.

We come to school ready to learn, dressed appropriately and properly equipped.

- Be on time for school and each lesson
- Bring to lessons all the necessary materials/equipment required (e.g. books, writing equipment, sports kit etc.)

We treat others with kindness and respect and listen to their opinions.

- Speak to others and act in a way that will not offend
- Speak and listen to others with care and respect
- Speak to a teacher if you think something is wrong

We take personal responsibility for our actions.

- Deal with conflicts without violence
- Tell the truth
- Honour any commitments you make

We take responsibility to make sure we can all learn well.

- Actively participate in the lesson and produce your best work
- Complete homework to the best of your ability and hand it in on time
- Listen carefully, concentrate and allow others to concentrate
- Co-operate with your teacher and others in the class
- Leave the room and move between classes quietly and sensibly

We look after our school environment

- Respect and take care of your own and other people's work and property
- Report any damage either to a teacher or to the school office
- Look after buildings, equipment and furniture
- Put all waste in the correct bin

The Curriculum

Mougins School follows the British National Curriculum to a very large extent. The Curriculum divides a child's education into Key Stages.

The Key Stages are as follows:

Primary	Foundation Years	3 - 4 year olds	Early Years and Reception
	Key Stage 1	5 - 7 year olds	Forms 1 and 2
	Key Stage 2	8 - 11 year olds	Forms 3, 4, 5 & 6
Secondary	Key Stage 3	12 - 14 year olds	Forms 7, 8 & 9
	Key Stage 4	15 - 16 year olds	Forms 10 & 11
	Seniors	17 - 18 year olds	Forms 12 & 13

At the end of Key Stage 4 students take the external International General Certificates of Secondary Education (IGCSE) in eight to ten subjects.

At the end of Form 12, students take Advanced Subsidiary Levels (AS) in 4 to 5 subjects. They choose between three and four of these subjects to study in Form 13 at the end of which they take Advanced Levels (A).

A combination of IGCSEs, AS and A levels permits entry to universities worldwide. For more information on entry requirements for universities, please make contact with any one of the four Forms 12 and 13 tutors listed at the front of this Guide. They are all involved in senior students' university applications. If you are not familiar with the British examination system and how it compares with other national or international systems, please also contact one of the people above.

Physical Education

For PE, students must come prepared for every lesson with:

- **A Mougins School PE T-shirt** (available from the office – 15€). We recommend each student has at least two; three for GCSE PE students.
- **Black shorts or leggings**

- **Sports trainers.** No studded boots, and no flat-soled fashion trainers or skate shoes, please.
- **A towel** for the showers and when it's cold:

For football and hockey, students should also bring shin-pads, and a gum-shield is recommended for hockey.

If your child is unable to take part in PE, through injury or unusual circumstances, we will need either; a doctor's certificate, a note from home, or a message to Elisabeth in the office, on the day concerned.

We offer a wide range of lunchtime and after-school sports clubs and activities. You can find a copy of the programme for the whole school year in the school office, on the PE notice board, or in the first newsletter of the year. Clubs are usually free of charge, and students will have the opportunity to sign-up in lessons during the first week of term.

We cannot accept responsibility for students' valuables. We try to keep the changing rooms locked as much as possible during lessons, but there are times when they may be open. For this reason we insist that students do not bring valuable items to PE, but leave them either at home, or in their locker in their form-room.

Homework Policy and Timetables

Children at Mougins will receive homework. Children need to learn to work independently. They also need to consolidate their learning from the day's lessons. Those not so good at a task need to practise it. Those finding work a little easy need to be extended. Homework fulfils all these requirements.

As a rough guide, children will be spending, on average, the following amount of time per night:

- | | |
|---------------|-------------------------|
| ➤ Key Stage 1 | Up to 30 minutes |
| ➤ Key Stage 2 | Up to 45 minutes |
| ➤ Key Stage 3 | Between 1 and 1.5 hours |
| ➤ Key Stage 4 | Between 1.5 and 2 hours |

1 music manuscript book
1 blue, soft cover display book for Computing
Lined file paper - English

Form 10a & 10b Lined file paper for French, Geography, and Computing.
Business Studies, Biology, Chemistry, Physical Education,
Physics, Spanish.
Red exercise book or lined file paper for English and History
Squared exercise book for Maths
Squared file paper for Maths and Physics
Large folder for Art
GCSE Music – large pad manuscript paper

Form 11a & 11b Red lined exercise books for Business Studies, PE Theory
and English (Mrs Lecoy)
Squared exercise book for Maths
Lined file paper for other subjects
Squared file paper for Maths and Physics
Large folder for Art

Forms 12 & 13 Lined file paper
Squared file paper for Maths and Physics
Large folder for Art

Calculators suitable for Mathematics and Science throughout the Secondary School, with all the necessary functions, are available from the School Office priced 13€ each.

Spanish Dictionaries are also available from the School Office

Agendas

Students in Form 5 - 13 will be given an Agenda if they have not bought their own. It is in this diary that they should write their homework tasks and the date the finished work is due to be handed to their subject teachers. Tutors will be checking agendas during Tutorial time. They may write short messages to parents concerning homework. Parents are asked to sign the messages to show they have been read.

Communication

The School produces a NEWSLETTER every month. In it you will find a wealth of information to do with the life of the School. It contains all you need to know about social events, school trips, parents' evenings, requests for materials, changes in arrangements etc. If parents – and students – are not going to miss out on important information, they must read the Newsletter.

The end of the Newsletter is for advertisements. If you have an “ad” you would like to place, please contact Elisabeth in the office or by e-mail information@mougins-school.com There is a small charge for the space.

A notice will be put up in the car park as you drive in to indicate that the newsletter is out. The newsletters will be distributed to the eldest child or only child in each family on the last Friday of each month. Please make sure you ask your child for your newsletter. The Newsletter will also be posted on the School website every month – www.mougins-school.com

To further facilitate communication between the School, the PTA and our families, we would like to be able to use e-mail. If, for personal reasons, you do not want your e-mail to be used, please let the School know, in writing, as soon as possible.

Notice Boards

As you drive through the slip road, there is a notice board on the left that contains reminders and simple advertisements in large print – i.e. PTA coffee mornings, newsletter days etc. The main notice board for parents is on the patio in front of the Hall Building.

Reports and Parents' Evenings

Parents will receive written or oral reports at various points during the school year.

Details of parent's evening are communicated both via the newsletter and individual letters. Extra parents' evenings are organised for students taking external examinations, usually after the “mocks” and students approaching subject choices for examinations.

Secondary Report Grades

The grading system used at Mougins School is shown below. A grade is awarded for **attainment, effort and behaviour** using the descriptors below.

Attainment

	<i>Descriptor:</i>
<i>A+, A, A-</i>	<i>Working well above the expected level for a student in this group</i>
<i>B+, B, B-</i>	<i>Working above the level expected for a student in this group</i>
<i>C+, C, C-</i>	<i>Working at the expected level for a student in this group</i>
<i>D+, D, D-</i>	<i>Working towards the expected level for a student in this group</i>
<i>F</i>	<i>Working well below the expected level for a student in this group</i>

Effort

	<i>Descriptor:</i>
<i>1</i>	<i>Always applies himself/herself fully, often going beyond set work</i>
<i>2</i>	<i>Works hard and completes all tasks set</i>
<i>3</i>	<i>Usually completes all work set</i>
<i>4</i>	<i>Not always working hard enough.</i>
<i>5</i>	<i>Does not work hard enough.</i>

Behaviour

	<i>Descriptor:</i>
<i>Excellent</i>	<i>Always very well behaved, polite and helpful</i>
<i>Good</i>	<i>Always well behaved</i>
<i>Acceptable</i>	<i>Usually well behaved, sometimes behaviour is inappropriate</i>
<i>Poor</i>	<i>Frequent misbehaviour</i>
<i>Unacceptable</i>	<i>Failing in expected levels of behaviour</i>

Staff/Parent Interviews

If you would like information about your child's progress at any time, or wish to discuss a particular problem with a member of staff, please make an appointment through the office and the teacher will be pleased to meet you at a mutually convenient time.

Should you feel the matter should be dealt with at a more senior level, please make an appointment, through Elisabeth in the office, with the Head of Primary, (Mrs Christine Bearman), the Head of Secondary (Mrs Joanna Povall), the Deputy Head (Ms Jane Hart), or with the Headmaster.

The School does not accept recordings being made during interviews between parents and staff members.

The Parent Teacher Association (PTA)

Our PTA is very active and provides many opportunities throughout the school year, helping parents find new friends, connections, and resources so that their life in France (whether they are here temporarily or permanently) is as rich as they would like it to be. Through the PTA, there are many different ways that parents can be involved in school life:

Potential Social Events:

- Coffee Mornings
Coffee Mornings are often organized by Class Mums to introduce new parents to the rest of the parents within a class. These will be held either in a house or in a nearby cafe.
- Culture Club – a fantastic monthly event to introduce you to the rich culture and heritage of this region. We visit galleries, museums and gardens (often stopping for lunch on the way) and return to school in time to collect your children.
- PTA Meetings – monthly committee meetings are held to decide on future events, dates and projects. Everyone is invited to attend. We particularly encourage the parents of new students to participate, as this is a great way to immediately and effectively integrate in the school community, to share ideas and to be involved in your child's life at school. Meetings are either in the morning or the evening to allow the teacher representatives to attend.

In addition, the PTA sponsors and organises events with the purpose to FUNdraise in a social setting. Although these events are fundraisers, they are tremendous fun for all. The money raised is used to purchase those exceptional items that fall outside the normal scope of school funding and activities. The PTA committee considers suggestions from Parents, Teaching staff and Students for those "extra" items that can further enhance the facilities available to our children. A vote is taken on which of these projects the PTA will support.

International schools and their budgets are mostly the same all around the world - but they differ in the loyalty and the friendship of their members. Thanks to the loyal and extremely generous support of our parents and teachers, our projects in past years have ranged from: additional software for learning support; computers, software and books for the library; garden benches; playground equipment; a sound system; a state of the art projection system; a school bus; furnishing for the art studios; staging, lights, a sound system and curtains for the Performing Arts department, equipping a new Physics Lab, outdoor ping pong tables etc.

If you have any ideas of projects or social events that might be appropriate for the future, we would love to hear from you. Come along to one of the committee meetings and talk to us about it.

Potential Fundraising Events:

- Children's Christmas Fair – held towards the end of December to allow the lower school children to purchase surprise gifts for their parents, brothers and sisters. We even wrap their gifts for them. (Again, donations for this event are welcome.)
- End of Year BBQ – held in late June, to close the school year and wish our friends a happy Summer holiday. A great family afternoon with lots of games and prizes for the younger children.

Class parents are organised through the PTA so that each Form has two parents assigned to assist the teachers in planning class parties and events and accompanying class outings especially for the Primary classes, when required. These class mums and dads are also part of the school communication chain should the need arise to contact parents via telephone (i.e. exceptional closure of school due to snow...). We would highly encourage class parents to attend the monthly PTA meetings or (if unable) to appoint another parent to replace them at the meeting.

The School provides a monthly newsletter with important information concerning the school and the PTA.

Please read the newsletter carefully as it is the platform of communication between the school and the families. You have the opportunity to advertise in the Classified Advertising Section, an increasingly popular means of communication. If you wish to place an ad, please contact information@mougins-school.com

The PTA website is located at: <http://www.mouginsschool-pta.org> and is a good way to learn more about Mougins School and the activities held throughout the year. Look at the PTA website calendar to find out when the next PTA meeting or special event is happening!

Every parent and teacher is a member of the Mougins School PTA and is welcome to attend the monthly committee meetings. Welcome to another wonderful year at Mougins School!

This year's PTA Board and School Representatives will be published in the first Newsletter.

We hope everyone will take advantage of some part of our PTA and join us in friendship at the meetings or the many events throughout the year! Please let us know if you are willing to volunteer. Many hands make the work easy and fun for everyone. Thank you!

Lunches and the Dining Room

We operate a staggered lunch system beginning at 11h50 with Reception, Forms 1 and 2. At 12h30, Forms 3 to 6 eat and finally at 13h05, students in the Secondary School.

A company specialising in school lunches – Elixor, cooks our meals on site. Our chef, Tom, and his two assistants, cook a large choice of food of excellent quality. Lunches are served on Mondays, Tuesdays, Thursdays, and Fridays at the cost of 7,40€ per meal (four courses) for Primary School children (Reception to Form 6) and 7,70€ for Secondary School students (Forms 7 to 13). Exceptional lunch is 8.50€.

On Wednesday lunchtimes, the chef operates a sandwich bar. Students can pre-order their lunch, selecting from a list in the cafeteria on Wednesday mornings (orders must be placed by the end of morning break).

An electronic badge system allows us to record the passage of students through the self-service system everyday. Parent provision their child(ren)'s accounts at the same time as their school fees. The badge is in a protective case. If students

lose their card or remove the plastic case and the card is damaged, then they will be responsible for replacing the card – cost 15€.

Full details of the lunch system are available from Corinne in the office.

Whole School Healthy Eating Policy

Our Vision

Mougins School is dedicated to providing a positive environment that promotes healthy eating and enables pupils to make informed choices about the food which they eat. We recognise the importance of a healthy lifestyle and diet and understand that establishing a balanced diet in childhood helps establish healthy eating habits for life.

Policy Aim

Good food provision in schools has been shown to lead not only to healthier children, but to an enhanced learning ability and subsequent improved attainment. Our aim is to help to create a generation of children who enjoy food that makes them healthier, more successful and most importantly, happier. Mougins School promotes the philosophy that food should be one of life's positive and enjoyable experiences and that a healthy body develops a healthy mind.

This policy states the ways in which our school community supports pupils in developing the skills and attitudes that will help them make informed healthy choices both in and out of school.

1.0 Objectives

1.1 To recognise and acknowledge the important connection between a healthy, balanced diet and a pupil's ability to learn effectively and achieve high standards in school.

1.2 To ensure that pupils are well nourished at school, and that every pupil has access to varied, tasty and nutritious food, and an easily available water supply during the school day.

1.3 To provide a welcoming eating environment in the school dining room and to encourage positive social interaction.

1.4 To provide the tools for pupils to become autonomous in their approach to healthy eating and to adopt healthy habits throughout their school life and beyond.

1.5 To give training and support where necessary to teaching staff, teaching assistants and catering staff in order to improve awareness and understanding of the school healthy-eating philosophy.

1.6 To ensure that all teaching staff, teaching assistants and catering staff provide a consistent approach in promoting and monitoring healthy eating.

1.7 To promote the school's role in creating a healthy and well-informed wider community through sharing good practice and information with parents and carers.

2.0 Strategies in Achieving the Objectives

2.1 School Lunch Provision

a.) Children from Reception to Year 13 are given the option to pay for school lunches, provided by an external catering company and served in the school dining room. Alternatively a packed lunch is to be provided from home.

b.) Provision by the external catering company is monitored to ensure that it is adhering to the school's healthy eating policy and any subsequent/necessary feedback is given by the headteacher.

c.) Any pupils suffering from nut allergies or severe food intolerance are advised to provide their own packed lunch.

d.) Sweets and fizzy drinks are not permitted in snacks provided from home.

2.2 The Dining Environment

a.) All pupils are given to be given at least 2 choices of starter and main meal and a variety of dessert options.

b.) Options should allow inclusion for those pupils with special dietary requirements, vegetarians and also religious or ethnic groups.

c.) Pupils in Reception and Year 1 classes are served all food at their tables and are directly supervised during their lunch by either members of teaching staff or teaching assistants.

d.) Pupils in Reception and Year 1 classes are served suitable portions of meat/poultry/fish, vegetables and bread/cereals/potatoes. All children are encouraged to eat all food which is served prior to desserts being offered. In order to encourage healthy habits and

maintain a balanced diet, children who do not eat an adequate amount of their main meal should only be offered fruit or yoghurt for desserts with cakes and sugary desserts being avoided.

e.) To ensure continuity, all children are to be limited to 1 dessert after their meal and the same choice given to all. Where children are directly served meals in Reception and Form 1, it is at the teacher's discretion which desserts are offered each day. To ensure that the dessert choices with relatively low nutritional value are not continually chosen, this may mean that cakes and sugary desserts may be limited to certain days throughout the week.

f.) Children are to be continually educated as to the reasons why they should be eating a balanced and healthy diet so that an understanding is developed and future independent choices can be made based upon this. Teachers/assistants should avoid saying 'no' without giving suitable reasons, so that children can fully appreciate and understand the healthy eating philosophy.

g.) All teaching staff and teaching assistants are to be consistent in their approach to ensure that the same clear message regarding healthy eating is received by all pupils. Good habits can then be developed from the very first school years.

h.) Pupils in Forms 2 to 13 are encouraged by members of staff on duty to select at least 1 portion of vegetables or fruit in addition to their meat/poultry/fish and bread/cereals/potatoes. Members of staff on duty are responsible for ensuring that pupils finish their meals and food wastage is kept to a minimum.

i.) Members of staff on duty ensure that any pupils causing concern in the choices which they make are highlighted to appropriate form tutors to take further action.

2.2 Food in the Curriculum

a.) Schemes of work will reflect the whole-school emphasis on 'Every Child Matters' outcomes (see separate documentation), including healthy eating - particular reference will be made in PSHE, Science and PE.

b.) Opportunities for a hands-on approach will be given - cooking and growing plants which provide food will be included as part of topic and science studies.

c.) The catering company is to work with teachers in celebrating festivals and cultural events where the food provided in the dining

room directly supports and reflects the learning in the classroom. (For example, Chinese New Year, Thanksgiving, Christmas). Other fundraising opportunities may also include collaboration with the catering company where food is directly related.

d.) To broaden understanding and awareness - Origins of food, responsible/sustainable farming and issues related to food shortages are to be discussed and studied as part of the curriculum.

2.3 Collaboration with Pupils

a.) Pupils will be given regular opportunity to be consulted appropriately about their school meals through the forum of the School Council. Any feedback and points for action will be taken to the headteacher.

2.4 Partnership with parents and carers

a.) The partnership of home and school is critical in shaping how children and young people behave, particularly where health is concerned. Each must reinforce the other. Mougins School aims to lead by example and where necessary provide information for parents on healthy eating and providing healthy snacks.

b.) A school menu is to be displayed for parents and children to review the choices available for the week.

c.) Concerns regarding a pupil's eating habits are to be discussed with parents in order to develop an action plan. Parents and teaching staff should work together to monitor the progress of individual's causing concern.

Mougins School Library.

Opening Hours: Monday	08h45 – 16h30
Tuesday	08h45 – 17h00
Wednesday	08h45 – 13h00
Thursday	08h45 – 17h00
Friday	08h45 – 15h30

All students from Form 3 upwards are welcome to use the library during these hours to study, do project work, read or browse.

The library houses over 11.000 books and offers a wide selection of magazines and daily papers. Under supervision students can also access the internet or use material from the DVD/CD-Rom library.

As the library is a place shared by many for quiet work please respect the no 1 library rule: 'SILENCE'.

Food and drink are not allowed in the library and all materials and chairs should be back in place before leaving.

Money used to replace non returned library books will be taken out of the book deposit at the end of the school year.

Parents are very welcome to join the library. Membership is 25€ per school year and enables you to borrow books from our wide selection of English and French fiction, biographies and travel books.

Library Homework Club.

On Monday (15h30 – 16h30), Tuesday and Thursday (16h10 – 17h00), students from Form 3 to Form 13 can use the library after school hours to do their homework, to study, to consult reference works or to simply read. This is a good way to get some of the work done before going home or to get help with sorting out the workload.

The Homework Club is not a play group therefore the same library rules apply – silence, no food or drink. Have a quick snack after school. The club is supervised by the Librarian, but attending is the students' responsibility.

Fabienne Hallett (Librarian)

Prize Givings and Graduation

In the last two weeks of the school year, we have Prize Giving ceremonies for Primary and Secondary School pupils. Foundation Stage, Key Stages 1, 2 and Secondary Prize Givings are all held separately and dates will be advised at the beginning of the Summer Term. Also on the last day of the year, we hold the Graduation Ceremony for students in Form 13, to which all families in the School are invited. Please make every effort to attend the appropriate ceremony(ies) for your child(ren). The dates for this year are as follows:

Foundation Stage (Early Years and Reception)	Monday 26 th June - 09h0
Key Stage One (Forms 1, 2 & 3)	Tuesday 27 th June – 09h00

Key Stage Two (Forms 4, 5 & 6)
Secondary School (Forms 7 to 12)

Tuesday 27th June – 11h00
Friday 30th June 2017 - 10h30

All students are expected to attend their appropriate Prize Giving, which are held at School in the morning – exact times will be given in a Newsletter nearer the time. Students who leave for the summer vacation, without prior permission, before the end of term, and therefore miss their prize giving ceremony, will forfeit their prize.

Graduation Ceremony (Form 13) and end of year Farewell – all families in the School are invited to this very special occasion – **Friday 30th June at 18h30.**

Visiting Students

The School has a policy of inviting potential students to spend a day with us so they can “get a feel” for the School. Apart from this provision, and whilst we are always delighted to see past students at the School, it is not possible to accept visiting friends or past students into lessons. The reason is simply one of space and resources when our classes are full.

Yearbooks

Every year, a team of students and staff produce a Yearbook. This is a hardback book containing coloured photographs, drawings and writing and is a record of the School year. Each Form has a double page and every student in the School is in it somewhere. Look out for the order form later in the year. Cost of the Yearbook – 35€.

Photographs of Students

Throughout the year, staff and students take photographs for the yearbook. On Tuesday 4th and Wednesday 5th October 2015, an official photographer will take individual and class photos of every child in the School. We also take photographs for the School brochure, and both the PTA and School websites. In addition, we are often featured in local and national newspapers and on television. The School assumes that parents are happy for their child(ren) to be photographed for all of the above, unless they inform the School, in writing, to the contrary.

Book Deposit – Forms 7 to 13

The School supplies textbooks to students in all classes. The teachers distribute books, attributing a number to each and noting the name of the student against the number of the book. At the end of the year, the books should be returned.

The School operates a **Book Deposit** system for students in Forms 7 to 13. This is a system used by many schools.

New families, plus students moving from Form 6 to Form 7, will be invoiced with their school fees for 200€ against their child's books. This deposit will be returned to you when your child leaves the School, provided all of your child's books have been returned in good condition every year (tutors will have a checklist). Should books be missing, or be in such a state as to render them unusable in the future, the cost of replacing them would be deducted from the 150€. Missing library books will also be replaced by the same method. Parents will receive a letter notifying them of the amount deducted from their deposit and the details of the book lost or damaged beyond use.

Examination Fees

Fees paid to the Examination Boards for a normal set of IGCSEs, AS and A levels are included in School fees. **The cost of re-taking any examinations, getting papers back and re-marks, are not included and will be charged to the students concerned.**

For the administration of any other examinations (e.g. Common Entrance Exams), an invigilation fees may be charged.

Examination Results

The full results of the June 2016 external examinations will be published in the first newsletter at the end of September. Our students achieved excellent results again this year, despite all the controversy over grading in the UK.

Secondary School End of Year Internal Examinations

Secondary School students will take examinations in most of their subjects at the end of the school year. The examinations are spread over 10 days.

Examinations this academic year will begin on Wednesday 7th June 2017 and finish on Friday 16th June 2017. The last days of term will be used to go over the papers – an essential part of any internal examination.

Examinations will not be re-scheduled for students who are absent. Absence from these exams is likely to affect report grades.

Study Leave and External Examinations

Students in Forms 11, 12 and 13 sit their GCSEs, AS & A Level examinations in May and June each year. Form 11 students also have a two-week period of mock examinations starting on Monday 9th January 2017. During the mock examinations, the Form 11 timetable is suspended and students are only required to be in School when they have an examination.

In May and June, GCSE, AS and A level lessons will continue in each subject up to and including the last examination in that subject. Exact instructions will be sent to parents of Forms 11, 12 & 13 nearer the time. Students in Form 10 sitting French GCSE a year early are not entitled to study leave.

The timetable for Form 12 will re-start when their examinations have finished - they will return to School on Monday 12th June 2017. Every member of Form 12, without exception, is expected to attend School during that period.

International Schools' Careers Organisation (ISCO)

Mougins School is a member of this organisation, also known as “Inspiring Futures”. Its services are available to students in Forms 11, 12 & 13 and are included in their school fees. In Form 11, students take a psycho-metric test to help determine their aptitudes, likes and dislikes etc. The tests are followed by individual student and parent interviews with a careers guidance expert. ISCO is available to all students until they are 23 years of age without further cost and can help students with subject, university and job choices either online or by telephone.

Grass Areas and Dogs

We have extensive areas of synthetic grass play areas, much of it completely new. In the interest of hygiene, dogs are not allowed on the campus. Please note - there is no way through our campus to access to the forest behind. Dog

walkers will have to use other entrances further down the main road to Sophia Antipolis.

Attestation Scolaire de Sécurité Routière (ASSR)

The laws regarding riding scooters (permitted at 14 years old in France), driving a car at 16 that does not require a full licence “voiture sans permis”, a “normal” car, accompanied by a named and trained adult, or taking the car-driving test at 18 years old, are now fully applied in France. All students who intend to do any of the above in the near or distant future must pass the ASSR. This is a two-part, multi-choice theory test, taken in French. Level 1 is taken when students are in Form 8 and Level 2 in Form 10. However, it is possible to do them in Forms 9 and 11 upwards, if a student has missed one. The test is only organised once in the academic year.

Mougins School will enter all students wishing to take the tests and further details will be given to all concerned early in the Spring Term.

It is illegal for a student to ride a scooter without the ASSR. A scooter rider is not insured in the event of an accident, even if an insurance company takes the risk of insuring your child.

Any student coming to School on a scooter must use the correct entrances and exit to the School, drive very slowly in the School slip road and be wearing a crash helmet.

Trips out of School

There are many trips out of School during the year. Some of these outings are short walks near the School. Day trips using the School’s transport are often organised, and there are also residential excursions, both in France and abroad.

Mougins School will follow the norms laid down by the French National Education Authorities with regards to supervision of these trips. There is too much detail to put in this Guide, but for the purpose of most excursions, there have to be two adults per class; including the class or subject teacher. If the trip is a regular event, on a weekly or more frequent basis and is less than a full day, one teacher is sufficient, irrespective of the size of the class (French schools sometimes have between 30 and 35 pupils in one class).

The teaching staff has the details of the full policy. The School buses are fitted with seat belts, which passengers are obliged to wear by law. Teachers will

check seat belts before the bus leaves. Students who subsequently undo their seat belt before the end of the journey do so at their own risk; they are risking not only their own safety, but also a 135€ fine!

Residential Visits

A number of residential visits are organised throughout the year. The list below gives a basic outline of how we organise these trips:-

Primary School

Forms 3 & 4 Early summer activities, 4/5 days
Form 6 Winter activities, 4/5 days

Secondary School

Forms 7 September, Les Iles de Lérins, off Cannes, 6 days, gives new and old students a chance to get to know each other early in the Secondary School.

Forms 8 No trip

Forms 9 History Trip

Form 10 Spanish Option Trip to Barcelona, Spain
 Geography Option Field Study Week in France

Forms 12&13 Art, Biology, Geography, History and Spanish linked to AS and A Level Courses

No two year groups will be out at the same time. **Form 10's trips are an essential part of their GCSE courses.** We would strongly encourage parents to motivate their children to participate in these activities. The benefit to every participant in these trips is immeasurable.

A Request from the Office

If you are bringing money into the office – to pay for a Yearbook, an excursion etc., please put the cash or cheque in an envelope with your child's name and class on the outside and for what the money is intended. There are certain times

in the year when it becomes very hectic and difficult to remember who popped in just now and left the money on the table!

Mobile Phones, I-Pods and I-Pads

Students do not need mobile phones at school. If they have them, they must be switched off during lessons. Should a mobile phone ring, a student send or receive text messages during a lesson or be listening to a personal sound system, the device will be confiscated and returned at the end of the day.

The School will take no responsibility for loss, damage or theft of these items. (It has happened many times already). Students therefore bring them to School at their own risk. We reserve the right to apply the same conditions as the “Education Nationale” in France and ban them totally from School, should we be faced with too many problems.

As far as parents’ phones are concerned - out of respect for the children performing, we would ask you to turn off your phones when you come to watch all events in the Hall.

Thank you.

Mobile Phones as Cameras, Internet and French Law

There are more and more incidents in France and other European Countries concerning students photographing / filming in School using their mobile phones and subsequently transferring their photos / film to the Internet. Unless the people being filmed have specifically given permission for the clip to be posted on the Internet, - YouTube, Facebook etc, then doing so contravenes the Privacy Laws in France.

The School will contact parents immediately, if their child films and/or posts any such material on the Internet and may take legal action should it deem the material to be detrimental to any student, family or teacher.

The Use of Internet for Research

The Internet is an incredible source of information for us all and an essential tool for students for their school work. However, there are two dangers that I would like to share with you:

- 1) More and more children are tempted to communicate with people they do not know on the Internet, and in some cases, arrange to meet these unknown contacts. Be very vigilant as to the free use of Internet at

home. The message from professional advisors is: **make the computer available and accessible at home, but do not install it in your child's bedroom** – if you do, you are likely to wake up at 02h00 in the morning to find your child still chatting on Facebook or playing computer games! This is not as rare as you might imagine concerning families from the School.

- 2) If students, preparing coursework for external examinations, “copy and paste” information from the internet into their course work, they must acknowledge the source of the information in their bibliography. If they don't, **they will be accused of plagiarism and will not be awarded a grade for that examination.** The Examination Boards have sophisticated software to detect copying. A lot of coursework is scanned by examination boards and therefore plagiarism could include using a previous student's coursework.

Car Park and Slip Road

Please enter, and drive in the School slip road very slowly to avoid the possibility of an accident. There are two handicap spaces just past the Library Building on the right marked in blue and two opposite the Hall Building. Please leave them free at all times for the sake of those who need to use them.

Please do not park in the spaces on either side of the slip road marked “Reserved” as these are for the School's teaching and non-teaching staff. They are very clearly marked in white on a red background. The bus spaces are marked in yellow.

Members of staff are present in front of the School every morning and afternoon to assure the safety of the children as they arrive at school, particularly those crossing the road from the bus stop.. If you stop in the slip road, please do not leave your car. Parents of children in Early Years, Reception, Form 1 and 2, who take their children to, and collect directly from their teacher, should park in the large car parks past the Hall Building. Please use the footpath to walk from the far car park to the entrance of the School. For the safety of the children and for the smooth running of the beginning and end of each day, please follow instructions and remain courteous at all times.

NB. Under no circumstances should parents park in the bus stop, or on the pavement, and leave their cars.

Brian G. Hickmore
Headmaster