



ÉCOLE FRANÇAISE DE BRISTOL FRANÇAISE DE BRISTOL

pour faire vivre ton français

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THE ECOLE FRANÇAISE DE BRISTOL

L'École Française de Bristol (EFB) is a non-profit-making association (Charity N° 900410) run by a management committee that includes parents, the Head Teacher and the School Business Manager.

Parents are all members of the Association. Their voluntary involvement is essential to the good running of the School and enables it to reduce the cost of the services offered.

Parents can get involved by:

- Being coopted to the Management Committee at the Annual General Meeting or becoming a Director
- Or by becoming members of the Friends of the EFB, who organise social events
- Or by helping at events (running a stall, preparing the room beforehand or tidying it up afterwards etc.), accompanying classes on outings etc.
- Or by offering practical help when needed, by giving modern books for the library or equipment etc.

The Directors take responsibility for the strategic and sound financial management of the Association, for the role of employer and make decisions relating to the school's development. They must also meet legal requirements on behalf of the School. Other Committee Members are involved in marketing, producing the newsletter, the development of the website etc. in collaboration with members of staff.

The Headteacher Mathilde Monnet (or in her absence Séverine Woodcock or Laurence Jackson) is responsible for the day-to-day running of the School: pedagogical responsibility, administrative responsibility (meeting legal requirements), liaison with families and staff deployment. The School Business Manager, Estelle Tenant, is responsible for coordinating registrations, general and financial administration.

The Ecole was founded in 1980, and specialises in teaching French language and culture to children. Its sole purpose is to provide quality educational services.

Therefore, it recruits only qualified, native French speaking teachers for all classes. Courses at the Ecole aim to give young children the opportunity to learn a language when they are most receptive to it, through a variety of enjoyable activities, prior to starting secondary school or even before a move to France for some. Thanks to our unique nursery provision, we can also offer true immersion in the French language and culture provided children attend full-time.



Nursery/maternelle



Nursery/maternelle



Parapluie FLAM
Day release

Education by full-time immersion in the nursery class

The nursery class helps to develop and support children's French comprehension and expression whether they come from a bilingual background or not. Most of the children in the class have French as their mother tongue, which helps create a French-speaking environment. Our programme is also carefully adapted to meet the emotional and educational needs of non-native speakers. We use the "immersion" method in the nursery: we do not teach the French language only; we teach a broad and balanced curriculum through the medium of the French language, which helps the children learn French as an additional language. Children will carry on developing their confidence and fluency in English alongside, as they will still have many opportunities to communicate in their first language with you and outside the home.

We follow the EYFS Statutory framework

Primary classes after full-time attendance in the nursery and for children who have attended a French school before

French language skills need to be maintained at primary school age, and the children will have few opportunities to communicate in French outside the Ecole's environment. We offer:

- A primary French language and culture curriculum based on the official French language syllabus, if children have the required level of French to follow this native level language programme (assessment by our teacher at the Ecole). Children attend a class one day per week, and again benefit from a French-speaking context whilst taking part in a variety of activities designed to help them achieve the highest level of fluency possible, as well as develop their comprehension, reading and writing skills. French language skills will need to be supported at home at primary level.
- An after-school class for children who are not at bilingual level, but with a programme which will help them develop their skills further (for children who have not been schooled in France or have not reached sufficient fluency in the language). These children will not be able to follow a curriculum designed for French mother tongue speakers.

Saturday Morning French Club & French after-school classes (foreign language classes)

If you would like to give your child the chance to learn a language before secondary school, our Saturday Club/after-school classes will introduce them to French conversation topics through a mix of stimulating activities, using younger children's natural enthusiasm for language learning. After-school classes can also be a gentle introduction to the language for those planning a move to a French speaking country. Please ask for information about these classes.

VISITS

We will be pleased to welcome you for a visit. Please contact the office to arrange an appointment or come to our nursery Open Mornings (see website for dates).
(See map and directions).

SCHOOL ADDRESS: THE FONTHILL CENTRE, 35 STANTON ROAD, SOUTHMEAD, BRISTOL BS10 5SJ.

NB. THE CAR PARK MUST NOT BE USED BY PARENTS (LEASE CONDITIONS).

PLEASE PARK OUTSIDE / BE CONSIDERATE TO OUR NEIGHBOURS AND USE THE PEDESTRIAN ACCESS ROUTE.

SCHOOL OFFICE

The office will open from 2 September 2019, then during term-time

Mondays:	from 8.00 am until 4.00 pm	Thursdays:	from 8.00 am until 4.00 pm
Tuesdays:	from 8.00 am until 5.30 pm	Fridays:	from 8.00 am until 1.15 pm
Wednesdays:	from 8.00 am until 5.45 pm		

**TERM DATES FOR THE NURSERY CLASS
AND "DAY RELEASE" PRIMARY CLASSES
2019-2020 ACADEMIC YEAR**

Term 1

FROM MONDAY 9 SEPTEMBER TO FRIDAY 25 OCTOBER 2019
FROM MONDAY 4 NOVEMBER UNTIL FRIDAY 20 DECEMBER 2019

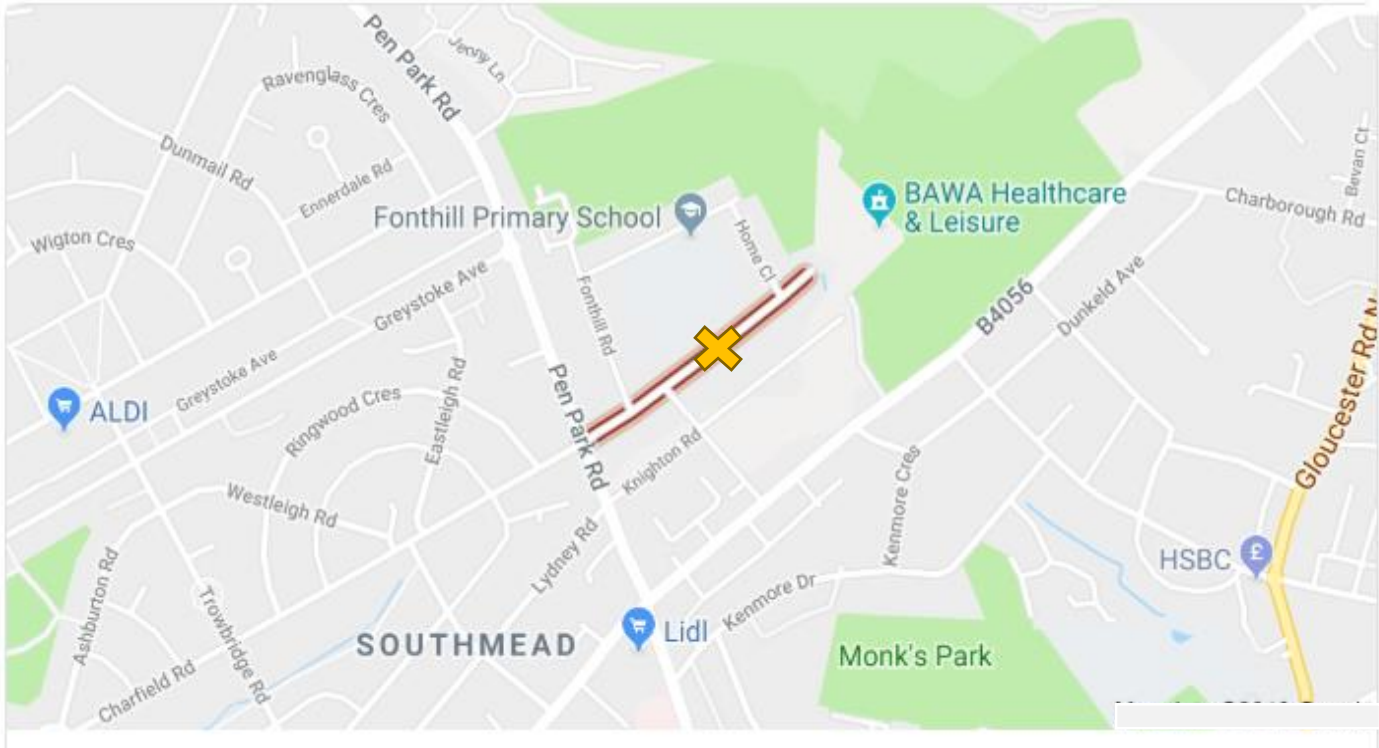
Term 2

FROM MONDAY 6 JANUARY TO FRIDAY 14 FEBRUARY 2020
FROM MONDAY 24 FEBRUARY TO FRIDAY 3 APRIL 2020

Term 3

FROM MONDAY 20 APRIL TO FRIDAY 22 MAY 2020
(SCHOOL CLOSED FRIDAY 8 MAY – BANK HOLIDAY)
FROM MONDAY 1 JUNE TO MONDAY 20 JULY 2020

PLAN / DIRECTIONS
THE FONTHILL CENTRE, STANTON ROAD, SOUTHMEAD, BRISTOL BS10 5SJ



To get to the Fonthill Centre follow the A38 (Gloucester Road/Filton Road) and turn down Monks Park Avenue. At the bottom of Monks Park Avenue there is a double mini-roundabout. Continue straight across onto Pen park Road.

Stanton Road is the second turning on the right. When you reach Stanton Road continue up for approximately 200 meters.

You will see a road sign for Bristol Plays Music. Please do not turn in, park in the road. The Ecole is on this site, on the right-hand side of the building (WHITE DOOR).

Prendre l'A38 Gloucester Road/Filton Road et tourner dans Monks Park Avenue. En bas de Monks Park Avenue, au double rond-point, aller en face en direction de Pen Park Road.

Stanton Road est la deuxième rue à droite. Continuer sur 200 m jusqu'au panneau de Bristol Plays Music.

Ne pas entrer, se garer dans la rue. L'Ecole est sur le même site, sur la partie droite du bâtiment (PORTE BLANCHE).

NURSERY CLASS / 2019-2020 ACADEMIC YEAR

Class size	We will offer 21 places per day.
Premises	We rent classrooms at the Fonthill Centre.
Timetable	Monday to Friday from 8.00 am until 5.30 pm. (Circle/group activities from 9 am until 4 pm: children can arrive at 9 am and be collected at 4 pm, please note that the same fees apply) Multidisciplinary play workshops on Wednesday afternoons.
Teachers	Mathilde Monnet, Qualified Early Years teacher (Professeur des Ecoles). Claire Vallorge, Qualified Early Years teacher (Professeur des Ecoles) Pat Kendall, Qualified Teacher (PGCE).
Assistants	Fanny Lumb, Educatrice de Jeunes Enfants and Senior Keyworker Mélina Parrott, Nursery Assistant Natacha Sullivan, Nursery Assistant Blandine Joubel, Nursery Assistant
Key Person	Your child's key person will help him/her settle in the class according to his/her needs and interests, then will support him/her through his/her individual learning. S/he will also support your child's well-being.
Staff Training	Members of staff take part in training sessions on aspects of the curriculum, Special Educational Needs, Health and Safety, Safeguarding etc. according to the needs of the class and according to members of staff's individual responsibilities.
Curriculum	We follow the French curriculum and the Early Years Foundation Stage curriculum. You can find information about the EYFS curriculum on: https://www.gov.uk/early-years-foundation-stage http://www.foundationyears.org.uk The curriculum also includes one to two hours of tuition in English each week (provided by an English mother-tongue teacher), with a variety of activities to engage native and non-native speakers of English.
Objectives	In our « maternelle » (nursery class) the children will become independent, grow in self-confidence, as we lay the foundations of academic learning in a warm and stimulating environment. They will be encouraged and supported in order to develop the love of learning. Our aims are also to support children's second language skills through using the French language whilst taking part in many varied activities. Our nursery team of qualified staff will deliver planned activities for children with the focus on the next steps of learning of each child and suited to each child's unique need.



Curriculum

In our nursery class, the basis of all learning is through active participation and play. The joy of learning is stimulated, experiences are varied, and comprehension enhanced.

Children attending our nursery will mostly develop the prime area of learning are as follows:

- Communication and language development
- Physical development
- Personal, social and emotional development

And will also develop skills in four specific areas :

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

We have created a real sense of community within the nursery, encouraging the children to live and learn together, accepting differences. We believe in establishing good relationship between home and nursery ensuring a strong liaison using constant communication and detailed learning diaries

Inspections



We are inspected by both the French and English authorities (OFSTED). Our OFSTED registration number is **EY486621**. Our nursery class has received a quality mark (“homologation”) following a French inspection. This is recognition of the quality of the tuition provided and proves that we meet national curriculum and staff teaching qualifications requirements.

French Immersion Class

We receive many requests for children to attend part-time. It is an **unrealistic expectation** from parents that by attending only 1, 2 or 3 days per week their child will become bilingual. Even less ambitious expectations like the child choosing to communicate in French some of the time or developing good comprehension skills are likely not to be met. Acquiring an additional language requires a lot of exposure to the language and support at home. This is the case for children from bilingual families, and even more so for other children.

We strongly recommend that children who do not have French as a home language are registered for 5 full days. (This is also recommended for bilingual children as full-time attendance is more likely to ensure that the child develops strong friendships, feels secure quicker and acquires good French speaking skills).

- Full-time attendance will help your child settle in,
- It will help your child develop good French comprehension skills quickly,
- This will in turn ensure that practitioners can communicate only in French with your child very quickly (this is also important for the other children: we must provide a true French immersion programme to meet the expectations of our families)
- It gives your child a real chance to develop French speaking skills

Please note that the day release classes after nursery are suitable for children who can follow a French mother-tongue curriculum. It is not in a child’s interest to attend a day release class if they are not bilingual. We will offer the alternative of after-school/Saturday classes.

Settling in arrangements

These will be agreed with you. We use some English at the beginning when needed to make sure that the child settles in well and knows that we understand his/her needs and feelings. Progressively, only the French language will be used wherever possible.

- Your child can, by prior arrangement (See Registration Form), attend mornings only for the first week, from 8 am or 9 am until 1 pm (so that they can have lunch with the group, as this is an important social time).
- The fee will be adjusted to £28.00 for each morning-only session during the first week.
- You will also be able to collect your child after their nap.

- Communication** Please do not hesitate to ask the teaching team questions if you have any queries. It is possible to exchange information before or after class. It is also possible to make an individual appointment with a teacher if you would like a longer, private discussion. A parent-teacher meeting will also be organised during the second term.
- Children with Additional Needs** Mathilde Monnet is our Special Educational Needs Coordinator (SENCO). Please do not hesitate to ask for an appointment if you would like to share information about your child with Mathilde, or if you have any queries.
- Lunch** Please bring a packed lunch (Please use ice packs). Lunches can be re-heated in our microwaves. Please use ice packs as we are not able to store lunchboxes in the fridge.
- Snacks** Healthy snacks will be provided by the School mornings and afternoons (please see the menus displayed in the classroom).
- Change of clothes** Please provide a change of practical clothes suitable for messy activities and a comforter/teddy if needed.
- Evening Phone Number** Please call our team on **07932 593 193** after 4 pm on Mondays and Wednesdays and from 1.30 pm on Fridays (office closure time) **if you are going to be late to collect your child in the evening.**
- School Life** Parents organise a “Christmas fair” with a concert and a market at Christmas time, and it is an opportunity for families to meet. There is also an annual picnic in June, when the Fête de la Musique is celebrated, with adults and children providing musical entertainment.

Fees

Fees without free hours £)	Term 1	Term 2	Term 3
3 days per week	2413.95	2069.10	2069.10
4 days per week	2952.60	2530.80	2530.80
5 days per week	3491.25	2992.50	2992.50
Fees with 15 free hours (Free Early Years Entitlement) (£)	Term 1	Term 2	Term 3
3 days per week	1143.45	980.10	980.10
4 days per week	1787.10	1531.80	1531.80
5 days per week	2388.75	2047.50	2047.50
Fees with 3 free days « 30 Hours Free Childcare »* (£)	Term 1	Term 2	Term 3
3 days per week	£0.00	£0.00	£0.00
4 days per week	738.15	632.70	632.70
5 days per week	1396.50	1197.00	1197.00
Invoicing of chargeable hours (£)	Term 1	Term 2	Term 3
3 days per week	(28.50 h – the number of free hours per week) x £84.70	(28.50 h – the number of free hours per week) x £72.60	(28.50 h – the number of free hours per week) x £72.60
4 days per week	(38 h – the number of free hours per week (28.5 maximum) x £77.70	(38 h – the number of free hours per week (28.5 maximum) x £66.60	(38 h – the number of free hours per week (28.5 maximum) x £66.60
5 days per week	(47.5 h – the number of free hours per week (28.5 maximum) x £73.50	(47.5 h – the number of free hours per week (28.5 maximum) x £63.00	47.5 h – the number of free hours per week (28.5 maximum) x £63.00
Garderie matin et/ou soir	Included	Included	Included

*28.5 h available free of charge at the Ecole, 1.5 h available free of charge from another provider.

We offer a 5% discount to families with three or more children registered at the School.

No discount or refund is given for absence due to illness, holidays etc.

Pre- and after-school care is included in the fees (rates are not variable according to actual hours of attendance each day).

Please see Terms and Conditions for late collection fees.

Please see Terms and Conditions for late payment surcharges.

French Government Grant

Household income and assets, French nationality of the child and age of the child are some of the conditions of eligibility. These are given on the following French language site www.aefe.fr, section *Scolarité*. The full eligibility criteria, conditions and application form are available at <https://uk.ambafrance.org/Bourses-scolaires-2019-2020> Please note that it will be possible to apply in the summer also.

We can provide an Excel calculator for an estimate.

Please note that the amount of the grant stated in the letter from the Consulate's Service Social is subject to recalculation once actual fees are known, as it does not take into account the deduction on fees given through the "English free hours"; this deduction can only be confirmed after the Conseil des Bourses Scolaires has considered applications (The Service Social must be informed by the Ecole of any such adjustments at the end of the school year). It may also have omitted the discount on fees for registration less than full-time.

Free hours

Please consult the <https://www.childcarechoices.gov.uk/> for full details including eligibility criteria.

Free Early Education Entitlement

We receive a grant to finance up to 15 hours of education free of charge per week from the term that follows a child's third birthday and for 38 weeks per year.

The claim is made from the School, by returning form EYR1 (available in June).

Please refer to the conditions given in the Nursery Admissions Policy for the 2019-2020 Academic Year, pages 10 to 14 of this document.

"30 Hours Free Childcare"

Some families will be eligible for up to 15 extra free hours per week for their child, from the term that follows the child's third birthday and for 38 weeks per year (13.5 hours at the School).

In the first instance, parents apply online through the website

<https://www.childcarechoices.gov.uk/>

Parents must first have opened a Government Gateway secure account, if they do not already have one)

<https://www.gov.uk/government-gateway>

Please note that you should apply well before 31 August to have the code in time for September, well before 31 December to have the code in time for January and well before 31 March to have the code in time for the last term.

You will then need to return form EYR1 to the School, before 30 June 2019 for the September term.

Please refer to the conditions given in the Nursery Admissions Policy for the 2019-2020 Academic Year, pages 10 to 14 of this document.

Other help with childcare fees

Please consult the site <https://www.childcarechoices.gov.uk/> for full details.

Please use the online calculator <https://www.gov.uk/childcare-calculator> to check your eligibility and find out with schemes are (in)compatible / the most advantageous for you among:

- Tax Credits for Childcare
- Childcare Vouchers (Please note that no applications can be made after early October 2018)
- Tax-free Childcare
- The Free Early Education Entitlement
- The 30 Hours Free Childcare
- Support for parent students

GDPR

We collect personal data relating to pupils and parents. In most cases this data is essential to our operation and allows us to meet legal obligations.

Bases for processing personal data: *contract* (e.g. payment by childcare vouchers, claims for free hours), *legal obligations or public task* (e.g. requirements of the Early Years, Childcare and Voluntary Registers, Safeguarding), *Vital interest* (e.g. Safety Plan), *Legitimate interest* (ex. Fraud prevention), *consent* (e.g. sending of newsletters by email).

Policies & Procedures

A folder containing our policies and procedures can be consulted on-site at any time.

- Acceptable use of Cameras, Videocameras and Mobile Phones Policy and Procedures
- Admissions Policy and Procedures
- Administration of Medicines Policy and Procedures
- Anti-bullying Policy
- Arrival and Departure Procedures
- Attendance Policy
- Behaviour Policy
- Complaints Policy and Procedures
- Confidentiality, Access to Records, Information Sharing and Record Keeping Policy and Procedures
- Contingency Plans
- E-safety Policy and Procedures
- Equality Policy and Procedures
- Fire Precautions
- First Aid and Accident Reporting Policy and Procedures
- Health and Safety Policy and Procedures
- Healthy Eating Policy
- Intimate Care
- Looked-after Children
- Missing Child Policy and Procedures
- No Smoking / Drugs Alcohol Policy and Procedures
- Off-site Visits and Policy for Learning Outdoors
- Our Vision, Values and Objectives
- Physical Contact
- Recording of Incidents Procedure
- Recruitment, Vetting and Barring Policy and Procedures
- Risk Assessment Policy
- Safeguarding Children Policy and Procedures
- Sickness and Infection Control Policy and Procedures
- Special Educational Needs / Inclusion Policy
- Staff Code of Conduct
- Staff Supervision Policy and Procedures
- Staff Training and Development Policy
- Student and Work Placement policy
- Volunteer Policy
- Whistle-Blowing Policy and Procedures

**NURSERY CLASS TIMETABLE
2019-2020 ACADEMIC YEAR**

Times and activities proposed subject to possible daily changes according to the ages of the children.

Children aged 3 and 4. Tuition of French Curriculum / EYFS over 5 days:

MONDAY, TUESDAY, WEDNESDAY, THURSDAY, FRIDAY.

EYFS activities on Wednesday afternoons: multidisciplinary play workshops.

+ “English Time”, English language and British culture, 1 to 2 sessions per week

TIMES	ACTIVITIES
8.00 - 9.00 AM	Pre-school care. Welcome: self-chosen quiet games – Personal, Social and Emotional Development
9.00 - 9.40 AM	Communication, Language and Literacy. Circle time and daily themes: calendar, language and communication, singing, nursery rhymes, finger play, programme of the day etc.
9.40 - 10.15 AM	Communication, Language and Literacy. Mathematics. Understanding the World. Personal, Social and Emotional Development. Expressive Arts and Design. Activities offered according to themes or books studied (workshops). For the younger children: Mark-making activities, discovering Mathematics through play and Expressive Arts and Design according to the current themes of study.
10.15 - 11.15 AM	Toilet break. Snack. Play time outside.
11.15 - 12.00 AM	Physical Development: variety of activities Movement (walking, running, jumping, rolling over etc.), following itineraries/circuit on gym equipment, collective games, ball games, circles and dances, expressive arts, use of small equipment: ribbons, hoops, stilts etc.
12.00 - 1.30 PM	Lunch. Short Playtime.
1.30- 2.00 PM	Reading of a story or a book or puppet show. Preparation for rest with gentle music for the younger pupils. Rest / sleep for the younger pupils or quiet activities for the older ones.
2.00 - 3.00 PM	For the older children: activities and projects: Communication, Language and Literacy. Mathematics. Understanding the World. Personal, Social and Emotional Development. Expressive Arts and Design. Activities for the younger children as they wake up from 3.00 pm.
3.00 - 3.20 PM	Toilet break. Snack. Play time.
3.20 – 3.45 PM	Expressive Arts and Design. Various complementary activities: mathematical games, art project, puppets etc.
3.45 – 5.30 PM	Games workshops (construction, puzzles, sand, water...) outside

ECOLE FRANÇAISE DE BRISTOL ("The School »)
NURSERY ADMISSIONS POLICY FOR THE 2019-2020 ACADEMIC YEAR
Date : 01.03.2019

Visits

We encourage parents/carers to visit our School prior to registering their child, during open Mornings (see dates on the website) or by appointment.

Age and date from which children can be registered

- We register children from the age of 3. Children reaching the age of 3 during the academic year may be registered until 2 March 2020. "Older" children may be registered until April 2020.
- Children do not need to be "toilet-trained" to be able to attend.

Opening hours

- The School is open term-time only (38 weeks per year), from 8.00 am until 5.30 pm, Monday to Friday.
- The School closes on Bank Holidays that fall during term-time.

Sessions offered and conditions

Children can be registered:

- For full day care from 8.00 am until 5.30 pm (3, 4 or 5 days per week).
- **OR** 3 Mornings from 8.00 am until 1.00 pm (only as part of the provision of free "universal hours", see conditions of our provision below).

We do not offer:

- Morning-only sessions outside the framework of the free "universal hours" (See below)
- A mix of morning and full day sessions
- Afternoon-only sessions
- Attendance over fewer than 3 days per week

Free sessions for eligible children

Detailed information regarding conditions of eligibility is available at childcarechoices.gov.uk

Children become eligible for free sessions from the term that follows their third birthday:

Children born by 31.08.2016	From September 2019
Children born by 31.12.2016	From January 2020
Children born by 31.03.2016	From 20 April 2020

We offer the following free sessions:

- Mornings from 8.00 am until 1.00 pm (5-hour sessions)
- Full days from 8.00 am until 5.30 pm (9.5-hour sessions) for the children eligible for the "30 hours free childcare"
- Sessions are provided for not less than a full term.

1. Free “universal hours” (15 hours per week, for all children)

- **Applications for free “universal hours” are made through the school, every term.**
- Free sessions are offered for 3 mornings
- One of the sessions must include the Friday morning slot for “standalone” 15-hour free places
- Applications for a free place will only be considered
 - If the duly completed “EYR1 FEEE Parent Declaration Form” has been enclosed with the registration form
 - If a photocopy of the child’s birth certificate has been supplied
 - Registration will only be confirmed if a £150 deposit -refunded if the child takes up their place at the School and when funding has been approved by the Council for the free place- has been received, within two weeks of the offer of a place.
 - We offer a maximum of two “standalone” 15-hour free places, other than 15-hour places reserved for children who lose their eligibility for the “30 hours free childcare during the year)

2. Free “additional hours” (up 13.5 hours per week at our School), for children eligible for the “30 hours free childcare”

- **Applications for the “30 hours free childcare” are made through HMRC’s online services and eligibility must be re-confirmed by parents/carers (through HMRC’s online services) every 3 months for the child to be able to continue to claim the free additional hours.**
- Free “universal” and free “additional” hours can be combined at the School so that parents/carers can benefit from 3 full days’ childcare free of charge for their child (28.5 hours per week, 5 free “universal hours” in the morning and 4.5 free “additional hours” in the afternoon per day). The balance of 1.5 hour per week may be claimed from another participating nursery).
- Applications for a free place will only be considered
 - If the duly completed “EYR1 FEEE Parent Declaration Form” has been enclosed with the registration form
 - If a photocopy of the child’s birth certificate has been supplied
 - After parents/carers’ eligibility has been checked on Bristol City Council’s Pioneer portal (code eligibility check)
 - Registration will only be confirmed if a £300 deposit -refunded if the child takes up their place and when funding has been approved by the Council for the free place- has been received, within two weeks of the offer of a place.
- If parents/carers miss the deadline for the renewal of their 30 Hours Code, their code will become ineligible and the grace period will come into effect. **The School is not responsible for ensuring that parents/carers have renewed their code in time.**
- If a child who has a 30 Hours Code becomes ineligible during the first half of a term, the child will be funded until the end of that term or for as long as they remain under compulsory school age, whichever is shorter. If a 30 Hours Code becomes ineligible during the second half of a term, the child will be funded until the end of the following term or for as long as they remain under compulsory school age, whichever is shorter.
- Should a child no longer be eligible for the “30 hours free childcare”, after the grace period, a place will be kept for him/her for only 3 free mornings per week (including the Friday morning). **The initial place (full days and for the chosen days) can only be kept for the child if a new contract is signed within the deadlines stated by the School, committing parents/carers to pay for their child’s unfunded hours (See below).**
- If you have a complaint in respect of the delivery of the free hours, you may contact Bristol City Council to discuss it further. You can email the Family Information Service at askcyps@bristol.gov.uk or call 0845 129 7 217.

Costs other than fees

- Outings (cost capped at £10 per outing per child thanks to a subsidy from the Friends of the Ecole Française de Bristol / “Les Amis de l’Ecole Française de Bristol”)
- Late collection charges as per our Terms and Conditions.
- Late payment charges as per our Terms and Conditions.
- Parents/carers must provide nappies and wipes, if used.
- Parents/carers must provide lunches.

(Snacks are provided by the School).

Fees for unfunded hours (payable by parents/carers for full day care)

- For hours above/other than the free “universal hours” or free “additional hours”.
- Please see page 6 of this document, details of fees charged to parents/carers.
- Unfunded hours are booked and invoiced for a whole term at a time.
- The same equivalent hourly rate is charged for all children regardless of whether they claim free hours with the School or not. However, we operate a sliding scale of fees for 3, 4 or 5 days’ registration (The “hourly” rate equates to £6.05 for 3 full days, £5.55 for 4 full days and £5.25 for 5 full days).

Allocation of places

Please send your application to us as early as you can: we will take account of the dates of receipt of applications should we not have sufficient places to offer in each category or on certain days of the week.

All registrations are subject to availability.

Registration from September 2019 or during the first term (until November)

Priority until 15 May 2019:

- 1- Our current pupils (re-registrations)
- 2- Our current pupils’ siblings, *for registration 4 or 5 days per week*
- 3- New pupils, *for registration 4 or 5 days per week*

Priority until 22 May 2019:

- 4- Our current pupils’ siblings, *for registration 3 full days per week*
(we cannot guarantee a choice of days if it may prevent other pupils’ registrations).

From 23 May 2019

- 5- New pupils, *for registration 3 full days per week*

From 1st to 15 July 2019

- 6- Registrations for 3 mornings

Registration from January 2020

From 1st September 2019 (or before if a lot of places remain available)

- 7- Our current pupils' siblings, *for registration 4 or 5 days per week*
- 8- New pupils, *for registration 4 or 5 days per week*

From 15 September 2019

- 9- Our current pupils' siblings, *for registration 3 full days per week*
(we cannot guarantee a choice of days if it may prevent other pupils' registrations).

From 30 September 2019

- 10- New pupils, *for registration 3 full days per week*

From 1 November 2019

- 11- Registration for 3 mornings per week

Registration after January 2020

- 12- Registration will be taken two months before the child's possible start

Application for registration

- Send/bring the duly completed registration form to the School's office. If necessary, attach the *Individual Healthcare Plan and the Regular Medication Consent Form* for children who have serious allergies, asthma or other medical conditions.
- We will confirm whether a place can be offered for your chosen days, subject to the above priority criteria.
- We will **THEN** require you to pay a deposit to secure a place (£150 for a registration for 3 mornings per week, £300 for a registration 3/4/5 full days per week). Other than as specified in the "**Free sessions for eligible children**" section above, deposits are not refundable. Deposits are not transferable to another child. Deposits are deducted from the first invoice. They are banked on receipt, but only if we are able to guarantee a place for your child.

Confirmation of registration

1. Once the full application and deposit have been received, a written confirmation of registration will be sent, according to the order of registration above.
2. We will confirm receipt of the deposit and specify the amount received.
3. We will ask you to complete and return an "All about me" information sheet regarding your child: this will help our nursery staff settle your child in.
4. We will send you "start of term" information.

Child not taking up his/her place after registration

Parents must notify us in writing should they not wish their child to take up their place after registration. We will acknowledge receipt of this notification in writing.

Change to the agreed start date

The School's agreement must be given in writing (no reduction in fees will apply without the School's written agreement).

Notice periods

- “Free Early Education Entitlement (FEEE)”

The transfer of the free hours to another nursery can only be arranged from the following term. **Notice must be given by parents in writing.**

- Registration for hours/days paid by parents (unfunded hours for full day care)

Children may be withdrawn from the School from the following term, by giving 2 months' notice in writing. Fees are payable until the end of the notice period (end of the current term if the required notice has been given, end of the following term otherwise).

Reduction in the number of registration days during the school year

- The choice of day(s) given up will be at our discretion.
- The reduction to a registration for 4 or 3 days will be effective from the following term, provided that one month's notice has been given to us in writing.

Change of days of registration / extra days

No occasional swapping of days is possible. A long-term change of days of registration will be accommodated at our discretion; a minimum of two weeks' notice is required.

If places are available, you may be able to add on occasional extra days providing 2 weeks' notice is given.

Waiting list

We will operate a short waiting list (for the 2019-2020 academic year only) for children whose full registration file have been received. We will give priority to children who can be registered for all the days that have become vacant.

PRIMARY CLASSES FOR BILINGUAL CHILDREN / 2019-2020 ACADEMIC YEAR



Classes one day per week from Reception to Year 6, on “day release” from the local English school (there are catchment areas in Bristol; we work with around 40 partner schools). Children are schooled over 5 days in the United Kingdom, therefore parents must seek consent from the Headteacher of the English primary school before the child can attend our classes.

No list of schools “that accept” the day release can be provided: the schools must be able to decide if their pupil is able to follow our programme and whether it is in their best interests.

Exercise books, pens, pencils are provided by the Ecole.

Day classes from reception to year 6 (Grande Section to CM2) / Development of French speaking, comprehension and writing skills.

The child’s level of French must be sufficient for him/her to follow this French mother-tongue curriculum (an assessment will be carried out by our teacher). If the child’s level of French is not sufficient, we will offer an evening/Saturday class.

Class sizes	Around 20 children.		
Premises	We rent classrooms at the Fonthill Centre.		
Timetable	Grande Section (Reception)	9 am until 4.30 pm	Tuesdays
	Grande Section/CP (Reception/Year 1)	9 am until 4.30 pm	Wednesdays
	CP (Year 1)	9 am until 4.30 pm	Wednesdays
	CE1 (Year 2)	9 am until 4.30 pm	Tuesdays
	CE2/CM1 (Year 3/Year 4)	9 am until 4.30 pm	Thursdays
	CM1/CM2 / Consolidation CM2 (Years 4, 5, 6)	9 am until 4.30 pm	Fridays

Please note that the choice of class is not only dependent on the child’s age. Their level of French and capacity to work independently are also taken into account. In each class children are split into groups and the curriculum is adapted to each level.

Children may not be left in our care before 8.55 am unless they are registered for pre-school care.

Childcare Children are supervised by one of the teachers and an assistant (or other member of staff).
Mornings from 8 am until 9 am, afternoons from 4.30 pm until 5.30 pm.
The cost is £51 per term for morning or afternoon childcare, £102 per term for both sessions. Childcare fees are payable upon registration. Termly registration is required.
We will allow only 6 exceptional childcare sessions per year (the child must be registered in advance) at a cost of £5 per session. A 5% discount is given to families with 3 children registered at the School.

The after-school care team’s phone number after 4 pm is **07932 593 193** after 4 pm on Mondays and Wednesdays and after 1.30 pm on Fridays (office closure time). **Please let us know on the same number if you are going to be late to collect your child.**

Teachers Camille Abrahams, (CE2/CM1), Qualified Teacher (QTS)
Laurence Jackson (CP, CE 1, CM1/CM2), Qualified Teacher (QTS)
Manuelle Tournaret (Grande Section/CP), Qualified Teacher (QTS)
Séverine Woodcock (Grande Section), Qualified Teacher (QTS)

Assistants Natacha Sullivan (Grande Section and Grande Section/CP)
Mélina Parrott (CP and CE2/CM1)

Curriculum	It is based on the official French language curriculum. Only the French language is taught. Children are taught in groups according to their individual levels.
Objectives	To improve French language comprehension, oral and written language skills, and to improve cultural knowledge. Objectives of the French curriculum: 1- cycle des apprentissages premiers (Reception / Grande Section) 2- cycle des apprentissages fondamentaux : langage oral-écriture- lecture et compréhension de l'écrit- étude de la langue (CP, CE1 and CE2 curriculum) 3- cycle de consolidation de la langue : langage oral-écriture- lecture et compréhension de l'écrit-étude de la langue (vocabulaire / orthographe / conjugaison /grammaire (CM1 to CM2 curriculum)
Inspections	Classes are inspected by OFSTED. Our OFSTED registration number is EY486621.
Communication	Please do not hesitate to ask the teaching team questions if you have any queries. It is possible to exchange information before or after class. It is also possible to make an individual appointment with the teacher if you would like a longer, private discussion. A parent-teacher meeting will be organised during the second term.
Children with Additional Needs	Mathilde Monnet is our Special Educational Needs Coordinator (SENCO). Please do not hesitate to ask for an appointment if you would like to share information about your child with Mathilde, or if you have any queries.
Lunchtime Snacks	Please bring a packed lunch (Please use ice packs). Food can be reheated in the microwave. We will provide healthy snacks mornings and afternoons.
Tuition fees	Termly fees are £460. We offer a 5% discount to families with three or more children registered at the School. No discount or refund is given for absence due to illness, holidays etc. Please see Terms and Conditions for late collection fees. Please see Terms and Conditions for late payment surcharges.
French grants	<u>They are not available</u> for these non-accreditable (part-time) classes.
Other help with childcare fees	Please consult the site https://www.childcarechoices.gov.uk/ for full details. Please use the online calculator https://www.gov.uk/childcare-calculator to check your eligibility and find out with schemes are (in)compatible / the most advantageous for you among: <ul style="list-style-type: none"> • Tax Credits for Childcare for out of school hours before 9 am and after 3.30 pm. • Childcare Vouchers (Please note that new registrations will not be possible after early October). • Tax-free Childcare for out of school hours before 9 am and after 3.30 pm. • Support for parent students for out of school hours.
GDPR	We collect personal data relating to pupils and parents. In most cases this data is essential to our operation and allows us to meet legal obligations. Bases for processing personal data: <i>contract</i> (e.g. payment by childcare vouchers), <i>legal obligations or public task</i> (e.g. requirements of the Early Years, Childcare and Voluntary Registers, Safeguarding), <i>Vital interest</i> , <i>Legitimate interest</i> (ex. Fraud prevention), <i>consent</i> (e.g. sending of newsletters by email).

Policies & Procedures

A folder containing our policies and procedures can be consulted on-site at any time will be available on our website from September

- Acceptable use of Cameras, Videocameras and Mobile Phones Policy and Procedures
- Admissions Policy and Procedures
- Administration of Medicines Policy and Procedures
- Anti-bullying policy
- Arrival and Departure Procedures
- Attendance Policy
- Behaviour and Anti-Bullying Policy
- Complaints Policy and Procedures
- Confidentiality, Access to Records, Information Sharing and Record Keeping Policy and Procedures
- Contingency Plans
- E-safety Policy and Procedures
- Equality Policy and Procedures
- First Aid and Accident Reporting Policy and Procedures
- Health and Safety Policy and Procedures
- Intimate Care
- Looked-after Children
- Missing Child Policy and Procedures
- No Smoking / Drugs Alcohol Policy and Procedures
- Off-site Visits and Policy for Learning Outdoors
- Our Vision, Values and Objectives
- Physical contact
- Recording of Incidents Procedure
- Recruitment, Vetting and Barring Policy and Procedures
- Risk Assessment Policy
- Safeguarding Children Policy and Procedures
- Sickness and Infection Control Policy and Procedures
- Special Educational Needs / Inclusion Policy
- Staff Code of Conduct
- Staff Supervision Policy and Procedures
- Staff Training and Development Policy
- Student and Work Placement policy
- Volunteer Policy
- Whistle-Blowing Policy and Procedures

"DAY RELEASE" CLASSES FOR BILINGUAL CHILDREN
ADMISSIONS POLICY FOR THE 2019-2020 ACADEMIC YEAR

Registrations

Please send in your application as early as possible: we will take into account the date of arrival of applications if we do not have enough places, after taking into consideration priority criteria. We will then wait for the assessment to confirm a registration.

Priority until 15 May 2019

Late re-registration: we are unable to guarantee a place. If a place remains available for your child, their start date may be delayed during the new term in order to allow the administration and liaison that the partnership with the English primary school entails. From mid-May, priority will be given to processing registrations for other classes, as per our agreed registration timetable.

- 1- Re-registration of our current pupils for a September start
- 2- Registration of our pupils' siblings for a September start
- 3- Registration of new pupils if their sibling(s) is/are also registered, for a September start

From the 22 May 2019

- 4- Registration of new pupils according to availability, for a September start
- 5- It is possible to register a child during the year, according to availability.
(Fees of £36.50 apply per day attended for part of a term).

Applications

- Send/bring the completed registration form. If necessary, attach the *Individual Healthcare Plan and the Regular Medication Consent Form* for children who have serious allergies, asthma or other medical conditions.
- We will confirm if a place can be offered to new pupils, according to the above priority criteria.
- Pay the first term's fees of **£460** per child (£437 per child for three children registered at the School) for new pupils, **£180** per child for our 2018-2019 pupils (including our nursery class pupils moving to Reception). Deposits/payments are not refundable nor transferable to another child. The deposit/payment is deducted from the first invoice. It is banked on receipt, but only if we are able to guarantee a place for your child.

Confirmation of registration

Once the full application has been received, a written confirmation of registration will be sent within the deadlines mentioned cf. order of registration. We will confirm receipt of your deposit and confirm the amount.

Child not taking up his/her place after registration

Parents must notify us in writing should they not wish their child to take up their place after registration. We will acknowledge receipt of this notification in writing.

Change to the agreed start date

The School's agreement must be given in writing (no reduction in fees will apply without the School's written agreement).

Notice period

Children may be withdrawn from the School from the following term by giving 1 month's notice in writing. Fees are payable until the end of the notice period, even if a child leaves before the end of term or if fees are paid in monthly instalments.

OTHER INFORMATION

OTHER CLASSES

<u>French as a Foreign Language classes:</u>	Saturday Club for children from Reception to Year 2, from 9.30 until 11.15 am Thursday Class for children from Year 3 to Year 6, from 4.45 until 5.45 pm
<u>Secondary classes</u>	Saturday mornings for bilingual pupils from Year 7, from 9.30 until 11.30 am

TEACHER LEAD FRENCH ACTIVITY COURSES (DURING HOLIDAYS)

We run French activity courses during some of the holidays, for children from the age of 3 (attending our nursery) to 10 (Year 6).

It is a fun way to learn French or develop the French language through activities prepared by fully qualified teachers. Courses are based on a different topic each time and offer activities for all the children such as creative arts, crafts, drama, cooking, singing, games, sports and outdoor activities. Different activities are planned for younger or "older" learners, but there are opportunities for siblings to enjoy a range of activities together.

In addition to the planned activities, there are plenty of other options available. These include drawing, painting, den building, playing with construction toys, dressing up... A quiet area is always available for reading, puzzles, board games etc.

Snacks are provided but the children need to bring lunch.

A folder showing the activities offered during the previous courses can be consulted in the office.

Other clubs that cater for children from the age of 3:

Sparks (Sefton Park)

<https://www.sparks-inc.org/clubs/holiday-club.html>

Clifton College

<https://www.ccsf-cliftoncollege.com/holiday-club-and-activities/holiday-clubs/>

CIP Rascals

<http://www.cip-rascals.co.uk/>

Frenchay Pre-School

http://www.frenchaypreschool.co.uk/?page_id=19

TODDLER GROUP

Les Zouzous 07816 590 609

CLASSES FOR ADULTS

Alliance Française 07903 821 655 info@afbristol.org.uk

REGISTRATIONS IN BRISTOL STATE SCHOOLS

School Admissions
Bristol City Council (City Hall)
PO Box 3176
Bristol BS3 9FS

Opening hours: 9 am until 5 pm on Mon., Tues., Thurs. / 12 pm until 5 pm Wednesdays / 9 am until 4.30 pm on Fri.
Email: school.admissions@bristol.gov.uk
Tel. 0117 903 7694

BRISTOL-BORDEAUX TWINNING

Bristol-Bordeaux Partnership

<http://www.bristolbordeaux.org/>