



Lycée Français Marcel Pagnol d'Abuja

Durumi District, after Prince and Princess Estate II, Abuja, Nigeria

Tel : (234) 803 315 47 41

secretariat.efmpa@lfmpabuja.com www.lfmpabuja.com



school rules - primary school

The present school rules define the regulatory framework of the Lycée Français Marcel Pagnol d'Abuja for the primary school (from TPS to CM2).

It is the responsibility of everyone to comply with them, and of the teaching staff and parents to ensure that they are respected. It

is based on the principles of secularism, the duty of tolerance and respect for others.

The Lycée Français Marcel Pagnol d'Abuja is managed by the Association de l'École Française d'Abuja. It is approved by the French Ministry of Education and has an agreement with the Agency for French Education Abroad (AEFE).

The rules and regulations of the primary school of the Lycée Français Marcel Pagnol in Abuja are established by the school council. They are approved or modified each year at the first school council meeting.

Nursery school

The school welcomes children from the age of two up to the age of 6. Children aged 3 to 6 start school on the day set by the school calendar.

Attendance during all school hours is compulsory to ensure regular learning and contribute to academic success.

Elementary school

At the start of the new school year, children who have reached the age of six by 31 December of the current year must be enrolled in primary schools.

Regular attendance at primary schools is compulsory, except where special arrangements have been made as part of a personalised schooling project (PPS) or an individualised reception project (PAI).

Attendance must be regular.

In the event of an illness requiring compulsory absence from school, the child's return is subject to production of a medical certificate stating that the pupil is no longer contagious.

Absences

Absences are recorded by class.

In the event of absence, those responsible for the child must inform the school as soon as possible.

In the event of absence for family reasons, distance learning cannot be required.

Timetables and attendance

The school is open from 7.15am to 8.05am and from 12.55pm (except Fridays when the school opens at 11.55am).

Primary except CM1 and CM2: Monday, Tuesday, Wednesday and Thursday from 8am to 1pm.

Friday from 8am to 12pm. CM1 and CM2: every day from 8am to 1pm.

Recess

Two supervised 15-minute breaks in nursery and elementary classes from Monday to Friday; a single break on Fridays for cycle 2 classes.

No pupil is allowed to leave the school during break time.

During breaks, it is forbidden to:



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- circulating unsupervised in classrooms and corridors;
- play violent or dangerous games
- bring to school dangerous objects not related to teaching (blunt objects, lollipops) or medicines.

To keep the school clean, rubbish must be disposed of in the bins provided by all users.

Entrances - Exits

For security reasons, to prevent outsiders from entering the establishment, the following measures are taken

the following measures have been taken:

A pass issued to accompanying adults allows them to enter the school.

Nursery pupils are accompanied to and collected from the classroom by their parents.

Elementary school pupils meet in the playground before going to class. When they leave, they are taken by their teacher to where their parents are waiting. Parents should make sure they are on time.

Only pupils taking part in extra-curricular activities are allowed to remain in the school. If a pupil is required to stay in the school, parents will be billed for the after-school care service.

Punctuality

Everyone must arrive on time.

In order to show respect for other pupils, teachers and the pupil him/herself, and for the smooth running of the class, parents must ensure that their child arrives on time. If a pupil is late, he or she must go to the secretary's office with an accompanying adult to justify the delay and collect a late slip to present to the caretakers and the teacher. In the event of repeated lateness, the Director will inform the family in writing and may summon the family if necessary.

1. OBLIGATIONS

Respect for others: Respect for others governs relations in the school. **Any physical or verbal violence is forbidden.**

Attire: Pupils must come to school in correct and appropriate clothing. Appropriate clothing and footwear are required for sports activities. For safety reasons, shoes with heels or that do not hold the feet are forbidden (e.g. flip-flops, crocs).

Theft: we strongly advise against bringing valuables to school. The school cannot be held responsible for theft on its premises. Each family is solely responsible for any object brought into the school by a pupil.

Respect for equipment

Pupils are responsible for the cleanliness and tidiness of their classrooms, the library, the equipment made available to them and the school in general. Any vandalism will result in the payment, by the pupil or his/her family, of the sum required to replace the damaged equipment.

Discipline: parents are informed of any disciplinary problems.

The use of music players and other electronic accessories, in particular mobile phones, is forbidden during school time. The school accepts no responsibility in the event of loss or damage. If necessary, parents can contact their child via the secretary's office.



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2. USE OF PREMISES HYGIENE AND SAFETY

Hygiene and health

Parents must pay particular attention to general hygiene and ensure that their children come to school in a perfectly clean state and free from any possibility of contagion (nails cut short).

In the event of school-related incidents (knocks, injuries, scratches, etc.), the school nurse is responsible for giving children first aid, calling for assistance and notifying the families. At the family's request, the individualised care plan is drawn up on the basis of the therapeutic needs set out in the prescription signed by the doctor treating the child for his or her condition and sent to the establishment. At the time of enrolment or when the illness occurs, parents must indicate any health problems that may be of a particular nature (allergies, asthma, etc.).

Safety

Four compulsory drills (2 fire drills and 2 PPMS drills) must take place during the school year.

Fight against violence

Pupils must behave politely towards all adults and children in the school. Coarse language and contemptuous and/or insulting remarks are forbidden. Any brutal behaviour is forbidden (fighting, pushing, bullying, insults, etc.).

Students must respect the equipment and facilities made available to them.

Special rules

Only foam balls and normal playground equipment are permitted. School toilets are not playrooms. Access is strictly limited to daily hygiene needs. It is strongly recommended that clothes are marked with the pupil's name. Swimming is compulsory; any exemption must be justified.

3. SURVEILLANCE

Specific provisions

Pupils must be supervised continuously, whatever the activity and wherever it is carried out, throughout the time they are entrusted to the school and their safety must be constantly ensured, taking into account the state and distribution of the premises, the school equipment and the nature of the activities on offer.

4. USE OF SICT (Standard Information and Communication Technique)

Persons with access to the school's IT equipment are required to comply with the charter for the use of the Internet and multimedia networks and services.

5. HEALTH

At the first sign of illness, parents are asked to withdraw their child from school and inform the teaching staff in order to avoid any contagion.

In the event of a minor injury or accident, first aid will be provided at school. In more serious cases, families are informed so that they can collect their child. In the event of an emergency, families are informed and, if necessary, the child is taken to the hospital chosen by the parent. Insurance covers costs incurred in the event of an accident during school hours and during



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extra-curricular activities if the pupil is enrolled.

Pupils must provide proof of the following vaccinations: Tetanus Polio Diphtheria, B.C.G., Yellow Fever (strongly recommended: meningitis A+C; typhoid).

Nurse

The nurse does not administer medication, except on presentation of a prescription by the family, or within the framework of a PAI.

Authorisation to go out

The secretary's office must be notified in writing in advance of any occasional outing by a pupil at the primary school.

6. EXTRA-CURRICULAR ACTIVITIES

The school offers non-compulsory extra-curricular activities, for which there is a charge, under the responsibility of the activity leaders. A list of these activities is sent to families each term. Families undertake to pay the registration and participation fees each term.

Adopted unanimously by the conseil d'école on 13 November 2025