



ECOLE INTERNATIONALE LE VERSEAU

## School Charter

### 1. Introduction

L'A.S.B.L. Ecole Internationale « LE VERSEAU »  
Primary Section  
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The Governing body is a member of FELSI - the Federation of Independent Subsidised Non-denominational Schools - an organisation which represents and co-ordinates the Governing bodies of subsidised non-denominational schools (see clause 74 of the "Missions" Decree").

### 2. The reasons for having school rules

Rules are first and foremost a mental attitude. They are not an end in themselves. A school is a living place where we learn how to grow up through academic achievement and training in life skills. In accordance with the "Missions" decree (which lays down the main aims of Primary and Secondary education and details the procedures needed to achieve them) and to fulfil our mission, the school must create conditions for successful co-existence.

This entails certain rules being specified which enable everyone to know their position. They should be consistent with the school's philosophy and policy and its policy and teaching documents as well as its academic organisation.

Rules are the point of reference in case of conflict. Ideally, abiding by the rules should be a matter of course without it ever being necessary to resort to enforcing them. The following rules are to help us to live together. Any breaking of the rules will incur sanctions which will be determined according to each individual case.

**This English version is a free translation of the official French documents and in no way can be used in case of litigation.**

### 3. Pupil admission – enrolment

When the pupil is first enrolled, the school requires official documents which clearly state the pupil's identity, place of residence and nationality as well as details of previous schooling

Documents to be provided are:

- a) a copy of the child's identity card
- b) a copy of the birth certificate
- c) a document showing the household members (composition de ménage) + National Registration Number
- d) date of the last tetanus jab
- e) a passport photo
- f) name and address of previous school if applicable
- g) a copy of the child's school report
- h) an attendance certificate from the previously attended school.

After checking the pupil's file and depending on the number of places available, the Head will confirm whether to award the pupil a place (if the lists are full, the closing date for this procedure can be before the first working day in September).

The parents or legal guardians should be aware of the regulations concerning school life and academic work, and return the signed slip showing their approval.

#### **4. Re-enrolments**

All pupils whose enrolment is regularly renewed may remain at the school for the full length of their education except when:

- a) The parents reply negatively to questions concerning re-enrolment in the form supplied by the school at the end of the school year.
- b) The parents have informed the head by letter of their intention to withdraw their child from the school.
- c) The pupil is not present at the start of the school year for no reason.
- d) The decision to exclude the pupil in accordance with correct legal procedure has been made known by 5<sup>th</sup> September at the latest.

In the case of parents who do not respect the various aims and regulations detailed above, the Governing Body reserves the right to refuse the re-admission of the pupil for the following school year, in accordance with correct legal procedure.

#### **5. School attendance**

- a) Parents' attention is drawn to the compulsory nature of education as laid down in the law of 29 June 1983, clause 1, paragraph 1:  
*"Education is compulsory for a period of 12 years beginning with the school year which starts in the year of their 5<sup>th</sup> birthday and finishing in June, the year of their 18<sup>th</sup> birthday.*
- b) Parents must give their full support to ensuring the child's regular attendance at school
- c) Pupils are expected to take part in all lessons on the timetable, sports (including swimming), workshops, school trips and any other educational activities. Non-participation is at the sole discretion of the Head after a suitably reasoned request.

## 6. School diary

The school diary is the means of communication between the school and parents. A full list of the official school holidays is given out to all parents at the beginning of the new school year. The school diary contains all information concerning the child's school day (stationery to be replaced, items to be brought in etc.) in addition to all homework and assignments which the pupil must complete.

Parents and pupils are asked to familiarise themselves with the school charter and rules in the front of homework diary.

A disciplinary sheet or a reflection sheet will need to be signed, when necessary, by parents. Any late arrivals or absences are also noted here. If this happens frequently an explanatory letter will be required from the parents.

Parents must check the school diary regularly and respond to any messages.

## 7. The school day

### a) School hours

In the Kindergarten :

- Monday, Tuesday, Thursday, Friday : from 8.40 a.m. to 12.00 a.m.  
from 1.40 p.m. to 4.00 p.m.
- Wed : from 8.40 a.m. to 12.00 a.m.

In the Kindergarten the two playtimes are as follows :

- 10.35 a.m. to 11 a.m.
- 1.10 p.m. to 1.40 p.m.

In the Primary section :

- Monday, Tuesday, Thursday, Friday : from 8.40 a.m. to 12.15 p.m.  
from 1.15 p.m. to 4.00 p.m.
- Wed: from 8.40 a.m. to 12.05 p.m.

In the Primary, there are two 15 minutes breaks:

- from 10.20 a.m. to 10.35 a.m.
- from 14.55 p.m. to 3.10 p.m.

### Use of classrooms at break time:

- in fine weather, children must play outside
- in inclement weather children use the covered play area or go to the organised activities (library, art and craft, video in the English classrooms).
- in very bad weather or in the case of exceptional circumstances, the Head or a member of staff will decide that pupils may remain in the classrooms or corridors on condition that they read, play board games or find some other quiet activity.

A bell signals the start of school. We ask parents as well as staff and pupils to respond accordingly.

We would particularly draw everyone's attention to the importance of being on time. Pupils who arrive late seriously disrupt lessons and jeopardise their value.

All late arrivals are to go to the secretary's office with their homework diary. For a good start to the day and to keep to the timetable, pupils are expected to be at school by 8.30 a.m.

b) End of the school day

- At the end of school, primary pupils **must** wait for their parents outside, in the playground or at the main entrance, depending on their year group.
- Parents and children must use the pavement to reach the car park.
- From 4.30 p.m. onwards, after school supervision is compulsory for all pupils remaining on the school premises.

To guarantee the safety of the pupils:

- *After 4.30 p.m. the gate to the rear car park will be locked, so any parents affected by this must use the Primary car park and entrance.*
- *Children are expressly forbidden to wait for their parents in the car park.*
- *Primary pupils are expressly forbidden to leave the school premises via the secondary section or to wait for their parents there.*

c) Car parks

It is vital that all drivers respect the parking areas allocated to them (according to the section of the school their child is in).

The Kindergarten car park is exclusively reserved for the teaching staff and for parents with children in Kindergarten, P1 and P2.

d) Coach transport

To ensure safety during school trips or short coach journeys, we would ask you to go through these instructions with your children and to make sure that they follow them:

- sit properly with seat belts attached.
- do not stand up or walk around while the bus is moving.
- do not eat in the bus.
- show respect for the driver and the condition of the vehicle.

e) Meal times

School meal times are as follows :

In the Kindergarten : 11.55 a.m.

In the Primary :	Years 1-2:	11.55 a.m.
	Years 3-4:	12.05 p.m.
	Years 5-6:	12.15 p.m.

The Verseau school attaches particular importance to meal times - this is an occasion for the teachers to spend some social time with the children.

f) Lost property

Every year, many items of clothing and personal belongings are lost or left behind by pupils. We regularly display all lost property in the entrance halls of the various sections. All unclaimed items are subsequently given to a charity or to a children's home.

g) Classroom tidiness

Staff and pupils are responsible for keeping their classroom tidy. They should be aware of this throughout the school day. At the end of the school day, it is the duty of the members of staff to remind their pupils that nothing must be left lying around and to check that everything has been left tidy.

- the floor must be swept
- the chairs must be on the desks
- the blackboard must be cleaned
- the cupboards, desks and cloakrooms must be tidy
- there must be no bags on the floor

h) Various

- the secretary must be notified of any change of address or telephone number
- no pupil may use the school telephone without permission
- parents are requested to leave messages for their children only in an emergency
- all private calls must be paid for immediately in the secretary's office
- we would remind pupils that if they bring valuables such as watches, jewellery, mobile phones, cameras to school, the school cannot be held responsible for any loss or damage.

Mobile phones and cameras are not allowed in school.

## **Pupils Charter**

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As evidence of their involvement in the day to day running of the school and as part of a joint project all primary pupils drew up a charter for everyone's consideration :

### **1. Other people and me**

#### *With adults in particular*

- I try not to jostle
- I don't walk between 2 people who are talking
- I open the door for adults and let them go first
- I take note of instructions and opinions given by adults
- I look at the person talking to me
- I do not interrupt, I wait my turn
- I do not address adults as "tu" without their agreement
- I stop talking when an adult comes into the classroom

#### *With everyone*

- I respect other people's ideas, movements, personality and mistakes; I do not judge and I view other positively
- I remember to be polite and to say hello, goodbye, thank you, sorry, please
- I am always well-mannered
- I am welcoming to new pupils
- I help a child when he has been ill or those who don't understand very well
- I try to include everyone in playtime games, especially loners.
- I am considerate towards the little ones and don't stand in their way
- I do not hurt others (sticks, sand,...)
- I leave dangerous items at home (knives, pen knives)
- I do not jostle others when playing outside
- I encourage others to settle their disagreements
- I do not take what belongs to other people (snacks, games,...)

### **2. My environment and me**

#### *Indoors*

##### *In the corridors*

- I move around calmly
- I don't come in with dirty shoes
- I don't write on the walls
- I don't skateboard or roller skate or play ball games
- I don't leave the school premises and I stay in the primary section
- At the end of the school day, I wait for my parents in the supervised area.

### In the dining hall

- I show respect for the crockery etc.
- I behave well at the table, I sit down to eat, I talk quietly
- I am not a messy eater, I do not waste food, I use the recycling bins
- I leave my place tidy when I have finished eating
- I don't take crockery and cutlery out of the dining hall
- I indicate to the dinner ladies the portion size I would like

### In the toilets and showers

- After using the toilet, I leave it clean and flush it
- I don't write on the walls
- I turn the taps off and I don't play with water and paper
- I don't go to the toilet outside
- I don't use staff toilets
- I don't play in the showers

### In the classroom

- The classroom is a place of study and I do not shout in class
- I am careful with everything (desks, cupboards,...)
- I put my belongings away and I keep my desk tidy
- I don't eat in class
- I respect the recycling bins and I don't waste paper
- At the end of the day, I help to tidy the classroom and to sweep it
- I cannot be in the classroom without an adult present

### Outdoors

- I use the recycling bins correctly and I put general rubbish in the bin
- I show respect for the trees (no climbing, no breaking off branches)
- I respect the rules and organisation of games (football, ping pong)
- I get some fresh air
- I put my jacket and boots on when it's raining
- I only wear my cap when I am outside
- I don't write on walls
- I don't throw sand at others and I don't play with sticks
- When I play ball games, I try to avoid the windows
- I do not smoke

## **3. My school work**

### **I respect the timetable**

- I arrive in good time in the morning
- I return to my classroom when the bell rings at the end of the break

### **I work**

- I pay attention in class and get on with my work quietly, I do not chatter
- I do not disturb others when they are working and concentrating
- I do not interrupt the teacher when he is explaining something to others
- I do not whistle, sing or play in class
- I sit properly and do not lounge about

### **I work independently and effectively**

- I do my own work, I do not copy from others
- I accept the comments of my teachers in order to improve my work
- I always try to complete the task set
- When I have finished a piece of work, I get on with something else
- I make a positive contribution to group work
- When working on my own, I don't talk, I don't let myself be distracted and I don't distract others
- I read the instructions carefully before asking questions; when I have not understood, I do not hesitate to ask for another explanation
- My work is done carefully and well presented: margin, name, date, title, neat writing.

### **I keep my school things in order**

- I always have my school things with me and I look after them
- I remember to return books which I have borrowed from the library
- I keep my desk, my school bag and my files tidy
- I remember to file my worksheets in the right place
- I always give school notices to my parents

### **In the evening I look at my school diary and I do my homework**

- I complete the set tasks as accurately as possible
- I hand in my work on the correct day and I follow the instructions

### **I use the internet in a careful, positive and respectful way.**

### **End of pupil's charter**

## **8. Extras**

The parents agree to settle these charges in accordance with the terms of clause 100 in the "Missions" Decree hereafter – official document in French).

*« Article 100 du décret du 24/07/1997 « Missions » § 1er. Des dotations et des subventions de fonctionnement annuelles et forfaitaires sont accordées pour couvrir les frais afférents au fonctionnement et à l'équipement des écoles, et à la distribution gratuite de manuels et de fournitures scolaires aux élèves soumis à l'obligation scolaire.*

*§ 2. Dans l'Enseignement maternel, ordinaire et spécialisé, aucun minerval direct ou indirect ne peut être perçu. Sans préjudice du paragraphe 3, un pouvoir organisateur ne peut en aucun cas formuler lors de l'inscription ou lors de la poursuite de la scolarisation dans une école une demande de paiement, directe ou indirecte, facultative ou obligatoire, sous forme d'argent, de services ou de fournitures.*



*Dans l'Enseignement primaire et secondaire, ordinaire et spécialisé, aucun minerval direct ou indirect ne peut être perçu hors les cas prévus d'une part par l'article 12, § 1er bis de la loi du 29 mai 1959 modifiant certaines dispositions de la législation de l'enseignement, d'autre part par l'article 59, § 1er, de la loi du 21 juin 1985 concernant l'enseignement. Sans préjudice des dispositions du présent alinéa et des paragraphes 4 à 6, un pouvoir organisateur ne peut en aucun cas formuler lors de l'inscription ou lors de la poursuite de la scolarisation dans une école une demande de paiement, directe ou indirecte, facultative ou obligatoire, sous forme d'argent, de services ou de fournitures.*

*§ 3. Dans l'Enseignement maternel, ordinaire et spécialisé, sans préjudice des alinéas 2 et 3, aucun frais scolaire ne peut être perçu et aucune fourniture scolaire ne peut être réclamée aux parents ou à la personne investie de l'autorité parentale, directement ou indirectement.*

*Seuls les frais scolaires suivants, appréciés au coût réel, peuvent être perçus :*

- 1° les droits d'accès à la piscine ainsi que les déplacements qui y sont liés ;*
- 2° les droits d'accès aux activités culturelles et sportives s'inscrivant dans le projet pédagogique du pouvoir organisateur ou dans le projet d'établissement ainsi que les déplacements qui y sont liés. Le Gouvernement arrête le montant total maximal toutes taxes comprises qu'une école peut réclamer par élève pour une année d'étude, un groupe d'années d'étude et/ou pour l'ensemble des années d'étude de l'enseignement maternel;*
- 3° les frais liés aux séjours pédagogiques, avec ou sans nuitées, organisés par l'école et s'inscrivant dans le projet pédagogique du pouvoir organisateur ou dans le projet d'établissement ainsi que les déplacements qui y sont liés. Le Gouvernement fixe le montant total maximal toutes taxes comprises qu'une école peut réclamer par élève pour une année d'étude, un groupe d'années d'étude et/ou pour l'ensemble des années d'étude de l'enseignement maternel.*

*Seules les fournitures scolaires suivantes ne sont pas fournies par les écoles :*

- 1° le cartable non garni;*
- 2° le plumier non garni;*
- 3° les tenues vestimentaires et sportives usuelles de l'élève.*

*Aucun fournisseur ou marque de fournitures scolaires, de tenues vestimentaires ou sportives usuelles ou prescriptions qui aboutissent au même effet ne peut être imposé aux parents ou à la personne investie de l'autorité parentale.*

*Les frais scolaires autorisés visés à l'alinéa 2, 1° à 3°, ne peuvent pas être cumulés en vue d'un paiement forfaitaire et unique. Ils sont imputés à des services précis et effectivement organisés. Les montants fixés en application de l'alinéa 2, 2° et 3°, sont annuellement indexés en appliquant aux montants de l'année civile précédente le rapport entre l'indice général des prix à la consommation de janvier de l'année civile en cours et l'indice de janvier de l'année civile précédente.*

*§ 4. Dans l'enseignement primaire, ordinaire et spécialisé, ne sont pas considérés comme perception d'un minerval les frais scolaires appréciés au coût réel suivants :*

- 1° les droits d'accès à la piscine ainsi que les déplacements qui y sont liés ;*
- 2° les droits d'accès aux activités culturelles et sportives s'inscrivant dans le projet pédagogique du pouvoir organisateur ou dans le projet d'établissement ainsi que les déplacements qui y sont liés. Le Gouvernement fixe le montant total maximal toutes taxes comprises qu'une école peut réclamer par élève pour une année d'étude, un groupe d'années d'étude et/ou sur l'ensemble des années d'étude de l'enseignement primaire;*
- 3° les frais liés aux séjours pédagogiques, avec ou sans nuitées, organisés par l'école et s'inscrivant dans le projet pédagogique du pouvoir organisateur ou dans le projet d'établissement ainsi que les déplacements qui y sont liés. Le Gouvernement fixe le montant total maximal toutes taxes comprises qu'une école peut réclamer par élève pour une année d'étude, un groupe d'années d'étude et/ou sur l'ensemble des années d'étude de l'enseignement primaire.*

*Aucun fournisseur ou marque de fournitures scolaires, de tenues vestimentaires ou sportives usuelles ou prescriptions qui aboutissent au même effet ne peut être imposé aux parents ou à la personne investie de l'autorité parentale.*

*Les frais scolaires autorisés visés à l'alinéa 2, 1° à 3°, ne peuvent pas être cumulés en vue d'un paiement forfaitaire et unique. Ils sont imputés à des services précis et effectivement organisés. Les montants fixés en application de l'alinéa 1er, 2 et 3°, sont indexés annuellement en appliquant aux montants de l'année civile*

*précédente le rapport entre l'indice général des prix à la consommation de janvier de l'année civile en cours et l'indice de janvier de l'année civile précédente.*

*§ 5. Dans l'enseignement secondaire, ordinaire et spécialisé, ne sont pas considérés comme perception d'un minerval les frais scolaires appréciés au coût réel suivants :*

*1° les droits d'accès à la piscine ainsi que les déplacements qui y sont liés;*

*2° les droits d'accès aux activités culturelles et sportives s'inscrivant dans le projet pédagogique du pouvoir organisateur ou dans le projet d'établissement ainsi que les déplacements qui y sont liés. Le Gouvernement fixe le montant total maximal toutes taxes comprises qu'une école peut réclamer par élève pour une année d'étude, un groupe d'années d'étude et/ou sur l'ensemble des années d'étude de l'enseignement secondaire;*

*3° les photocopies distribuées aux élèves; sur avis conforme du Conseil général de concertation pour l'enseignement secondaire, le Gouvernement arrête le montant maximum du coût des photocopies par élève qui peut être réclamé au cours d'une année scolaire ;*

*4° le prêt de livres scolaires, d'équipements personnels et d'outillage ;*

*5° les frais liés aux séjours pédagogiques, avec ou sans nuitées, organisés par l'école et s'inscrivant dans le projet pédagogique du pouvoir organisateur ou dans le projet d'établissement ainsi que les déplacements qui y sont liés. Le Gouvernement fixe le montant total maximal toutes taxes comprises qu'une école peut réclamer par élève pour une année d'étude, un groupe d'années d'étude et/ou sur l'ensemble des années d'étude de l'enseignement secondaire.*

*Aucun fournisseur ou marque de fournitures scolaires, de tenues vestimentaires ou sportives usuelles ou prescriptions qui aboutissent au même effet ne peut être imposé aux parents ou à la personne investie de l'autorité parentale.*

*Les frais scolaires autorisés visés à l'alinéa 2, 1° à 5°, ne peuvent pas être cumulés en vue d'un paiement forfaitaire et unique. Ils sont imputés à des services précis et effectivement organisés. Les montants fixés en application de l'alinéa 1er, 2° et 5°, sont indexés annuellement en appliquant aux montants de l'année civile précédente le rapport entre l'indice général des prix à la consommation de janvier de l'année civile en cours et l'indice de janvier de l'année civile précédente.*

*§ 6. Dans l'enseignement primaire et secondaire, ordinaire et spécialisé, les frais scolaires suivants peuvent être proposés à l'élève s'il est majeur, ou à ses parents ou à la personne investie de l'autorité parentale, s'il est mineur, pour autant que le caractère facultatif ait été explicitement été porté à leur connaissance :*

*1° les achats groupés ;*

*2° les frais de participation à des activités facultatives ;*

*3° les abonnements à des revues ;*

*Ils sont proposés à leur coût réel pour autant qu'ils soient liés au projet pédagogique.*

*§ 7. Les pouvoirs organisateurs sont tenus, dans la perception des frais, de respecter les dispositions de l'article 11.*

*Les pouvoirs organisateurs n'impliquent pas les élèves mineurs dans le processus de paiement et dans le dialogue qu'ils entretiennent avec les parents ou la personne investie de l'autorité parentale à propos des frais scolaires et des décomptes périodiques.*

*Le non-paiement des frais ne peut en aucun cas constituer, pour l'élève, un motif de refus d'inscription ou d'exclusion définitive ou de toute autre sanction même si ceux-ci figurent dans le projet pédagogique ou dans le projet d'établissement.*

*Les pouvoirs organisateurs peuvent, dans l'enseignement primaire et secondaire, ordinaire et spécialisé, mettre en place un paiement correspondant au coût moyen réel des frais scolaires visés aux paragraphes 4 et 5.*

*Dans l'enseignement obligatoire, aucun droit ou frais, direct ou indirect, ne peut être demandé à l'élève, à ses parents ou à la personne investie de l'autorité parentale, pour la délivrance de ses diplômes et certificats d'enseignement ou de son bulletin scolaire.*

*§ 8. La référence légale et le texte intégral du présent article sont reproduits dans le règlement d'ordre intérieur de chaque école ainsi que sur l'estimation des frais réclamés visés à l'article 101, § 1er, et les décomptes périodiques visés à l'article 101, § 2.*

## 9. Absences and late arrivals

The Ministry of the French Speaking Community requires us to point out that excessive unjustified absence without the required certificate can jeopardise your child's school year. Leaving early, before the end of term and returning late after the beginning of term count as unjustified absence.

- a) Parents must account for their children being absent or arriving late.
- b) All absences, even for half a day, must be covered either by a medical certificate (if the children are absent for more than 2 days) or by an explanatory note from the parents. (The same applies to P.E. and swimming lessons). The absence note or certificate must be handed to the form teacher.
- c) As stated in the legal article of 23<sup>rd</sup> November, 1998, only the following are accepted as justified absences:
  - Illness covered by a medical certificate
  - The summons by a public authority or the need for the pupil to go this authority who would provide an absence certificate
  - The death of a parent or a close relative - the absence cannot exceed 4 days
  - The death of a parent or a relative of the pupil, however close, living under the same roof as the pupil, the absence cannot exceed 2 days.
  - The death of a parent or a more distant relative of the pupil not living under the same roof, the absence cannot exceed 1 day
  - Force majeure or exceptional circumstances approved by the Head.The above-mentioned documents must be given to the school on the first school day following an absence of 3 days and in all other cases on the 4<sup>th</sup> day of absence.  
All other reasons for absence are considered as unjustified absence.
- d) Late arrivals: all children arriving late are to go to the secretary's office with their homework diary.

## 10. Sanctions

Bad behaviour or any infringement of these rules will lead to disciplinary action. This can range from extra work, loss of one or more break times, to a suspension of one or even more days. A pupil can be temporarily withdrawn from his group or from lessons notably in the case of violence, theft or rudeness. Decisions about sanctions and temporary exclusions rest with the Head.

### a) Bullying and harrassment

Each member of the school community has the right to be treated with consideration and respect, to enjoy his/her time at school without being threatened, bullied or abused. We all have the responsibility to treat others in this way.

Any abusive behaviour is to be taken seriously: it is the result of a conscious or subconscious wish to deliberately hurt, intimidate or threaten others.

We must be vigilant and responsive to ensure that any act of bullying is dealt with in the appropriate manner. Vigilance also needs to be shown when dealing with the situation so as to avoid reprisals.

Bullying can take many forms but 4 main types are :

- Verbal : name-calling, insulting, making offensive remarks, spreading nasty rumours, malicious notes etc.
- Physical : hitting, kicking, taking belongings, hurting others, self-harm.
- Psychological : exclusion from social games, humiliation, ridicule
- Sexual

Bullying when repeated over a period of time harms the victim and may lead to depression, low self-esteem and a deterioration in the level of school work.

Those who witness an act of bullying and do not react are also to blame as well as the bully himself.

### Strategies to combat bullying

Advice for pupils : if you are bullied or know of someone being bullied, you must inform your form teacher or any adult at school whom you trust. If you deem it necessary you can ask to see the educational psychologist at the PMS centre in Wavre (010 22 47 09).

By dealing with the problem as quickly and seriously as possible, you can be sure that the problem will be recognised and will not deteriorate any further.

You must be aware that if you do not say anything no one will be able to help you. Also, be aware that informing an adult of an act of bullying is not telling tales.

Saying nothing, letting bullying continue is, in a certain way, taking part in this unacceptable act.

Advice for parents: If you think your child is being bullied, you must contact your child's form teacher, then the Direction immediately.

You can also contact the school psycho-social medical centre in Wavre (010 22 47 09)

If you are not sure about what is going on with your child, look out for any change in behaviour: not wanting to go to school, headaches, stomach aches, loss of appetite, disturbed sleep pattern, difficulties at school, loss of personal belongings, not wanting to tell you what is wrong.

Talking to your child about the situation is very important at this stage.

### Strategies adopted by the school to deal with the problem

The form teacher or the teacher who has become aware of a difficulty with one or several pupils will first meet with the bully to find out what is going on, to make him/her aware of the difficulties of the victim and to avoid further offence.

The bully and the bullied child will then meet with the aim of arriving at a reconciliation via mutual understanding. It is often useful to keep a written record of these meetings. This helps one to remember events correctly.

The bullied child must feel supported by everyone and be monitored until his/her self-confidence returns.

Depending on each individual case, the teaching body as a whole will be made aware of the problem. This would enable everyone – all members of staff, play-ground supervisors etc. to be aware of the situation. In the case of a very sensitive issue the file will be kept confidential in the Head's office.

If there is no improvement in the situation, the Head will intervene following the same procedure.

A meeting will then be organised with the bullied child and the bully individually, then with both children together and finally with their respective parents.

Disciplinary measures will be put in place. These will vary according to the seriousness of the bullying :

- loss of midday break
- extra schoolwork
- detention at 4 p.m.
- suspension from lessons, but child is present at school (for 1, 2 or 3 days with work set). It is the pupil's responsibility to be in order for his return to school.
- fixed period exclusion for 1,2,3 days with work set. It is the pupil's responsibility to be in order for his return to school.
- a behaviour contract could be envisaged

If the serious situation (misdemeanour, offence) shows no real sign of improvement, the bully could be permanently excluded (see c) below).

### **b) Use of the internet at home**

Care needs to be taken when using the internet. The anonymity of this tool can encourage young people to take part in irresponsible even dangerous activities.

If parents become aware of an exaggerated length of time in front of the computer, they need to talk and discuss it calmly.

When discussing, it is important to remember some basic rules :

- I do not hide what I am doing from my parents
- I never give my name, my address, the name of my school, my telephone number to anyone on the internet without my parents' permission
- I am careful when I chat online as I cannot be 100% sure that the other person is who he/she says he/she is.
- I will never meet up with someone I have met on line without talking about it to my parents

NB : Extract, aimed at parents, from a comment by Mr Hazette, Minister of Secondary Education

*“This new means of communication can prove to be very interesting if well monitored, but the risks are huge and young people are not always aware of this. It is therefore important to speak to them regularly about this and to remind them amongst other, that*

- *no photographs can be put on the web without the agreement of the person concerned*
- *each citizen has the right to privacy in his private life*
- *bullying, violence, incitement to violence, defamation of character, appeal to boycott, identity theft, indecent behaviour, racism and xenophobia can all be punished by law.*

*It also needs to be made known that according to the law of 23rd March 2003 concerning the electronic market, those who have created an internet site are deemed solely responsible for the content of the site. In the case of young people under the age of 18, the parents are held responsible.*

*You are all asked to act with extreme vigilance.”*

### **c) Permanent exclusion**

A pupil in regular attendance at a subsidised teaching establishment in the French speaking community may be permanently excluded only if the offences of which he is guilty constitute an attack on the physical, psychological or moral well-being of a member of staff or of a pupil, jeopardise the organisation or smooth running of the educational establishment or seriously or morally prejudice the school (clause 89, §1 of the “Missions” Decree hereafter – official document in French).

***Arrêté du Gouvernement de la Communauté française définissant les dispositions communes en matière de faits graves devant figurer dans le règlement d'ordre intérieur de chaque établissement d'enseignement subventionné ou organisé par la Communauté française***

***A.Gt 18-01-2008***

***M.B. 06-03-2008***

*Le Gouvernement de la Communauté française,*

*Vu le décret du 24 juillet 1997 définissant les missions prioritaires de l'enseignement fondamental et de l'enseignement secondaire et organisant les structures propres à les atteindre, notamment l'article 77bis inséré par le décret du 15 décembre 2006;*

*Vu le protocole contenant les conclusions des négociations menées le jeudi 19 juillet 2007 au sein du Comité de Secteur IX : « Enseignement » (Communauté française), du Comité des Services publics provinciaux et locaux - Section II et du Comité (Comité de négociation pour les statuts des personnels de l'enseignement libre subventionné);*

*Vu le protocole contenant les conclusions de la concertation menée le 21 août 2007 au sein du Comité de concertation entre le Gouvernement de la Communauté française et les organes de représentation et de coordination des pouvoirs organisateurs de l'enseignement et des centres P.M.S. subventionnés reconnus par le Gouvernement;*

*Sur la proposition de la Ministre-Présidente, ayant l'Enseignement obligatoire dans ses*

attributions;

*Après délibération,*

*Arrête :*

**Article 1<sup>er</sup>.** - *Les dispositions du présent arrêté s'appliquent aux établissements d'enseignement fondamental et d'enseignement secondaire ordinaires et spécialisés organisés ou subventionnés par la Communauté française.*

**Article 2.** - *Le règlement d'ordre intérieur des établissements précités doit contenir les dispositions suivantes :*

*« Faits graves commis par un élève.*

*Les faits graves suivants sont considérés comme pouvant justifier l'exclusion définitive prévue aux articles 81 et 89 du décret du 24 juillet 1997 définissant les missions prioritaires de l'enseignement fondamental et de l'enseignement secondaire et organisant les structures propres à les atteindre :*

*1. Dans l'enceinte de l'établissement ou hors de celle-ci :*

*- tout coup et blessure porté sciemment par un élève à un autre élève ou à un membre du personnel de l'établissement;*

*- le fait d'exercer sciemment et de manière répétée sur un autre élève ou un membre du personnel de l'établissement une pression psychologique insupportable, par menaces, insultes, injures, calomnies ou diffamation;*

*- le racket à l'encontre d'un autre élève de l'établissement;*

*- tout acte de violence sexuelle à l'encontre d'un élève ou d'un membre du personnel de l'établissement.*

*2. Dans l'enceinte de l'établissement, sur le chemin de celui-ci ou dans le cadre d'activités scolaires organisées en dehors de l'enceinte de l'école :*

*- la détention ou l'usage d'une arme.*

*Chacun de ces actes sera signalé au centre psycho-médico-social de l'établissement dans les délais appropriés, comme prescrit par l'article 29 du décret du 30 juin 1998 visant à assurer à tous les élèves des chances égales d'émancipation sociale, notamment par la mise en oeuvre de discriminations positives.*

*L'élève sanctionné et ses responsables légaux sont informés des missions du centre psycho-médico-social, entre autres, dans le cadre d'une aide à la recherche d'un nouvel établissement.*

*Sans préjudice de l'article 31 du décret du 12 mai 2004 portant diverses mesures de lutte contre le décrochage scolaire, l'exclusion et la violence à l'école, après examen du dossier, le service compétent pour la réinscription de l'élève exclu peut, si les faits commis par l'élève le justifient, recommander la prise en charge de celui-ci, s'il est mineur, par un service d'accrochage scolaire. Si l'élève refuse cette prise en charge, il fera l'objet d'un signalement auprès du Conseiller de l'Aide à la Jeunesse.*

*Sans préjudice de l'article 30 du Code d'Instruction criminelle, le chef d'établissement signale les faits visés à l'alinéa 1<sup>er</sup>, en fonction de la gravité de ceux-ci, aux services de police et conseille la victime ou ses responsables légaux, s'il s'agit d'un élève mineur, sur les modalités de dépôt d'une plainte.»*

*Cette mention figurera obligatoirement dans les règlements d'ordre intérieur pour le 1<sup>er</sup> septembre 2008 au plus tard.*



**Article 3.** - *Le présent arrêté entre en vigueur à la date de sa publication au Moniteur belge.*

**Article 4.** - *La Ministre-Présidente, ayant l'Enseignement obligatoire dans ses attributions, est chargée de l'exécution du présent arrêté.*

*Bruxelles, le 18 janvier 2008.*

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Sanctions concerning permanent exclusions and refusals for re-admission are announced by the Governing Body in accordance with correct legal procedure.

Prior to any permanent exclusion or non-reenrolment, the Head will send for the pupil and his parents or legal guardian by registered letter. Their meeting will take place at the earliest on the fourth working day following the delivery of the registered letter.

The meeting will cover alleged offences committed by the pupil and will explain how to access the discipline file.

The parents may have the assistance of an advisor throughout the meeting.

If the parents or the legal guardians fail to attend the meeting, a summons for non-compliance is issued and the disciplinary procedure will follow its normal course.

Prior to any permanent exclusion, the Head will ask for the opinion of the class Council or similar body as well as that of the P.M.S. (psycho-medical and social centre) responsible for pastoral care. The decision for permanent exclusion once it has been justified, is made by the Governing body and the parents or the legal guardians are informed by registered letter. The term of the registered letter comes into effect on the 3<sup>rd</sup> working day following posting.

If the seriousness of the incident warrants it, the Head may decide to remove the pupil from the school on a temporary basis for the duration of the permanent exclusion procedure.

Notification of this temporary withdrawal will be communicated to the parents of the student in the letter informing them of the meeting with the Head.

A refusal to re-enrol a student for the following school year is treated as a permanent exclusion (see clause 91 of the "Missions" decree of 24 July 1997).

## **11. Insurance**

The school governors have taken out an insurance policy to cover civil responsibility and physical injuries to pupils.

ETHIAS policy reference number: 07/002-45.041.378, the conditions of which are available at school for consultation.

The head of the school must be notified as soon as possible of any accident, of whatever kind, in which pupil is involved in the context of a school activity or on the way to or from school.



## 12. School Medical Service and Preventative measures

The school medical officers are based at the PSE Centre (Service de Promotion de la Santé à l'École), Montagne d'Aisemont, 119- 1300 Wavre.

They must:

- Whenever necessary, supply the pupils, their parents or guardians, school authorities and staff with practical advice with the aim of preventing the spread of contagious infections within the school setting as well as beyond it.
- When the need arises and with appropriate instructions, give the school governors advice regarding the prevention of infectious diseases (removal of pupils, closure of classrooms, general hygiene measures).

School medicals are compulsory, laid down by the French speaking Community's decree of 20/12/01 which promotes health in schools.

This compulsory medical examination cannot be replaced by a medical certificate given by the family doctor. Pupils in 3<sup>rd</sup> kindergarten, 2<sup>nd</sup> and 6<sup>th</sup> primary undergo a complete medical examination. There is a partial medical examination for 1<sup>st</sup> kindergarten pupils and an eye test is given to 4<sup>th</sup> year primary pupils.

## 13. Miscellaneous

In line with school policy, children are encouraged to take part in charitable fund-raising events to provide help for those less fortunate: bowl of rice (charity lunch), bake sales, sale of T-shirts, Christmas fair, food parcels etc.

## 14. Final arrangements

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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**School charter updated June 2021.**