



**School Year 2026–2027**

## **FRENCH INTERNATIONAL SCHOOL OF COLOMBO**

### **SCHOOL RULES AND REGULATIONS**

The purpose of these School Rules and Regulations is to ensure the proper functioning and safety of all members of the French International School of Colombo community. All members of the educational community are expected to comply with these regulations and to ensure that they are respected by others.

The enrolment of a student at EFIC constitutes unconditional acceptance of these School Rules and Regulations, as approved by the School Council.

#### **I. ENROLMENT AND ADMISSION**

EFIC's mission is to educate French-speaking children. Children of other nationalities may be admitted provided that their families wish to offer them an education in the French language, as well as access to French culture and values.

The admission of non-French-speaking students is not based on entrance examinations but rather on an interview with the family. This enables the school to organise an educational pathway adapted, as far as possible, to the child's needs and to avoid placing students in situations of significant academic difficulty.

Each year, the educational structure of nursery, primary and secondary classes is determined according to the number of enrolled students and their age groups.

##### **1. Nursery School**

Children who have reached the age of three by 31 December of the current year are eligible for admission to Nursery School at EFIC. Admission to the Very Small Section (TPS) is exceptional.

However, children aged two and a half years may be admitted, subject to available places and the educational programme implemented by the school. In such cases, admission to the Very Small Section may be considered in January of the following year. The decision to open a Very Small Section rests with the Head of School, following consultation with the teaching staff. The Management Committee must then approve the opening of this section.

Registration is completed upon presentation of:

- a birth certificate or family record book;
- a health record confirming that the child has received all compulsory vaccinations appropriate to their age;
- a transfer certificate from the previous school;
- the student's school record.





The passports of both parents and the enrolled child will also be required for registration. In the event of divorce, a copy of the court order specifying custody arrangements must be provided at the time of registration.

Admission shall become final only upon receipt of the full payment of the initial registration fees.

Children are normally enrolled in the class corresponding to their age group. In the event of an accelerated grade advancement, an official document certifying the decision of the Teachers' Council must be included in the student's school file. No accelerated advancement decision will be accepted without this supporting document.

## 2. Primary School and Secondary Classes

Children who have reached the age of six by 31 December of the current year, as well as those who benefit from an exemption granted under Article 5 of Decree No. 76-1301 of 28 December 1976, must be enrolled in primary school at the beginning of the school year.

Registration is completed upon presentation of:

- a birth certificate or family record book;
- a health record confirming that the child has received all compulsory vaccinations appropriate to their age;
- a transfer certificate from the previous school;
- the student's school record.

Admission shall become final only upon receipt of the initial registration fees. For all other matters relating to the payment of tuition fees, please refer to the School's Financial Regulations.

Children are normally enrolled in the class corresponding to their age group. In the event of an accelerated grade advancement, an official document certifying the decision of the Teachers' Council must be included in the student's file in order for it to be taken into consideration. No accelerated advancement decision will be accepted unless this document is provided.

## II. ATTENDANCE AND COMPULSORY SCHOOLING

Students enrolled at the French International School of Colombo (EFIC) are required to participate in all activities related to their schooling that are organised by the school and to complete all work and responsibilities arising from them.

School attendance is compulsory once families have chosen to enrol their children in the school.

### 1. Nursery School

Enrolment in Nursery School implies a commitment by the family to ensure regular attendance and compliance with the school timetable.

Children must be fully toilet-trained and able to manage their toileting needs independently on the first day of the school year. If a child is not yet fully independent in this regard, the start of their schooling may be postponed.





## 2. Primary School and Secondary Classes

Regular attendance at nursery school, primary school, middle school, and high school is compulsory in accordance with the school calendar and the applicable laws and regulations.

This requirement also applies to students enrolled with the CNED (Centre National d'Enseignement à Distance) who, by virtue of their enrolment in a school, undertake to attend regularly and normally. CNED students are required to participate in all school activities, projects, and physical education classes. No convenience absences will be authorised.

CNED students generally sit for the Diplôme National du Brevet and the French Baccalaureate examinations in New Delhi. Examination fees are payable in addition to the annual tuition fees.

## 3. School Hours, Absences and Late Arrivals

### School Hours

The school timetable is as follows:

- Monday to Thursday: classes from 8:10 a.m. to 12:00 p.m. and from 1:15 p.m. to 3:00 p.m.
- Friday: classes from 8:10 a.m. to 12:00 p.m.

Secondary school students finish classes at 3:00 p.m. or 4:00 p.m. from Monday to Thursday, depending on their timetable.

The school gate opens at 8:00 a.m. Students are welcomed until 8:10 a.m.

The lunch break takes place from 12:00 p.m. to 1:15 p.m. A paid school canteen service is available on an optional basis. Families who wish to do so may provide their children with a packed meal, which should be handed to the canteen staff upon arrival in the morning. Students are also permitted to have lunch off campus during the lunch break, under the responsibility of their parents.

Extracurricular Activities (ECA) take place from 3:15 p.m. to 4:00 p.m. or 4:30 p.m., depending on the activity.

### Absences

Families are required to inform the school office ([secretary@eficolombo.com](mailto:secretary@eficolombo.com)) of any absence on the same day before 9:00 a.m. All absences are recorded daily in a register maintained by the class teacher.

For every absence, families must provide a written explanation by email. Absences outside the official school holidays are not permitted except in exceptional circumstances (illness, accident, bereavement, administrative reasons, etc.). In such cases, parents must submit a written and justified request to the Head of School.





In the event of illness, a medical certificate will be required for absences exceeding two days. If a student contracts a contagious disease, families must inform the school as soon as they become aware of it so that preventive measures can be taken to protect other students.

Families are requested to notify the school promptly in cases of dengue fever or any contagious disease. For serious cases, a medical certificate confirming that the student is no longer contagious will be required before the student may return to school.

### Late Arrivals

Late arrivals disrupt the smooth running of classes and disadvantage students by causing them to miss part of their lessons. Families are therefore requested to ensure that their children arrive at school on time each morning.

All late arrivals are recorded in a register. Students whose lateness becomes recurrent may be required to wait until the next break period before being allowed to enter the school.

For secondary school students, a record of absences and late arrivals will be sent to parents at the end of each reporting period. This report is signed by the Head of School.

## III. SCHOOL LIFE

Student life and the work of teachers are organised in such a way as to achieve the objectives set out in Article 1 of Decree No. 90-788 of 6 September 1990 and Decree No. 2008-463 of 15 May 2008.

Teachers shall refrain from any behaviour, gesture, or remark that may convey indifference or contempt towards a student or their family, or that may be likely to offend or harm the sensitivity of children.

Students, as well as their families, must refrain from any behaviour, gesture, or remark that could undermine the professional role or personal dignity of teachers and/or any other member of the school staff, or that would fail to show due respect to fellow students and their families.

Likewise, students and their families shall not be subjected to any form of discrimination, particularly on the grounds of race, colour, sex, language, religion, national or social origin, wealth, birth, or any other status.

### 1. Disciplinary Measures

#### A) Nursery School

No disciplinary sanctions may be imposed on nursery school pupils. The only measure permitted is the temporary isolation of a child, under supervision, for the time necessary to help them regain behaviour compatible with group life.





However, when a child's behaviour seriously and persistently disrupts the functioning of the class and clearly demonstrates an inability to adapt to the school environment (aggressive behaviour, violent conduct, or behaviour that is dangerous to others or to the child themselves), the child's situation must be reviewed by the educational team and discussed thoroughly with the family.

A decision to temporarily withdraw the child from school may be taken by the Head of School following a meeting with the parents. Such a decision shall be communicated in writing and recorded in the child's school file.

In such cases, regular communication shall be maintained between the parents and the teaching team in order to facilitate the child's reintegration into the school environment as quickly as possible or, where necessary, to identify a more suitable solution for the child.

## B) Primary School and Secondary Classes

The teacher or educational team aims to ensure that each student produces work that is commensurate with their abilities. A student may not be deprived of the entirety of recess as a form of punishment.

Any breach of the School Rules and Regulations, and in particular any act affecting the physical or psychological well-being of other students or staff members, or causing damage to school property or facilities, shall be subject to disciplinary action and, where appropriate, brought to the attention of the families concerned.

A student whose behaviour is difficult or potentially dangerous to themselves or others may be temporarily separated from their classmates under supervision. The student may also be required to repair any damage caused and to undertake tasks of a community service nature.

In cases of particularly serious behavioural difficulties affecting a student's conduct within the school environment, the situation shall be reviewed by the educational team. In all circumstances, ongoing dialogue shall be maintained with the family of the student concerned. For secondary school students, a Disciplinary Council may be convened when necessary.

## 2. Disciplinary Council

With regard to secondary school students, and in cases of serious or repeated breaches of these School Rules and Regulations, and/or conduct likely to harm students, staff members, property, or the reputation of the school, a Disciplinary Council shall be convened. The Council shall be constituted in accordance with the guidelines set out by the AEFE Circular No. 0732 dated 21 June 2022.

The following sanctions may be imposed on students, in accordance with AEFE Circular No. 0732 of 21 June 2022:

- A warning;
- A formal reprimand;
- Temporary exclusion from the school, for a period not exceeding eight days;
- Permanent exclusion from the school.





The first three sanctions may be imposed directly by the Head of School, following consultation with the educational team and a meeting with the student concerned and their parents or legal guardians (see the above-mentioned AEFE Circular).

#### **IV. USE OF SCHOOL PREMISES – HEALTH AND SAFETY**

##### **1. Respect for Premises and Equipment**

All members of the school community are expected to keep the school premises, equipment, and environment clean and in good condition.

Families shall be financially responsible for any damage caused by their children to school property, without prejudice to any disciplinary sanctions that may be imposed on the students concerned. If the damage is deliberate or results from serious negligence or an act of misconduct, the student shall be subject to disciplinary action.

The school administration accepts no responsibility for the theft, loss, or damage of students' personal belongings.

##### **2. Health and Hygiene**

The school premises are cleaned daily and adequately ventilated in order to maintain a healthy and sanitary environment. In addition, students are encouraged by their teachers to practise good hygiene and maintain orderly habits on a daily basis.

Students must attend school in a state of personal hygiene that is compatible with communal life.

Any health and hygiene notices issued by the school must be implemented immediately by families in order to prevent the spread of contagious conditions (such as head lice, etc.).

Smoking is strictly prohibited anywhere on the school premises.

##### **3. Safety and Supervision**

Safety drills (fire evacuation and lockdown procedures) are conducted in accordance with the applicable regulations. Safety instructions are displayed throughout the school. The safety register is maintained and kept up to date by the Head of School.

Students are under the supervision of the school during official opening hours.

Outside these hours, students and their families are not permitted to remain on the school premises or in the playground.

Dangerous games and behaviours are strictly prohibited within the school grounds (including the possession of knives, lighters, and similar items).

Supervision of students during extracurricular activities is the responsibility of the activity leaders. The school cannot be held liable for incidents occurring during these activities.





No dangerous objects are permitted on school premises.

Valuable items should not be brought to school. Electronic and multimedia devices (such as gaming consoles, Game Boys, MP3 players, iPods, etc.) are prohibited. The bringing of small toys should be kept to a minimum in order to avoid loss or damage.

The use of mobile phones and any other electronic devices by students is prohibited on school premises. The school cannot be held responsible for the theft, loss, or damage of personal belongings (including clothing and other personal items).

Only students enrolled in extracurricular activities are authorised to remain on the school premises after 3:00 p.m. They are then under the responsibility of the activity leader and the designated EFIC staff member on duty.

For liability and safeguarding reasons, brothers and sisters who are not enrolled at the school are not permitted to enter the school premises while waiting for their family members.

#### 4. Insurance

Proof of school insurance must be provided at the time of enrolment. This insurance policy must specify that it covers the child for third-party liability in the event of accidents occurring during everyday activities.

The school also offers an insurance scheme to which families may subscribe at the beginning of the school year. For further information, please contact the Administrative and Finance Assistant at [dafefic@eficolombo.com](mailto:dafefic@eficolombo.com).

### V. COMMUNICATION AMONG MEMBERS OF THE SCHOOL COMMUNITY

A meeting is organised for each class at the beginning of the school year, during the first few weeks after the start of classes. Meetings with families are also scheduled throughout the year, particularly when school reports are issued.

#### Meetings with Families

Parents may request a meeting with teachers or the Head of School by arranging an appointment directly with them.

#### Notice Boards

Notice boards are located outside the school buildings and are reserved for communications from parent representatives and the school administration.

Any document intended for display must receive prior approval from the School Management before being posted.

The School Council meets three times per year and carries out the functions provided for under Decree No. 90-788 of 6 September 1990.





In addition to statutory provisions, the School Rules and Regulations may establish further measures designed to strengthen communication between parents and teachers. These may include specific arrangements for informing parents or organising visits to the school.

The Head of School may convene meetings with all parents or with the parents of a particular class whenever deemed necessary.

A school report file is maintained for each student and will be communicated regularly to parents throughout the school year for review and signature.

Information relating to the school is primarily communicated by email. Families are required to provide valid email addresses in order to ensure the most effective communication possible.

For certain communications, a paper copy may also be placed in the student's school diary or notebook. Families are requested to check their email inbox and their child's notebook regularly. Copies of school communications may also be displayed on the school notice board designated for this purpose.

The school's social media accounts (Facebook and Instagram) are intended to share information relating to school activities, extracurricular activities, and partnerships with EFIC's partners (including the Embassy of France, the Alliance Française, and, where applicable, other local educational institutions).

The school's Facebook page is a public page that can be accessed without the need for a personal account.

## **VI. SERVICES**

EFIC offers families a school catering service and a range of extracurricular activities. These optional services are subject to separate charges and invoicing.

Families who enrol their children in extracurricular activities undertake to collect them at the scheduled end time of the activities.

Neither the school nor the activity leader may be held responsible in the event of a delay by parents in collecting their child or outside the official hours of the activity (3:00 p.m. to 4:00 p.m., Monday to Thursday).







**EFIC**  
French International  
School of Colombo

**aefe**  
Agence pour  
l'enseignement français  
à l'étranger

**Acceptance of the School Rules and Regulations of the French International School of Colombo  
(EFIC)**

We, the undersigned, Mrs. \_\_\_\_\_ and Mr. \_\_\_\_\_, undertake to comply with and to ensure that our children comply with the School Rules and Regulations of the French International School of Colombo for the 2026–2027 academic year.

Done in Colombo, on \_\_\_\_\_

Mother or Legal Guardian

Father or Legal Guardian

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

This document must be signed and returned by email to:  
[secretary@eficolombo.com](mailto:secretary@eficolombo.com)

