



## **Sixième Parents Guide – Collège Victor Hugo**

### **Head of Section Welcome**

Dear Students and Families –

I would like to wish you and your child(ren) a warm welcome to our British Section!

The first few weeks in a secondary school can prove to be overwhelming. My colleagues from the British Section and I are committed to ensuring a smooth transition for your child(ren) in partnership with our Education National counterparts. Everyone will soon get used to a new routine.

As you know, students in 6ème will be taught in English for 6 hours by our British Section staff every week. They will study English literature for 4 hours while their History programme will be taught for 2 hours in English for by one of our British Section colleagues and another 2 hours in French by an Education Nationale teacher. This pattern will be the same throughout collège.

As part of their education your child(ren) will also take part in the school's projet trilingue. This projet involves students from three institutions (English 31 English speaking students, Victor Hugo French speaking students and Deutsche Schule German speaking students) and is taught in three languages by teachers from all three institutions. The focus is on music and art across 6ème and 5ème.

I strongly believe that a well-rounded education means providing outstanding education in the classroom as well as offering a range of extracurricular opportunities that will undoubtedly enable students to develop character, have fun and cultivate passions while exploring the world outside the classroom. When considering the opportunities available to students, I often look to my own experiences and involvement in school courses, sports clubs, competitions and study abroad programs that helped shape who I am today. British section students will be encouraged to join our collège drama club and take part in our 4ème/3ème trip to the UK. They will also work with UK authors and historians who visit our section every year to share their passion and knowledge with our students.

English 31 is a community. As English 31 members you will also be invited to attend our Easter and summer parties and will receive our termly newsletters. An excellent education is facilitated by what I would describe as the crucial tripartite (students, parents, and staff) collaboration. We would like to encourage you to be in touch with us if you have any queries or feel that you need to share information for the well-being and education of your child(ren) in school.

I hope that you will find this guide useful as it represents the fruit of labour between our committee members, parent volunteers and teachers who have worked together to produce it. I would like to thank everyone involved in the making of this document.

I wish your child(ren) a happy 'rentrée' and a successful year in Collège Victor Hugo.

Yours sincerely,



Xavier Vuiller



### **Note from authors**

The aim of this guide is to help parents of pupils starting in sixième in the British Section by explaining how things work at Victor Hugo. If it's your first experience of a French secondary school, then hopefully this will answer some of the questions that you or your child may have about the exciting adventure that lies ahead. For ease of reading, French terms appear in italics.

### **Starting Out**

#### **Before September**

The school holidays are around the corner, it's almost time to relax, there are just one or two things to sort out before you jet off.

- Attend a meeting for parents of sixième pupils: this takes place late June/early July at Victor Hugo Collège in the amphitheatre. You'll meet the Head of the British Section, the Head of the *Collège*, the *Conseillère Principale d'Éducation* (CPE, Principal Educational Advisor, see later section) and the school administration team. It's an opportunity to learn about how the school works, find out term dates, and ask any burning questions.
- Complete and hand in the dossier d'inscription received at the above meeting: you'll need to fill in the numerous forms, write a few cheques (e.g. for your child's canteen card) and provide passport-sized photos. The deadline for handing in the dossier is usually early in the school holidays.

- Buy school equipment: you'll get a non-exhaustive list of equipment per subject at the above meeting. You can wait until the end of August to buy it of course, but there is quite a long list! You might also like to start thinking about what type of school bag to get for your child. Most pupils take a rucksack rather than a bag with wheels, despite the weight of school supplies and books.
- Fill in forms online to request free school transport: you might be eligible for free school transport. Visit <https://www.transportsscolaires.haute-garonne.fr/> for more information. Be aware the deadlines are early.

### **Pupils with Special Needs**

If your child has a learning difficulty or special needs, you will need to inform the school. There are three different situations and ways of doing this.

- If you have a PPS (Projet Personnalisé de Scolarisation) accredited by the MDPH (*Maison Départementale des Personnes Handicapées*) in place for your child, you should include copies of the information you have with any reports from professionals treating your child with your *collège* inscription.
- If you have a PAP (Plan d'Accompagnement Personnalisé) already in place for your child, accredited by your primary school, you should supply copies along with any reports from any relevant professionals with your *collège* inscription.
- If you don't have a PAP in place but need to ask for one:

This can be done at any time during the school year and can be done at or after starting *collège*. You will need to supply a *bilan orthophoniste* (report by a speech therapist) plus a *fiche pédagogique* (education form) and a *fiche demande* (request form). These should be completed and sent to the medical secretary at the *collège*. Once the forms and reports have been examined by the school doctor you will receive a written decision. This should take 15 days and a copy is also sent to the Head of *Collège*. If the plan is approved, it will be given to the education team and teachers for implementation. This may take some time, so it might be a good to ask when it is in likely to be operational. If the plan is not approved, you should contact the medical secretary to ask for the appeal process.



Should your child have special needs, it is advisable to have a plan in place before moving up to *collège*. Primary head teachers will supply the forms on request. The PAP can be modified as your child's needs change. There is no expiry date for the PAP and this plan will follow your child's schooling until *lycée*. For any other enquiries please contact the medical secretary.

### **The First Day (*la Rentrée en sixième*)**

The first day at a new school can be daunting for some, exciting for others, or both at the same time, and in equal measures. Hopefully, once you know a little bit more about what is going to happen and when, you'll be able to reassure your child and make sure the run-up to their first day is relaxed and stress-free.

Firstly, make sure your child's bag is relatively light. They will only need a pencil case and notebook / *agenda*. It will get filled up with text books during the day. Given soap and toilet roll can be hard to find in some of the toilets you might like to provide your child with a small bottle of liquid soap / some disinfectant and a pack of tissues for their school bag.

You'll need to arrive for 8.15 a.m., but many parents and pupils congregate in front of the school at any time from 8 a.m. When you go in, you'll walk through to the *collège* and out into the playground for a mini-presentation / meeting. Class lists will be displayed on the noticeboards, so you can see which form your child is in before the meeting begins.

The CPE will present the form tutors (*professeurs principaux*), the nurse and the rest of the administration team. The Head of the British Section will also be there to welcome the new *sixième*.

Class lists will be read out and pupils will line up and go into a classroom with their form tutor. Parents can then leave. Within each class there will be French pupils who have chosen either English or German as their LV1 and British Section pupils. The day is academically relaxing for the pupils as there won't be any actual lessons. It's really a case of getting them settled in and exploring the school.

Firstly, their form tutor will give an overview of school rules and regulations (subsequently signed by parents and pupils) and pupils will be given their provisional timetable. Pupils will also be given their  *carnet de correspondance* (parent-school contact book) which they need to have in their school bag every day. Parents are advised to check this regularly and sign any notes. The  *carnet* is used for monitoring lateness, absence, P.E. exemptions, reprimands and allowing pupils to leave early if lessons are cancelled (only for  *autorisé* pupils, see later section on 'Authorisation to leave'). The  *carnet* can also be used for communicating with the school and requesting meetings with staff.

At lunchtime, the CPE will give out the canteen cards and take time to show pupils how to navigate the canteen (swiping the card, taking a tray, clearing tray, where to sit). There is usually a limited choice that day due to decreased numbers. **For the 2017 rentrée it was burger / kebab and chips. The canteen will be quiet as the sixième have the college all to themselves until 2 p.m. when the cinquième pupils arrive.**

In the afternoon, pupils will take part in "getting to know you" activities to encourage new friendships. They will be taken on a tour of the school to familiarise themselves with their new surroundings, visit the library and be given their textbooks, they'll be shown

the infirmary, the logistics office (*l'intendance*) where they can buy tokens that can be exchanged for morning croissants and fruit juice at morning break. They may also be taken to the German section of the school where some lessons take place.

Before you know it, the school day is over. You can come and pick your child up at 3.30 p.m., but you'll need to come into the school and sign them out (this is only the case on the first day back to school).



### **The first two weeks**

Initially a provisional timetable operates which becomes fixed at the end of the first two weeks, sometimes with a couple of minor adjustments (timings or teacher changes). During this period some lessons do not happen for a variety of reasons. Pupils will collect their main textbooks from the library. Additionally, there will be some exercise books and literature to buy for French classes.

All pupils have access to a locker, usually shared between two, or sometimes three pupils. The locker needs a padlock and we recommend you go for the most industrial padlock possible (key type preferable to code) to avoid risk of burglary. As soon as a locker partnership has been agreed, pupils should go and see *La Vie Scolaire* to be assigned a locker (although in practice some lockers are just taken freely). The locker is vital to helping pupils lighten their school bags and not have to carry textbooks and P.E. kit all the time. No valuables should be left in lockers.

Although this can be a very confusing period, rest assured that everyone is in the same boat and by the October half-term, your child will be much more at home!

### **School Operations**

#### **Timetable**

Please see the Appendix for an example of a weekly *sixième* timetable. The time of the first lesson is the time by which pupils should be in the classroom ready to start i.e. with an 8.15 a.m. start your child will need to factor in time to go to their locker to get books, use the toilet and get to the classroom which may be over on the other side of the school. Some time slots show two subjects, one for week 1 and the other for week 2 and this alternates throughout the school year. There are also free periods (*étude*) in the timetable which can be used for doing homework (especially useful for group projects) and going to the library.

All subjects are taken as a class with the following exceptions:

- Languages: where LV1 English, LV1 German and British Section pupils are regrouped (4 hours of English a week for British Section);
- Discipline Non Linguistique: in which British Section pupils are regrouped to learn about British History (2 hours a week);
- Trilingual Project: unique in France, this teaches art and music using English, French and German (4 hours a week). The groups are comprised of all pupils from Victor Hugo and German pupils from the Deutsche Schule (also hosted at Lycée Victor Hugo) and all the *sixième* classes are mixed up, both of which help to increase pupil integration.

Towards the end of the school year, there will be the *Brevet* exams for the pupils in *troisième*. To keep the collège quiet during this period the school is closed to younger pupils, and so the school year finishes earlier than the official academic year.

### Meetings

- A *Rentrée* meeting is held in September, shortly after the start of the new school year. This meeting is attended by the teaching staff, so it is an opportunity to put names to faces. The teachers introduce themselves in turn and verbally outline their aims for the school year. Information is also provided on extracurricular activities and any outings planned for the year. You will be able to raise any concerns.

- A parents' evening is held in November. You will receive notice of the meeting through your child's form teacher via the ENT (*Environnement Numérique de Travail* – see later section about on-line systems). You will be able to book a time slot and specify which subject teachers you would like to meet up to a maximum of six.

- Held each semester for every individual class, the *Conseil de Classe* is chaired by the CPE and comprised of CPE, form tutor, teachers and elected parent and pupil representatives (elected by the students) for the



respective class. Any questions you may have can be forwarded to the elected parents in advance. During this meeting the class behaviour and general atmosphere are discussed. Additionally, pupils' individual behaviour and progress are reviewed. Following this meeting, each pupil's school report for the semester (*bulletin du trimestre*) is issued.

### Conseiller Principal d'Education (CPE) and Vie Scolaire

The *Conseiller Principal d'Education* (CPE) is the Principal Educational Advisor and has the responsibility for looking after students, providing guidance, support and discipline. Their role is vitally important. The specialist team of the *Vie Scolaire* is made up of the

CPE and their team of supervisors (*AVS, Assistants Vie Scolaire* or *surveillants*). They work for the Head of the Establishment and in close collaboration with the teaching teams. The CPE and their team are there to help your child throughout their secondary school life and they encourage students and parents to contact them with any concern, no matter how trivial. Their role covers the following areas:

- Day to day school operations and support: monitoring *étude* classrooms (where pupils go during free periods and can get ahead with their homework); supporting pupils with special needs; checking that pupils leaving the school premises have been authorised to do so; helping students with any problems; playground surveillance; monitoring lateness and absence; coming into classrooms to hand out notes; looking after bulky or valuable items, e.g. musical instruments, computers...
- Discipline: a teacher may send a persistently disobedient pupil to the *Vie Scolaire*; the CPE may come to speak to the class if there are persistent issues;
- Educational monitoring: the CPE chairs every *Conseil de Classe*.

Should your child be late they proceed directly to the *Vie Scolaire*, so a note can be put in their *carnet* before heading to class. Should your child be ill, you need to complete the ticket in the *carnet* which is signed by the *Vie Scolaire*. Additionally, you should phone the school, asking to be put through to the *Vie Scolaire* to inform them of your child's illness.

### **Authorisation to leave**

There are two regimes for managing presence in operation within Victor Hugo: *Autorisé* and *Non autorisé*. A pupil who is *autorisé* can leave the school premises as soon as their lessons have finished (if they are *demi-pensionnaire* they need to have eaten their lunch as well). To do this they simply show their timetable and their *collège* card (different colours for both regimes) to the door monitor. If a lesson is cancelled, then *autorisé* pupils can leave school earlier by getting their *carnet* signed by *La Vie Scolaire*. *Non autorisé* pupils can spend their time in *études* until time to leave at 5 p.m. *Autorisé* pupils can also stay in *études* until 5 p.m. if they would like. Only *collège* pupils who take school transport with *lycée* pupils are permitted to stay in school between 5 p.m. – 5.55 p.m. Any pupil who arrives at school before 7.45 a.m. should go to *lycée étude*. If your child needs to leave school before the end of the day, you can pick your child up from the school by visiting the *Vie Scolaire* office and signing a *décharge* slip.

### **Nurse**

The nurse, located in the infirmary, looks after the *collège* and *lycée* students. The health forms that you complete as part of the *dossier d'inscription* are kept by the nurse in full confidence. You should inform the infirmary if your child has special needs (e.g. dyslexia, dyspraxia...) and provide relevant documentation to support their needs and requirements.

You can contact the nurse at any time regarding health issues your child may have.

During school hours if your child is unwell they can go to the infirmary where the nurse will contact parents if required. Parents indicate on health forms the medication that they authorise the nurse to dispense to their child e.g. paracetamol. Should the pupil be well enough to return to lessons they will receive a slip to advise the relevant teacher of the reason for their absence.



### **Canteen**

The canteen may not have a Michelin star, but many pupils consider its culinary delights the highlight of their day. It is light, bright and runs like clockwork. The meals are made on site with plenty of healthy options and it is very reasonably priced too. Each pupil is issued with a canteen card (cost 6.50 euros) which is valid for a pupil's whole school life at Victor Hugo. It needs to be swiped through a machine every time your child eats at the canteen. Should a canteen card be lost, the pupil needs to go to *l'intendance* with 6.50€ and get a replacement.

You can sign your child up to eat in the canteen either four or five days a week (five days including Wednesday) and they are called *demi-pensionnaires*. If a pupil doesn't eat at the canteen at all, they are *externe*. You'll be asked to indicate your choice in the *dossier d'inscription* that you complete in June. However, your choice will only be considered from the third week of September and until then everyone is automatically signed up for the five days to give pupils time to settle in. You won't be charged for the Wednesday during this interim period unless your child eats at the canteen the full five days. In week 3, you'll receive a form in your child's *carnet de correspondance* where you will need to indicate once again your choice. You can change your mind at any time by making your request in writing, but the change will only be effective from the following term.

The canteen is open from 11.15 a.m. – 2 p.m. and your child will eat at any time depending on timetable and lunchtime activities. If your child has only one hour to eat between classes, it will be indicated on their *carte collègue* (purple card) and they will have priority access on that day. You can view the menu online on ENT. The canteen offers a balanced and varied choice.

The cost will be 3.20.euros per day from September 2021. You will receive a bill:

- in October (for Sept-Dec)
- in January (for Jan-March)
- in April (for April-June)

Invoices are payable by cheque or bank transfer. You may be eligible for financial help towards the cost of the canteen. For more information, make an appointment with the

*Assistant social* at the *collège*. If your child is absent due to illness for more than two weeks you can ask for the cost of the missed days to be deducted from your bill. You'll just need to fill in one of the pink slips in the *carnet de correspondance* of your child.

### **Transport**

If you live in the Haute-Garonne, you are eligible for free school transport (bus or train). Visit <https://www.transportsscolaires.haute-garonne.fr/> by the start of July and fill in the forms online.

For those who live in Toulouse, there is a train that runs between Toulouse Matabiau and Auch, which takes 20 minutes to arrive at Colomiers Lycée International (a 3-minute walk from Victor Hugo). In addition, the Lineo 2 bus leaves from Arènes in Toulouse and stops just outside the school. The bus is very slow and literally goes all around the houses, so the train is a better bet.

There is also a local TER train which runs from Saint-Cyprien-Arènes to Colomiers SNCF. This stops at several stations, including Lardennes and les Ramassiers. Pupils who take this train will need to get the connecting Toulouse-Auch train at Colomiers-SNCF to get to Victor Hugo Collège.

Coming from the opposite direction, many pupils take the train from Pibrac or Brax to Colomiers Lycée International.

And if you live around Cugnaux, Tournefeuille, Plaisance or La Salvetat St-Gilles, there is a free school bus (the 8015) which drops off right next to the school. It arrives at Victor Hugo for 7.45 a.m. and in the evening, it doesn't leave until 6.20pm, so some pupils prefer to be picked up by car for the return journey. You can apply for a free bus pass through the *Conseil Général*.



For those who live outside of the Haute-Garonne, you can apply for school transport to Victor Hugo, but you may only receive a contribution to those costs. For example, if you live in the Gers and would like to travel by train you are only entitled to one paid return trip a week (but these are valid for any school day until the end of the school year). Visit <https://transports-scolaires.gers.fr/> for more information.

### **On-line systems**

Currently there are 3 on-line systems that are used within the collège. Login details for each system are communicated to parents during the first few weeks (some via the post, some via your child). Both parents will have their own individual user ids and logins for each system.

**Scolarité Services** <http://teleservices.ac-toulouse.fr/ts/>

This is an administrative site where parents' and pupils' contact details (address, telephone, email) are registered. Only parents have access. This system is used if you wish to apply for the *Bourse du Collège* (means tested financial support paid by the CAF to low income families).

**Environnement Numérique de Travail (ENT)** <http://victor-hugo.ecollege.haute-garonne.fr>

This is an educational internet portal and both pupils and parents have access. The ENT system includes the following main functionalities:

- ***Messagerie***: this is a messaging system where messages can be sent from pupils / parents to the teachers and other school staff. For example, the Parents' Evening invite and organisation are managed through this system. To avoid having to check this you can set your account preferences so that messages will also be sent to your specified e-mail address from [eCollège 31 <nepasrepondre@ecollege31.fr>](mailto:nepasrepondre@ecollege31.fr).
- ***Cahier de textes - Emploi du Temps***: this provides the pupil's timetable of lessons including the classroom number (useful for pupils). Clicking on the individual session then *consulter la séance* shows the homework to do for the lesson, the content of the lesson and the homework resulting from the lesson. However, sometimes this can be quite empty. When lessons are cancelled in advance, the entry is marked with diagonal stripes in the calendar.
- ***Cahier de textes - Travail à Faire***: this is a comprehensive list of homework with due date, providing an easy summary of the *Emploi du Temps* above. In the pupil's account they can click to show that the homework has been done and then it is removed from their to do list and consequently, from the view in the parental accounts.

The above sections of ENT are also available via a very user-friendly mobile phone app - eCollège31 (see <http://www.ecollege.haute-garonne.fr/ecollege31/ecollege31-mobile/>). ENT also includes information on the school (see *Etablissement*) including the weekly canteen menu (see *Accueil de l'établissement*). Online teaching resources are also available, but pupils are informed when they need to use these. For example, links are given in the homework information.

**PRO NOTE** <http://194.254.25.157/pronote/?login=true>

This system allows you to follow the schooling of your child and both pupils and parents have access. Please note the button *se connecter* does not always function (perhaps browser dependant), whereas hitting enter from the password field always works. PRO NOTE includes the following functionalities:

- ***Cahier de textes***: not currently used, see ENT.
- ***Notes***: test results are shown here, as soon as they are marked (*Détail des Notes*) along with a summary of the term's test results (*Relevé des Notes* or *Graphes*). End of term reports (*Bulletins*) are e-mailed directly to parents and include the results from the

*Relevé de Notes* but with additional, specific comments from the teachers (seemingly not found in PRO NOTE or ENT).

- **Compétences**: review of individual and class competences and behaviours managed here. Currently empty as of end of first term.
- **Résultats**: end of year reports (*Livret Scolaire*) and multi-year overview (*Suivi*) are found here.



- **Vie Scolaire**: repeat of the pupil's timetable from ENT (*Emploi du Temps*) and a summary of all the *Vie Scolaire* topics – absences, lateness, encouragements, nurse visits, etc (see *Récapitulatif*).
- **Calendrier Scolaire in Communication**: global school calendar with term times, national holidays, etc. Other areas of Communication are not currently used.

## **Associations**

### **Sports Association**

This is run by the P.E. department normally during one lunch break. For the 2019-20 school year details will be given in the information pack received during registration at the beginning of June. Pupils can try a variety of sports e.g. climbing, badminton, strength training, football... and there is usually a choice of at least two activities every week. Your child will need a medical certificate to join and to pay a fee of around 20€ for the school year which includes a free day trip at the end of the year (previously to the Walibi theme park). Members can also opt to purchase a club t-shirt for 5€. Sign up forms are available from *Vie Scolaire* and the P.E. teachers.

### **CLAC (Centres de Loisirs Associés au Collège)**

Operated by Colomiers town hall, this free leisure club runs in the *collège* between 12-2p.m. every day (except Wednesday) for pupils. Run by two qualified leaders, crafts, board games and outdoor games are all available. On certain weeks specific projects are organised e.g. singing which pupils sign up for. At those times regular access to the CLAC is not available as the leaders are involved with the respective projects. Although it is free, you will still need to complete a form to sign your child up for the service.

### **Parents' Associations**

Parents' associations are present across the French education system, with many schools having two or even three. They are open to all parents, but membership is not compulsory. Victor Hugo currently has one association: the FCPE (*Fédération des Conseils de Parents d'Elèves*). The PEEP (*Parents d'Elèves de l'Enseignement Public*) was also present in previous years, but did not submit a list for 2017-2018. If you gave permission for your contact details to be passed on, you should receive an email from the

association(s) in September. New members are always welcome. Don't worry if your French isn't perfect, you can still get involved.

Elections to choose the parents' representatives are held every October. All parents are eligible to vote. Even if only one association is present, elections must still take place. The elected parents' representatives attend school board meetings, where they are able to take part in discussions and raise any questions submitted by parents. They also attend the *conseils de classe* held every term. You can contact the parents' representatives at any time during the school year.

**Final note**

This guide was written by a group of *sixième* parents for the school year 2017-2018 and has been updated to reflect changes as we become aware of them. Personnel change, procedures evolve, timings change etc. so please read all documentation from the *collège* to ensure that you have the latest information. If there is anything that you think has been missed or should be added, then please let us know by emailing [secondary@english31.org](mailto:secondary@english31.org)



**Useful contact details**

	English 31 office	Collège	Vie Scolaire	Medical Secretary
E-mail	<a href="mailto:secondary@english31.org">secondary@english31.org</a>	<a href="mailto:0312092F@ac-toulouse.fr">0312092F@ac-toulouse.fr</a>		
Phone	05 61 78 71 28	05 61 15 92 22	05 61 15 92 18	05 61 63 50 31



The first few weeks in a secondary school can prove to be overwhelming. My colleagues from the British Section and I are committed to ensuring a smooth transition for your child(ren) in partnership with our Education National counterparts. Everyone will soon get used to a new routine.

As you know, students in 6ème will be taught in English for 6 hours by our British Section staff every week. They will study English literature for 4 hours while their History programme will be taught for 2 hours in English for by one of our British Section colleagues and another 2 hours in French by an Education Nationale teacher. This pattern will be the same throughout collège.

As part of their education your child(ren) will also take part in the school's projet trilingue. This projet involves students from three institutions (English 31 English speaking students, Victor Hugo French speaking students and Deutsche Schule German speaking students) and is taught in three languages by teachers from all three institutions. The focus is on music and art across 6ème and 5ème.

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I hope that you will find this guide useful as it represents the fruit of labour between our committee members, parent volunteers and teachers who have worked together to produce it. I would like to thank everyone involved in the making of this document.

I wish your child(ren) a happy 'rentrée' and a successful year in Collège Victor Hugo.

Yours sincerely,



Xavier Vuiller



### **Note from authors**

The aim of this guide is to help parents of pupils starting in sixième in the British Section by explaining how things work at Victor Hugo. If it's your first experience of a French secondary school, then hopefully this will answer some of the questions that you or your child may have about the exciting adventure that lies ahead. For ease of reading, French terms appear in italics.

### **Starting Out**

#### **Before September**

The school holidays are around the corner, it's almost time to relax, there are just one or two things to sort out before you jet off.

- Attend a meeting for parents of sixième pupils: this takes place late June/early July at Victor Hugo Collège in the amphitheatre. You'll meet the Head of the British Section, the Head of the *Collège*, the *Conseillère Principale d'Éducation* (CPE, Principal Educational Advisor, see later section) and the school administration team. It's an opportunity to learn about how the school works, find out term dates, and ask any burning questions.
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- Fill in forms online to request free school transport: you might be eligible for free

school transport. Visit <https://www.transportsscolaires.haute-garonne.fr/> for more information. Be aware the deadlines are early.

### **Pupils with Special Needs**

If your child has a learning difficulty or special needs, you will need to inform the school. There are three different situations and ways of doing this.

- If you have a PPS (Projet Personnalisé de Scolarisation) accredited by the MDPH (*Maison Départementale des Personnes Handicapées*) in place for your child, you should include copies of the information you have with any reports from professionals treating your child with your *collège* inscription.
- If you have a PAP (Plan d'Accompagnement Personnalisé) already in place for your child, accredited by your primary school, you should supply copies along with any reports from any relevant professionals with your *collège* inscription.
- If you don't have a PAP in place but need to ask for one:

This can be done at any time during the school year and can be done at or after starting *collège*. You will need to supply a *bilan orthophoniste* (report by a speech therapist) plus a *fiche pédagogique* (education form) and a *fiche demande* (request form). These should be completed and sent to the medical secretary at the *collège*. Once the forms and reports have been examined by the school doctor you will receive a written decision. This should take 15 days and a copy is also sent to the Head of *Collège*. If the plan is approved, it will be given to the education team and teachers for implementation. This may take some time, so it might be a good to ask when it is in likely to be operational. If the plan is not approved, you should contact the medical secretary to ask for the appeal process.



Should your child have special needs, it is advisable to have a plan in place before moving up to *collège*. Primary head teachers will supply the forms on request. The PAP can be modified as your child's needs change. There is no expiry date for the PAP and this plan will follow your child's schooling until *lycée*. For any other enquiries please contact the medical secretary.

### **The First Day (*la Rentrée en sixième*)**

The first day at a new school can be daunting for some, exciting for others, or both at the same time, and in equal measures. Hopefully, once you know a little bit more about what is going to happen and when, you'll be able to reassure your child and make sure the run-up to their first day is relaxed and stress-free.

Firstly, make sure your child's bag is relatively light. They will only need a pencil case and

notebook / *agenda*. It will get filled up with text books during the day. Given soap and toilet roll can be hard to find in some of the toilets you might like to provide your child with a small bottle of liquid soap / some disinfectant and a pack of tissues for their school bag.

You'll need to arrive for 8.15 a.m., but many parents and pupils congregate in front of the school at any time from 8 a.m. When you go in, you'll walk through to the *collège* and out into the playground for a mini-presentation / meeting. Class lists will be displayed on the noticeboards, so you can see which form your child is in before the meeting begins.

The CPE will present the form tutors (*professeurs principaux*), the nurse and the rest of the administration team. The Head of the British Section will also be there to welcome the new *sixième*.

Class lists will be read out and pupils will line up and go into a classroom with their form tutor. Parents can then leave. Within each class there will be French pupils who have chosen either English or German as their LV1 and British Section pupils. The day is academically relaxing for the pupils as there won't be any actual lessons. It's really a case of getting them settled in and exploring the school.

Firstly, their form tutor will give an overview of school rules and regulations (subsequently signed by parents and pupils) and pupils will be given their provisional timetable. Pupils will also be given their  *carnet de correspondance* (parent-school contact book) which they need to have in their school bag every day. Parents are advised to check this regularly and sign any notes. The  *carnet* is used for monitoring lateness, absence, P.E. exemptions, reprimands and allowing pupils to leave early if lessons are cancelled (only for  *autorisé* pupils, see later section on 'Authorisation to leave'). The  *carnet* can also be used for communicating with the school and requesting meetings with staff.

At lunchtime, the CPE will give out the canteen cards and take time to show pupils how to navigate the canteen (swiping the card, taking a tray, clearing tray, where to sit). There is usually a limited choice that day due to decreased numbers. For the 2021  *rentrée* it was Melon – Salade au cantal Chipolatas ou Rôti de dinde Lentilles du Castéra et Carottes Fromage ou Yaourt Compote gourde – Panna cotta au coulis – Pain.

In the afternoon, pupils will take part in "getting to know you" activities to encourage new friendships. They will be taken on a tour of the school to familiarise themselves with their new surroundings, visit the library and be given their textbooks, they'll be shown the infirmary, the logistics office (*l'intendance*) where they can buy tokens that can be exchanged for morning croissants and fruit juice at morning break. They may also be taken to the German section of the school where some lessons take place.

Before you know it, the school day is over. You can come and pick your child up at 3.30 p.m., but you'll need to come into the school and sign them out (this is only the case on

the first day back to school).

### **The first two weeks**

Initially a provisional timetable operates which becomes fixed at the end of the first two weeks, sometimes with a couple of minor adjustments (timings or teacher changes). During this period some lessons do not happen for a variety of reasons. Pupils will collect their main textbooks from the library. Additionally, there will be some exercise books and literature to buy for French classes.

All pupils have access to a locker, usually shared between two, or sometimes three pupils. The locker needs a padlock and we recommend you go for the most industrial padlock possible (key type preferable to code) to avoid risk of burglary. As soon as a locker partnership has been agreed, pupils should go and see *La Vie Scolaire* to be assigned a locker (although in practice some lockers are just taken freely). The locker is vital to helping pupils lighten their school bags and not have to carry textbooks and P.E. kit all the time. No valuables should be left in lockers.

Although this can be a very confusing period, rest assured that everyone is in the same boat and by the October half-term, your child will be much more at home!

### **School Operations**

#### **Timetable**

Please see the Appendix for an example of a weekly *sixième* timetable. The time of the first lesson is the time by which pupils should be in the classroom ready to start i.e. with an 8.15 a.m. start your child will need to factor in time to go to their locker to get books, use the toilet and get to the classroom which may be over on the other side of the school. Some time slots show two subjects, one for week 1 and the other for week 2 and this alternates throughout the school year. There are also free periods (*étude*) in the timetable which can be used for doing homework (especially useful for group projects) and going to the library.

All subjects are taken as a class with the following exceptions:

- Languages: where LV1 English, LV1 German and British Section pupils are regrouped (4 hours of English a week for British Section);
- Discipline Non Linguistique: in which British Section pupils are regrouped to learn about British History (2 hours a week);
- Trilingual Project: unique in France, this teaches art and music using English, French and German (4 hours a week). The groups are comprised of all pupils from Victor Hugo and German pupils from the Deutsche Schule (also hosted at Lycée Victor Hugo) and all the *sixième* classes are mixed up, both of which help to increase pupil integration.

Towards the end of the school year, there will be the *Brevet* exams for the pupils in *troisième*. To keep the collège quiet during this period the school is closed to younger pupils, and so the school year finishes earlier than the official academic year.

### Meetings

- A *Rentrée* meeting is held in September, shortly after the start of the new school year. This meeting is attended by the teaching staff, so it is an opportunity to put names to faces. The teachers introduce themselves in turn and verbally outline their aims for the school year. Information is also provided on extracurricular activities and any outings planned for the year. You will be able to raise any concerns.

- A parents' evening is held in November. You will receive notice of the meeting through your child's form teacher via the ENT (*Environnement Numérique de Travail* – see later section about on-line systems). You will be able to book a time slot and specify which subject teachers you would like to meet up to a maximum of six.

- Held each semester for every individual class, the *Conseil de Classe* is chaired by the CPE and comprises of CPE, form tutor, teachers and elected parent and pupil representatives (elected by the students) for the respective class. Any questions you may have can be forwarded to the elected parents in advance. During this meeting the class behaviour and general atmosphere are discussed. Additionally, pupils' individual behaviour and progress are reviewed. Following this meeting, each pupil's school report for the semester (*bulletin du trimestre*) is issued.

### Conseiller Principal d'Education (CPE) and Vie Scolaire

The *Conseiller Principal d'Education* (CPE) is the Principal Educational Advisor and has the responsibility for looking after students, providing guidance, support and discipline. Their role is vitally important. The specialist team of the *Vie Scolaire* is made up of the CPE and their team of supervisors (*AVS, Assistants Vie Scolaire* or *surveillants*). They work for the Head of the Establishment and in close collaboration with the teaching teams. The CPE and their team are there to help your child throughout their secondary school life and they encourage students and parents to contact them with any concern, no matter how trivial. Their role covers the following areas:

- Day to day school operations and support: monitoring *étude* classrooms (where pupils go during free periods and can get ahead with their homework); supporting pupils with special needs; checking that pupils leaving the school premises have been authorised to do so; helping students with any problems; playground surveillance; monitoring lateness and absence; coming into classrooms to hand out notes; looking after bulky or valuable items, e.g. musical instruments, computers...

- Discipline: a teacher may send a persistently disobedient pupil to the *Vie Scolaire*; the CPE may come to speak to the class if there are persistent issues;

- Educational monitoring: the CPE chairs every *Conseil de Classe*.

Should your child be late they proceed directly to the *Vie Scolaire*, so a note can be put in

their *carnet* before heading to class. Should your child be ill, you need to complete the ticket in the *carnet* which is signed by the *Vie Scolaire*. Additionally, you should phone the school, asking to be put through to the *Vie Scolaire* to inform them of your child's illness.

### **Authorisation to leave**

There are two regimes for managing presence in operation within Victor Hugo: *Autorisé* and *Non autorisé*. A pupil who is *autorisé* can leave the school premises as soon as their lessons have finished (if they are *demi-pensionnaire* they need to have eaten their lunch as well). To do this they simply show their timetable and their *collège* card (different colours for both regimes) to the door monitor. If a lesson is cancelled, then *autorisé* pupils can leave school earlier by getting their *carnet* signed by *La Vie Scolaire*. *Non autorisé* pupils can spend their time in *études* until time to leave at 5 p.m. *Autorisé* pupils can also stay in *études* until 5 p.m. if they would like. Only *collège* pupils who take school transport with *lycée* pupils are permitted to stay in school between 5 p.m. – 5.55 p.m. Any pupil who arrives at school before 7.45 a.m. should go to *lycée étude*. If your child needs to leave school before the end of the day, you can pick your child up from the school by visiting the *Vie Scolaire* office and signing a *décharge* slip.

### **Nurse**

The nurse, located in the infirmary, looks after the *collège* and *lycée* students. The health forms that you complete as part of the *dossier d'inscription* are kept by the nurse in full confidence. You should inform the infirmary if your child has special needs (e.g. dyslexia, dyspraxia...) and provide relevant documentation to support their needs and requirements.

You can contact the nurse at any time regarding health issues your child may have. During school hours if your child is unwell they can go to the infirmary where the nurse will contact parents if required. Parents indicate on health forms the medication that they authorise the nurse to dispense to their child e.g. paracetamol. Should the pupil be well enough to return to lessons they will receive a slip to advise the relevant teacher of the reason for their absence.

### **Canteen**

The canteen may not have a Michelin star, but many pupils consider its culinary delights the highlight of their day. It is light, bright and runs like clockwork. The meals are made on site with plenty of healthy options and it is very reasonably priced too. Each pupil is issued with a canteen card (cost 6.50 euros) which is valid for a pupil's whole school life at Victor Hugo. It needs to be swiped through a machine every time your child eats at the canteen. Should a canteen card be lost, the pupil needs to go to *l'intendance* with 6.50€ and get a replacement.

You can sign your child up to eat in the canteen either four or five days a week (five days

including Wednesday) and they are called *demi-pensionnaires*. If a pupil doesn't eat at the canteen at all, they are *externe*. You'll be asked to indicate your choice in the *dossier d'inscription* that you complete in June. However, your choice will only be considered from the third week of September and until then everyone is automatically signed up for the five days to give pupils time to settle in. You won't be charged for the Wednesday during this interim period unless your child eats at the canteen the full five days. In week 3, you'll receive a form in your child's *carnet de correspondance* where you will need to indicate once again your choice. You can change your mind at any time by making your request in writing, but the change will only be effective from the following term.

The canteen is open from 11.15 a.m. – 2 p.m. and your child will eat at any time depending on timetable and lunchtime activities. If your child has only one hour to eat between classes, it will be indicated on their *carte collègue* (purple card) and they will have priority access on that day. You can view the menu online on ENT. The canteen offers a balanced and varied choice.

The cost will be 3.20.euros per day from September 2021. You will receive a bill:

- in October (for Sept-Dec)
- in January (for Jan-March)
- in April (for April-June)

Invoices are payable by cheque or bank transfer. You may be eligible for financial help towards the cost of the canteen. For more information, make an appointment with the *Assistant social* at the *collège*. If your child is absent due to illness for more than two weeks you can ask for the cost of the missed days to be deducted from your bill. You'll just need to fill in one of the pink slips in the *carnet de correspondance* of your child.

## **Transport**

If you live in the Haute-Garonne, you are eligible for free school transport (bus or train). Visit <https://www.transportsscolaires.haute-garonne.fr/> by the start of July and fill in the forms online.

For those who live in Toulouse, there is a train that runs between Toulouse Matabiau and Auch, which takes 20 minutes to arrive at Colomiers Lycée International (a 3-minute walk from Victor Hugo). In addition, the Lineo 2 bus leaves from Arènes in Toulouse and stops just outside the school. The bus is very slow and literally goes all around the houses, so the train is a better bet.

There is also a local TER train which runs from Saint-Cyprien-Arènes to Colomiers SNCF. This stops at several stations, including Lardennes and les Ramassiers. Pupils who take this train will need to get the connecting Toulouse-Auch train at Colomiers-SNCF to get to Victor Hugo Collège.

Coming from the opposite direction, many pupils take the train from Pibrac or Brax to Colomiers Lycée International.

And if you live around Cugnaux, Tournefeuille, Plaisance or La Salvetat St-Gilles, there is a free school bus (the 8015) which drops off right next to the school. It arrives at Victor Hugo for 7.45 a.m. and in the evening, it doesn't leave until 6.20pm, so some pupils prefer to be picked up by car for the return journey. You can apply for a free bus pass through the *Conseil Général*.

For those who live outside of the Haute-Garonne, you can apply for school transport to Victor Hugo, but you may only receive a contribution to those costs. For example, if you live in the Gers and would like to travel by train you are only entitled to one paid return trip a week (but these are valid for any school day until the end of the school year). Visit <https://transports-scolaires.gers.fr/> for more information.

### **On-line systems**

Currently there are 3 on-line systems that are used within the collège. Login details for each system are communicated to parents during the first few weeks (some via the post, some via your child). Both parents will have their own individual user ids and logins for each system.

**Scolarité Services** <http://teleservices.ac-toulouse.fr/ts/>

This is an administrative site where parents' and pupils' contact details (address, telephone, email) are registered. Only parents have access. This system is used if you wish to apply for the *Bourse du Collège* (means tested financial support paid by the CAF to low income families).

**Environnement Numérique de Travail (ENT)** <http://victor-hugo.ecollege.haute-garonne.fr>

This is an educational internet portal and both pupils and parents have access. The ENT system includes the following main functionalities:

- ***Messagerie***: this is a messaging system where messages can be sent from pupils / parents to the teachers and other school staff. For example, the Parents' Evening invite and organisation are managed through this system. To avoid having to check this you can set your account preferences so that messages will also be sent to your specified e-mail address from [eCollège 31 <nepasrepondre@ecollege31.fr>](mailto:nepasrepondre@ecollege31.fr).
- ***Cahier de textes - Emploi du Temps***: this provides the pupil's timetable of lessons including the classroom number (useful for pupils). Clicking on the individual session then *consulter la séance* shows the homework to do for the lesson, the content of the lesson and the homework resulting from the lesson. However, sometimes this can be quite empty. When lessons are cancelled in advance, the entry is marked with diagonal stripes in the calendar.
- ***Cahier de textes - Travail à Faire***: this is a comprehensive list of homework with due date, providing an easy summary of the *Emploi du Temps* above. In the pupil's account

they can click to show that the homework has been done and then it is removed from their to do list and consequently, from the view in the parental accounts.

The above sections of ENT are also available via a very user-friendly mobile phone app - eCollège31 (see <http://www.ecollege.haute-garonne.fr/ecollege31/ecollege31-mobile/>). ENT also includes information on the school (see *Etablissement*) including the weekly canteen menu (see *Accueil de l'établissement*). Online teaching resources are also available, but pupils are informed when they need to use these. For example, links are given in the homework information.

**PRO NOTE** <http://194.254.25.157/pronote/?login=true>

This system allows you to follow the schooling of your child and both pupils and parents have access. Please note the button *se connecter* does not always function (perhaps browser dependant), whereas hitting enter from the password field always works. PRO NOTE includes the following functionalities:

- **Cahier de textes**: not currently used, see ENT.
- **Notes**: test results are shown here, as soon as they are marked (*Détail des Notes*) along with a summary of the term's test results (*Relevé des Notes* or *Graphes*). End of term reports (*Bulletins*) are e-mailed directly to parents and include the results from the *Relevé de Notes* but with additional, specific comments from the teachers (seemingly not found in PRO NOTE or ENT).
- **Compétences**: review of individual and class competences and behaviours managed here. Currently empty as of the end of first term.
  - **Résultats**: end of year reports (*Livret Scolaire*) and multi-year overview (*Suivi*) are found here.
- **Vie Scolaire**: repeat of the pupil's timetable from ENT (*Emploi du Temps*) and a summary of all the *Vie Scolaire* topics – absences, lateness, encouragements, nurse visits, etc (see *Récapitulatif*).
- **Calendrier Scolaire in Communication**: global school calendar with term times, national holidays, etc. Other areas of Communication are not currently used.

## **Associations**

### **Sports Association**

This is run by the P.E. department normally during one lunch break. For the 2019-20 school year details will be given in the information pack received during registration at the beginning of June. Pupils can try a variety of sports e.g. climbing, badminton, strength training, football... and there is usually a choice of at least two activities every week. Your child will need a medical certificate to join and to pay a fee of around 20€ for the school year which includes a free day trip at the end of the year (previously to the Walibi theme park). Members can also opt to purchase a club t-shirt for 5€. Sign up forms are

available from *Vie Scolaire* and the P.E. teachers.

### **CLAC (Centres de Loisirs Associés au Collège)**

Operated by Colomiers town hall, this free leisure club runs in the *collège* between 12-2p.m. every day (except Wednesday) for pupils. Run by two qualified leaders, crafts, board games and outdoor games are all available. On certain weeks specific projects are organised e.g. singing which pupils sign up for. At those times regular access to the CLAC is not available as the leaders are involved with the respective projects. Although it is free, you will still need to complete a form to sign your child up for the service.

### **Parents' Associations**

Parents' associations are present across the French education system, with many schools having two or even three. They are open to all parents, but membership is not compulsory. Victor Hugo currently has one association: the FCPE (*Fédération des Conseils de Parents d'Elèves*). The PEEP (*Parents d'Elèves de l'Enseignement Public*) was also present in previous years, but did not submit a list for 2017-2018. If you gave permission for your contact details to be passed on, you should receive an email from the association(s) in September. New members are always welcome. Don't worry if your French isn't perfect, you can still get involved.

Elections to choose the parents' representatives are held every October. All parents are eligible to vote. Even if only one association is present, elections must still take place. The elected parents' representatives attend school board meetings, where they are able to take part in discussions and raise any questions submitted by parents. They also attend the *conseils de classe* held every term. You can contact the parents' representatives at any time during the school year.

### **Final note**

This guide was written by a group of *sixième* parents for the school year 2017-2018 and has been updated to reflect changes as we become aware of them. Personnel change, procedures evolve, timings change etc. so please read all documentation from the *collège* to ensure that you have the latest information. If there is anything that you think has been missed or should be added, then please let us know by emailing [secondary@english31.org](mailto:secondary@english31.org)

### **Useful contact details**

	<b>English 31 office</b>	<b>Collège</b>	<b>Vie Scolaire</b>	<b>Medical Secretary</b>
E-mail	<a href="mailto:secondary@english31.org">secondary@english31.org</a>	<a href="mailto:0312092F@ac-toulouse.fr">0312092F@ac-toulouse.fr</a>		

Emploi du temps

	sept	oct	nov.	déc.	jan.	fév.	mars	avril	mai	juin	juil.
		lun. 15 Jan		mar. 16 Jan		mer. 17 Jan		jeu. 18 Jan		ven. 19 Jan	
10h15		MATHEMATIQUES BEHNAMA H. (3-1GR)		SCIENCES VE & TERRE SENDER C. 038 (SVT Collège)		PHYSIQUE-CHIMIE ZIDAVE A. 037 (physique collège)		ED.PHYSIQUE & SPORT. NGOU G. Gymnase 2			
10h30		HIST.GEO.EN.MOR.CIV. MARIE J. 135		TECHNOLOGIE SERKHORAS S. 035 (technologie)		MATHEMATIQUES BEHNAMA H. 136					
10h45		ED.PHYSIQUE & SPORT. NGOU G. Gymnase 2		PROJET TRIANGLE DEMSOUMI (STRIS) 037 (musique)		MATHEMATIQUES BEHNAMA H. 136		PROJET TRIANGLE BRUNERE H. (STRIS) 033 (arts)		SCIENCES VE & TERRE SENDER C. (3-1GR)	
11h00										TECHNOLOGIE SERKHORAS S. (3-1GR)	
11h15											
12h00											
12h05		ANGLAIS LV1 BLAKEMORE J. (BINTER)						HIST.GEO.EN.MOR.CIV. MARIE J. 133		HIST.GEO.EN.MOR.CIV. MARIE J. 138	
13h00		ANGLAIS LV1 BLAKEMORE J. (BINTER)		FRANCAIS DAT A. 130 (Informatique collège)				ANGLAIS LV1 BLAKEMORE J. (BINTER)		FRANCAIS DATA. 134	
13h05				FRANCAIS DAT A. 130 (Informatique collège)				DISCIP. NON LINGUIST SELHEAN L. (BINTER)		FRANCAIS DATA. (3-1GR)	
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**APPENDIX : 6<sup>ème</sup> sample timetable**

Here is an example of what a 6<sup>ème</sup> timetable can look like. This will give you an idea of a student's weekly routine.