



Institut  
International  
Lancy

# **Rules & Regulations**

**2021/2022**



## Table of contents

|                                  |    |
|----------------------------------|----|
| 1. Contacts                      | 4  |
| 2. The School Day                | 5  |
| 3. Extra-curricular Activities   | 13 |
| 4. School Bus Service            | 13 |
| 5. Meals                         | 13 |
| 6. Absence and Late arrival      | 14 |
| 7. Health                        | 16 |
| 8. Dress Code                    | 17 |
| 9. Lost & Found                  | 19 |
| 10. Damages & Loss               | 19 |
| 11. Conduct                      | 19 |
| 12. KiVa Anti-bullying Programme | 20 |
| 13. Communication                | 20 |
| 14. Parents' Association         | 21 |
| 15. School Holidays              | 21 |
| 16. CampZone                     | 21 |
| 17. Data Protection              | 21 |



The Institut International de Lancy is a private international school for children from the age of 3 of widely diverse nationalities, and cultural and religious backgrounds.

Formerly known as the Collège Marie-Thérèse up until 2001, IIL belongs to the European network of schools of the Sisters of St. Joseph of Lyon and is a member of the Geneva Association of Private Schools (AGEP).

***“Work and succeed together”***

*The Institut International de Lancy is a modern school in an ever-changing world. We are a multicultural, diverse **community** where children can **flourish** and develop a love of learning, inspired by motivational teachers.*

*Known for encouraging **academic excellence**, we strive to make students independent, autonomous learners through the use of 21st century approaches to teaching and learning. We are united around the core values of mutual care and respect, shared with our founders, the Sisters of St Joseph of Lyon. Proud of our heritage, we are open to new ideas and **innovation**. A forward-thinking school, we nurture **communication**, **creativity** and critical thinking.*

*We guide all learners through their schooling, encouraging compassion, multilingualism and an acceptance of differences. We are committed to developing each individual to be the best person that they can be.*

This philosophy is a prime focus and we do all we can to make sure it grows and spreads through the whole school community.

At IIL, students are divided into the following sections:

- START
- English Primary
- French Primary
- English Secondary
- French Secondary
- Bilingual

The school is a communal living space and the present document lays out its general working framework. Rules and conditions specific to each section can be found on ENT.



## 1. **Contacts**

|                                       |   |
|---------------------------------------|---|
| Executive Management                  | <a href="mailto:ad@iil.ch">ad@iil.ch</a>  |
| English Primary Section               | Mr George WALSH<br><a href="mailto:gwalsh@iil.ch">gwalsh@iil.ch</a>               |
| English Secondary Section             | Mrs Marie GALMICHE<br><a href="mailto:mgalmiche@iil.ch">mgalmiche@iil.ch</a>      |
| French Primary and Bilingual Sections | Mr Jean-François LOPEZ<br><a href="mailto:jflopez@iil.ch">jflopez@iil.ch</a>      |
| French Secondary Section              | Mr Yannick JACOMME<br><a href="mailto:yjacomme@iil.ch">yjacomme@iil.ch</a>        |
| Sports Department                     | Mr Arnaud DENIS<br><a href="mailto:adenis@iil.ch">adenis@iil.ch</a>               |
| Pastoral & R.E. Department            | Mr Bruno DURENCEAU<br><a href="mailto:bdurenceau@iil.ch">bdurenceau@iil.ch</a>    |
| Vie Scolaire                          | Mr Sébastien NAULET<br><a href="mailto:viescolaire@iil.ch">viescolaire@iil.ch</a> |
| Admissions Office                     | <a href="mailto:admission@iil.ch">admission@iil.ch</a>                            |
| School Bus Service                    | <a href="mailto:servicebus@iil.ch">servicebus@iil.ch</a>                          |
| Billing Office                        | <a href="mailto:facturation@iil.ch">facturation@iil.ch</a>                        |
| Extra-curricular Activities           | <a href="mailto:extrascolaire@iil.ch">extrascolaire@iil.ch</a>                    |
| Infirmery                             | <a href="mailto:infirmerie@iil.ch">infirmerie@iil.ch</a>                          |
| KiVa Programme Coordinator            | Mr Francisco BENAVENTE<br><a href="mailto:kivateam@iil.ch">kivateam@iil.ch</a>    |



## 2. The School Day

Smoking is strictly forbidden on campus and in the vicinity of the school.

The use of scooters, bicycles and skateboards is forbidden within the campus. They must be placed in the racks provided by the gate at 22b, Avenue Eugène-Lance. Students must bring their own padlock to securely lock them.

### **Badges**

At the beginning of the school year, each student is issued with a badge allowing them access to the campus. Badges also serve to monitor lunch attendance for primary and secondary students.

Upper secondary students have the possibility to use a mobile app on their smartphone instead of a badge.

Badges must be worn visibly at all times when on campus, until the last day of school. Students who forget their badge must go to the entry booth to enter and exit the campus.

In case of loss, parents order a new badge via their ENT page. A new badge will be issued for a CHF 20.- fee (billed to parents).

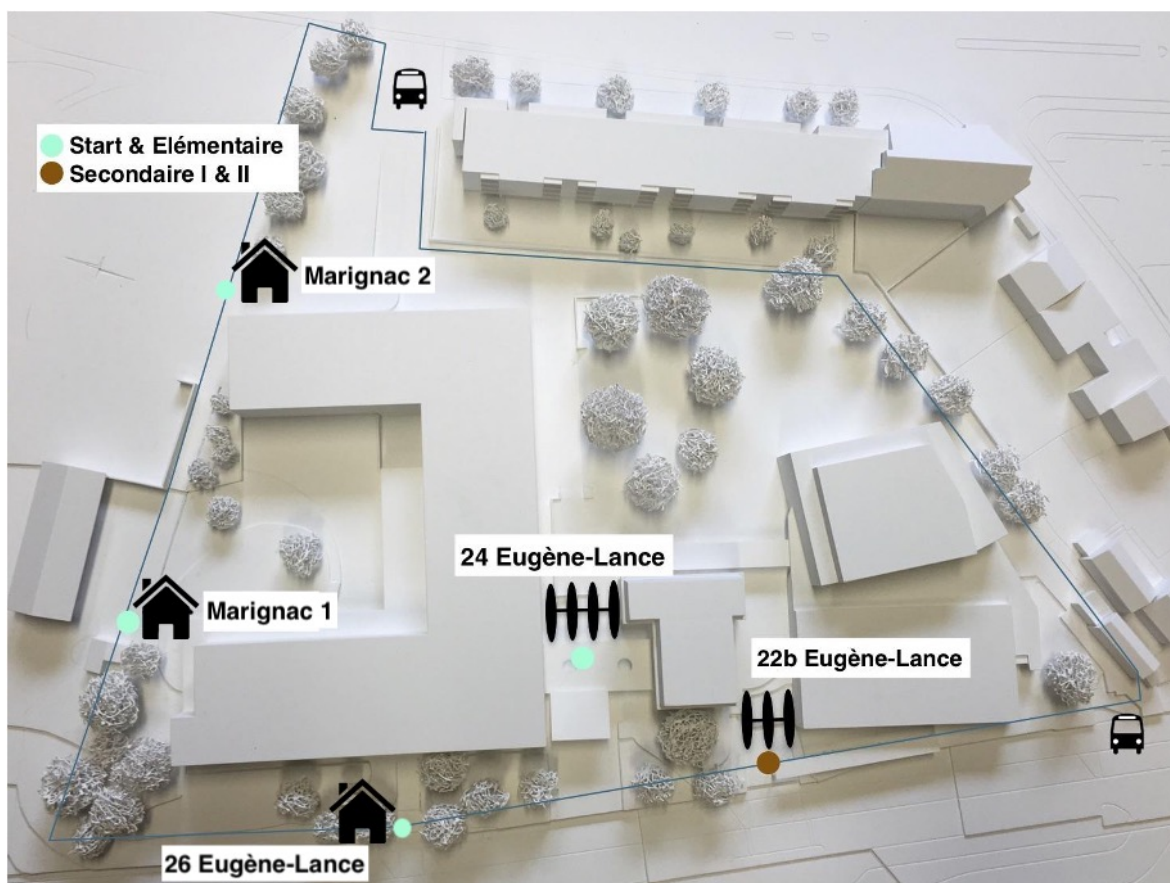
For safety reasons, only persons carrying a badge will be granted access to the campus. Temporary Visitor and Infirmary badges may be requested at reception.

To ensure the safety of students and staff, badges are required to be visibly displayed and can be verified by any staff member.

## Entry and exit for students

Students are allowed on campus between 7h45 to 18h05, Monday to Friday. They must leave the premises at the appropriate time unless special permission has been given, e.g. for cultural or sports events.

Entry and exit points for students differ for each section, as can be seen on the plan below:



## Daily organisation

### Start

Parents of children in NU, RC, 14e, 13e, B1 and B2 can drop them off or pick them up directly in the classroom, via the gate at 26, Avenue Eugène-Lance, at the following times:

- morning: between 7h45 and 8h30
- lunchtime: departure at 11h40, return by 13h00
- afternoon: 15h20 to 15h40 or 16h20 to 16h40

Students in Y1, Y2, 12e and B3 enter and exit the campus via the Marignac 1 gate.



| Start Classes  |   |  |  |  |        |  |
|----------------|---|--|--|--|--------|--|
|                | MONDAY  | TUESDAY                                      | WEDNESDAY  | THURSDAY                                     | FRIDAY |  |
| 7h45<br>8h10   | Reception of pupils / Arrival of school buses |  |  |  |        |  |
| 8h10<br>8h55   | LESSONS                                       |  |  |  |        |  |
| 9h00<br>9h45   |   |  |  |  |        |  |
|                | Break   |  |  |  |        |  |
| 10h05<br>10h50 | LESSONS                                       |  |  |  |        |  |
| 10h55<br>11h40 |   |  |  |  |        |  |
| Lunch<br>break |   |  | Supervision<br>or lunch                                    |  |        |  |
|                |   |  | 12h45<br>Departure of<br>school buses                      |  |        |  |
| 13h00<br>13h45 | LESSONS                                       |  | Wednesday<br>afternoon<br>supervision<br>(with extra fees) | LESSONS                                      |        |  |
| 13h45<br>14h30 |   |  |  |  |        |  |
| 14h35<br>15h20 |   |  |  |  |        |  |
|                | Break   |  |  | Break  |        |  |
| 15h30<br>16h20 | Class supervision<br>(petite étude)           | Class supervision<br>(petite étude)          |  | Class supervision<br>(petite étude)          |        | Class supervision<br>(petite étude)          |
| 16h30          | Departure of school buses                     |  |  | Departure of school buses                    |        |  |
| 16h30<br>18h00 | Extended<br>supervision<br>(with extra fees)  | Extended<br>supervision<br>(with extra fees) |  | Extended<br>supervision<br>(with extra fees) |        | Extended<br>supervision<br>(with extra fees) |

After-school supervision is provided for Start children in their classrooms from 15h30 to 16h20. Children in Y1, 12e and B3 upwards can sign up for an extra-curricular activity during these periods.

START pupils enrolled for Extended supervision are picked up from their classrooms by the supervising staff from 15h30.



### Primary

Classes begin at 8h10 in the morning and at 13h00 in the afternoon.

| Primary Classes |   |  |  |  |  |
|-----------------|---|--|--|--|--|
|                 | MONDAY  | TUESDAY                                      | WEDNESDAY  | THURSDAY                                     | FRIDAY                                       |
| 7h45<br>8h10    | Reception of pupils / Arrival of school buses |  |  |  |  |
| 8h10<br>8h55    | LESSONS                                       |  |  |  |  |
| 9h00<br>9h45    |   |  |  |  |  |
|                 | Break   |  |  |  |  |
| 10h05<br>10h50  | LESSONS                                       |  |  |  |  |
| 10h55<br>11h40  |   |  |  |  |  |
| Lunch<br>break  |   |  | Supervision<br>or lunch                                    |  |  |
|                 |   |  | 12h45<br>Departure of<br>school buses                      |  |  |
| 13h00<br>13h45  | LESSONS                                       |  | Wednesday<br>afternoon<br>supervision<br>(with extra fees) | LESSONS                                      |  |
| 13h45<br>14h30  |   |  |  |  |  |
| 14h35<br>15h20  |   |  |  |  |  |
|                 | Break   |  |  | Break  |  |
| 15h30<br>16h20  | Class supervision<br>(petite étude)           | Class supervision<br>(petite étude)          |  | Class supervision<br>(petite étude)          | Class supervision<br>(petite étude)          |
| 16h30           | Departure of school buses                     |  |  | Departure of school buses                    |  |
| 16h30<br>18h00  | Extended<br>supervision<br>(with extra fees)  | Extended<br>supervision<br>(with extra fees) |  | Extended<br>supervision<br>(with extra fees) | Extended<br>supervision<br>(with extra fees) |





Students in 11e to 7e, B4 to B5 enter and leave the campus via the gate at 24, Avenue Eugène-Lance.

Students in Y3 to Y6 enter and leave the campus via the Marignac 2 gate.

Children enter and leave the campus using their badge.

Parents are requested to ensure their children are at school by 8h10 at the latest. Only those signed up for lunch-out are allowed to leave the school during the lunch break.

Children can sign up for after-school study and supervision provided by the teacher from 15h30 to 16h20 after a short break.

For those not signed up for school lunch can register for after-school study and supervision is also on Wednesdays from 11h45 to 12h30.

Extended after-school supervision is provided for a supplementary fee as follows (registration required):

- 16h20 to 18h00 at the latest on Mondays, Tuesdays, Thursdays and Fridays.
- 12h30 to 18h00 at the latest on Wednesdays.

No school transport is provided at these times.

### Secondary

Secondary students enter and exit via the electronic gates at 22b, Avenue Eugène-Lance. Students who forget their badge must go to the entry booth.

Students receive their timetables on the first day of term. Please note that these may be subject to change.

If their timetable permits, students can take part in sports, cultural activities or study support during the lunch break. Study periods are also organised at different times of the week according to the student's timetable.



Lower Secondary

Y7, Y8, 6e and 5e classes

| Lower Secondary Classes<br>Y7, Y8, 6e, 5e |   |  |                                       |  |  |
|---|---|--|---------------------------------------|--|--|
|   | MONDAY  | TUESDAY                                      | WEDNESDAY                             | THURSDAY                                     | FRIDAY                                       |
| 7h45<br>8h10                              | Reception of pupils / Arrival of school buses |  |                                       |  |  |
| 8h10<br>8h55                              | LESSONS                                       |  |                                       |  |  |
| 9h00<br>9h45                              |   |  |                                       |  |  |
| 09h50<br>10h35                            |   |  |                                       |  |  |
|   | Break   |  |                                       |  |  |
| 10h55<br>11h40                            | LESSONS                                       |  |                                       |  |  |
| 11h45<br>12h30                            |   |  |                                       |  |  |
| 12h30<br>13h10                            | Lunchbreak                                    |  | 12h45<br>Departure of<br>school buses | Lunchbreak                                   |  |
| 13h10<br>13h55                            | Study support,<br>activities or break         | Study support,<br>activities or break        |                                       | Study support,<br>activities or break        | Study support,<br>activities or break        |
| 14h00<br>14h45                            | LESSONS                                       |  |                                       | LESSONS                                      |  |
| 14h50<br>15h35                            |   |  |                                       |  |  |
| 15h40<br>16h25                            |   |  |                                       |  |  |
| 16h30                                     | Departure of school buses                     |  |                                       | departure of school buses                    |  |
| 16h30<br>18h00                            | Extended<br>supervision<br>(with extra fees)  | Extended<br>supervision<br>(with extra fees) |                                       | Extended<br>supervision<br>(with extra fees) | Extended<br>supervision<br>(with extra fees) |



Y9, Y10, 4e and 3e classes

| Lower Secondary Classes<br>Y9, Y10, 4e, 3e |   |  |                                       |  |  |
|--|---|--|---------------------------------------|--|--|
|  | MONDAY  | TUESDAY                                      | WEDNESDAY                             | THURSDAY                                     | FRIDAY                                       |
| 7h45<br>8h10                               | Reception of pupils / Arrival of school buses |  |                                       |  |  |
| 8h10<br>8h55                               | LESSONS                                       |  |                                       |  |  |
| 9h00<br>9h45                               |   |  |                                       |  |  |
| 09h50<br>10h35                             |   |  |                                       |  |  |
|  | Break   |  |                                       |  |  |
| 10h55<br>11h40                             | LESSONS                                       |  |                                       |  |  |
| 11h45<br>12h30                             |   |  |                                       |  |  |
| 12h30<br>13h10                             | LESSONS                                       |  | 12h45<br>Departure of<br>school buses | LESSONS                                      |  |
| 13h10<br>13h55                             | Lunchbreak                                    |  |                                       | Lunchbreak                                   |  |
| 14h00<br>14h45                             | Study support,<br>activities or break         | Study support,<br>activities or break        |                                       | Study support,<br>activities or break        | Study support,<br>activities or break        |
| 14h50<br>15h35                             | LESSONS                                       |  |                                       | LESSONS                                      |  |
| 15h40<br>16h25                             |   |  |                                       |  |  |
| 16h30                                      | Departure of school buses                     |  |                                       | Departure of school buses                    |  |
| 16h30<br>18h00                             | Extended<br>supervision<br>(with extra fees)  | Extended<br>supervision<br>(with extra fees) |                                       | Extended<br>supervision<br>(with extra fees) | Extended<br>supervision<br>(with extra fees) |



Upper Secondary

| Upper Secondary Classes |   |         |           |          |        |
|-------------------------|---|---------|-----------|----------|--------|
|                         | MONDAY  | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
| 7h45<br>8h10            | Reception of pupils / Arrival of school buses |         |           |          |        |
| 8h10<br>8h55            | LESSONS                                       |         |           |          |        |
| 9h00<br>9h45            |   |         |           |          |        |
| 09h50<br>10h35          |   |         |           |          |        |
|                         | Break   |         |           |          |        |
| 10h55<br>11h40          | LESSONS                                       |         |           |          |        |
| 11h45<br>12h30          |   |         |           |          |        |
| 12h30<br>13h10          | Lunchbreak OR Lessons                         |         |           |          |        |
| 13h10<br>13h55          | Lunchbreak OR Lessons                         |         |           |          |        |
| 14h00<br>14h45          | LESSONS                                       |         |           |          |        |
| 14h50<br>15h35          |   |         |           |          |        |
| 15h40<br>16h25          |   |         |           |          |        |
| 16h30                   | Departure of school buses                     |         |           |          |        |
| 16h30<br>17h15          | Lessons depending on timetable                |         |           |          |        |
| 17h20<br>18h05          |   |         |           |          |        |



### 3. **Extra-curricular Activities**

The school offers a wide range of extra-curricular activities which take place during the lunch break and after-school study periods, or on Wednesday afternoons.

The programme can be viewed on ENT on the Calendar menu, under 'Extra-Curricular Activities'.

### 4. **School Bus Service**

Families can benefit from a bus service organised by the school. Bus lines and timetables are fixed in advance.

When coming to school, students are picked up at a predetermined stop and dropped off in the playground between 7h45 and 8h05 where they will be supervised by playground staff. Younger children will be looked after by classroom assistants.

At the end of the day, buses leave school at 16h30. Students who finish school before that time can attend after-school supervision or sign up for an extra-curricular activity until the buses leave.

Pick up and return times vary depending on the location. Contact the Bus Service for details at [servicebus@iil.ch](mailto:servicebus@iil.ch). Changes to a child's transport regime for the following term must be made in advance and addressed to the bus service in writing.

The same rules of conduct apply in the buses as on campus. Students must be aware that when on an outing or residential, they are representing the school and their behaviour should, as at all times, be exemplary.

For the safety and comfort of their fellow travellers and the driver, students are requested to remain seated, and behave quietly and calmly during the journey. They must respect the instructions given by the driver, teacher or other accompanying adult.

**Seatbelts are absolutely compulsory and must be worn at all time during the journey.**

Further details can be found on [www.iil.ch/en/iil-services/transport/](http://www.iil.ch/en/iil-services/transport/).

### 5. **Meals**

Students may sign up for:

- Lunch-out (departure from school after morning lessons and return in time for the first afternoon lesson). Only possible:
  - o In Primary, provided that the student is picked up by his/her parents at gate 24, Avenue Eugène-Lance
  - o In Lower Secondary, provided that the student lives near the school or is picked up by his/her parents at the gate 22b, Avenue Eugène-Lance



- In Upper Secondary, provided that the student is authorised by his/her parents
- Hot lunch provided by the school
- Packed lunch from home (from Y1 and 11e upwards. Lunch is taken in rooms equipped with adapted furniture and microwaves, under the supervision of IIL staff).

**The school nurse must be informed of any dietary restrictions and/or special diet and will relay details to the relevant services.**

Upper Secondary students are allowed to purchase snacks and light meals at the B17 Snack Bar.

The Vie Scolaire must be informed of any change in a child's lunch regime in writing, a month before the end of the current term, for the following term.

In accordance with rules of decorum, headgear of any kind (caps, beanies, etc.) should be removed in the dining rooms.

Students should remain calm and quiet during mealtimes.

## 6. Absence and Late arrival

The enrolment of a student at the Institut International de Lancy implies that the student attends all lessons of the curriculum as well as the extra-curricular activities, private lessons and study periods for which the student is enrolled.

**Regular** attendance and **punctual** arrival to all lessons as per the school calendar and the student's individual timetable are mandatory.

Students' attendance to all courses is essential to ensure their constant progression and to enable teachers to provide accurate individual assessments.

### **Absence management**

Absences and late arrivals are managed by the Vie Scolaire. Any absences must be reported by email to [viescolaire@iil.ch](mailto:viescolaire@iil.ch), with the form teacher in copy (for Start and Elementary students), or via ENT mobile app.

If a child signed up for the school bus is absent, the family must inform the School Bus Service (+41 22 884 90 32 / [servicebus@iil.ch](mailto:servicebus@iil.ch)) and the bus driver. The name and number of the driver are provided at the beginning of the year.

Any **foreseen absences** must be anticipated. Where possible, medical appointments should be taken outside school hours. Otherwise, a doctor's certificate is required upon return to school.

Any **unforeseen absences** (illness, accident, force majeure) must be reported in the morning before 9h00 indicating reason and duration. Should a child be absent for more than 3 days, a doctor's certificate is required.



Any **absences not justified** in a timely manner will be immediately reported to the student's parents/legal guardians, who will be required to provide justification for the absence.

If a Primary student is absent for one or more periods without valid justification, the school will immediately contact the parents. If a Secondary student is absent from one or more periods without valid justification, he/she will most likely be sanctioned. In case of repeated absence or unjustified absence of more than one week, the school will report the absence to the *Direction de l'Instruction Publique* (DIP).

The school can **exceptionally authorise** an absence (due to sports competition, exams, audition) provided that a detailed and documented request is addressed to the Director of Section in writing at least 15 days prior to the event.

The School Director is not allowed to authorise periods of absence for personal matters, for example before or after school holidays. The **school calendar** being published well in advance, arrangements must be made to prevent any impact on the daily school routine.

### **Absence from tests**

Any scheduled assessment will be carried out without exception. In case of absence due to illness or force majeure, the absence must be justified, and the assessment is postponed until the student returns to school.

In case of absence from a test (or 'composition' in Secondary French Section), a medical certificate is required upon the student's return. The test can then be assigned to the student as an ungraded homework. Without a medical certificate, the student will carry out the test as soon as he/she returns to school.

In the event of absence from an official examination, the instructions set up by the examination body will apply.

### **Absence from P.E. lessons**

For all classes concerned, Physical education is a compulsory and evaluated discipline.

Prolonged or punctual physical incapacity is no reason for exemption.

In case of **punctual incapacity**, parents can exceptionally excuse the student from one session. However, the student must attend P.E. lessons: physical participation is not the only way to learn and improve their understanding of a sport. Should the situation repeat, a doctor's certificate will be required.

In case of **prolonged incapacity** (more than a week), a doctor's certificate is required. The student will continue to attend lessons, unless prior agreement is given by the Head of Sports.

In the event of absence (either justified or unjustified) from an evaluation, another date will be arranged.



### **Departure before the end of the school day**

**Departures during the school day** must remain exceptional, justified and are only authorised by the Vie Scolaire or the school nurse after notification to the parents.

### **Late arrival management**

Any Secondary student arriving **late** must report immediately to the entry booth or the Vie Scolaire before going to class. Should this situation repeat, the student could be sanctioned.

Any Primary student arriving late will go directly to class. Should this situation repeat, the school will contact the child's parents.

### **Absence of a teacher**

If a teacher is absent, lessons will continue as normal with a replacement. Under no circumstances will lessons be cancelled or students allowed to leave campus. Even in the event of extreme weather conditions, school will remain open and lessons will continue, unless parents are officially informed otherwise.

## **7. Health**

The school infirmary is open to all students for emergency only during the school day. **The infirmary does not replace the family doctor or the pharmacy.** If necessary, the school has the possibility to call upon the school doctor.

At the beginning of each academic year, families **must** fill in a medical form as detailed as possible, the contents of which will be treated in strict confidence by the school medical team. **IIL disclaims all liabilities related to uncompleted or partially completed form.** **Should your child suffer from any allergies or medical problems, please ensure you inform the school nurse as soon as they start school.** Their safety may depend on it.

A medical certificate must be provided for any particular adjustments.

To contact the infirmary, please call +41 22 884 90 33 or write to [infirmierie@iil.ch](mailto:infirmierie@iil.ch).

### **Medication**

If your child is fit enough to attend school but is under medical treatment, the school nurse will administer the medication. Medication should be labelled and carry clear instructions as regards dosage. Please provide a signed letter authorising the school to administer treatment, as well as a doctor's certificate.

For safety reasons, students should not carry any medication in their school bag.





### **Contagious diseases**

Please contact the infirmary as soon as possible should your child has contracted a contagious illness or been in contact with an infected person. The school nurse will inform you about the necessary procedures.

Students suffering from an infectious disease should not be sent to school.

## **8. Dress Code**

Students must respect the dress code specific to their section and level.

### **Dress code for Primary children**

- Dark green sweatshirt, jersey or cardigan
- Lancy Lions sweatshirt is authorised but is not part of the official school uniform
- White short or long-sleeved shirt, polo-shirt with a collar or a polo-neck in winter (no t-shirts)
- Grey school-style trousers, shorts, skirt or dress (no jeans or leggings).
- IIL green and white checked dress
- White, grey or black tights or socks
- IIL cap
- Green, white or grey ribbons, hairband or slides
- Black footwear

The colour code must be respected at all times. In addition, the official school set will be worn for all outings and special events.

PLEASE NOTE: each child must have a full set of IIL official school-wear bearing the new logo for outings and special events. Regulatory IIL clothing can be bought at the school shop (dark green sweatshirt/cardigan/jersey, white polo-shirt, grey trousers/skirt/dress).

### **Dress code for Secondary Students**

Students in Years 7 to 9 and 6e to 4e must conform to the following dress code:

- Plain black, navy blue or dark grey trousers, smart jeans (no holes) or skirt, or bermuda shorts in hot weather
- White polo-shirt, shirt or blouse or navy-blue polo-shirt with the IIL logo (can be bought at the school shop)
- Plain black or dark grey jumper, sweatshirt or cardigan without logos or writings (brands, slogans, etc.)



All students are encouraged to wear school-wear with the IIL logo (dark grey jumper, white or navy-blue polo-shirt, etc.)

- Discreet, preferably dark coloured footwear

For students from Year 10 and 3e onwards, there is no specific dress code to follow.

However, all students are requested to dress in such a way as to reflect the values of the school:

- Piercings are not permitted
- Tattoos must be covered up
- Subtle, natural-coloured dyed hair (no pink, green, blue, etc.)
- Discreet make-up

Furthermore, the school dress code calls for a tidy appearance and clothing which is appropriate to the learning environment. The following are NOT permitted:

- leggings
- Mini-skirts or shorts, even if worn with leggings
- crop tops or spaghetti straps
- visible underwear
- scruffy clothing
- tracksuits, other than for sports lessons
- clothes bearing inappropriate images or slogans (indecent, violent, promoting alcohol or cigarettes)

In keeping with rules of decorum, headwear of any kind (caps, beanies, etc.) must be removed upon entering school buildings.

In case of non-conformity, the Vie Scolaire reserves the right to obtain a suitable outfit for the student to attend class or to contact parents to find a suitable solution.

### **Physical education**

IIL official sportswear (tracksuit/shorts/t-shirt) and sports shoes are compulsory for P.E. lessons.

Primary children come to school wearing their IIL sports kit on the days when they have P.E. (tracksuit/shorts/t-shirt depending on the weather) which they will wear all day.

Secondary students can bring their sports kit in a bag to be stored in their locker. IIL sportswear and sports shoes are compulsory for P.E. lessons and no exception will be made. Students adapt their sports kit depending on the weather (tracksuit/shorts/t-shirt).

Students who forget their IIL official sportswear may be sanctioned and are not exempted from attending classes. Such situations must remain



exceptional. In the case of frequent forgetfulness, new sportswear will be provided and billed to parents.

### **Équipement de protection pour les laboratoires**

Lab coats and safety glasses are compulsory in the laboratories due to frequent experiments involving hazardous chemicals, dissections and/or Bunsen burners.

Lab coats, glasses and cover glasses can now be purchased at school. These items can be viewed in the school wear catalogue ([www.iil.ch](http://www.iil.ch)) and are on sale at the shop.

### **Sale of school-wear**

IIL school-wear can be bought at the school shop. Term time opening hours are as follows:

- Monday 15h30 to 17h00
- Wednesday 11h40 to 12h45
- Friday 8h00 to 9h00

## **9. Lost & Found**

Items marked with a child's name will be returned to its owner by the Vie Scolaire in the classroom. Other items will be taken to the Lost & Found office situated behind B17 (access via the vehicle gate at 22, Avenue Eugène-Lance). Opening hours are as follows:

- Monday 8h15 to 9h15
- Thursday 9h50 to 11h00
- Friday 15h00 to 16h00

Items which have not been claimed by the end of the year will be given to charity.

## **10. Damages & Loss**

Damages caused by a student on campus will be billed to the parents or their personal liability insurance (*Assurance Responsabilité Civile*).

The school cannot be held responsible for loss of or damage to personal belongings or the loss of money.

## **11. Conduct**

Conduct must be exemplary on and outside the campus.

Children should stand when an adult enters the classroom, have the appropriate school equipment, behave in a manner conducive to study, and maintain cleanliness and orderliness.



During the school day, students must behave and speak in a respectful manner. Vulgar, insolent, violent language or behaviour will not be tolerated. Cultural and religious differences are to be respected.

The premises and equipment provided by the school, as well as students' belongings, must be treated with respect. Damages caused by a student within the school campus will be billed to the parents or their personal liability insurance (*Assurance Responsabilité Civile*). Particular attention must be paid to the conditions laid out in IIL charter for the use of ICT equipment.

Students should not bring large sums of money or valuables to school. IIL cannot be held responsible in case of theft.

Dangerous objects such as knives, screwdrivers, real or fake arms, are forbidden on campus.

Mobile phones are permitted for Upper Secondary students, in the dedicated areas only.

## 12. KiVa Anti-bullying Programme

School life must be centred around core values of tolerance and respect, which should be reflected in all school activities. Bullying is not tolerated at IIL.

In 2020-2021 academic year, IIL adopted an anti-bullying programme developed in Finland, which has already proven its effectiveness: KiVa anti-bullying programme.

It includes regular preventive lessons in classes from Year 2/11e to Year 10/3e.

A team of staff members have been specifically trained and are now able to deal with bullying situations within the school.

You can contact the KiVa team at [kivateam@iil.ch](mailto:kivateam@iil.ch).

## 13. Communication

### ENT

The school digital work environment (ENT) is constantly evolving and new developments are being introduced all the time.

Individual parent access is secured through the use of a personal login and password on [www.ent.iil.ch](http://www.ent.iil.ch). Parents can view information relating to their child's education, for example timetables, lessons, and homework. School reports are also available on ENT (not for download) before the signed originals are sent by post.

School certificates of attendance can be downloaded from ENT.



### **Website**

The IIL website [www.iil.ch](http://www.iil.ch) is regularly updated and extended. A great deal of useful information about IIL education and school life can be found online.

### **Emailing**

Information regarding students, activities, outings and events is sent to parents by email. Parents are asked to check their emails regularly and to reply when relevant.

Parents, students and staff ensure that all communication is respectful and in keeping with the school values. It is important that each and every one of us works together to create a positive environment based on trust and kindness where the students can flourish.

### **Social media**

You can keep up to date with IIL news on our Facebook page Institut International de Lancy and on Twitter Institut Int. Lancy.

## **14. Parents' Association**

The APEIIL (*Association des Parents d'Elèves de l'Institut International de Lancy*) is open to all IIL families. It is made up of volunteer parents and has its own website: [www.apeiil.com](http://www.apeiil.com). The Association is not involved in the running of the school.

## **15. School Holidays**

The same school calendar is valid for the whole school and is available on IIL website: [www.iil.ch/en/community/calendar/](http://www.iil.ch/en/community/calendar/).

## **16. CampZone**

During holiday periods, the school offers a range of sports, cultural and creative activities, as well as day camps. Details can be found on [www.campzone.iil.ch](http://www.campzone.iil.ch).

## **17. Data Protection**

Your personal data is of great importance to IIL who does its utmost to protect it when using in connection with school services. The Data Protection Policy provides detailed objectives and principles relative to your data, the obligations of the school and your rights, and is available on IIL website ([www.iil.ch](http://www.iil.ch)).



Please state whether you allow the school to share visual material in which your child appears via your ENT page on the Profile menu, under 'Data Protection'.

**Rules & Regulations of each section will be available for signature on ENT at the beginning of the academic year**

ILL Leadership Team