

Ecole Sainte-Anne de Kigali



Internal regulations – R.O.I.

CONTACTS

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1. SCHEDULE OF CLASSES AND TRAFFIC

1.1 The lesson timetable appears in the class diary. Students must respect class times and are not allowed to leave the premises during these hours.

In the event of a change, parents will be notified in advance by telephone or via a note in the class newspaper.

1.2 Parents of students can pick up their children from 12:00 p.m. in the morning and from 3:40 p.m. in the afternoon.

1.3 Vehicles may circulate and park only in the places provided and only by following the indications given. Vehicle safety and travel are the sole responsibility of its owner.

2. SCHOOL ATTENDANCE

2.1 As a general rule, children must be present from 8:15 a.m. to 12:00 p.m. every day as well as the afternoons when they have lessons. They are forbidden to leave the establishment during off-peak hours, in which case they will go to study under the supervision of the educator.

2.2 In special cases (outings to the doctor or other), a request for authorization must be made in writing via the class journal or to the management, without justification and this absence will be notified as half a day of unjustified absence. .

2.3 On school grounds, students must be

- in the yard during recess
- in class during lessons

2.4 When the first bell rings to mark the start of lessons or the end of recess, students line up in the space provided for their class and wait for the teacher who will guide them to his

Ecole Sainte-Anne de Kigali



room. Movements are done in silence and calm. Climb the stairs on the right side and descend on the left side.

2.5 In the absence of the teacher, the students await the instructions given by the School Director. They go to study or to another class by applying the travel instructions.

2.6 Students are required to hand in their homework, work and discipline sheet spontaneously on the day indicated by the teacher.

2.7 Parents make sure to pick up their child on time at the end of lessons.

- Kindergarten children who are not registered with the Canteen service must be picked up between 12:00 p.m. and 12:20 p.m.
- In the afternoon, students who have lessons must be picked up between 3:40 p.m. and 6:00 p.m.

Students not collected after 1:00 p.m. will join the children registered in the canteen under the supervision of an educator. After three visits to daycare, even for a few minutes, they will each be charged 5.000 Frw to the parents. The invoice will be given to the parents and will increase the school fees for the following month.

Just like school fees, an unpaid daycare bill will be subject to exclusion.

The same principle will be applied for delays in the afternoon. In addition, students not picked up after 6:00 p.m. in the afternoon will be notified in the class newspaper.

Beyond 3 delays, we will count them and will also be invoiced to the parents.

3. TARDINES AND ABSENCES OF STUDENTS

3.1 Regularity

Classes must be attended regularly and diligently.

No absence is authorized if it is not duly motivated and supported by supporting documents.

Attendance and absence are recorded at each class hour.

3.2 Late arrivals

Students are requested to be present at least 5 minutes before the start of class. A student who arrives late, either in the morning or in the afternoon, must go to the office of the administration/secretariat, who will note the delay in their class diary. He then returns to his classroom.

Delays are notified in the student's behavior sheet and reported to parents on the report card at the end of the period.

Ecole Sainte-Anne de Kigali



An excess of late arrivals is liable to sanction. Indeed, on the 3rd delay of the same month, the student will not be able to attend the lesson started and will be placed in study while waiting for the end of the hour. At the 6th delay of the same month, the student will be automatically sent home.

3.3 Absences from lessons

Any absence must be precisely justified (day, name, date, reason) by an absence justification form which will be given to the child by the teacher.

The only legitimate reasons for absence are as follows:

- indisposition or illness covered by a medical certificate
- the summons by a public authority which issues a certificate
- the death of a parent, a brother or a sister in the 1st degree. This absence cannot exceed 7 days.
- the death of a relative in any degree whatsoever. This absence cannot exceed 4 days
- a case of force majeure or exceptional circumstance subject to the assessment of the Director of the establishment

The assessment of the legitimacy of the absence is the responsibility of the Director of the establishment and not of the parents of the student.

From the 3rd day of absence, a medical certificate is requested for the absence to be justified.

A late justified absence is considered unjustified and will be recorded as such in the student's notebook.

3.4 Unjustified absences

Is considered as a half-day of unjustified absence:

- The unjustified absence of the student during a half-day of lessons (morning or afternoon) regardless of the number of periods that this half-day includes.
- The unjustified absence of the student for 1 lesson period
- any delay at the start of the term or on returning from leave, any early departure on leave
- any half-day of exclusion for late payment of school fees

At the latest from the 10th half-day of unjustified absence of a pupil, the head of the establishment summons the pupil as well as his parents/guardians to warn them of the risk of loss of status as a regular pupil.

Ecole Sainte-Anne de Kigali



3.5 Loss of regular student status

A pupil who, during the same school year, has 20 half-days of unjustified absence loses his status as a regular pupil, i.e. he cannot obtain a certificate of achievement for the year. current school.

A derogation may be granted by the head of establishment due to exceptional circumstances.

Once the derogation has been granted, any half-day of unjustified absence will result in the automatic loss of regular student status.

3.6 Appointments

Non-urgent appointments with doctors and dentists should preferably be made outside school hours.

3.7 Tracking

Upon his return, the student puts himself in order for his lessons, interrogations and does not take his absence as a pretext to avoid other work.

3.8 Excess

In the case of too many absences, even justified by a medical certificate, the class council may decide to postpone a pupil to the second session or to repeat the year.

3.9 Absence from exams

An unjustified absence from the June exams results in the loss of points and the postponement of the exam in September.

A justified absence from the June exams leads to the postponement of the exam in September.

A grant may be granted by the class council.

4. GENERAL DISCIPLINE

4.1 Students are subject to the authority of the Head of School and all members of the teaching and administrative staff. They are required to show them marks of respect both inside and outside the establishment.

4.2 In all circumstances, students must use correct language. Insolence, as well as inappropriate or disrespectful attitudes, gestures and words towards teachers, staff or other students will be sanctioned.

Ecole Sainte-Anne de Kigali



4.3 Pupils must always have a correct outfit and presentation, especially in terms of dress. Parents are asked to take special care of this. No headgear is allowed inside the establishment. Colored hair (unnatural color, other than brown, blond, black, etc.) is not tolerated. Signs of religion or discriminatory symbols as well as piercings (other than earrings for girls) are prohibited.

4.4 Given the diversity, discretion is required. Intimate emotional expression and similar behaviors are prohibited.

4.5 Students are prohibited from smoking in and around the establishment.

4.6 The school declines all responsibility in the event of loss or theft of clothing, books, equipment, money, precious objects, mobile phones, tablets, etc.

4.7 Any student who is injured in class or at recess is asked to inform the management or the secretariat. The school declines all responsibility in the event that the student does not comply with this rule.

4.8 Shouting, yelling, dangerous and violent games are prohibited in the yard. It is also forbidden to spit, jump stairs and climb trees.

4.9 The premises must remain clean and welcoming. Everyone must take care to keep them in order. Students will respect the furniture and equipment made available to them. Any voluntary deterioration or damage due to negligence will be sanctioned by a refund or repair.

4.10 In the event of fraud or cheating during quizzes or exams, the student loses all the points awarded for the test. The attempted fraud is considered as fraud and liable to the same penalties mentioned above. During lessons, quizzes and exams, all mobile phones or other electronic devices are turned off.

4.11 It is forbidden to publish or distribute any kind of display without the prior agreement of the head of the establishment.

4.12 The use of any electronic or connected object is prohibited at school. Secondary students only can use their mobile phone during lunch time, when they have lessons in the afternoon.

4.13 Any electronic device seen or heard outside of the authorized times described above will be confiscated. A sanction will also be notified to the student.

Ecole Sainte-Anne de Kigali



4.14 It is forbidden to eat during class hours. Snacks are taken during recess. Only healthy snacks are allowed (no chips, pizzas, fries, soda). The only drink allowed in class is water or tea. Chewing gum and lollipops are not allowed.

5. RELATIONS BETWEEN THE SCHOOL AND THE FAMILY

For the instruction and education of children to be carried out successfully, it is essential that the teaching team be supported by the family: parents will do useful work by regularly monitoring their child's work by:

- review and signature of the class diary each week
- the analysis of the bulletins
- attendance at parent meetings

6. YEAR-END DECISIONS

At the end of the year, the class council announces the admission (with or without restriction), refusal or postponement (exams) of a pupil.

Each grade below 50% may give rise to a test in September in the branch concerned after decision of the class council.

Any student failing 10 hours of lessons or more may be refused admission to the next year.

The following factors are involved in decision-making:

- the level of skills required at the end of the year
- the student's aptitudes, his personality, his development during the year

Parents are informed of the results on the day of the deliberations by posting them at the office desk.

6.1 Appeal procedure

Procedure:

1) When the adult pupil or the parents have been informed of the decision of the class council after deliberation, they have 2 working days to consult, as far as possible in the presence of the teacher responsible for the evaluation, the tests which base the decision of the class council. The adult student and the parents cannot consult any document relating to another student.

Ecole Sainte-Anne de Kigali



The Head of School provides the precise reasons for the decision taken by the class council. If, after receiving this information, the adult student or the parents contest the decision, they request the initiation of the internal conciliation procedure.

2) The internal procedure: the adult student or the parents make an oral or written deposition to the head of the establishment or his delegate.

The Head of School or her delegate recalls and specifies the reasons which led the class council to take this decision. When the parents or the adult student invoke an error, a procedural defect or a new fact (of which the class council was not aware), the School Director convenes a new class council.

This new class council is the only one authorized to make a decision after having taken note of the various elements brought by the adult pupil or the parents. If a new class council is convened, it will be held no later than the week preceding the end of the school year. The class council's decision is sent to the adult student or to the parents by post with acknowledgment of receipt no later than the second day following the council's decision.

3) Appeals Council: within 10 days following notification of the result of the internal council, the student or the parents may lodge an appeal (providing the reasons for the dispute) with the Appeals Council by registered letter addressed to the Direction General of Compulsory Education, with a copy, by registered mail or by mail with acknowledgment of receipt, to the school director. The Appeals Council meets during the last two weeks of August at the latest for class council decisions relating to June decisions and between mid-September and mid-October for decisions relating to September deliberations.

7. SANCTIONS CODE OF CONDUCT

These rules apply to all students in the school. All the people who participate in the life of the school have rules to respect: these are essential in order to be able to live together in harmony and respect.

Any breach of the rules will be punishable.

The punishments or sanctions are as follows:

- warning or call to order via the class journal
- the additional homework or written task
- the discipline sheet
- the withdrawal of behavior points
- punctual exclusion from a lesson for one hour

Ecole Sainte-Anne de Kigali



Restraint:

The detention is pronounced by the management at the request of a teacher. It is communicated via the class newspaper.

Temporary exclusion from all classes:

Exclusion will take place at school and will be under supervision. Additional work will be imposed and quoted. However, by decision of the head teacher, the day of detention It can turn into a community service day.

The definitive exclusion:

It is pronounced by the class council on the basis of the following facts:

- any blow carried by a student to a member of staff or to another student, inside or outside the premises of the establishment
- the introduction or possession by a student of a weapon, blunt, dangerous, sharp object, etc. within the establishment or in the immediate vicinity of it
- the introduction or possession by a student of poisonous, soporific, illicit substances, etc. within the establishment or in the immediate vicinity of it
- the fact of extorting, with or without an act of violence, money, valuables, funds, promises from another student or member of staff within the establishment or in the immediate vicinity thereof
- knowingly exerting psychological pressure, insults, slanders or defamation, on a staff member or other student within the establishment or in the immediate vicinity of it
- a very clear lack of work causing serious disturbances in class.
- theft with or without violence

Warnings and punishments are recorded in the student's class diary as well as on the behavior sheet linked to the student's report card.

8. PAYMENT TERMS

8.1 General Conditions:

School fees must be paid in full each term, before the deadline announced by the school.

Payments will be made by bank transfer only.

Parents or guardians will receive an invoice detailing amounts owed and payment due dates.

Ecole Sainte-Anne de Kigali



8.2 Payment Deadlines:

School fees must be paid on the following dates:

For the first quarter: no later than September 30.

For the second quarter: no later than January 30.

For the third quarter: no later than April 30.

8.3 Consequences for Failure to Meet Deadlines:

In the event of non-payment by the due date, late payment interest of 8% of the amount due will be applied from the first day of delay.

If fees are not paid within 15 days of the due date, the student will not be allowed to attend classes until payment is made.

Access to academic results, official documents and participation in school activities will be suspended until the financial situation is regularized.

8.4 Exceptions and Special Arrangements:

In the event of temporary financial difficulties, parents or guardians should contact the school administration immediately to discuss a possible payment arrangement.

Late payment interest of 8% of the amount due will be applied from the first day of delay for these exceptional cases.

Any request for an exception or additional time must be made in writing and will be examined on a case-by-case basis by the administration.

8.5 Communication and Transparency:

All information relating to school fees, payment terms and consequences for non-compliance with deadlines will be communicated to parents or guardians when the student registers and reminded at the start of each school year.

I, the undersigned,....., parent of the student....., registered in the class of.....acknowledges having read the internal rules of the Sainte-Anne School in Kigali, ESAK.

Date + Signature of parents