



This document is an unofficial English translation of a document prepared in French.

Meeting minutes of the school council of 7th November 2017

The director opens the meeting at 5 pm the first school council of the school year 2017-2018 , welcoming everyone.

1. Organisation of the council

The Director presents the composition of the council for 2017-2018 that follows AEFÉ guidelines, which provides the election of representatives and 15 seats per school. This year 12 parents put themselves forward and have been elected. The teachers will take up to 15 seats in general but they will be able to change from one council to another, the essential principle is that there is a representative for each level at least.

Today's council consists of the following people:

The management of the establishment

- Mr Jean-François GALLAIS, Director of the first grade, president of the council
- Mr Gilles MARTINEZ, Headteacher of the establishment
- Mr Luc DETOUR, Administrative and Financial Director (absent)
- Mr Thierry HOUYEL, Inspector of National Education (absent)

Teachers representatives

- Mrs Florence MERCERON (CFA)
- Mrs Nathalie BOUILLEZ (CFB)
- Mrs Crystal TELECKY (PSB)
- Mrs Jennifer PLATT (PS-MS et MS)
- Mrs Anélia DE SOTILLO (GSA-B)
- Mr Jérôme PIERRON (CPA)
- Mrs Janel REJNA (CPB-C)
- Mr Nicolas ALLARD (CE1A – Absent)
- Mrs Annie-Claude BOUHERET (CE1B-C)
- Mr Frédéric LE CAM (CE2B-C)
- Mrs Georgiana BURTON (CE2B-C)
- Mrs Anabelle NAY (CM1A)
- Mrs Karine DUMONTHEIL (CM1B)
- Mrs Laurette MONTANEL (CM2A)
- Mrs Lenka REDOU (BCD)

Representatives of the parents

- Mrs Emeline PARRY
- Mrs Marie PECCOUD
- Mrs Stéphanie MALCOTTI
- Mrs Corinne CHAMALOT
- Mrs Dominique BLOUIN
- Mr Frédéric LEWANDOSKI
- Mrs Lenka SCHEJBALOVA
- Mrs Caroline CELIER

- Mrs Catherine DERR
- Mrs Estelle DE MONTARD WELLHOFF
- Mrs Ilse ALCAZAR LAMBERTS VAN-ASSCHE
- Mr Vincent BREFFORT

Agenda

- 1 Organisation of the Council.
- 2 Educational activities.
- 3 Organisation of the school : review of the start of the new school year, school rules.
- 4 Other questions.

Meeting minutes

Mrs Peccoud is responsible for the minutes of this School Council.

There are no comments about the minutes from the last School Council (13th June 2017), it is therefore adopted.

2. Educational activities

Children's council

The project has been launched again this year, in the same way as last year. There will again be two children's councils for the elementary school, one per cycle. The teachers will lead the meetings in turn. On their agenda for the beginning of this year:

- A project about snacks, to engage a collective reflection on the matter.
- The games on the playground
- In cycle 3, a library project and another project around the possible organization of a book market.

APP = Educational activities being piloted– Class projects

APP - History of seeing (and hearing differently) Part II: Textile project : 'Du fils en aiguille'

This activity will continue to develop this year. It's goal is to mobilize several classes from different levels (Kindergarten, Elementary and Secondary) on unusual explorations in the immediate neighbourhood. The objective is to expose pupil's work from different classes in a same common space in an artistic way, individually and collectively, and to develop the artistic vocation of the classes.

This year, the chosen theme is textile production (Weaving, embroidery, sewing,...) with different materials. 3 activities are envisaged in the following periods : December (Christmas market), Carnival time and at the end of the year (an open-air exhibition).

Reminder: the APP are activities that are presented to the AEFÉ at the end of the school year for the following year (they are not necessarily chosen by the agency). They are part of a specific funding from the AEFÉ. This year the AEFÉ has proposed a 3000 EUR participation.

Other educational class projects

In the framework of the PEAC (Parcours d'Education Artistique et Culturel) and the project based on the pleasure of reading (in connection with the BCD), we will welcome this year several speakers (artists or specialized teachers):

- Singer and poet Philippe Roussel in CP and EC1 (date to be set).
- Author François place in cycle 3 and in the BCD (May 2018)
- A dancer in collaboration with the Ponec theatre for the kindergarten classes (third trimester).
- Julie Potosniak, art teacher for class projects in CM1 and CM2

Organization and running of the BCD (Bibliothèque Centre Documentaire de l'école primaire = Library)

To allow children more autonomy and give them the possibility to come freely to the library when they would like to, we decided to no longer have fixed library visits.

Currently students can come in individually at any time in their 'free time' (during breaks or during the classes if they have a moment after finishing their work in class). Children can spontaneously manage their reading habits and get into the routine of making use of the BCD on a regular basis. The objective of this approach is to revive the pleasure of reading and rely on the positive imitation effect of seeing other children going to the library.

Independent book borrowing will be rolled out bit by bit during the year for CE upwards¹. Two computers will be made available to the kids for this purpose.

In addition, the teachers, in collaboration with the librarian, will provide reading activities related to their class projects and reserve time slots for groups of students when they want to.

At the initiative of the Children's Council for cycle 3, a "books box " will be made available to children who want to read "in the playground".

As the BCD is quite a distance the kindergarten, books will be available in the dormitory. The borrowing of books however is not foreseen before CE1.

The Complementary Educational Activities

The APC are renewed this year with the same objectives as last year.

The schedules are the following:

- Elementary School, on the Thursday of 15h to 16h.
- Kindergarten, Mondays and Thursdays from 12h15 to 12h45. The choice has been made to organise two thirty minute sessions rather than an hour per week. This is more effective and allows the sessions to take place during the lunch hour.

Reminder: the complementary educational activities (APC = activités pédagogiques complémentaires), introduced by Decree, are a means to accompany the acquisitions made during the school time.

These activities are intended either to help the students when they encounter difficulties in their learning, or to accompany them in their personal work, or to propose them any other activity planned as part of a school project. This is not necessarily and only for "support".

The APC do not take away time from compulsory education but are in addition to the weekly teaching hours and require the agreement of the parents concerned.

All students can be affected by the complementary educational activities, at one time or another in the school year, according to the needs identified by the teachers.

The organization of these APC also a matter of educational choices of the teaching team.

Trips

Intitulé du voyage	Niveau concerné	Date	Participation des familles
Classe de Neige (Vysoké nad Jizerou)	CE2	23-27/01/2017	8 500 CZK
Classe Patrimoine (Brada Rybníček)	CM2	15-19/05/2017	? CZK

The project “classe de neige” (snow holiday in the mountain) in CE2

The three CE2 classes will take part in the “classe de neige” in Vysoké nad Jizerou. They will be hosted at hotel Kramaruv Zamek.

The group includes 60 students and will be supervised by 7 adults.

Kids will enjoy skiing 2 hours in the morning and 2 hours in the afternoon, supervised by certified ski teachers. Beyond skiing the objectives of this project are:

- moral and civic education: living together by rules, safety principles on the ski, consideration for others, team work and mutual respect
- geography: discovery of the mountain landscape and business science: water in its different states, and the water cycle in nature
- writing, artistic works...

This project is not limited to the week spent in the mountain, but it starts instead in the classroom several weeks before, and will continue after they come back. That is why the participation of all the students in this trip is very important.

The project “classe patrimoine” (Czech heritage class) in CM2

CM2 classes will go on the “classe patrimoine” trip from 21st to 25th May, in the “they have always been very welcome. The class will visit a crystal ware manufacturers, a Christmas baubles manufacturer and discover Jicin and the “Prachivske Skaly”. They will also do a dat’s workshop making butter and cooking and they will participate in several handicraft activities (using wool, leather, etc...)

Following the creation of a CM1/2 class, it was agreed that CM2 students will travel with M. Perrin and that CM1 students will stay in Prague with M. Valdejuli and one substitute teacher.

The trip’s goal is to understand the value of Czech heritage, as stated in the school project.

M. Gallais thanks the teachers for their commitment to this project that requires a lot of time and energy. He stresses the quality of the work done.

He asks once more that all parents give their full support. Every year it is harder to organise such trips and this year the CP “classe verte” (green class) has not been maintained because of this (please refer to “other questions”).

School council votes about the above mentioned three projects: unanimously in favor.

Sorties à la journée

CPA	Sept. 15th	Exhibition Portheimka Gallery
GSA+GSB	Sept, 29th	Kinsky Park
CFA-B (except PS) MSA	Sept. 22nd	Kinsky Park
CM1A, CM1B, CM1/2, CM2 A and B	Sept. 22nd	Stefanikova street pedestrian offer – week of mobility in town
CM2A and B	Oct. 2nd	City tour about Prague legends
CE2 A B C	Oct. 13th	Education program with Ceska philharmony
CM1B	Oct. 6th	A walk in the neighborhood
CE2C	Oct. 12th	Walk in the neighborhood – the post office
CM1CM2	Oct. 19th	Walk in the neighborhood – the post office
CM1B	Oct. 13th	Walk in the neighborhood – the post office
CPA	Oct. 18th	“Du fil a la chemise” (From thread to shirt) Exhibition at Prague Museum
CE2B	Oct. 19th	Walk in the neighborhood
CM2A, B and CM2 of CM1/2	Nov. 9th-10th	Charles bridge
CPA	Nov. 14th	Charles bridge
CE2A	Nov. 15th	Exhibition Galerie Rodolfinum
CM2A	Nov. 20th	Exhibition “Du fil a la chemise” (From thread to shirt) at Prague Museum

Day trips are always connected to an educational project being carried out in class. For the bilingual classes, the number of trips is often fewer. It is in fact not possible to miss a high number of teaching days in French and English.

The swimming project of CP and CE1 classes is maintained this year at swimming pool Radlicka but with a new swimming school. The swimming teachers team has been considerably renewed (only two previous teachers have been kept in the new team).

The swimming class will take place on Wednesday in the morning during the 2nd semester. M. Gallais met the director recently. The following items have been discussed:

- the learning and goodwill to be permanently maintained
- the languages issue: the new team will rely largely on gesture as a means to communicate. We have asked that understanding is properly checked and that a child or a teacher will act as translator if necessary
- LFP teachers will support if needed

A 6 sessions cycle in CM1 will also be organized for the first time this year in March.

The climbing project for CM2 is also maintained this year with Mme Chervel, EPS teacher at secondary level.

3. School organisation

Headcount and educational organisation at the start of the new school year

The academic year started with 446 students. 454 were expected in June (school council 13/06 2017).

French students account for 45,5% (-1%), Czech students for 34,5% (+1,3%) other nationalities 19,8% (-0,5%). This split is broadly speaking stable.

New for 2017-2018 in the educational structure: the creation of an international CM2 section.

Internal regulation and principles for the e-mail usage

As every year, the internal regulation of primary school is presented during the first school council for eventual amendments and for its adoption.

Amendments proposed are in the appendix of this report.

We would like to remind you that the enrolment at the LFP implies the acceptance by the parents of this internal regulation. Some parents seem to ignore this. An annual signature of such internal regulations could be required in the future.

All parents will be informed of changes through a written communication in three languages.

School council vote about the adoption of the internal regulation 2017-2018: unanimously approved.

Late arrivals of pupils in the morning

The delays continue to be too numerous in the morning despite the urgent demand made at the beginning of the year (information sent to all families). This did improve the arrival of families who were regularly slightly late (between 8:30 and 8:35 am) but it did not improve those who arrive even later.

For this period (November-December), we recorded 8 late arrivals on average per day.

12 families have been reminded to be on time.

This situation is still a serious problem and a disruption for the class. It also goes against the well-being of students who do not start their day in good conditions. In kindergarten, they miss the welcome time, which is an important moment for sharing and for language.

At the moment, all the late pupils wait by the secretary's office and are then taken to their respective classes at 9:00 am. This procedure has been adopted in order to avoid too many classroom disturbances.

We remind you that schedules are mandatory and that traffic problems are a valid excuse only when they are exceptional.

A debate on the final closure of the main school gate at 8:35 has been launched.

Problems surrounding snacks in elementary school

Following the discussions on this theme at our last school council (see report), a brainstorm is planned in the framework of the children's council.

The idea is not to impose bans that would be included in the school rules but to promote good practices while empowering pupils and their parents on this theme. General communication to families of elementary students will be conducted later this year.

For birthdays, the candy issue is also dividing opinion. Bringing candy is not forbidden but it makes sense to keep such foods limited. The teachers will be vigilant.

The complementarity between the snack and the canteen is obvious. The canteen commission will be established shortly, a few parents are invited to participate. They will make surprise visits throughout the year, and write a report about them.

Equipment

An interactive video projector has been installed in room V201 (CE2B).

Next steps will be the purchase of eleven new tablets for three teachers and the 'documentalist' and two computers in the BCD to organize self check out of books (project in progress).

Maintenance work

Significant work has been done in the kindergarten throughout the summer to install a ventilation system that will allow efficient air renewal and better regulation of the building temperature.

The amount of this investment is 3.35 million Czech crowns, or approximately 130 000 euros.

Several classrooms have been repainted as well as the corridors on the street side of the building.

4. Other matters

Parents' representatives ask the following questions:

1. Not all teachers use the same textbooks. Is this a problem?

The textbook's choice is the teacher's responsibility. Even if standardisation has been improved, there are still some differences. This is not an issue because teachers are following the official program that first guides them. For information, a recent research on reading concluded that the choice of the reading manual had no significant effect on the child's learning.

2. Can Czech as a foreign language be optional and made non-compulsory?

The project of our school is based on the teaching of Czech as a compulsory foreign language from CP to 5th grade. It is inconceivable to withdraw it to date, our project also relying on our openness to the host country.

3. About homeworks:

- a. The problem of written assignments
- b. Do teachers in bilingual / international classes coordinate with each other?
- c. Some children are not exposed to screens in their daily lives at home. Could the use of the Padlet for homework be reduced to the benefit of more physical supports?

Written homework is forbidden in primary school. The pupils have to practice their memorising skills, which is why learning lessons by heart can be required.

The teachers nonetheless make work proposals to the students (training, research), proposals which increase with the age of the children.

The development of digital and use of tablets is generally part of the program. It is an inevitable and even now compulsory development (Ministry of Education plan for digital development in schools).

The use of digital resources also makes it possible to save class time (writing homework at the beginning of CP) and helps having lighter school bags.

The teachers continue to use many different pedagogical tools. Since each teacher has slightly different practices, the Director invites parents to approach their child's teacher for any specific question.

The work given to the pupils is not permanently coordinated between teachers. We will be more attentive in the international section (CM1 and CM2). If this becomes an issue in other classes, we also invite parents to talk to the class teacher.

4. Rest rooms in the kindergarten are not always clean.

We have been in contact with the cleaning firm to talk about this issue. Usually teachers inform us in case of problem. Any parent can also inform us if they notice any issues in the morning.

5. The reasons why the 'classe verte' for CP has been cancelled

You'll find below the report from school council which took place on the 14th June with the main reasons why this project has been ended.

"The team has decided to no longer offer this class project in the future for the following reasons:

- The heavy workload for staff leads to a lot of difficulties;
- the presence of the three languages is a considerable demand during cultural trips; and
- the requirements of parents are each year more important and are more and more difficult to manage (around allergies mainly)."

We can also add the growing number of children who do not participate.

Outside, this type of project is only valid if we can do it with all students.

Further to a request from parents and the Consular councillor earlier this year, we met with CP teachers to reconsider the project. We quickly came to the conclusion that the difficulties remained.

As we strongly promote off-site "transplanted" classes, we are first and foremost disappointed by this outcome. Even though the project is supported by a majority of parents, it cannot be implemented any longer.

6. How are the one-day school trips organised ?

One-day school trips depend on the classes' educational projects and are decided by each teacher.

7. Has the team in charge of the swimming activity for the CE1 changed and will the teachers be more watchful during the swimming sessions?

See the answer to that question earlier in these minutes).

8. Could the school rules for cell phone use be reminded to students and parents?

The Director recalls the School rules about using cell phones at school.

7.2. Dangerous and prohibited items

The phone must be switched off in the bag and switched on after class only.

Only one incident was reported this year. Teachers are paying close attention to this topic and recall the rules regularly.

We will remind the parents about them when the changes in the school rules will be sent.

The teachers have no questions.

At the end of the meeting, M. le Proviseur provided the following additional information:

- The pavement along the fence outside school was finally repaired by the City of Prague.
- On Saturday 11 November, The Franco-foulees will take place, and the Remembrance day will be celebrated. CM2 students are strongly encouraged to take part. Only a few of them are planning to for the moment. Please forward this message to anyone who may be interested.
- The CM2 teachers will attend the Class counsels of the 6emes to ensure they follow-up their students.
- The AEFÉ will inspect the LFP on December 13th and 14th. The inspectors would like to meet with parents. Ideally 3 or 4 representative parents could volunteer.

M. Gallais is closing the meeting at 7.27pm thanking the parents as well as the teachers for their attendance.

The Chairman of the meeting
Mr Jean-François Gallais
Director of the school

The Secretary of the meeting
Mrs Marie Peccoud
Parent

School council 7 November 2017 – Appendix

Proposal for amendments for the primary school rules and regulations at the LFP

(In black the current statement, in red, proposals for amendments)

1.4. Lateness

Late arrival to school is affecting the regular start of school and results in interruptions to the learning process. Students must be punctual, that is very important.

A child who arrives late for school must report to the school administration, accompanied by an adult, must not go directly to class and cannot go to his class alone.

All children who arrive late will wait with the school administration until 9am when they will be allowed to join their classes (added sentence)..

When a student has been late several times, school will send parents a notification which may lead to a meeting with the school director.

1.5. absence from school

Teachers note pupil absences in a register. When a child is absent from school, parents must let the teacher know (instead of the school administration). The school administration may get in touch with the parents to ask for the reason for absence. Thus, parents should keep the school administration posted about any changes in their contact details.

A medical certificate will be required only for kids returning to school after suffering from a contagious disease (executive decision dated 3 May 1989).

5.1 Home-school communication

Principles: thanks to the “livret scolaire” (replaces “livret de competences”) communicated according to the calendar set up by the teachers council.

6.2. Insurance (new paragraph)

As soon as they join school, students are insured for any accidents occurring while participating in a school supervised activity. As deductibles may apply to claims, an additional insurance coverage is then highly recommended. A claim has to be written within 24 hours. Do not hesitate to contact the LFP administrative team if you need further information.