

Prologue

As Primary Director, this is my second year in your beautiful country. I loved Nigeria last year, and I still love it today ! My role as headteacher is the Primary School's good functioning and well-being & success for all the pupils. My first message is : Trust in your teachers !

This moment at the start of the school year is organised to enable families to understand how the school operates as a whole: its rules, expectations and objectives.

Points raised

- Administration

- check / update your details on Eduka (illness, other).

- safety and security

- **secure** place, and it will remain **secure thanks to you**.

- Indeed, to ensure the safety and security of all children, **strict rules** must be followed on your part:

- in **maternelle**, opening of the gate at 7:30 am (not before);
 - in elementary school (**CP to CM2**), do not go beyond the playground gate so that **guardians** can have a good view of the different areas.
 - If you wish to enter the school to see a teacher, **please go to the administration office first** to obtain a badge, which gives you the right to enter and go to class. After the appointment, you will need to return it to the administration;

- in **maternelle**, please **collect** your child **no later than 1.10 p.m., or 12.10 p.m. on Fridays**; pupils must not be left alone in class as this interferes with the work of cleaning and preparing the classroom;

- in **elementary** as in **maternelle**, pupils must be **collected without delay, for the smooth running of the school**; you are kindly requested to **respect the timetable**, and to **inform** the lycée administration of any lateness;

- if a parent asks a **friend** or an **UBER** driver to collect their child, **it is essential to inform the administration and fill in a form**. Otherwise, the child cannot be collected without your presence;

- this year's **enrolment in Primary school** : **311** pupils, including **103** in nursery and **208** in elementary, divided into **15** classes;
 - the **pedagogical work of class composition and distribution of pupils in the classes is the result of reflection** by all the teachers in the teachers' council, in the interests of the pupils; **once again, trust them !**

- **timetables**
 - pupils are **welcomed from 7.30 a.m.** for all pupils; school hours:
 - from **8 a.m. to 1 p.m.** every day for CM2 pupils; for the other levels, from **8 a.m. to 1 p.m.** from Monday to Thursday **and from 8 a.m. to 12 p.m. on Fridays**;
 - children always enter and leave the school from the **same place**;
 - if you expect to collect your child late, please **register** him/her in the **garderie** (if you do, he/she will automatically be registered for this fee-paying service);
- **Rules of procedure**
 - You noted it at the time of **registration**
 - It is available on **our lycee's website** if necessary
 - For **safety** reasons, parents are asked **not to linger in the school or in the surrounding area**;
 - caution: no dangerous objects brought by kids
parents are responsible for objects brought in by their child;
 - in the **event of illness**, the family must inform the school of the reason for the absence **without delay (e-mail)**. The child **must not be brought** to school. The lycée **nurse** is authorised to give medical treatment on presentation of a **prescription, otherwise this is not permitted**;
 - if the child **falls ill during** school, he will be taken to the lycée nurse, who will contact you. The child must then be collected. **The pupil does not return to class**;
- **absences**:
 - each family **must inform the Lycée Français of the reason** for their child's absence **without delay** by e-mail, Pronote or telephone.
Pupils are **therefore expected to be present every day from maternelle onwards**;
- **communication between school staff and families**
 - please **be aware of any communication** from the school, in the interests of the schooling and well-being of each pupil; **it is compulsory to make an appointment to meet a teacher**, in order to respect their work and organisation; please respect them;
- **students with special educational needs**
 - teachers work together throughout the year to **reduce academic difficulties and adapt lessons** to the pupils' levels so that each pupil progresses;
 - a **specialised teacher** is available at the Lycée Marcel Pagnol;
 - a **scheme for neo-French-speaking pupils** exists at the Lycée from CP onwards;

- **Supplementary teaching activities (APC)** are offered by the teacher to families, to **work differently** with each pupil. It is **not reserved exclusively for certain pupils**. This activity can only take place with the **agreement of the families**. The families concerned will be informed by the teachers; families **must remember to return the signed note to the teacher so that he/she can take the pupil**;
- **Parent elections:**
 - You are going to **vote** for your delegates, who will sit on the Conseil d'école - the **official forum** for discussion and proposals between parents, represented by their elected representatives, teachers and the lycée educational community. **As headmaster, I am the president of these 3 councils**, which will take place in November, February and June this year 2025-2026.
 - You can **apply to be a delegate: come and see me to talk about it!**
 - they **attend the 3 conseils d'école** of the year
 - this is a **body** that is **governed by strict regulations**;
 - a **training** on the role and responsibilities of the RPE will be offered to elected parents after the elections; **it is essential to come to this meeting** to understand how the **conseil d'école** works;
 - **Elections** will take place on Friday 10 October: **you will be informed in due course**
Parents, **you are setting an example for your children**: voting means talking to your child and explaining to him or her that it is essential to keep democracy alive, and they will understand that a parent is a **thoughtful and active citizen**; **they will understand that tomorrow, in turn, they will elect their class delegate**;
- To enable your child to **continue to discover and learn French and its culture**, **I sincerely invite you to visit the French Institute in Abuja**: books in French, French classes for children and adults, shows, films and exhibitions to help you better understand French and Francophone culture. **It's very important for your child to hear and speak the French language outside of school**;
- Setting up of the **parents' café**: after the success of the first café last Friday, you will be invited to the next one and you will receive an invitation by email: you will need to complete the **survey** to enable us to welcome you as well as possible.

Epilogue

Parents, **you are the first educators and the example for your children**. We need each other to help each student succeed. A student is a future citizen. I know I can trust you to show your child the right way.

I strongly advise you to contact your child's teacher for any questions relating to class life, **making sure you ask for an appointment first**

My door is always open if you need anything. I **urge** you to take part in the **vote** for parent representatives, and to explain to your children at home that it is important to vote in order to choose their elected representative.

Thank you for listening and for reading this document.