



# Internal regulations

## SECONDARY SCHOOL

**School year 2023/2024**

**Updated on 01/07/2023**

These internal regulations apply to all Extra-Curricular Activities proposed by the International French School, in addition to the internal regulations of IFS.

The aim of the ECA is to give IFS students the opportunity to develop their skills and potential through sporting and non-sporting activities and/or competitions.

## REGISTRATIONS

- All parents will receive an email regarding the launch of registration.
- Parents can register for activities via the [Eduka](#) portal available from **Thursday 07/09/2023 (8pm) to Sunday 10/09/2023 (midnight)**.
- **Registration is subject to the setting up of a direct debit: no access to the Eduka registration portal without a duly completed GIRO** (with the exception of new families, see next paragraph "New parents")
- Each enrolment, once validated by the ECA department, is fixed and definitive.
- Concerning sports activities: for teaching and safety reasons, sessions can only accommodate a limited number of pupils.  
In exceptional circumstances, a pupil may change category (upgrading authorised under certain conditions).
- In the event of insufficient numbers the proposed activity may not be offered.

Sports activities	Non-sport & pedagogical workshops
<p><b>Provisional start:</b> from <b>18/09/2023 to 30/09/2023</b> (the student will have the opportunity to unsubscribe or change activity during this period)</p> <p><b>Activity period:</b> from <b>02/10/2023 to 15/06/2024</b></p>	<p><b>Activity period:</b> from <b>25/09/2023 to 15/06/2024</b></p>

- **Selection procedures for sports activities:** see description of each activity ([ECA website](#) or on [Eduka](#)).

## FEES AND PAYMENT

### FEES

- Fees for each activity are available on Eduka.
- The parent's committee, within the limits of its budget, will provide financial assistance for each scholarship holder, on the basis of the allowance for one annual extra-curricular sports or cultural activity. This deduction of fee will be calculated automatically on the ECA invoice.
- The ECA "representational" outfit is compulsory when the student represents the school at local or international competitions. Students can buy it at the IFS store (AMK3000).
- The "specific" ECA sports attire, that is the outfit specific to the activity being practised (e.g. football with number, swimsuit, rugby, etc.) is not included in the price. The cost is borne by the families and it will be possible to place an order when the activities start.
- Families may be asked to contribute to the registration fees for certain events, including pedagogical workshops.

### PAYMENT

Extra-curricular activities must be paid for by direct debit (GIRO) to facilitate administrative processing and manage volume. Pedagogical workshops are free for families.

Only registrations made within the required deadlines and for which direct debit is active (GIRO) can be validated. **Without GIRO, access to the activity registration module via the Eduka portal will be unavailable** (with the exception of new families, see next paragraph "New parents").

It is possible to check the status of your GIRO directly from your Eduka Parent Portal / Invoicing section. Existing GIROs can be reused from one year to the next if they have not been cancelled by you with your bank.

Annual invoicing will be established on **09/10/2023** and invoices will be sent by email.

The debit date will be indicated on the invoice (on average a few days later).

As a reminder, your invoices and payment receipts are accessible on your Eduka portal / Invoicing section / 3rd tab "view and print transactions".

**⚠ Access to extra-curricular activities (and travels) may be refused in the event of non-payment of ECA invoices, and/or in the event of unpaid school fees from one year to the next and/or from one term to the next, for as long as the unpaid fees remain unpaid.**

## NEW PARENTS

For new parents (whose children have been at IFS for less than a month), the absence of the GIRO will not block the opening of the registration. However, the GIRO form must be provided as soon as possible and at the latest one month after the start of the activity.

### Important recommendations:

- The implementation time is on average 4 weeks, do not hesitate to start the procedure at the earliest.
- Given the numerous rejections for non-compliant signature, we invite you to get your GIRO form approved, by having your bank stamp "signature verified" before returning the form to us (see process GIRO IFS [here](#)).
- If you wish, you can set a debit limit for your GIRO debits.

## ARRIVALS DURING THE YEAR

Registration for ECA is possible throughout the year. In case of **arrival during the year**, the registration can be confirmed upon providing the GIRO form, which is the prerequisite to registration.

Billing is done based on the following rules:

- Registration after 02/10/2023 and until 04/02/2024: 100% billing (no pro-rata)
- Registration from 05/02/2024 onwards: invoicing at 50%.
- Registration from 13/05/2024 onwards: invoicing at 25%.

## REFUNDS

Any activity started is due and cannot be refunded. No refunds will be made during the year in the event of bad weather, Haze, student absences, student withdrawal, or any other exceptional event.

Only the permanent cessation of an activity due to a medical problem will be subject to reimbursement:

- 50% until 04/02/2024
- 25% between 05/02/2024 and 29/04/2024

There will be no pro-rata refunds or refunds from **Monday 29/04/2024**.

A medical certificate will be requested from the family as proof.

 **Any activity stopped for medical reasons during the year cannot be resumed.**

## INSURANCE POLICIES

It is up to the parents to subscribe for their children to:

- **CIVIL LIABILITY INSURANCE;**
- **A PERSONAL ACCIDENT INSURANCE**

On its end, the French School takes out two insurance policies:

- **PUBLIC LIABILITY INSURANCE:**

It covers legal liabilities to third parties, including students, in the event of bodily injury and/or material damage, in circumstances where IFS is held liable. It does not in any way cover the personal responsibility of parents, so we strongly recommend that you take out a Personal Liability policy, which provides compensation when IFS is not considered responsible (for example, it would not be covered if two students “bump” into each other in a rush).

- **PERSONAL ACCIDENT INSURANCE:**

This insurance policy is provided by the school as an additional benefit, this is not a legal obligation. It would complement the family’s health insurance policy in the event that the latter would not fully cover the family’s medical expenses. The school’s policy would then cover the difference.

This policy covers, amongst other things, certain medical expenses resulting from an accident occurring in the context of activities organised by the IFS. This insurance does not cover damage to objects such as glasses.

## ABSENCES

- Any absence of your child must be justified. Three consecutive unjustified absences will result in the permanent exclusion of the ECA (except in case of sickness or injury, on presentation of a medical certificate).
- If the activity supervisor is absent, he or she will be replaced whenever possible.
- Students are authorised to leave the school if the activity is cancelled due to the absence of the coach/instructor, in which case parents will be informed by email.
- In the event of severe bad weather at the start of or during the session (storm warning, closure and flooding of pitches/tracks), an alternative solution will be offered to students.

## RESPECT FOR OTHERS, RULES, EQUIPMENT

- All participants must respect the ideas and the people participating in the activities. Physical and verbal abuse will not be tolerated.
- Punctuality and training hours: students are only supervised during their training sessions.
- Respect for others (opponents, referees, teammates, and teachers). Failure to comply with this rule will result in a temporary or permanent exclusion from the ECA.
- Respect for the equipment and the environment: the school will charge any damaged or lost equipment.
- Students should not bring and leave in the locker room any jewels, valuables, smartphones, tablets, etc. We reject any liability for loss or theft.
- Suitable outfits and sports shoes are required for sports activities. For outdoor activities, students should wear outfits appropriate to the weather conditions.

### ❖ Operating rules before and after sessions:

- Students who do not have an ECA will not be allowed to stay in the school except for those who wish to work in 3C only until 6.30 pm (not in the courtyard G, nor in classrooms)
- For those who have ECA, you will have to go to 3C (to work or read) while waiting for your ECA time.
- Once the ECA is over, students must leave the school, accompanied by their coach.
- No student will be allowed to return to the school after 5.15pm, except in exceptional circumstances.

**⚠ In the event that students do not respect these rules and regulations, IFS reserves the right to cancel the student's ECA registration, temporarily or permanently, without refund.**

## STUDENT'S COMMITMENT - COMMUNICATION

- Enrolment in the ECA is a commitment, which is why any student selected or called upon to carry out various tasks (organisation, refereeing, coaching) linked to their activity undertakes to carry out their role to the end.
- As part of the communication and reporting of sporting and other events, students' photos may be displayed on the IFS website and Facebook/instagram pages and/or on the ECA Instagram page.