



## ACADEMIC ORGANISATION

A school is a living place where we learn to grow up through academic achievement and training in life skills.

The school buildings provide the framework and the equipment the tools for each individual, to be shared amongst each other.

The policy that follows reminds us of simple rules which facilitate this co-existence. Any breaking of the rules will incur sanctions which will be determined according to each individual case.

### Article 1

This policy applies to all pupils and their parents or legal guardians. It has been drawn up together with the documents on school philosophy, teaching policy, policy document and with article 78 of the “Missions” decree voted in on 24<sup>th</sup> July 1997, which outlines the priorities in education for Primary and Secondary schools providing strategies to attain these goals as listed below.

#### Article 78 « Missions decree »

§ 1<sup>er</sup>. *This policy document defines amongst others :*

- 1° *criteria for quality school work*
- 2° *assessment procedures, decision making and communication of these decisions.*

§2. *In this respect this document will deal with, in a manner appropriate to the level of education concerned, the following aspects :*

- 1° *individual work*
- 2° *group work*
- 3° *research*
- 4° *collective lessons*
- 5° *homework*
- 6° *formal assessment periods*

§3. *The following areas are particularly targeted :*

- 1° *sense of responsibility shown by attentiveness, expression, taking of initiatives, a desire to work well, listening*
- 2° *progressive acquisition of a personal and efficient working method*
- 3° *team spirit i.e. the ability to work in a team, towards a common goal*
- 4° *following of instructions including critical awareness (adapted to the level of teaching)*
- 5° *neatness of work*
- 6° *respect of deadlines*

§4. *Homework should be adapted to the level of teaching. It should always be possible for a pupil to fulfil the task on his/her own, without the help of an adult. If documents or reference works are needed, school will make sure that all pupils have easy access to them (public libraries etc.)*



## Article 2

Teaching activities within the classroom are made up of class activities, individual work and group work. These can include research projects, challenges, group discussions and practise exercises.

## Article 3

Learning and written homework can be given as of the 1st primary. It is important that each child has the necessary parental support, but we do stress the fact however that the homework should be done by the child on his/her own. Homework will be adapted to the level of teaching and any reference materials necessary will be readily available to all pupils via the public libraries or by the school resource centre (BCDR).

On average, homework should not take longer than 15 minutes to complete for years 1 and 2, 30 minutes for years 3 and 4, 45 minutes for years 5 and 6. These times are just a guideline. Some pupils will take a few minutes to complete their homework whilst others will take longer.

Homework can consist of practise exercises, research activities, learning or finishing off work not completed in class. Generally speaking, homework is given out one day to be completed for the next for the younger children. Older pupils have longer deadlines which help them get used to the requirements of secondary school.

## Article 4

The development of interdisciplinary skills referred to in § 3 of Article 78 of the missions decree will be achieved through the activities described in article 3 and 4. Instilling a sense of responsibility in pupils is obtained by stressing the importance of listening, of care and attention, of self-expression, of taking initiatives and of completing the task set.

Pupils are encouraged to be aware of their surroundings and to think for themselves in order to become autonomous, motivated and creative workers. Particular attention is given to team work, to the idea of working together towards a common goal.

## Article 5

Kindergarten and the first eight years of compulsory schooling are part of an on-going teaching process which can be divided into 3 stages.

The first stage can be split into two cycles:

- a) from the start of schooling to the end of 2<sup>nd</sup> kindergarten
- b) from the age of 5 to the end of 2<sup>nd</sup> primary

The second stage can be split into two cycles:

- a) 3<sup>rd</sup> and 4<sup>th</sup> primary
- b) 5<sup>th</sup> and 6<sup>th</sup> primary

The third stage is secondary school. This constitutes one cycle.



## ECOLE INTERNATIONALE LE VERSEAU

### Article 6

School lets each child develop at his/her own pace through positive assessment and differentiated learning.

### Article 7

#### Positive assessment

There is continual assessment to help the children progress by learning from their mistakes. Correction of mistakes leads to a better understanding and reinforces the learning process.

Assessment is therefore a valuable tool used to detect learning gaps and weaknesses, to discover learning methods, to come up with and implement the appropriate responses.

Le Verseau adopts “positive assessment” but is also in favour of self-assessment, thereby enabling both the pupil and his/her parents to follow the learning process.

### Article 8

#### Examinations and more formal testing

This type of assessment can be carried out at the end of each learning cycle in order to see what has been learnt and to check if a pupil is in line with the attainment targets. More formal assessments are called for on the completion of key stages and at the end of each cycle (i.e. end of 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> primary).

### Article 9

#### Reports

Three reports a year allow the pupil, parents and teachers to be aware of the child’s academic achievement, effort and behaviour. The reports are handed out in November, in March and in June. In November and in March, a meeting with the teachers and parents will be organised to discuss the child’s progress.

### Article 10

At the end of Primary school, the pupil will have to sit for the external end of primary assessments organised by the French Community in order to obtain the « Certificat d’Etudes de Base » which represents the end of primary education giving access to secondary school.

The subjects tested are French, Math, History/Geography and Science. The pupil must obtain 50% in each of these subjects areas. These external assessments replace all internal examination.

A school jury will deliberate any child who does not obtain the minimum requirement. If, after this deliberation, still does not reach the requirement set, the parents can ask for an external remark.



## ECOLE INTERNATIONALE LE VERSEAU

### Article 11

Form teachers help the children to become autonomous and be responsible for their work. “Extra needs” teachers or support teachers are available to ensure that each pupil may overcome his or her difficulties whether it be in a specific subject, in study methods or in the learning process.

A teacher of French as a foreign language (FLA) will provide support for two years for pupils who need it – those having obtained B or C in the French Language Learning test, required by the Wallonia-Brussels Federation.

### Article 12

All classrooms are equipped for day to day school work. Pupils are asked to provide their own personal stationery.

### Article 13

Parents may meet at any time with the Head or with a teacher. Parents are asked to make an appointment by contacting the school secretary by telephone or by email.

Whenever a problem arises, be it academic or pastoral, school will ask to see the parents concerned. Teachers, parents and pupils meet to discuss the pupil’s progress at report times. (November and March)

### Article 14

The Psycho-medico-social centre (PMS) can help with children in difficulty.

The centre’s address is: Rue Theophile Piat, 22 -1300 Wavre

### Article 15

The above regulations and procedures concerning the internal organisation of the school do not exempt pupils, parents or guardians from abiding by legislation, regulations and administrative instructions which concern them, as well as following any advice given by the school.

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**Règlement des études : mis à jour juin 2021.**