

**INFORMATION ON LFM PRIMARY SCHOOL OPERATIONS
2023-2024**

Dear parents,

To help you familiarize yourself with the new elementary school system, here's some useful information.

1. The Elementary School team

- ✚ If you have any questions about **teaching**, **please contact** your child's teacher. Teachers are not available during the school day. It's best to make an appointment for a face-to-face discussion.

Support team		
<i>First name Last name</i>	<i>Function</i>	<i>Contact</i>
Jean- Marc BRUNO	Part-time elementary school principal Part-time teacher of French as a foreign language	directionprimaire@lfmanille.ph Tel: + 63 917 189 5374
Anne-Cécile PRIET	Educational assistant dedicated to primary school	servicesprimaire@lfmanille.ph Tel: coming soon
Leah PELLACOEUR	<i>School nurse</i>	<i>infirmierie@lfmanille.ph</i> Tel : +63 905-574-3413
Isaure PUECH	School psychologist	isaure.puech@lfmanille.ph
Aurélié QUESADA	Extracurricular Activities Coordinator	activitesparascolaires@lfmanille.ph
Teaching team		
<i>First name Last name</i>	<i>Function</i>	<i>Contact</i>
Hélène LENEVEU Elise PERRIN	Kindergarten teachers	maternelle@lfmanille.ph
Corinne BAGUET	First grade teacher	corinne.baguet@lfmanille.ph
Aurore SORIN	CP/CE1 class teacher	aurore.sorin@lfmanille.ph
Ghislain MARQUIS	Teacher of CE1 class	ghislain.marquis@lfmanille.ph
Romain IVARA	Teacher of CE2 class	Romain.IVARA@lfmanille.ph
Corinne DETHIER	CM1 class teacher	Corinne.DETHIER@lfmanille.ph
Klara DUBOIS	CM2 class teacher	klara.dubois@lfmanille.ph
Lynn BECK	English teacher	lynn.beck@lfmanille.ph
Clarinda BISENIO	English teacher	clarinda.bisenio@lfmanille.ph
Dorotheé BOISSIER	English teacher, international section	dorothee.boissier@lfmanille.ph

- ✚ For any question relating to **"Student Life"**, you must pass on the information to "Primary Services": absence, late arrival, forgotten equipment, modified departure arrangements, access to the garderie, canteen problems, etc.
- ✚ For any questions relating to **orientation** (arrival, departure), **problems linked to academic difficulties** in the field of disability, a **particular problem in the classroom or between students**, M Bruno is your first point of contact.
- ✚ If you have any questions about **your child's health** (contagious illness, setting up a PAI individualized care plan), please contact Mme PELLACOEUR (English and French speakers).
- ✚ For any psychological difficulty or unhappiness, Mme PUECH is available every morning from Monday to Thursday, as well as on Thursday afternoons.

In any case, if you wish, you can copy M Bruno on the e-mails sent.

2. School timetables

Kindergarten		
duratio	start	end
45	7 h 30	8 h 15
45	8 h 15	9 h
30	9 h	9 h 30
45	9 h 30	10 h 15
45	10 h 15	11 h 00
30	11 h	11 h30
30	11 h30	12 h 30
45	12 h 30	13 h 15
45	13 h 15	14 h 00
end of day	14 h 00	

Elementary		
duration	start time	end time
45	7 h 30	8 h 15
45	8 h 15	9 h
20	9 h	9 h 20
50	9 h 20	10 h 10
50	10 h 10	11 h
30	11 h	11 h 30
20	11 h 30	12 h 20
50	12 h 20	13 h 10
50	13 h 10	14 h 00
end of day	14 h 00	



Lunch

Break

(Complementary educational activities take place during this break)

second degree			
	duration	start time	end time
M1	55+5	7 h 30	8 h 25
M2	55	8 h 30	9 h 25
	15	9 h 25	9 h 40
M3	55 +5	9 h 40	10 h 35
M4	55	10 h 40	11 h 35
M5	25	11 h 35	12 h
	30	12 h	12 h 30
S1	55+5	12 h 30	13 h 25
S2	55	13 h 30	14 h 25
	10	14H25	14 h 35
S3	55+5	14H35	15H30
S4	55	15H35	16 H 30
S5	55	16 H30	17 H 25
	end of day		

* Class may take place (lunch at 12:00)

3. Family services

🚶 Daycare.

The nursery is open from 2.00 pm to 5.25 pm and is intended for primary school pupils, while secondary school pupils are looked after by the Vie Scolaire service. **An entrance fee of 1000 pesos** is required from families when its use is more than 3 times during the school year. Procedure and details are available on the Lycée website <https://www.lfmanille.ph/garderie>

If a teacher is absent between 2 and 3:30 p.m., students can stay in the daycare center at no extra charge.

Anne-Cécile PRIET is your contact for this service: servicesprimaire@lfmanille.ph

If CE2, CM1 or CM2 pupils must stay in the nursery, the secondary school life department can organize studies to do "homework".

🚶 The canteen

Each parent registers their child for this service, which is provided by a service provider. The account must be credited, and the meals ordered. Registration details are available on the school's website.

<https://www.lfmanille.ph/restauration-scolaire>

Kindergarten pupils eat at the kindergarten, with the canteen delivering their meals at the start of the lunch break.

Primary school pupils eat pre-ordered meals from 11:00 am. They eat in the canteen or in front of the classrooms for CM1 and CM2 if there is no space in the canteen.


Students can bring their own lunch boxes. Lunchboxes are stored in a cool place in the kindergarten, but this is not possible for other classes, so a suitable meal or lunchbox must be provided.

🚶 Transportation

Two service providers provide school transport. Registration details are available on the school's website: <https://www.lfmanille.ph/transport-scolaire>

3 bus departures at the end of the day: 2:00 p.m. - 3:30 p.m. - 5:30 p.m.

If you have any difficulties with our canteen and transport service providers, please contact Mr Loïc STOFFEL, Administrative and Financial Manager in charge of relations with our partners: daf@lfmanille.ph

 Extracurricular activities

Ms. Aurélie QUESADA coordinates the implementation of extracurricular activities and monitors pupils' arrival and departure in liaison with the primary school department. Activities will take place from September 26 to June 30, according to the school calendar. Set-up is in progress.

4. Communication

 PRONOTE


The school has several communication tools, some of which are linked to the PRONOTE school life application.

Staff use the PRONOTE mailing lists and send e-mails via this channel. You therefore receive messages whose sender is "SPR via **PRONOTE**", SPR for Mrs BAUD as supervisor, for example.

You can reply to your contact by e-mail, so that he or she is the only recipient.

Staff are not obliged to reply to e-mails or WhatsApp messages outside school opening hours (right to disconnect). Teachers respond to e-mails when they are at work, which does not necessarily correspond to school opening hours.

This application keeps track of students: absences, lateness, assessments. It is also used for surveys and elections. It is therefore essential to activate your PRONOTE account.

 Google calendar

We have a google calendar that you can integrate into your diary via the following link:

<https://calendar.google.com/calendar/u/0?cid=NWJsam5nYmFxaG9iOG1raTI2NThocW0ybjRAZ3JvdXAuY2FsZW5kYXluZ29vZ2xlLmNvbQ>

 School calendar

Finally, you can find the school calendar on the lycée's website :

https://www.lfmanille.ph/files/ugd/54cd17_3c01ecf799c540828c76cf3109069cbb.pdf

Please note that Saturday June 2 and Saturday June 15 are days worked in compensation for Thursday December 21 and Friday December 22. Christmas and end-of-year parties will be organized on these two dates.

Yours sincerely

Eliette BAUD, Principal