



## **5-Day Boarding School Rules / 7-Day Boarding school Rules**

**Boarding School telephone number:** +33 5 65 51 11 74 from 8 p.m. to 9 p.m. and from 7 a.m. to 8 a.m.

**Vie Scolaire phone number:** +33 5 65 51 11 79

**Email address:** viescolaire.immacespalion@hotmail.com

**Last Name:** .....

**First name:** .....

**Class:** .....

**School year:** .....

**Parents' signature,**

**Student's signature,**

**Read and approved:**

**Read and approved:**

Boarding is a service provided to students and their families. It does not constitute a right. Collective life at the boarding school is only possible if everyone respects a certain number of rules we will detail in this document.

# **I. Daily schedule in the boarding school**

<b>5.15 pm</b>	<b>Afternoon snack</b> at La Vie Scolaire
<b>5.45 pm</b>	<b>Compulsory study</b> - You must have your school materials to do your homework, - You must be on time - You must respect the place you are allocated at the beginning of the year.
<b>7. 15 pm</b>	<b>Dinner time</b> - The students must walk in calm with the supervisor - At the end of the meal, all the students must wait for their supervisor to leave the refectory
<b>8.00 - 9.30 pm</b>	Optional <b>study</b> in classroom 16 under the supervision of a student. If the school work is not finished, the study will become compulsory.
<b>9.15 pm</b>	Medium-school students must remain in their rooms. They must leave their switched off mobile phone in the supervisor's room. The use of a laptop/ mobile phone overnight will result in a penalty.
<b>9.30 pm</b>	<b>Bedtime:</b> All the <b>medium-school students</b> are in their rooms (lights-out). (No more showers for high school students).
<b>10 pm</b>	<b>Bedtime:</b> All the <b>high school students</b> must remain in their rooms (lights-out) and mobile phone must be given to the supervisor every evening.
<b>6.50 am</b>	<b>Pupils wake up</b>
<b>7.00 - 7.45</b>	<b>Breakfast</b> (compulsory) in the school's refectory.
<b>7.50 am</b>	Closure of the boarding school. No access to boarding school during the day

## **7-Day Boarders (At weekends)**

### **On Fridays:**

<b>5.30 – 7.00 pm</b>	Authorized students are allowed to leave the premises after reporting to the school office
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### **On Saturdays:**

<b>8.00 - 9.30</b>	<b>Pupils wake up and breakfast</b>
<b>10.00 - 12.00</b>	<b>Compulsory study</b>
<b>12.00</b>	<b>Lunch</b>
<b>1.30 – 7.00</b>	Authorized students are allowed to leave the premises after reporting to the school office
<b>7.00 p.m.</b>	Back to boarding school
<b>7.30 p.m.</b>	<b>Dinner</b>
<b>10.30 pm</b>	Give phones and computers to the supervisor
<b>11.00 pm</b>	<b>Lights-out</b>

**On Sundays:****8.00 - 10.00****Pupils wake up and breakfast****10.30 – 11.30**

Opportunity to attend Sunday mass

**12.00****Lunch****1.30 – 7.00**

Authorized students are allowed to leave the premises after reporting to the school office

**The activities are compulsory for all permanent boarders.**

**II. Absences**

Boarders cannot be absent from the boarding school without written proof.

Any planned absence (or delay) must be justified in writing, given to the supervisor of the boarding school or to *la vie scolaire*, before the departure of the pupil.

At all times of the day, supervisors must be able to know the whereabouts of boarders, including within the school.

Email address: [viescolaire.immacespalion@hotmail.com](mailto:viescolaire.immacespalion@hotmail.com)

**III. Outings****- Planned outings**

Pupils having a regular activity during the school year must submit at the beginning of the year a parental authorization to leave, specifying the activity, the day, the time of departure and return. If the compulsory study has not been done, then the 8:00 p.m. study will be mandatory.

For 7-Day boarders, authorization for weekend outings must be requested from the supervisor before the Thursday.

**- The Wednesday afternoon outings**

Activities will be proposed :

- With a supervisor, by bus
- Sport activities: students are supervised by PE teachers during training and traveling to competition. The boarding school rules are applied during these activities.

For students who are not allowed to go out on Wednesdays, the activity will not be compulsory but they will have to stay with the supervisor.

If a boarder has registered for the Wednesday activity, his / her commitment will be final.

On written authorization at the start of the year, students are allowed to return home.

Boarders who are allowed to go out on Wednesday afternoons, will have to go to *la vie scolaire* to report their leaving from 1:00 p.m. and they will have to be back at 5:30 p.m.

Students who are present at the boarding school on Wednesday evenings MUST attend the 5:45 p.m. study.

**- Exceptional outings :**

They are the subject of a written request, dated and signed by the legal representative.

The request must be given at least 24 hours before the start of the planned absence.

In the event of force majeure, an outing may be granted by sending an email from the parents to *la vie scolaire*.

**Any illegal exit is a reason for serious sanction, which may go as far as immediate dismissal from the boarding school and / or the school.**

#### **IV. Study and school work**

From 5.45 p.m. to 7.15 p.m., a **compulsory and supervised** study is held for all students.

Attendance is mandatory, individual work and silence are required. It is obvious that everyone has to be on time and with all their school supplies. The student must remain in the place which has been allocated to him.

The mobile phones are turned off and given to the supervisor at the beginning of the study.

The oldest high school students (Terminale students) can work semi-autonomously in room 210, if they are serious.

Students will have access to computers to do research for an hour, twice a week or in exceptional cases. The pair work will be allowed at the supervisor's discretion.

Access to social networks is strictly forbidden.

During these studies, all devices such as mobile phones (except exemption) are **FORBIDDEN** for ALL students. Any breach of this rule will result in confiscation for 48 hours or more if the offense is repeated.

For boarders, the restraints will take place on Wednesdays at 1:30 p.m.

**THE END OF THE STUDY IS AT 7:15 p.m. AND NOT BEFORE!!!**

#### **V. Meals**

**Presence at all meals is compulsory.**

For the sake of user-friendliness, laptops, musical devices, and headwear are not allowed during meals, it is the same for weekends.

Students are asked to stay in the cafeteria until a supervisor accompanies them outside.

#### **VI. Respect and Community Life**

*The boarding school is a place of collective life where everyone must be attentive to the respect of others.*

##### **- Co-education**

The boarding school operates on the principle of co-education and welcomes girls and boys.

**However, co-education in the rooms is strictly forbidden.**

##### **- Life in the bedroom**

The room provided to the students is not a private domain in which they can act as they please. The display of photos and posters is strictly forbidden.

Every morning, the student must make his / her bed and put all his / her belongings in the cupboard provided. Nothing should be left on the floor. The shutters must be open. Ventilation of the room is required. For the well-being of everyone, the toilets must be kept clean every morning, and the towels hung.

Showers are not permitted from 9.30 p.m. to 6.45 a.m.

The use of electrical appliances such as hair dryers and hair straighteners is tolerated (before 9:30 p.m.). However, they should be unplugged and stored in cupboards after use.

The use of telephones, digital and connected devices is allowed before 10 p.m. They are the responsibility of the student.

At bedtime, phones must be switched off and handed in to the supervisor by 10 p.m. for high school students. **The use of a second telephone, without authorization, will be worth a disciplinary sanction considered as a deception and can lead to exclusion.**

The TV evening, once a week, is at the choice of the students, they will have to register on the boarding school notebook. The return from the television evening will be in silence.

The introduction of food is forbidden in the premises and in the rooms of the boarding school. However, snacks, biscuits or other sweets may be allowed, but only on condition that they are stored in hermetically sealed boxes. Perishable food is not allowed.

The rooms are checked regularly by the supervisor. Any failure to comply with these hygiene and well-being recommendations will result in a sanction.

Thursday evening is reserved for cleaning. The boarders participate in the cleaning of the rooms, bathrooms and common areas (corridors and foyers). The same will be done every Sunday evening by the permanent boarders.

During the day and at weekends, correct and appropriate clothing is required for the activities offered. Decent clothing is also required in the corridors of the boarding school: bathrobes, pyjamas and flip-flops are compulsory.

On Friday mornings, the boarders will be responsible for putting the chair on the tables and emptying the bins. The same will be done every Monday morning by the permanent boarders.

Every Sunday evening, the permanent staff will have to prepare and bring their dirty linens, in order to be able to wash them on Monday morning.

**The school encourages friendships, but they must not become romantic relationships, otherwise students will be expelled from the boarding school.**

- Free time

The collective meeting place is the *foyer* in order to preserve a certain calm in the rooms.

The *foyer* is a place "managed" by the students who will be invited in turn to take charge of the animation and the cleaning.

Only the medium-school yard is accessible during free time (in order to be able to contact a boarder as quickly as possible). All other exterior access is prohibited.

During the day, access to the boarding school is strictly forbidden.

- Visitation

Any visit by outsiders to the boarding school is prohibited and will result in a disciplinary exclusion.

After 9:30 p.m. for middle school students and 10 p.m. for high school students, no movement is allowed except in emergencies.

- Damage

An inventory of each room will be made at the beginning of September, at the end of each term and at the end of the year. A deposit of 80 € will be requested at the beginning of the year for any damage committed on the school premises.

The Headmaster will ask for the reimbursement of the costs incurred for voluntary damage, in addition to a disciplinary sanction.

In order to avoid misunderstandings, we invite boarders to inform us as soon as possible of any dysfunctions they may notice.

It is forbidden to change the layout of the rooms.

- Theft :

We ask all students to be very vigilant regarding their personal belongings and/or valuables (cash, computers, laptops, etc.).

In case of loss or theft, the school declines all responsibility.

## **VII. Security**

Security and alarm systems are a guarantee of security for all: their deterioration or voluntary activation are serious acts which will lead to sanctions.

To prevent the fire alarm from being triggered, it is forbidden to use aerosol cans in an abusive manner, and to light candles or incense sticks.

## **VIII. Health**

As the school is not able to provide constant medical supervision, each family is obliged to find a solution to pick up the young person if he/she needs specific care.

We advise you to keep a first-aid kit with the minimum necessary for any minor ailments (headache, stomach ache, etc.). Any medicine brought in without a prescription and distributed from student to student will not engage the responsibility of the supervisor or of the school.

## **IX. Specific cases : Alcohol, Drugs, Tobacco**

Any student who enters the school in a state of intoxication will be immediately expelled from the school, either temporarily or permanently, and will be taken in charge by the legal representative or a person designated by him/her. This measure will be followed by a sanction decided by the Headmaster.

For high school students only, smoking will be tolerated with written authorisation from parents. To do so, they must go to the smoking area from 9.30 pm to 10 pm. All boarders who do not have authorisation will be sanctioned.

In case of temporary or permanent exclusion from the boarding school, the fees will be paid for the current term.

## **X. Luggage storage**

All boarders leave their bags in the foyer of the boarding school on Monday morning. On Friday mornings, bags are also left in the foyer and can be collected in the afternoon, they will have to ask a supervisor or an adult from the school for the key but they will not have access to the rooms.

## **XI. School holidays**

During the holidays, the buildings may be made available to groups. In this case, students will be asked to remove some of their belongings from their bedrooms. Details will be provided by the supervisors.

For permanent boarders, there will be no boarding school during the school holidays. On the return from school holidays, boarders will return to the boarding school on Monday mornings.

## **XII. Relations with parents**

Parents should not hesitate to ask for a meeting with the boarding supervisor: dialogue is always a source of understanding. To facilitate meetings, parents should contact the secretariat directly. By enrolling their children, families accept the terms of these rules.

All suggestions for improving life at the boarding school are welcome.

**The enrolment of a pupil in the boarding school implies, for him or her and his or her family, acceptance of the provisions of the present rules as well as the school's internal regulations. Failure to comply with the boarding rules will result in exclusion from the boarding school or from the school.**

Please note: Correspondence is freely authorised, unless otherwise advised by the parents or the person responsible for minors. The mail must be in the name of the boarder, specifying his/her class, Collège/ Lycée Immaculée Conception, 10 rue Chanoine Auzuech 12500 Espalion.

The supervisor of the boarding school  
Mme Violaine LUCADOU

The headmaster  
Mme Sandrine GARRIGUET

**ANSWER TO BE RETURNED**

The student's enrolment will only be definitive after careful reading of the present rules with his/her family and signature.

I, the undersigned (name and first name of the student) .....  
Declare that I have read the present rules and that I undertake to respect them throughout my schooling.

Date: .....

Signature of the student:  
(Read and approved)

Signature of the legal representative:  
(Read and approved)