



Information 2023

Collège International de Ferney-Voltaire

INTRODUCTION

Starting Secondary School (Collège) : What's new compared to primary ?

- > There is a different teacher for each subject and a lot more rules to follow, especially important at the start of the year.
- > Each lesson is taught in a different classroom.
- > HOMEWORK : Keep up to date with it. Make the most of study periods, weekends and free afternoons to get on with your work!

The College website : Site Internet du Collège

School Directory 2023-2024 – Reception : 04 50 40 00 00

Headmaster Secretary - 1st floor in the Lycée (High school)	M. Olivier TEDDE Mme Sandrine CRETENAUD	sandrine.cretenoud@ac-lyon.fr
Deputy Head Secretary - 1st floor in the « Olympe de Gouges » building	Mme Isabelle SILLON Mme Magali Aigouy	sesco-college.ferneyvoltaire@ac-lyon.fr
CPE (Principal Educational advisor)	Mme Géraldine MALGOIRE Mme Cécile HOSTE	geraldine.malgoire@ac-lyon.fr cecile.hoste@ac-lyon.fr
Vie Scolaire – College (supervisory team) - Ground floor in the « Condorcet » building	Supervisors	vie-scolaire.0010896u@ac-lyon.fr
Bursar – Canteen - Housekeeping - 2 nd floor in the Lycée	Mme Olga Grisard	Call the reception and select 3 Olga.Grisard@ac-lyon.fr
School Nurse - Ground floor Lycée		Reception : 04.50.40.00.00
Social worker - Office in the Secondary and High school building	Mme Patricia MONDES	patricia.mondes@ac-lyon.fr Direct line : 04 50 40 00 14
COP (Guidance Counsellor)	Mme Fayolle	Contact the CPE

A summary of the Ferney-Voltaire secondary school (known as the Collège)

- > An international establishment with English, German, Spanish, Italian and Dutch sections. Students in the international sections will take the International Secondary school diploma (Brevet Option International) at the end of year 3 (3^{ème}). A specific feature of this school, compared to others in the Pays de Gex, is the focus on languages.

- > More than 2 700 students attend the Ferney-Voltaire school campus with over 1000 students in secondary school and 1600 in the high school. On average there are 8 classes per year group for the secondary school with between 27 and 31 students per class.
- > A very international and multicultural group with over 80 nationalities.

PRACTICAL INFORMATION

Timetable and Bells

Music is broadcast at the start and end of each lesson according to the timetable below. Lessons last 55 minutes with 5 minutes between each lesson.

7:55 to 8:50	8:55 to 9:50	Break	10:05 to 11:00	Lunch	12:25 to 13:20	13:25 to 14:20	Break	14:35 à 15:30	15:35 à 16:30
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Please note : the lunch break is scheduled between 11am and 12.25pm but may be shorter or longer depending on the timetable of your child and chosen options.

Front gate : opens at 7.30am, for 10 minutes between each class, during breaks, during the lunch break, and at 4.30pm. Supervisors at the gate check that the child is authorised to leave the school.

School supervisory service (Vie Scolaire): School log book - absences and late arrivals

- > A School logbook is given to each child at the start of the year and is a means of communication between the establishment and the families. This book also contains the **School Rules** which should be read and understood : the respect of these rules contributes to a successful scolarity!

Please note that this logbook should include a photo of your child, should be signed by both parents and the child and your child should always have it with them. It will be required and checked at all times when the child leaves or enters the school.

> Absences and late arrivals should be communicated as quickly as possible to the School supervisory team (Vie Scolaire) by phone, email or in the logbook. If a child is missing from class, the school will send an email to notify the parents. If these absences or late arrivals are not justified they will be logged as 'unjustified absences' on the school report and reviewed during the class council at the end of each term.

A piece of advice : Regularly check Pronote to make sure that all absences and late arrivals have been excused

Policy regarding leaving the school

Important : the choice of policy (Day or Half board / externe or Demi-Pensionnaire) will determine how your child's presence in the school is managed.:

- > A half-board student, DEMI-PENSIONNAIRE (DP), is expected to eat their lunch at the canteen and cannot leave the premises between their first and last lesson of the day.
- > If parents wish, a half-board student can attend study periods (étude) outside of their timetabled hours but their presence is not verified.
- > A day student (EXTERNE) cannot leave the school between their first and last lesson of the morning or afternoon.
- > A day student can only attend study periods outside of their timetabled hours if there are enough places available.
- > In both cases, if a parent wishes to collect their child during school hours (for example for a medical appointment) they must go to the reception and sign a release form. It is a good idea to send an email to the Vie Scolaire prior to picking up your child.

Please note : if another person comes to pick up your child, that person should be listed in their school logbook and signed by the parents. It is also possible to list designated people in the logbook for the full year. There is a section at the end of the logbook for that.

Meals

Open from 11am to 1pm, the school canteen serves approximately 1500 meals per day. The menu is overseen by a dietitian and follows current health and dietary standards. The menus are posted at the entrance to the canteen and published on the school website [site web](#).

There are two possible statuses: Demi-Pensionnaire (DP or Half board) or Externe (Day student). The meals for a DP (half board) are invoiced each term. The total cost per year is 499,28€ (or about 2,84 € per meal based on 176 days in 2022).

A day student can eat occasionally at the canteen. The cost for a meal is 3,70 € and they can purchase a ticket for 10 meals at the Intendance (2nd floor in the Lycée building – Take the staircase 'Escalier de l'Administration') or you can purchase these tickets on the payment site [TurboSelf](#).

You can only change their status at the end of a term following the process explained on the school website (Restauration Scolaire / Fonctionnement des Restaurants Scolaires) – You'll find all the information you need there to register your child and pay for the meals.

School Transport

Organised and financed by the Rhône Alpes Auvergne region, this service is free for pupils in the Pays de Gex but you need to register them before school starts in September on the following website www.auvergnerhonealpes.fr/370-ain.htm. This registration is necessary when your child joins secondary school in 6th year (6^{ème}) and is then renewed automatically from one year to the next.

All the information regarding the different bus lines, stops and times can be found on the above website. The times are also displayed at the school reception.

In the event of any issue with the bus, for example if the bus is full and your child is unable to get on or has to stay standing, you should notify the Region using the following email address. transports01@auvergnerhonealpes.fr. Please put the APE association in copy on your email apeferney@gmail.com

If your child loses anything on the bus you can contact the bus company operating that line directly Europ'Tours (04 50 20 48 04) ou RDTA / Transports de l'Ain (04 74 22 01 77). The name of the company is on your child's bus card.

SCOLARITY

Books and supplies

> School supplies are set by each teacher at the beginning of each year. A list of supplies that you need to buy is available on the school website (fournitures).

Scoléo partnership: parents may also order their supplies through www.scoleo.fr. At the end of the previous school year the APE provides Scoléo with the list of supplies for the next year – Parents can then order via this website, removing or adding anything as required.

> School manuals are lent to pupils by the school. Students are expected to take care of these manuals. Any loss or damage will be invoiced at the end of the year.

> School lockers are available for the pupils. These are normally shared with another child from their class. Every child in 6th year (6^{ème}) will be allocated a locker. For pupils in the other classes, priority is given to half-board students.

Teacher-Parent meetings and other meetings

There are different meetings organised for parents throughout the year which you should attend.

> At the start of the year you will have the opportunity to meet all the teachers for your child's class. This is known as the "réunion de présentation des équipes pédagogiques". The different teachers will present the curriculum for that year and what is expected of the class.

> The Teacher-Parent meetings usually take place between November and January and are an opportunity for you to meet the teachers one on one. You are limited to 5 minutes with each teacher. If you have a particular issue that you wish to discuss with a teacher don't wait until these meetings. You can contact them directly via Pronote and request a meeting at another time.

Please note : if you have a particular issue, your child's class teacher (Professeur Principal) is the main point of contact. This person will communicate with the other teachers and is responsible for managing any particular concerns regarding the child.

Pronote

Pronote is an on-line tool for following all things relating to your child's education. It is available via the school website or through the following link : (<https://0010896u.index-education.net/pronote/>).

In particular there is a section « Vie Scolaire » which includes the child's timetable, absences, homework, teacher absences, as well as their results (grades and reports).

Other general information is also available on Pronote.

The « Communication » section is used to send messages to the teachers or administration either via the message function or via email.

To access Pronote you will be sent a User Name and Password at the start of the year. The pupils will also get their own User Name and password from their class teacher.

If you have any issues connecting to Pronote, you can contact the school secretary.

Pronote is the main means of communicating with the school – Connect to it regularly for all the latest information and updates!

Class Council and Term Reports

The term reports (with grades, teacher comments and overall appreciation) are provided at the end of each term and sent to the parents after the class council.

The parent delegates attend the council, having previously contacted the parents of the class to gather any information that needs to be relayed during the meeting or with the class teacher. These delegates then write the minutes of the meeting which will be sent to all parents for that class.

Attention : the term reports are official documents that should be saved.

Study Periods / Library / Lounge

For each study period students should go to a study room.

They also have the option to go to the library (CDI) or to the Lounge (Foyer)

More information on the library can be found here : [CDI](#)

The **Foyer Socio-Educatif (FSE)** is an association aimed at improving the conditions for the students whilst in the school. Typically the association is managed by a teacher and a parent. There is a membership fee, paid at the start of the year, which goes towards renovating the equipment, in particular in the lounge.

More information can be found here : [FSE](#)

School Nurse

The infirmary is on the ground floor of the Lycée building opposite the High School supervisory office (Vie Scolaire du Lycée). The school nurse treats accidents or medical issues arising during the school day and, if necessary, will ask parents to pick up their child. In the case of a serious accident they will call for an ambulance.

Attention: secondary school pupils must first go to the Vie Scolaire Collège before going to the infirmary or if there is no-one there, they should inform a supervisor at the CPE office.

The school nurse is responsible for any PAI (Projets d'Accueil Individualisés). This document covers any particular health issues that your child might have and which the teachers and school should be aware of. It also handles any accommodations needed for school exams.

In the event of extended absences, contact the school nurse about any possible support required.

Finally, the school nurses provide screening, carry out prevention activities and are the main contacts for all questions relating to drugs, tobacco, alcohol, contraception, etc. They are bound by professional secrecy. For more information, see the CSI Ferney-Voltaire website

Social Workers

The social worker is present in the school on certain days of the week (offices in the Collège and Lycée). She works with students and their families to help children deal with the problems they encounter in their daily lives, whether the problem is academic or not. Her role is multiple: to analyse the school and family situation of pupils in difficulty, to inform them of their rights, to guide them towards services to help them with their problems, or even to play a mediation role... Like the nurse, she is bound by professional secrecy.

PsyEn – National education psychologist

Educational psychologists are experts in the educational system, integrating the personal dimension, economic realities and training requirements. Their mission includes the following points:

- Advising and informing about professions and studies
- Carrying out guidance or psychological assessments
- Preventing school drop-out
- Intervening with vulnerable groups
- Collaborating with educational teams

They are present at the Lycée on Monday all day and Tuesday afternoon. Otherwise you can make an appointment at Bellegarde: cio-valserhonepaysdegex@ac-lyon.fr.

More information can be found on the school [website](#).

Note: this leaflet was designed and produced by the CSI Parents' Association (APE) and is not a substitute for the information provided by the Lycée administration.

Do not hesitate to visit the APE website for the latest updates ([APE](#)).

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