



GUIDE FOR PARENTS OF MATERNELLE & PRIMAIRE SCHOOLS (KINDERGARTEN & PRIMARY)

2024-2025



FLORIMONT



INTRODUCTION FROM THE DIRECTOR GENERAL OF INSTITUT FLORIMONT

Welcome to Institut Florimont's Maternelle and Primaire (Kindergarten and Primary) schools!

Rest assured that whether your child is three or ten years old, or whether they are new to Florimont or have been with us for several years, we provide them with a stimulating and supportive environment.

The aim of our Maternelle and Primaire (Kindergarten and Primary) schools is simple: to give the children in our care the academic knowledge and social skills they need to flourish in an ever-changing world.

Here at Institut Florimont, your children learn how to read, write, count and think from the innovative educational methods we use, and build on broader skills such as communication, collaboration and exploring creativity. Developing these abilities, essential to personal fulfilment and life in society, lies at the heart of our education plan.

This plan, available as a bilingual programme from the age of 3, places the pupil at the centre of their learning. Our team of experienced teaching and support staff considers the individual abilities and needs of each pupil, and is committed to helping them achieve their very best, in a caring and stimulating environment.

Our Maternelle and Primaire (Kindergarten and Primary) schools are part of a welcoming and multicultural community where every child can grow and every pupil can learn. All of us at Institut Florimont are delighted to welcome you, or to see you back with us, and we wish you and your children a wonderful year of discovery!

Sean Power,
Director General

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* : New or updated in 2024



**FOREWORD BY MME CAPEL,
HEAD OF MATERNELLE AND PRIMAIRE
(KINDERGARTEN AND PRIMARY)**

If we present ourselves as a francophone school with a bilingual programme, it is because we offer the French education curriculum aligned with the Harnos programme. It is taught in two languages in Maternelle, with priority given to learning in French as pupils enter Primary to ensure optimal development of all children and a solid basis in French by the start of secondary school. Our whole educational team - French class teachers, English teachers and specialists (some of whom work in two languages) - who collaborate to ensure the success of these programmes, deploy the full force of their expertise and experience, and the personal attention we give to each pupil.

We thank all parents for placing their trust in us, for walking with us every step of the way and for supporting the close and vital link between school and home that is the foundation of happy and successful children.

A. Overview

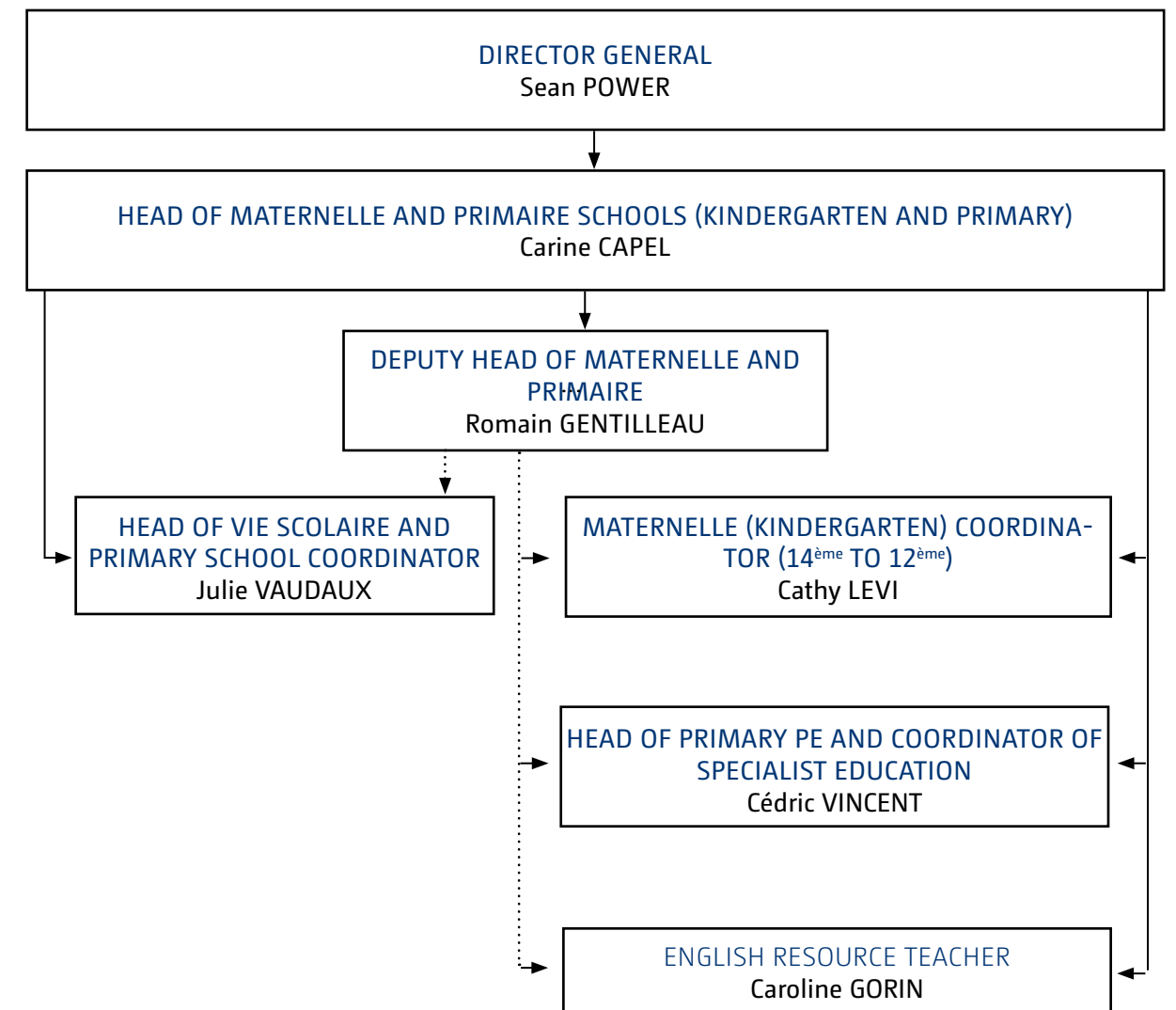
Introduction

Founded in 1905 by the Missionnaires de Saint François de Sales, Florimont is a Catholic school that has had a lay management since 1995. Management continues to collaborate closely with the religious congregation, which still owns the Institut and ensures its values remain central to the school ethos.



School organisation

The school's administration is structured to ensure the most efficient care of pupils, and is organised as follows:



Curriculum

The table below shows the naming system used at Institut Florimont compared with the Swiss, French, US and UK systems (January to January).

Year of birth	2021	2020	2019	2018	2017	2016	2015	2014
Florimont	14 ^{ème}	13 ^{ème}	12 ^{ème}	11 ^{ème}	10 ^{ème}	9 ^{ème}	8 ^{ème}	7 ^{ème}
Geneva	Jardin d'enfants	1P	2P	3P	4P	5P	6P	7P
France	Petite section	Moyenne section	Grande section	CP	CE1	CE2	CM1	CM2
US	Pre-school	Pre K	Kinder-garten	G1	G2	G3	G4	G5
UK	Nursery	Recep-tion	Yr1	Yr2	Yr3	Yr4	Yr5	Yr6

Nota Bene 1 : : At Florimont, as in the French system, a child’s primary education begins in 11^{ème}. Up to that point, all children born in the same calendar year are in a given level. In other systems, for example, the child’s age is taken from 1st September to 31st August, which can lead to a gap for some pupils. From the start of 11^{ème}, a child’s class level is determined by the educational team based on diagnostic testing of new entrants.

Nota Bene 2 : Classes with multiple levels may be established depending on the year and number of new pupils.

Learning routes

MATERNELLE (KINDERGARTEN)

14^{ème} (3-4 yrs): Pre-Bilingual Route
Morning lessons taught in French and afternoon in English
13^{ème} (4-5 yrs) : Bilingual Route
Alternating one day in French/one day in English, both languages on Wednesday mornings
12^{ème} (5-6 yrs): Bilingual Route
Alternating one day in French/one day in English, both languages on Wednesday mornings

Intensive French classes are offered in Maternelle depending on individual need.

PRIMAIRE (PRIMARY)

11^{ème} (6-7 yrs) - 10^{ème} (7-8 yrs): Common French-bilingual route
All pupils
<p>Common French-bilingual route with 6 periods English language in level groups + 4 periods in English (2 PE and 2 art/music in whole class group) = 10 periods of English a week.</p> <p>Plus 2 options for additional fee: - Intensive French lessons (known as ‘Français Langue Étrangère’ or FLE) (for details on assessment and school recommendation, see page 21)</p> <p>- Intensive English lessons (from 10^{ème}, 7-8 yrs) (for details on assessment, school recommendation and parents’ choice, see page 22)</p>

9^{ème} (8-9 yrs) - 8^{ème} (9-10 yrs) - 7^{ème} (10-11 yrs)	
Pupil profile	Routes available*
Pupil has satisfactory level of French and English	<p>French route with 6 periods of English in level groups (pupil level assessed) (subject to approval by the educational team OR Bilingual route with 10 periods of English per week (6 periods of English in level groups + 4 English language History-Geography-Science-Technology in smaller groups)</p>
Pupil does not have satisfactory level of French	<p>French route OR French route + intensive French (for details on assessment and school recommendation, see page 21)</p>
Pupil does not have satisfactory level of English	<p>French route OR French route + intensive English (for details of option for additional fee, see page 22)</p>

* subject to approval by the educational team

For recommendations on the best route for your child, please contact:

- your child’s class teacher, the FFL teacher and/or the Head if you have any queries about French.
- your child’s English teacher and or English resource teacher, Caroline Gorin (cgorin@florimont.ch) if you have any queries about English.

CLASS COMPOSITION

Classes consist of children of a mixture of all levels together. Pupils in the bilingual route are mixed in classes with pupils in the francophone route. All classes and groups are also mixed again for each new school year.

TEACHING STAFF

Head of Primaire and Maternelle Schools (Kindergarten and Primary)
Mme Carine CAPEL, ccapel@florimont.ch

Deputy Head of Maternelle and Primaire (Kindergarten and Primary)
M. Romain GENTILLEAU, rgentilleau@florimont.ch

Primary School Coordinator and Head of Vie Scolaire
Mme Julie VAUDAUX, jvaudaux@florimont.ch

Head of Primary PE and Education Coordinator
M. Cédric VINCENT, cvincent@florimont.ch

Maternelle (Kindergarten) Coordinator (14^{ème} – 12^{ème})
Mme Cathy LEVI, clevi@florimont.ch

English Resource Teacher
Mme Caroline GORIN, cgorin@florimont.ch

VIE SCOLAIRE (PASTORAL CARE)

Head of Vie Scolaire
Mme Julie VAUDAUX, jvaudaux@florimont.ch

Team
M. Jérémy FUCHS
Mme Samantha MONACO
Mme Fatma AKCASOY
Mme Fanny MOULIN
M. Maklough NORDINE
Mme Claire BORCARD (part-time)

Vie Scolaire (pastoral care) for Maternelle and Primaire
viescolaireprim@florimont.ch
téléphone : 022 879 00 50

SCHOOL NURSES

Caroline STEINMYLLER, infirmerie@florimont.ch
Chrystel HUET, infirmerie@florimont.ch

CHAPLAINCY

Muriel MIDROIT, mmidroit@florimont.ch
Virginie SIMOND, vsimond@florimont.ch
Daniel DARBELLAY, ddarbelay@florimont.ch
Priest from St François de Sales' congregation

**OTHER USEFUL CONTACTS**

Main Institut Florimont reception
Reception, reception@florimont.ch

School Transport
Lina Russo, lrusso@florimont.ch

Extra-Curricular Activities
Laetitia Massin, lmassin@florimont.ch

Admissions and Private Lessons
Brice Clerc, bclerc@florimont.ch

Bursar
Nicolas Stettler, nstettler@florimont.ch

Library
Béatrice Charrier, bcharrier@florimont.ch
Claire Borcard, cborcard@florimont.ch

English Library
Sarah Anglade, sanglade@florimont.ch

Cambridge Examinations
Ciara Barrell, cbarrell@florimont.ch

Accounts
compta@florimont.ch

Institut Florimont bookshop
librairie@florimont.ch

Security
Pascal Marti, pmarti@florimont.ch

Florimont Parents' Association (APEF)
www.apef.ch, info@apef.ch

Maternelle (Kindergarten) crèche
Maklough Nordine, manordine@florimont.ch
Tel: 076 438 82 64

Primary after-school study
Cyprien Joly, cjoly@florimont.ch
Tel: 076 657 09 91

MATERNELLE (KINDERGARTEN) TEACHING STAFF

BILINGUAL CLASSES	ROOM	CLASS TEACHERS		CLASSROOM ASSISTANTS
14 ^{ème} 1	8115	Cathy LEVI clevi@florimont.ch (français le matin)	Carolina EITZ ceitz@florimont.ch (anglais l'ap-midi)	Laureline CORRE lcorre@florimont.ch
14 ^{ème} 2	8108	Marie-Jeanne SYLVAIN mjsylvain@florimont.ch (français le matin, anglais l'après-midi)		Gaëlle MININGER gmininger@florimont.ch
13 ^{ème} 1 (and 13 ^{ème} 2)	8112	Marion SABAT msabat@florimont.ch and Hilla MALKA hmalka@florimont.ch		Scarlett GEISER sgeiser@florimont.ch and Charlotte GUERQUIN cguerquin@florimont.ch
13 ^{ème} 2 (and 13 ^{ème} 1)	8109	Hilla MALKA hmalka@florimont.ch and Marion SABAT msabat@florimont.ch		Charlotte GUERQUIN cguerquin@florimont.ch and Scarlett GEISER sgeiser@florimont.ch
12 ^{ème} 1	8209	Marion NORDINE mnordine@florimont.ch and Lorna DONKIN ldonkin@florimont.ch		Stéphanie RUHIN sruhin@florimont.ch and Metzi VASCONCELOS mvasconcelos@florimont.ch
12 ^{ème} 2	8204	Suzy ROCHESTER srochester@florimont.ch and Laure RAOUST lraoust@florimont.ch		Metzi VASCONCELOS mvasconcelos@florimont.ch and Stéphanie RUHIN sruhin@florimont.ch

**PRIMAIRE (PRIMARY) TEACHING STAFF 2024-2025****11^{ème} and 10^{ème}**

CLASS	ROOM	CLASS TEACHER
11 ^{ème} 1	1110	Laurie LUCAS llucas@florimont.ch
11 ^{ème} 2	1108	Catherine VIGNERON cvigneron@florimont.ch
11 ^{ème} 3	1107	Céline VOURIOT cvouriot@florimont.ch
10 ^{ème} 1	1210	Virginie DAL PONTE vdalponte@florimont.ch
10 ^{ème} 2	1211	Anne-Solène QUENNEMET asquennemet@florimont.ch
10 ^{ème} 3	1201	Clotilde MEURISSE cmeurisse@florimont.ch
10 ^{ème} 4	1209	Emeline LOUIS elouis@florimont.ch

9^{ème}, 8^{ème} and 7^{ème}

CLASS	ROOM	CLASS TEACHER	ENGLISH TEACHER	
9 ^{ème} 1	1208	Nelly SEIGNOBOSC nseignobosc@florimont.ch	Louise McGRATH lmcgrath@florimont.ch	
9 ^{ème} 2	1207	Fanny NICOLAS fnicolas@florimont.ch	Sarah ANGLADE sanglade@florimont.ch	
9 ^{ème} 3	1206	Nadège ROUSSEAU nrousseau@florimont.ch	Abigail WAKELING awakeling@florimont.ch	
8 ^{ème} 1	1306	Cécile DEREUX cdereux@florimont.ch	Timothy FRANK tfrank@florimont.ch	
8 ^{ème} 2	1305	Pascale CORCHIA pcorchia@florimont.ch	Daphnée GERSON dgerson@florimont.ch	
8 ^{ème} 3	1304	Paul-Henri COURBIER phcourbier@florimont.ch	Christine D'ANGIO cdangio@florimont.ch	
7 ^{ème} 1	1307	Romain GENTILLEAU rgentilleau@florimont.ch	Lucile OEUVRAY loeuvr@florimont.ch	Abigail WAKELING awakeling@florimont.ch
7 ^{ème} 2	1308	Carole THÉBAUD cthebaud@florimont.ch	Daphnée GERSON dgerson@florimont.ch	
7 ^{ème} 3	1309	Laure PROUTEAU lprouteau@florimont.ch	Timothy FRANK tfrank@florimont.ch	
7 ^{ème} 4	1302	Lise NICOUD lnicoud@florimont.ch	Christine D'ANGIO cdangio@florimont.ch	
7 ^{ème} 5	1303	Charles BOHLER cbohler@florimont.ch	Caroline GORIN cgorin@florimont.ch	

SUBJECT TEACHERS 2024-2025

SUBJECT	ROOM	TEACHER	CLASS
Anglais ESL (English Second Language)	1016	Anna GRASZA agrasza@florimont.ch	11 ^{ème} , 10 ^{ème} , 9 ^{ème} , 8 ^{ème}
	1017	Catherine GRANT cgrant@florimont.ch	11 ^{ème} , 10 ^{ème} , 9 ^{ème} , 8 ^{ème}
	1101	Ciara BARRELL cbarrell@florimont.ch	10 ^{ème} , 9 ^{ème} , 8 ^{ème} , 7 ^{ème}
	1018	Caroline SANTOS csantos@florimont.ch	11 ^{ème} , 10 ^{ème} , 7 ^{ème}
	-	Christine COPPONNEX ccopponnex@florimont.ch	11 ^{ème} , 10 ^{ème} , 7 ^{ème}
	-	Leanne VEITCH lveitch@florimont.ch	11 ^{ème} , 10 ^{ème} , 8 ^{ème}
	-	Carolina EITZ ceitz@florimont.ch	11 ^{ème}
	-	Sarah ANGLADE sanglade@florimont.ch	10 ^{ème}
Bilingual English	1207 1307	Abigail WAKELING awakeling@florimont.ch	9 ^{ème} , 7 ^{ème}
	1208 1302	Caroline GORIN cgorin@florimont.ch	7 ^{ème}
	1304 1309	Christine D'ANGIO cdangio@florimont.ch	8 ^{ème} , 7 ^{ème}
	1305 1308	Daphnée GERSON dgerson@florimont.ch	8 ^{ème} , 7 ^{ème}
	1206	Timothy FRANK tfrank@florimont.ch	8 ^{ème} , 7 ^{ème}
	1306 1303	Sarah ANGLADE sanglade@florimont.ch	9 ^{ème}
	1209	Louise McGRATH lmgrath@florimont.ch	8 ^{ème}
German	1205	Aline LEININGER aleininger@florimont.ch	9 ^{ème} , 8 ^{ème} , 7 ^{ème}
		Romain DEVAUCHELLE rdevauchelle@florimont.ch	
		Nina BOUHMIDA nbouhmida@florimont.ch	
Visual arts	1112	Céline NOEGELEN cnoegelen@florimont.ch	11 ^{ème} , 10 ^{ème} (in english)
		Sophie ARRANDEL sarrandel@florimont.ch	9 ^{ème} , 8 ^{ème} , 7 ^{ème}
Library	4213	Béatrice CHARRIER bcharrier@florimont.ch	14 ^{ème} , 13 ^{ème} , 11 ^{ème} , 10 ^{ème} , 9 ^{ème} , 8 ^{ème} , 7 ^{ème}
		Claire BORCARD (50 %) cborcard@florimont.ch	12 ^{ème} , 10 ^{ème}
English library	-	Sarah ANGLADE sanglade@florimont.ch	11 ^{ème} , 10 ^{ème} , 9 ^{ème} , 8 ^{ème} , 7 ^{ème}
	-	Carolina EITZ ceitz@florimont.ch	13 ^{ème} , 12 ^{ème}

SUBJECT	ROOM	TEACHER	CLASS
Optional Intensive English	-	Sarah ANGLADE sanglade@florimont.ch	10 ^{ème} , 9 ^{ème} , 8 ^{ème} , 7 ^{ème}
		Christine D'ANGIO cdangio@florimont.ch	10 ^{ème} , 9 ^{ème} , 8 ^{ème} , 7 ^{ème}
		Daphnée GERSON dgerson@florimont.ch (selon le nombre d'inscriptions)	10 ^{ème} , 9 ^{ème} , 8 ^{ème} , 7 ^{ème}
		Timothy FRANK tfrank@florimont.ch (selon le nombre d'inscriptions)	10 ^{ème} , 9 ^{ème} , 8 ^{ème} , 7 ^{ème}
Music	1111 et 8206	Benjamin LUBRANO blubrano@florimont.ch	9 ^{ème} , 8 ^{ème} , 7 ^{ème}
		Céline NOEGELEN cnoegelen@florimont.ch	13 ^{ème} , 12 ^{ème} (en bilingue) 11 ^{ème} , 10 ^{ème} (en anglais)
Christian religion classes (Primaire/Primary) Faith awareness (Maternelle/ Kindergarten)	Salle de religion	Muriel MIDROIT mmidroit@florimont.ch	Maternelle (en bilingue), 11 ^{ème} , 10 ^{ème}
	-	Virginie SIMOND vsimond@florimont.ch	9 ^{ème} , 8 ^{ème} , 7 ^{ème}
Sport	-	Daniel DARBELLAY (chant religieux) ddarbella@florimont.ch	11 ^{ème} , 10 ^{ème} , 9 ^{ème} , 8 ^{ème} , 7 ^{ème}
	-	Cédric VINCENT cvincent@florimont.ch	9 ^{ème} , 8 ^{ème} , 7 ^{ème}
	-	Cyprien JOLY cjoly@florimont.ch	12 ^{ème} (en bilingue), 11 ^{ème} , 10 ^{ème} (en anglais)

RESOURCES TEAM

Specialist teacher, Joint Manager of Resources team	Béatrice DUBO bdubo@florimont.ch
Specialist teacher, Joint Manager of Resources team	Benjamin BRICOUT bbricout@florimont.ch
In-English teacher Resources team (part-time)	Caroline GORIN cgorin@florimont.ch
Educational Psychologists (part-time)	Noémie DETRAZ ndetraz@florimont.ch
	Educational Psychologists (part-time)
Vie scolaire / Support/substitute teacher	Claire BORCARD (50%) cborcard@florimont.ch
Support/substitute teacher (part-time)	Clara DARQUES cdarques@florimont.ch
Support/substitute teacher (part-time)	Émeline MARGUIN emarguin@florimont.ch
Substitute teachers	Luce GUIGNERY lguignery@florimont.ch et Devika SHUKLA dshukla@florimont.ch

FLE

French as a Foreign Language Teacher (FLE)	Zahida DOUAY zdouay@florimont.ch
	Céline NOEGELEN (temps partiel) cnoegelen@florimont.ch (selon les effectifs)

Private practitioners

These specialists work part-time on campus and in collaboration with the educational team but offer their services privately. For more information, please email the resources team at pole.ressources@florimont.ch:

Handwriting therapist	Béatrice ROLLET
Handwriting therapist	Laurence PIACENTINI
Speech therapist	Post currently vacant
Occupational therapist	Aurélie DUPONT

TUTORING AND PRIVATE LESSONS:

Please contact Brice Clerc (bclerc@florimont.ch)

School community

L’APEF : FLORIMONT PARENTS’ ASSOCIATION

L’APEF, Florimont Parents’ Association is an important point of contact within the Institut. It aims to foster a nurturing environment for learning and life, by achieving three objectives:

- **maintain** constant and constructive communication between parents, the teaching staff and school administration;
- **support** the Institut and use its expertise to organise extra-curricular projects;
- **enhance** the Institut’s offering through social activities, conferences and other events.

APEF’s involvement and activities strengthen the bonds

Gaëlle GAGNET	Coordinator of parent representatives APEF President <i>presidence@apef.ch</i>
To be advised	Coordinator of APEF representatives in Maternelle and 11 ^{ème} <i>maternelle@apef.ch</i>
To be advised	Coordinator of APEF representatives in Primaire (10ème – 7ème) <i>primaire@apef.ch</i>

of the school community and uphold the Institut’s core values.

For all information, go to

www.apef.ch or info@apef.ch

If you are interested in joining the parents’ association, please register using one of the links below:

- To become a parent representative in your child’s class:
<https://apef.ch/apef/les-parents-delegues/>;
- To help organise key school events:
<https://apef.ch/soutenir-apef-engagement/>;

Please email the team at info@apef.ch to get involved in their various projects.

All are welcome to APEF’s back-to-school presentation at its EGM on 11 September at 8.30am at the Institut.

FLO’SOLIDAIRE

In our world where drastic events can occur with no warning, the Institut believes in highlighting the importance of certain values. Solidarity is one such value and to put this into action, Florimont chooses a local charity every year to support through fundraising and collective experiences, such as Partage and Aigues-Vertes. Collaborating in this way gives pupils the chance to get involved and regularly support people and organisations. The spirit of volunteering is the motivation behind a range of sporting and cultural events and community initiatives, including the Course de l’Escalade (fun run held annually in Geneva’s old town <https://escalade.ch/en/>).

FLOVERT

Constitué de membres de l’APEF, ce comité organise des This committee is made up of members of APEF and aims to take action to promote sustainability within the Institut by:

- organising sale of second-hand PE kits (for new items please contact Fourteen (<https://14fourteen.com>));
- organising second-hand textbooks sale;
- recycling old sports clothes into kit bags for pupils.

AAEF: ASSOCIATION DES ANCIENS ÉLÈVES DE FLO-RIMONT (WWW.FLOANCIENS.CH))

Established in 1920, AAEF is an association for all past Institut pupils who wish to join, with a common focus of friendship, solidarity, support, dialogue and tradition. The role of AAEF is:

- to encourage and maintain the links and support between former Florimont students,
- to organise occasional events encouraging current pupils to uphold the traditions and spirit of the Institut. The association has over 1,780 members.

FLORAISON

The Floraison programme is Institut Florimont’s alumni network, established in 2020.

The aim of Floraison is to bring alumni together and strengthen the links with the Florimont community. It pledges to maintain the special relationship between Florimont and its pupils, past and present, and aims to create networking occasions for our alumni to meet and share professional or academic opportunities, offerings and services.



B. Enseignement à l'Institut

Programmes

The programmes taught in Maternelle and Primaire (Kindergarten and Primary) are those of the French education system, adapted to Switzerland's Plan d'étude romand. Full details are on our website in the brochures:

- "Study Programme for Maternelle",
- "Study Programme 11^{ème}-10^{ème}",
- "Study Programme 9^{ème}, 8^{ème}, 7^{ème}"

These documents outline the main themes and learning objectives in each subject, and are also presented at the information meetings at the start of the academic year.

MATHEMATICS

The Singapore method is used to teach mathematics from 11^{ème} to 7^{ème}.

CURSIVE WRITING

In our school, pupils are exposed to different font types but up to the end of 10^{ème}, they learn the French handwriting model, the Danièle Dumont font for Kindergarten/elementary children.

You can see letter formation samples here:

<https://legestedecriture.fr/produit/cursive-dumont/>

We use Seyes-ruled paper, as in French schools. Letters must sit on the darkest line. Anglo-Saxon and Swiss handwriting styles are bigger than French. In the beginning, lines can be skipped for greater readability if upstrokes and downstrokes are crossing. Private handwriting therapists are available in the Institut to help pupils who are struggling.

Pupils joining us from 9^{ème} can continue to use the writing model learned previously if it works (we do not insist on changing to the model used in class if it impacts readability).

Assessment

In Maternelle and Primaire (Kindergarten and Primary), skills are assessed in the course of learning, using age-appropriate formats and methods.

GRADES / DEGREE OF SKILL ACQUISITION

From 14^{ème} to 10^{ème}, the level to which a pupil has acquired a skill is colour-coded in their school report.

Skill :

- Not assessed
- Starting to acquire
- Partially acquired
- Acquired

From 9^{ème} (8-9 yrs), the main elements covered in the programme during the term are also listed in the report alongside a grade (out of 10) to indicate the pupil's level in their main subjects.

As a general guide, grades show the acquisition of a skill as follows.

Skill acquired: 8 to 10/10

Acquiring skill: 5 to 8/10

Skill not acquired or graded: below 5/10 or no grade

PLEASE NOTE:

- Pupils in 9^{ème}, 8^{ème}, 7^{ème} may not receive a grade in their report (NN) if their results are far below expectations.

- A pupil on an adapted educational programme or FLE course may not receive a grade in their report.

- In these cases, the teachers' comments in the report show the pupil's specific level.

In both cases, our aim is to empower pupils and allow them to participate and not be subject to an assessment which does more to discipline them than measure their abilities. For that reason, the main points covered, any teachers' comments and the overview of the class teacher are vital in understanding your child's progress. They focus on the acquisition or development of certain skills, any particular support in place and individual advice to ensure the pupil progresses.

At the start of the year, all pupils are tested on their French, English and mathematics abilities.

The results of these tests help us organise the English level groups and also provide information about individual feedback, meaning the educational team can finetune their resources to support each child as fully as possible as the new school year begins.

After the Jeûne Genevois weekend, these tests are used as the basis for organising the English level groups; a videoconference is then arranged for parents and their child's English teacher.

Please note: until the final organisation of the English groups in term 1 (after the Jeûne Genevois weekend), the History-Geography, Science and Technology courses taught to 9, 8 and 7^{èmes} by the class teacher and bilingual English teacher are the same.

Art, music and PE

Pupils are assessed in these subjects but not given a grade or colour-code. Their teacher writes in their report to indicate their progress in these areas.



Homework

There is no assigned homework in Maternelle (Kindergarten) other than occasionally preparing oral presentations and learning new vocabulary. However pupils regularly bring home library books; we encourage you and your child to read them together.

From 11^{ème} (6-7 yrs), we ask you to encourage your child to complete the homework assigned by their teacher, bearing in mind that quality is more important than quantity. It is essential that pupils review at home with a parent or tutor what they have learned that day in school. Pupils must read and learn vocabulary required in dictation.

If your child has lessons with a French or English tutor, parents should insist that the child complete their assigned homework with them (before working on other subjects). This will help them retain the subjects covered in class and build confidence.

From 11^{ème} to 7^{ème}, pupils should be taking around 30 minutes a day to complete their homework, depending on their class programme, personal skills and level of independence.

It is important for pupils to develop independence regarding their homework. Pupils must write down their homework in their correspondence and homework diary (also known as their agenda). The day's homework is available in Pronote but only so parents can check what is written in the agenda. Children should be encouraged at home to check the homework written in class. Worksheets and other materials are pupils' responsibility and are not distributed via Pronote.

Handouts for homework must be kept in the homework folder which is always in pupils' schoolbag. These are also available via Seesaw (Maternelle to 10^{ème}) or Teams (9^{ème} to 7^{ème}).

Checking your child's class work and homework, making sure that reading and any learning has been completed and that they have learnt any vocabulary/poems is a vital element of monitoring your child's learning. It also helps create and maintain the link between school and home. If you would like further information or wish to discuss your child's needs at any point in the school year, please contact the relevant teacher. We can always make adjustments to suit your child's pace.

PARENTS CHECKING HOMEWORK

Children (and their parents) start experiencing daily "homework" when they move into the primary section, consisting mainly of reading and going over lessons. Throughout primary school, these few minutes of daily child-parent time are essential not just to reinforce what has been learnt in class, but to foster the pupil's autonomy and the link between school and home that is so vital to a child.

We now know that what a child learns in school is more meaningful if their parents show regular interest in it. So even if your child says that they have done all their homework, show them that you are proud of their work and their daily progress. You'll have countless chances to explain something or congratulate them!



Bilingual and french routes

Institut Florimont's bilingual classes prepare our pupils for success in their education and career in both French and English, adapting the approach to suit each pupil's level so everyone has the opportunity to excel.

MATERNELLE (KINDERGARTEN) - BILINGUAL ROUTE

2 pre-bilingual classes in 14^{ème} (3-4 yrs)

Teaching is in French in the morning and in English in the afternoon

2 bilingual classes in 13^{ème} (4-5 yrs) and 12^{ème} (5-6 yrs)

Timetable split equally between French and English:

- 2 days/week in English with a native English-speaking teacher, in the English classroom
- 2 days/week in French, native French-speaking teacher, in the French classroom.

On Wednesdays, lessons are given in French one week, in English the following week.

11^{ÈME} (6-7 YRS) AND 10^{ÈME} (7-8 YRS) - FRENCH-BILINGUAL

The organisation of the bilingual classes changes when pupils enter 11^{ème} (6-7 years) from Maternelle (Kindergarten) to ensure the most effective educational approach to learning expectations. The 50-50 split would be less conducive to acquiring the basics of reading and writing French, our priority in 11^{ème} and 10^{ème}. A strong foundation in French is essential to pupils' subsequent learning in both languages.

Most of the pupils' learning is therefore conducted in French by their French class teacher, with 10 periods of English language a week:

- 6 periods of English language, grouped by level.
- 4 periods per week (whole class together) of art and sport in English.

We teach sport and the arts in English in 11^{ème} (6-7 years) and 10^{ème} (7-8 years) as these disciplines do not use written skills. This prepares pupils for entry to 9^{ème} (8-9 years), whether they are taking the French-speaking or bilingual route.

9^{ÈME} (8-9 yrs), 8^{ÈME} (9-10 yrs) and 7^{ÈME} (10-11 yrs) - FRENCH OR BILINGUAL ROUTE

Once children have learnt the basics in reading and writing French, and the level of their written and spoken skills in both French and English are deemed sufficient, pupils can learn History, Geography, Science and Technology through English, and will now start to use written English. Varying the subjects taught through English (from sport and arts to humanities and sciences) also benefits pupils' overall command of English by introducing more specific vocabulary.

From 9^{ème}, classes consist of pupils enrolled on the French route and on the bilingual route. The class group is only separated for English language (into level groups) and History-Geography-Science-Technology lessons (smaller groups).

English language teaching for all pupils

From 11^{ème} (6-7 yrs), English language is taught over 6 periods a week with children divided into level groups

- 1. Beginner
- 2. Intermediate
- 3. Upper intermediate
- 4. Proficient

History/Geography/Science/Technology in English

From 9^{ème} (8-9 yrs), the class is divided into two groups for these subjects, given in 4 periods a week:

- pupils on the bilingual route are taught by an English-speaking teacher,
- pupils on the French route are taught by their French-speaking class teacher.

Both groups (FR & BIL) follow the same study programme in history, geography, science and technology, whether learning in French or English, in smaller groups.

All pupils are tested on their French, English and mathematics skills at the start of the school year. Children are taught in one group for history, geography, science and technology (whole class with class teacher and bilingual English teacher) until the English level groups have been determined.



Joining the bilingual route from 9^{ème}

As a child grows, the more complex their learning becomes. Pupils must have a minimum level in both languages (French and English) to join the bilingual route.

For French from 11^{ème}, all class teachers regularly assess pupils in class to determine their level of French.

In English from 9^{ème}, we carry out standardised language tests at the start of the year or when the pupil joins during the year. These tests are identical across all class levels and determine comprehension and spoken and written skills.

For more information on the expectations and details of the curriculum for each level of English, please refer to the "Study Programme 9^{ème} - 8^{ème} - 7^{ème}" brochure for your child's class.

All decisions to accept a pupil onto the bilingual programme is made by teaching staff.

Depending on the child's profile and parent's choice, the options below are offered if additional language support is needed:

- French as a foreign language lesson (FLE): these are compulsory and to be paid by families (more information below)
- Intensive English lessons (from 10^{ème}): optional, to be paid by families (more information below)

Changing routes

Pupils may switch from the French to the bilingual route in the middle or at the end of the academic year as we test pupils' language ability. A bilingual committee meets (consisting of class teachers, English teachers and the Head of the Primary school) to approve or decline a pupil's transfer to the bilingual route the following term or year.

The bilingual committee bases its decision on the child's progress in both French and English, and informs families accordingly who then accept or decline the team's offer.

Learning French as a Foreign Language (FLE)

FLE lessons (CECRL levels A1 to B2) are available to primary pupils who have little or no French.

These sessions allow pupils new to the school or who come from a non-French speaking household to immerse themselves in French, rapidly developing their spoken skills and gradually building their writing ability.

FLE lessons are compulsory for all non-French speakers whose level of French is below the pupil's school year. The number of lessons required depends on the school's recommendations (method and number of sessions advised by the team depending on the child's level).

This option (for additional fee) gives French beginners the chance to acquire the tools they need, and benefit from targeted support so they enjoy their learning to the full, with a view to ultimately transferring to the bilingual programme.

Lessons are held in school hours. Please contact Zahida Douay at zdouay@florimont.ch for more information.

The table below indicates the recommended number of sessions (45 CHF/session).

Complete beginner (A0-A1)	6 - 8 periods a week
Beginner (A1-A2)	5 periods a week
Intermediate (niveau B1)	3 p periods a week

Diploma in French Language Studies (DELFL)

Families who wish to may register their child (10^{ème} to 7^{ème}) for the DELFL Prim examinations. If your child is not a French national and learning French, you can have their linguistic skills certified with an official diploma recognised worldwide! Issued by the French Ministry of Education, the DELFL Prim allows primary school children to validate their French language abilities. These exams (optional and for additional fee) aim to encourage and build confidence in the youngest candidates and are based on positive assessment. The objective is not to penalise but to appreciate and reward learning French. Whether your child is a beginner, at intermediate level or beyond, participating in the Primary DELFL is a fulfilling experience. If you would like your child to benefit from the many advantages this diploma can bring, with the support of one of our own teachers, please contact our FLE teacher, Zahida DOUAY (zdouay@florimont.ch) before the February holidays.

A brief award ceremony will be held in school to present certificates attended by Mr Power.

Intensive English option

This option (1,000 CHF per term) gives pupils an additional three periods of English a week, outside school hours: at lunchtime on Mondays and Thursdays (12.0-12.50 pm) + during evening study on Mondays (4.0-4.30pm).

Pupils at Beginner or Intermediate English level are separated into small groups (of around 6-7) at their level and work in depth on what they are covering in class and accelerating their learning.

The teachers provide activities that focus on spoken skills, vocabulary or language fluency so that pupils can develop their command of English, with a view to joining the bilingual programme. Please contact Caroline Gorin for more information (cgorin@florimont.ch)

Cambridge examinations

Each year, the school offers our non-native English-speaking pupils in 9^{ème}, 8^{ème} and 7^{ème} the option to sit the Cambridge YLE (Young Learner Examinations) at our campus. The exams are divided into 3 levels – Starters, Movers, Flyers – each including three

sections: written comprehension (reading), oral comprehension (listening) and speaking. Our English teachers can help you choose the right level exam for your child

Coordinated at Florimont by Ciara Barrell, these exams (optional and for additional fee) are a first taste of international English exams. They can give pupils a positive experience as they build on their English language skills and develop self-confidence. An information session is planned for January. Ms Barrell will also hold a pre-exam session to present the exam format to registered pupils. Our pupils are always very proud to have taken these exams. At the start of the following school year, a small ceremony is held to present certificates and celebrate their achievements. For more information, please contact Ciara Barrell (cbarrell@florimont.ch).



German

From 9^{ème}, pupils have two periods of German per week. Classes are given by two German teachers who each take half the class and teach at the same time. Both groups (each half-class) consist of mixed abilities (beginner, intermediate and advanced pupils together). A textbook is used from 8^{ème}. German is learnt through games, nursery rhymes and a range of activities to achieve level A1 by the end of 7^{ème}.

PE. (Physical Education)

The school's sport regulations (at the back of this brochure and available on our website) are distributed at the start of the academic year and contain all necessary information, which parents are asked to sign and return to their child's class teacher at the start of term. Please check your child's timetable in Pronote or their correspondence and homework diary to see which days they have sport.

Make sure your child is wearing Institut Florimont PE kit and appropriate footwear on the days they have PE. Pupils must have sports footwear specifically for indoor use. The school gives each pupil a canvas sports bag at the start of term for storing their PE kit at school.

Pupils must also wear the Institut's PE kit for specific sports events. It is recommended that pupils who practice extra-curricular sports have two pairs of trainers, one pair for this activity and the other for PE lessons.

In November-December, pupils in 8^{ème} follow a course of swimming lessons as part of their PE programme. All pupils are expected to participate, regardless of their level (exemptions only granted on receipt of a doctor's certificate provided by parents). Pupils will have the usual weekly amount of PE during this period, as follows: 45-minute swimming lesson and 45-minute PE lesson at school, giving a total of two periods a week.

Please note:

- Pupils may only be excused from swimming (and join another class) on presentation of a doctor's certificate. If they do not have this document, they will have to go to the swimming pool with their class.



- If a pupil does not have a doctor's certificate but is unwell or tired, you may keep your child at home.

If you have any queries about PE, please contact Cédric Vincent at cvincent@florimont.ch.

Visual arts and music

Visual arts and music are taught to the class as a whole by specialist teachers, in English in 11^{ème} and 10^{ème} and in French in 9^{ème}, 8^{ème} and 7^{ème}.

Pupils actively participate with their teachers in the school's arts and cultural projects, for example, decorating the playground, producing posters for the corridors, choir and instrumental groups at Christmas.

Resources team

The school resources team consists of teachers (including two specialist teachers), educational psychologists and specialist therapists on a private basis (occupational and handwriting therapists, in the process of recruiting a speech therapist). The team is tasked with screening and supporting our pupils with special needs, and also creates and compiles resources to support the teaching staff with their everyday requirements.

After-school workshops are also organised by the art and music teachers and specialist teachers for certain needs in small groups. A part-time English-speaking teacher is joining the Resources Team from 2024.

Libraries

A predominantly French-language library, and an English-language library. **The French-language library** offers a wide variety of materials, including novels, non-fiction books, children's picture books, and children's magazines, all available to students and teachers. However, some sections are dedicated to English-language books.

Maternelle (kindergarten) and primaire (primary) classes have a designated period each week, scheduled at the beginning of the school year. During this time, stories, tales, and book excerpts are read aloud to complement themes covered in lessons. Students can also conduct research using reference materials. To facilitate book searches and to learn how to use the catalogue, a computer is available.

For maternelle classes, this session is held in the Library or in an adjacent room in the maternelle building, depending on the choice of the class teachers.

This period is an opportunity for everyone to consult the books and borrow them for a maximum of two weeks. Each student at the Institut has an account on which all borrowings and returns are recorded. Primaire students can also access the library freely every day from 11.45pm to 12.40pm. Once a year, at the end of the academic year, our primary school students

(11^{ème} to 7^{ème}) can suggest books for purchase for the following school year.



Parents can consult the list of available books at the following address: <http://biblioprimaire.florimont.ch/French/Main.htm>, but they cannot access their child's library account. An automatic email reminder will be sent to inform you that the loan period is about to expire in three days, allowing you to track borrowings.

For any questions, you can contact the library staff at the following address: bibliotheque.ecole@florimont.ch.

There is a **second library dedicated solely to English books**. Pupils in 11^{ème} to 7^{ème} may visit once a week with their English teacher and borrow books suited to their level. The English library is run by one of our English teachers, Sarah Anglade (sanglade@florimont.ch).

Parents will be charged for the cost of books borrowed from either library which are not returned or lost.

Eco-School

Our school has participated in the Eco-Schools initiative for many years. This internationally recognised label is a guarantee that a school is continuously and gradually improving in terms of sustainability as well as education.

We were again awarded our Eco-School accreditation in June 2024.



Forest School project for des 13^{ème} and 12^{ème}

To the great excitement of 13^{ème} and 12^{ème}, we have recently made the forest part of our classroom. This learning approach focuses on children and their environment.

These two Maternelle classes spend alternate Wednesday mornings in a nearby park, discovering, understanding and appreciating nature, and learning about the changing seasons.

Regular open-air sessions, in all weather, allow pupils to learn through free play by exploring and observing nature. Guided by their teachers and accompanying adults, their confidence develops in an open yet safe natural setting. There are many long-term benefits:

- health (developing motor skills, stimulating senses, reducing stress),

- education (social skills, self-esteem, independence, imagination),
- environment (understanding and respect for living things).

Our teachers take 13^{ème} and 12^{ème} outside for their lessons, where pupils use their motor skills and learn through activities involving mathematics, language and science. The Institut attaches great importance to holistic development, especially in Maternelle, and our educational and social plan reflects this. We believe that children who have made a connection with their sense of self, with others and with nature will grow up caring about and feeling connected to the world around them.



Digital tools at school

Digital technologies are an undeniable and integral part of our daily lives, and children are exposed to them at an increasingly early age. By bringing this technology into the classroom, we are giving future generations the skills they need to succeed in a fast-evolving world. These tools offer teachers and pupils many advantages and can help improve children's learning outcomes. However their use must be properly controlled by teachers whose role as educators is still of the greatest importance - at the risk of occasionally being discouraging, frustrating or ineffective.

Being aware of the function of digital devices and how to use them sensibly is one of our priorities. In our school, depending on the children's level, classes use tablets and/or laptops to help them with the schoolwork, gradually developing their use from Maternelle to 7^{ème}.

TABLETS (IPADS)

Whereas tablets are used very little in Maternelle (Kindergarten), by the time they are in 11^{ème} and 10^{ème}, pupils are starting to use them to access Seesaw, practice their handwriting or play games that build on their maths skills.

Tablet use continues in this way in the older classes, with pupils experimenting with apps to practice mental arithmetic, make audio and video recordings and watching short educational films.

LAPTOPS

Between 9^{ème} and 7^{ème}, Macs are used regularly to develop and test digital skills with PIX (tests defined within CRCN - <https://pix.fr/>), adapted to the child's age. Pupils continue to develop these skills up to Secondaire II (Diplomas); all our Terminale students took their PIX certification this year.

DIGITAL SKILLS

These are developed through many different projects (Musée de la Renaissance, Science fair, presentations, etc.) and are intended to teach pupils how to:

- create a PowerPoint presentation, use Word to produce a structured, readable document, navigate a shared digital platform (Florimont uses Teams from 9^{ème}), and use a digital communication tool or service.

USE IN THE CLASSROOM

Digital tools are generally used for short periods (15/20 minutes in 10^{ème} to 40 minutes in 7^{ème}) for exercises

such as reading workshops (questionnaires, reading challenges and differentiated reading), linguistic activities (spelling, grammar, English oral comprehension, etc.) and maths for small groups. Short interactive quizzes or speed activities (5-10 minutes) using interactive software are often useful for motivating pupils, but can also be a distraction!

Books, folders, exercise books and pens are and will continue to be part of our everyday lives, and we will always champion these tools for the way they help us with our learning!

CHARTER ON DIGITAL USE

Our code of conduct on the use of digital tools must be signed at the beginning of every school year.



Safer internet use

The big questions are: what is it for? How do I use it? What are its limitations? What responsibilities do I need to consider when using this tool?

Every year our school participates in the Safer Internet Day programme (<https://www.saferinternetday.org/>)

Our curriculum for pupils in 11^{ème} to 7^{ème} includes making them aware of screen time, and safe internet usage. The aim of this programme is to make young people aware of the risks of the internet by teaching them to ask themselves the right questions, to develop good instincts and safer, more responsible practises online and on all devices.

Below are examples of the projects different classes have worked on and shared throughout the school:

11^{ème} and 10^{ème}: Screen-free weekend and family questionnaire

9^{ème}: Posters on the dangers/overuse of screens. 8^{ème}: Presentation on useful internet searches, sensible internet use.

7^{ème}: Photo-stories or films on cyberbullying, sharing personal data, posting on the Internet.



No! to young people on social media

Children under 13 are forbidden from using social media because of the risk of harm.

It is important to go over the reasons for this (again) at home.

Scamming, identity theft, blackmail, data theft, cyberbullying, disinformation, defamation, exposure to unwanted content such as hate messages and violence: these are some of the dangers which users of these networks face.

It's easy to get addicted to scrolling through social media, and excessive use can lead to sleep problems, eye strain, negative body image and even social isolation.

Research has shown that the more time teenagers (and younger children!) spend on social media, the more they compare themselves with others, and risk developing an addiction, anxiety, low self-esteem and symptoms of depression.

Christian faith

BIBLE AWARENESS IN MATERNELLE

In Maternelle, Bible sessions are offered to all children. These fortnightly 45-minute sessions are run by Muriel Midroit and held in the classroom in the presence of the class teacher or teaching assistant. The focus is on listening and sharing experiences respectfully with all the children in the class, unless parents do not wish their child to take part.

At the start of the school year, parents complete an e-form stating if they do not want their child to take part in the Bible Awakening sessions.

A different Bible story is presented at each session through a range of media, and children then talk about the story and their reactions to it. They are introduced to some of the main characters of the Old Testament (Abraham, Noah, Joseph, Moses, Samuel, David, Elijah and Jonah), and then learn about the life of Jesus through the Gospels (his childhood and adult life, the people he meets and parables). AT the end of the session, the children are given a sheet showing the story's Bible references to keep in their folders.

Over the course of the year, the classes visit the chapel and learn about its furniture and the liturgical vestments worn for different festivals. At Christmas and Easter, the children in Maternelle and their parents are invited to a celebration in the chap organised by the Primary pupils. These occasions, taught to 13ème and 12ème in two languages, are shown in your child's Pronote timetable as "Eveil biblique". Please contact Muriel Midroit at mmidroit@florimont.ch for more information.

CHRISTIAN RELIGION IN PRIMAIRE

In Primaire (Primary), children who are enrolled for Christian religion classes have one period a week. These pupils also sing in the church choir every three weeks, led by Daniel Darbellay.

At the start of the school year, parents complete an e-form stating they wish to enrol their child in Christian religion classes.

Children not enrolled for these classes stay with their class teacher for moral and civic education. Christmas, Toussaint, Easter and other important milestones - such as the start and end of school and St François de Sales saint's day - are marked with services in the chapel for all children enrolled in religion classes. 8ème and 7ème

classes attend Mass, and children in 11ème, 10ème and 9ème attend liturgical celebrations. Parents are always welcome to attend these festivals and dates are available in Pronote.

Catholic chaplaincy

The chaplaincy team prepares children for the sacraments of Baptism, First Confession or First Holy Communion at the request of families. Preparation sessions are held at lunchtime on Tuesdays and Fridays from 12.0-12.45pm. An enrolment letter with information on preparing for these sacraments is sent out at the beginning of the school year. Please contact the chaplaincy team if you have any questions (mmidroit@florimont.ch or vsimond@florimont.ch). Parents are welcome to attend any of the regular masses celebrated in our chapel. Events are held through the whole year at which families can meet the chaplaincy team, or arrange a private meeting.



C. School routines

2024-2025 school calendar

Back to school	Wednesday 28 August 2024 for Maternelle (Kindergarten) Thursday 29 August 2024 for Primaire (Primary)
Jeûne Genevois	Wednesday 04 September 2024 at lunchtime Monday 9 September 2024 in the morning
Autumn holidays	Friday 18 October 2024 in the evening Thursday 31 October 2024 in the morning (INSET DAY Wednesday 30 October 2024 - NO SCHOOL)
Christmas holidays	Friday 20 December 2024 in the evening Monday 6 January 2025 in the morning
February holidays	Friday 21 February 2025 in the evening Monday 3 March 2025 in the morning
Easter holidays	Thursday 17 April 2025 in the evening Tuesday 6 May 2025 in the morning (INSET DAY Monday 5 May 2025 - NO SCHOOL)
Ascension	Wednesday 28 May 2025 à midi Monday 2 June 2025 in the morning
Pentecôte	Friday 6 June 2025 in the evening Tuesday 10 June 2025 in the morning
Last day of school year	Friday 27 June 2025 at lunchtime



School hours

Please be punctual when dropping and collecting your child to show consideration and minimise disruption

SCHOOL DAY IN MATERNELLE (KINDERGARTEN)

Monday, Tuesday, Thursday, Friday

Arrival in class – Register	7.45 – 8.20	
Period 1 – Daily rituals	8.20 – 8.55	
Period 2	8.55 – 9.45	
Break	9.45 – 10.3	
Period 3	10.3 – 11.	
Period 4	11. – 11.45	
Lunch	14 ^{ème}	11.3
	13 ^{ème}	11.30
	12 ^{ème}	12.00
Siesta for 14 ^{ème}	12. – 14.	
Siesta for 13 ^{ème} (staggered wake-up)	12.3 – 13.30	
Break for 12 ^{ème}	12.30 – 13.30	
Period 5 (12 ^{ème} - 13 ^{ème})	13.30 – 14.3	
Period	14.3 – 3.	
Break	3. – 3.30	
Period	3.30 – 4.00	
1 st collection	4.00	
Period 8 optional crèche	4.00 – 4.30	
2nd collection	4.30 – 4.45	
School bus departure	4.45	
After-school crèche (optional, additional fee)	4.45 – 18.	
After-school study (optional, additional fee)	4.45 – 18.	

Any pupils who have not been collected after 6.00pm will be taken to the main school reception.

Wednesday

Arrival in class – Register	7.45 – 8.20
Period 1 – Daily rituals	8.20 – 8.55
Period 2	8.55 – 9.45
Break	9.45 – 10.15
Period 3	10.15 – 11.00
Period 4	11.00 – 11.45
1 st collection	11.45 – 12.00
Lunch (optional) Please note: lunch is compulsory for pupils who take the school bus	11.45 – 12.15
2 nd collection	12.15 – 13.00

ARRIVING AT SCHOOL: MATERNELLE

Parents are requested to accompany their child to the classroom every day and ensure staff are aware their child has arrived. Parents of children in 14^{ème}, 13^{ème} and 12^{ème} must leave the building by 8.20am at the latest. If you need to contact a member of staff urgently, please call Vie Scolaire on 022 879 00 50 or email viescolaireprim@florimont.ch

The gate is closed at 8.20am and all teaching staff are in class from this time. If you arrive late, please contact the main reception and wait for someone to let you in.

If you have any queries during the school day, please contact the Vie Scolaire office by email (viescolaireprim@florimont.ch) or phone (022 879 00 50)



School day in Primaire (Primary)

Monday, Tuesday, Thursday, Friday

Supervision in dining-room	7.30 – 7.45
Pupils arrive and gather in dining-room	7.45 – 7.55
Go to classrooms – Register	7.55 – 8.10
Period 1	8.10 – 8.55
Period 2	8.55 – 9.40
Break	9.40 – 9.55
Period 3	9.55 – 10.40
Period 4	10.40 – 11.25
Lunchtime	11.25 – 12.00
Break (optional activities)	12.00 – 1.00 (12.00 – 12.45)
Period 5	1.00 – 1.30
Period 6	1.30 – 2.3
Break	2.3 – 2.30
Period 7	2.30 – 3.3
Period 8	3.3 – 4.00
1st collection	4.00
Study with class teacher (optional)	4.00 – 4.30
2nd collection	4.35
School bus departure	4.45

Any pupils who have not been collected after 6.00pm will be taken to the main school reception.



Wednesday

Supervision in dining-room	7.30 – 7.45
Pupils arrive and gather in dining-	7.45 – 7.55
Go to classrooms – Register	7.55 – 8.10
Period 1	8.10 – 8.55
Period 2	8.55 – 9.40
Break	9.40 – 9.55
Period 3	9.55 – 10.40
Period 4	10.40 – 11.25
Period 5	11.25 – 12.10
1 st collection	12.10
Lunch (optional)	12.10 – 12.30
2 nd collection	12.30 – 13.00
School bus departure	12.50

ARRIVING AT SCHOOL: PRIMARY

In the morning, parents of children in 11^{ème} to 7^{ème} may not enter the dining-hall where pupils meet from 7.45. If you need to contact a member of staff urgently, please call Vie Scolaire on 022 879 00 50 or email viescolaireprim@florimont.ch

Please complete the electronic form “Fiche de sortie du soir/Home time at the start of term” to inform us when and how your child will leave school at the end of the day. Please remember to sign this form before returning it.

You can also indicate on this form whether you authorise your child to leave school on their own or with other people. Please note that they must leave the campus at the time indicated (they cannot stay in the yard unaccompanied).

Note: Pupils are not allowed to leave school on Wednesdays between 11.0am and 12.10pm.

As Vie Scolaire staff are very busy on Wednesdays from 11.0am, pupils who need to leave the school for personal reasons may only do so up till 11.0 at the latest. After this time, they must wait until 12.10pm and leave with their class teacher.

Break time

SUPERVISION

A weekly timetable is in place to cover breaktime supervision by school staff (pastoral care assistants and teachers). Substitute staff members are informed and included in the supervision timetable so that the same number of adults is always on duty. If it is raining heavily, pupils are supervised inside school buildings.

SNACKS

At morning break, the school provides all Maternelle and Primaire (Kindergarten and Primary) pupils with a healthy snack which varies daily between fruit, vegetables, cereal bars, dairy products, bread and chocolate bars. This arrangement gives us a better idea of what food to serve at lunchtime, as all children eat the same snack in the morning.

We do not provide an afternoon snack so pupils may bring a snack from home if they wish. Children must only bring food which is healthy, well-balanced and as sustainable as possible. Fruit and vegetables are preferred - please avoid processed, high-fat or high-sugar foods.

The children eat their snack at the following times:

- Primaire (Primary) – at afternoon break (2.15-2.30pm) or at the start of supervised study (4.00 or 4.45),
- Maternelle (Kindergarten) – 3.00 to 3.30pm.

Lunch time

CATERING

Over 1,400 meals a day are served in the school canteen. Novae, our catering provider, along with chef Alexandre Etienne and five cooks, guarantee the highest food standards.

All menus are prepared with a dietitian to ensure they are nutritionally balanced. A vegetarian dish is available every day. Pupils may take a second helping if they wish (except for individual items like burgers, yoghurts, etc.).

Florimont cannot cater for special dietary requirements and cannot guarantee that food prepared in our kitchen is free of allergens. We recommend that parents of children with special dietary requirements register their child as “externe” (not taking school meals) and bring their own food.

Please note that registering for meals automatically informs the kitchen that your child will have school lunches 4 days a week (Mondays, Tuesdays, Thursdays and Fridays) unless parents state that their child will bring their own food. In addition, parents must specify whether they want to order school lunch for their child

on Wednesdays.

On Wednesdays, pupils who do not take school lunches go outside with their class teacher at 12.10pm (no earlier). Supervision can be provided in the library from 12.10 to 1.00pm on request (30 CHF/Wednesday). Pupils who take school meals and who bring in a packed lunch eat in the primary dining hall.

The school provides a morning snack. Please provide an afternoon snack for your child if required.

Parents are welcome to have lunch in the dining room to experience the quality of our food for themselves. Please contact our Bursar Nicolas Stettler on nstettler@florimont.ch to arrange this.

WEEKLY MENUS

The menus for the week are available in the Maternelle hallway and on our website site www.florimont.ch. On the homepage, click on ‘Daily Life at Flo’, then select ‘School lunches’ and ‘Menus of the week’.

- The meal provided to pupils in Maternelle and 11ème is shown under the Fourchette verte heading.
- Pupils in 10ème to 7ème have a choice of lunch dishes.

As pupils in Maternelle and 11ème are served their food at the table, they may not take any of the starters or desserts available for older children (from 10ème).

Detailed menus for Maternelle and 11ème pupils are also available in the Maternelle hallway, on Seesaw for parents of Maternelle pupils and posted on Pronote of the relevant parents every Monday under the ‘Information’ tab. Parents can see here what starters and desserts their child is given each day.

Please contact Nicolas Stettler if you have any queries (nstettler@florimont.ch).

BAD WEATHER CONDITIONS

Even on rainy days, your child must have appropriate clothing (raincoats and boots) as pupils need to go outside and get fresh air.

When the weather is very wet, we usually let pupils choose what they would like to do: they can go outside, go to the library or play games (or go from one place to another for their 45-minute break).

On the rare occasions when the weather is very bad, pupils can go into one room to watch a film or into another room to play board games or do arts and crafts. Vie Scolaire organise these choices if and when necessary.

If you would prefer your child not to watch a film at these times, please inform Vie Scolaire in writing.

Pupils in Maternelle go outside into the covered area (or wood) whatever the weather. In the event of very heavy rain, they spend the rest of break inside.

MEAL TIMES

Maternelle (Kindergarten)

In Maternelle (Kindergarten), all children eat in the dining-room (lunch paid for by parents). If you wish to discuss alternative arrangements, please contact Cathy Levi, Maternelle Coordinator (clevi@florimont.ch).

14 ^{ème}	11h15 – 12h Cantine
	12h - 14h Sieste
13 ^{ème}	11h30 – 12h15 Cantine
	12h15 - 13h30 Sieste
12 ^{ème}	12h – 12h30 Cantine
	12h30 - 13h30 Récréation

Primaire (primary)

11 ^{ème} to 7 ^{ème}	11.20 – 1.00
In Primaire (Primary), children must eat their lunch in the canteen (either school lunch paid for by parents or packed lunch) and then go outside for supervised play. They can also go to the library or sign up for extra-curricular activities (see full list on school website at www.florimont.ch)	

End of day

COLLECTING PUPILS IN MATERNELLE (KINDERGARTEN)

1st collection : 4.00pm	
Les élèves sont récupérés sous le préau de l'école maternelle.	
2nd collection : 4.30pm	
<p>Pupils who take the school bus</p> <p>Children who are registered for school transport are accompanied to the bus by Maternelle (Kindergarten) staff who check the children onto their correct bus.</p> <p>Please inform the Vie Scolaire office of any change.</p>	<p>Pupils who do not take the school bus</p> <p>Parents collect their child from the covered area of the Maternelle (Kindergarten) playground. Children who have not been collected by 4.45pm are taken to the Maternelle (Kindergarten) crèche (for an additional fee) where parents can collect them.</p>

After-school crèche: from 4.45 to 6.00pm, the Institut provides after-school crèche facilities (15 CHF/day and 50 CHF/week) run by two Maternelle (Kindergarten) staff. The door is left open on rainy days.

Please do not be late when collecting your child from crèche. Parents who arrive after 6.00pm must sign the “late register”.

. There will be a charge of 15 CHF for every 15 minutes delay in collecting your child. Pupils can be collected from the main reception.



COLLECTING PUPILS IN PRIMAIRE (PRIMARY)

Pupils are collected from the primary school playground in front of the main entrance, at the place indicated for their class: 10^{ème} to 7^{ème} in front of the building, 11^{ème} in the small playground to the side.

Première sortie : 4.00
Deuxième sortie : 4.35

Pupils who take the school bus	Pupils who do not take the school bus
Children who are registered for school transport are accompanied to the bus by staff members who check the children onto their correct bus.	Parents collect their child from the primary playground, in front of the main entrance to the primary building. Children who have not been collected by 4.45pm are taken to the after-school crèche (for an additional fee) in the dining-room where parents can collect them.
Please inform the Vie Scolaire office of any change.	

- Study with class teacher: optional from 4.00 to 4.35.
- After-school study: 4.45 to 6.00pm, Florimont provides optional after-school study (15 CHF/day and 50 CHF/week), supervised by Institut staff. Please do not be late when collecting your child from crèche. Parents who arrive after 6.00pm must sign the "late register". There will be a charge of 15 CHF for every 15 minutes delay in collecting your child. Pupils can be collected from the main reception.

DESIGNATED AREAS FOR PRIMAIRE (PRIMARY) PUPILS AT COLLECTION TIME

Belt barriers are placed over the coloured lines in the primary yard to organise pupils as they wait to go home (4.35pm and 12.10pm on Wednesdays). These barriers clearly mark the areas reserved for pupils and teachers, and for parents and other adults. It is important for all parents, guardians and family members to wait behind the line.

This system not only helps you collect your child as quickly as possible, it also allows us to organise the pupils who have not yet been collected and are still our responsibility until they go through the barriers from 4.35 to 4.45pm.

Please note: pupils who have permission to leave unaccompanied must make their way off the campus immediately as they cannot be supervised at school after this time.

A REMINDER ABOUT AFTER-SCHOOL SAFETY

We remind pupils and parents that it is strictly forbidden for children to play in the playground without supervision by a member of staff, parent or guardian. Institut Florimont reserves the right to apply disciplinary measures if this rule is broken. Outside school hours, parents or guardians are entirely responsible for their children, including on school grounds.

Extra-curricular activities

The Institut offers extra-curricular activities to all Maternelle and Primaire pupils for an additional fee. Activities are held at lunchtime or at the end of the school day. **From June 2024, please register your child for these activities on the Skolengo site.**

You can register your child at any point in the year, depending on availability. Please refer to the school website for the full list of activities (www.florimont.ch). Activities start after the Jeûne Genevois long weekend (from 9 September 2024).

For further information, please contact Laetitia Massin (lmassin@florimont.ch)



D. School procedures for parents

Arriving late

Teaching begins at 8.20am for Maternelle (Kindergarten) and 8.10am for Primaire (Primary) classes. **Please make sure that your child is in school before the start of class every day.**

Children in the primary classes arriving after 8.10am must go straight to the Vie Scolaire (pastoral care) office with their correspondence and homework diary; late notices are recorded in the back pages (and on Pronote). Repeatedly arriving late has a negative impact on the child's learning and disrupts the whole class. School administration will contact you if this occurs too often.

Absence

Missing school can have a detrimental effect on learning. If your child is absent, please inform their class teacher and the Vie Scolaire (pastoral care) office by email as soon as possible. Please contact the Head regarding one-off absences (ccapel@florimont.ch). If a child is absent for personal reasons, they must catch up the work they have missed when they are back at school. Doctor's certificate: If your child has been unwell or in hospital, please respect the dates on their doctor's certificate. Your child may not return to school before the specified return date.



Health issues/Medical conditions

Please contact the nurse, teachers and Vie Scolaire (pastoral care) team if your child has a medical condition that may affect their school experience, such as epilepsy, diabetes, asthma or severe allergies. Please complete and return the medical information form given to you at enrol-

ment. If your child's health changes, notify the school immediately.

HEALTH

DParents are requested to complete and return the Medical Information form when enrolling their child or before their first day of school. This form will be processed and filed by the school nurse. Two nurses are on duty during school hours. Their office is on the ground floor of the Primaire building where pupils can seek medical attention if necessary.

The nurse is on duty from 9.00am. Before this time, children who become unwell must be collected by their parents. If your child becomes ill at school, the nurse will contact you so that they can be collected. It is very important to make sure that the contact details and mobile numbers we have for you are correct, and to tell us if they change during the year.

Please keep your child at home if they are unwell, especially if they are vomiting, have a contagious illness or a fever. Your child must not return to school until 24 hours after symptoms have gone.

If your child needs to be excused from sport for medical reason, please send a doctor's certificate to the Vie Scolaire office and your child's PE teacher.

If a child visits the school nurse, the nurse only informs parents if it is deemed important or necessary. Visits to the nurse are recorded in Pronote.

Headlice are becoming increasingly resistant and outbreaks more and more common. Please inform us if you suspect that your child has headlice. Make sure that long hair is tied up when you receive a message about an outbreak in the school. Please check your child's head regularly and use a nit comb every week to prevent the spread of nits.

Individual Healthcare Plan

If you require an Individual Healthcare Plan to be put in place for your child, please contact the school nurse. This document is based on a medical prescription and authorises your child's teachers to administer emergency treatment if required, for example in the case of severe allergy on a school trip.

Any medication must be supplied to the nurses at the start of term (no medication is to be left in your child's schoolbag) and replaced by parents when necessary. All medication is stored in the nurses' office. The staff leading children on a school trip take this medication with them in the first aid kit. It is also up to parents to notify other service providers (e.g. extra-curricular activities) of their child's individual healthcare requirements. Please contact the nurses at infirmierie@florimont.ch with any queries

Medication

Medication must not be left in your child's schoolbag. If your child needs to take medication at school, please hand it to the nurse with the relevant prescription. Pupils may not carry medication on them at school. The nurses are not authorised to give medication without a prescription.

Where possible, please avoid accepting medication requiring doses to be given during school hours. Paediatricians can modify doses to limit them to two a day (morning and evening).

Reduced mobility

If your child has an injury or health issue requiring them to use the lift instead of the stairs, please inform their class teacher and the Vie Scolaire (pastoral care) team. The pupil and one companion will be permitted to use the lift for as long as recommended by their doctor. Children are not authorised to use the lift without permission for security reasons.

Birthdays

We understand the importance of celebrating your child's birthday and are aware that you may wish to organise treats for the whole class. If so, please contact your child's class teacher to discuss the various options. Please note that any food brought into school must be traceable and therefore shop-bought. Children may not bring home-baked items to share with the class.

Please avoid cakes which are sticky or have a lot of cream or icing (difficult to distribute) and choose cakes with individual portions. We ask you to consider providing small recyclable plates, spoons and paper napkins. The school has reusable plastic plates and cutlery for such occasions.

There is a difference between celebrating a birthday and the bake sales sometimes held at school where parents

can decide whether their child can participate by giving them money to buy a cake.

In Maternelle (Kindergarten), all birthdays occurring within the same month are celebrated on one day. Children with birthdays during the month (all classes together) prepare a special birthday tea with the school chef so that everyone can celebrate the event and share their treats.

Parents visiting the school

ID pass compulsory for all adults
Security is one of the Institut Florimont's priorities, therefore the comings and goings of all visitors are strictly monitored. Anyone wishing to enter the Maternelle and Primaire (Kindergarten and Primary) buildings outside normal arrival and departure times must sign in at the Institut's main reception. They will be given a visitor's pass, which must be fully visible at all times, and must return it to reception before leaving the campus. Any parent accompanying a school trip must request permission (at least one day in advance) from Mr Marti (pmarti@florimont.ch). Smoking on the school campus is forbidden at all times (including in cars).

Lost property

Lost property items are left in the basement of the primary school building, near the art and music rooms. In Maternelle (Kindergarten), there is a lost property basket inside the main entrance.

To help identify lost items, please make sure all your child's belongings are labelled with their name, including lunchboxes, jumpers, coats, hats and gloves.

If you are enquiring about a lost item, please email the Vie Scolaire (pastoral care) team at viescolaireprim@florimont.ch

The Vie Scolaire team compiles a list of any unlabelled lost property items and sends it via email/Pronote. If parents recognise an item on this list, please email Vie Scolaire and it will be returned.



E. Communication

Communication during the school day

During the day, teachers are in charge of pupils and unlikely to check their email. If you need to communicate with the school about an issue on the same day, please contact Vie Scolaire who will liaise with the relevant Maternelle / Primaire teacher(s) viescolaireprim@florimont.ch / Tel : 022 879 00 50

Friday Newsletter

The Friday Newsletter (Mot de Friday) is emailed to all parents every week. It contains all details on events and news from the past week as well as what is coming up. The newsletter is sent out at the end of each week (Friday or before if school is closed earlier). It is essential for at least one member of the family to be responsible for receiving and reading it and all relevant links, and noting any dates or events concerning your child.

Please inform the Vie Scolaire office of your current email. Note: please make sure that our emails are not sent into your spam/junk folder.

You are urged to read the section by Mr Power, Director General, and the sections under the Maternelle (Kindergarten) and Primaire (Primary) headings.

The Friday Newsletter is the official means of communication for parents, replacing the numerous emails sent separately in the past, and all school information is now centralised into this one Friday email. Please note that information about upcoming trips and events for the different classes are also communicated in this newsletter (and in your Pronote Agenda).

Please look out for an alert sign that is sometimes used to draw your attention to important information that applies to everyone. Some information in the final article may also be highlighted in red to make it easier to read.

Email

All members of staff can be contacted by email. Please remember however that teachers may not check their email during the day. They will respond within 48 hours on working days.

All staff emails are included in the first section of this guide. If you need to contact a member of staff urgently, please contact viescolaireprim@florimont.ch / Tel : 022 879 00 50

Back-to-school information meetings

At the start of each academic year, around the Jeûne Genevois weekend, parents are invited to an information meeting in which teachers present their year's objectives and particular features of their class.

The information meetings give a complete overview of the new school year. The content of these presentations, discussions and explanations is very helpful in clarifying expectations on all sides. It is essential that you attend these meetings: they are the keystones of the school-home collaboration that is so important to pupil success.

The English teachers organise a back-to-school video-conference once the English groups have been organised (date to be advised). This is an opportunity for parents to meet their child's teacher for the term ahead

Correspondence and homework diary / Agenda

Homework and late notes are recorded in the correspondence diary (or agenda). It contains lots of information, including the school calendar, school hours, useful contacts, code of conduct, discipline and class timetable (will be added here by the Jeûne Genevois weekend but may change during the year in line with administrative and educational requirements). You should also check Pronote.

Teachers also use the diary to notify parents if their child needs new or replacement materials. We request that parents check their child's diary every day.

Using Pronote, SeeSaw and Teams

Pronote

The Pronote app-which monitors the child's tuition in real time-is an important tool in the school's communication with parents. In the parent's section (Espace Parents), you can see :

- you child's timetable (including outings and other events with all relevant correspondence and a link for parents who wish to volunteer to accompany school trips)
- you child's test results (term reports)
- textbooks (for homework) and a record of any incidents, discipline and absence/late notes
- all Friday newsletters
- any emails sent to families. Parents are responsible for regularly logging in to Pronote to check for updates.

We encourage you to download the Pronote app to your phone so you can receive notifications of new information. Please contact jvaudaux@florimont.ch if you have any technical issues.

Events planned throughout the year are input and can be viewed by parents in Pronote from the start of the school year. However, additions or changes may be made at any time. Please note that you can see the same information about homework in Pronote as in pupils' diary. Worksheets are kept in your child's folder, and occasionally on Teams.

PRONOTE/SEESAW

Parents are sent login details in the first week of school. These must be changed the first time you log in.

Parents are asked to log into Pronote to read the Parents' Guide and all school rules and regulations.

The SeeSaw QR Code will be placed in your child's schoolbag in the next few days.

[Click here for more information on Pronote and SeeSaw](#)

SeeSaw (14^{ème} to 10^{ème})

Teachers use the Seesaw app to share photos, videos, drawing, worksheets and audio recordings in a digital portfolio.

Every parent has a personal account (not accessible by other parents) showing what teachers post.

Teams (9^{ème} to 7^{ème})

The teams app (available via an Office 365 account) is a digital platform for pupils and teachers that enables collaboration by showing materials used by the class (homework worksheets) and discussions between teachers and pupils or between pupils.

All pupils have a personal Teams account and are given their own login and password at the start of the school year. Teams can also be used for remote learning or videocalls with parents. Parents should connect from their email rather than from their child's account.

AGENDA AND TIMETABLE IN PRONOTE

Please note: Pronote has 2 different headings - "Agenda" and "Pupil timetable" - which correspond to two different pages of the app.

Class trips are shown in your Pronote AGENDA. Click on the event and you will see a link to the document with all the trip information, and a link allowing you to volunteer to accompany the class on the trip (if necessary and still available). Please contact Julie Vaudaux for more information.

School trips and parent volunteers

The Agenda in your Pronote space (not to be confused with the timetable) is where you can see all upcoming events planned for your child's class. Under the details of each planned trip, we indicate whether parent volunteers are needed. You can register as a volunteer for school trips directly in your Pronote Agenda (by clicking on a future trip).

Academic progress

1. Back-to-school report: all parents receive a written report in early October giving a general overview and observations of their child's first month at school.
2. Mid-term parent-teacher meetings: individual meetings are held to discuss your child's progress and challenges, as well as their learning objectives. They will be held in the weeks of 25 November 2024 and 23 March 2025, in person or online (parents' choice). Times and login instructions will be emailed to parents several days beforehand.
3. Individual skills booklet for the term: this is sent to parents via Pronote at the end of each term (Friday 31 January and Friday 20 June 2025).
4. Meeting on request: in addition to these planned meetings, parents may request a meeting with their child's teachers (class or specialist teacher) to discuss a particular issue at any point in the school year; an in-person or online meeting is then arranged. Teachers may also wish to meet parents to discuss their child's work or behaviour. Institut staff will respond to emails from parents within 48 hours during school hours. If you have a question or comment about your child, please first contact the relevant teacher, and if necessary contact the Deputy Head or Head of Maternelle and Primaire (Kindergarten and Primary).

Teacher absence

If a teacher is absent, their lessons are covered by a substitute teacher who follows the programme of work set by the absent teacher to ensure continuity of learning. Parents are advised by email if a teacher is absent for more than two days.

Up to two parent representatives are chosen for each class to work closely with teachers and confirm any information before sharing it with other parents. Their role is to provide a link between the teachers and pupils' parents.

Parent representatives may set up discussion groups to notify families of important activities and upcoming events.

Institut Florimont only shares parents' email addresses with the two parent representatives of each class. If you do not wish your email address to be passed on, please inform the primary Vie Scolaire (pastoral care) team in writing at the start of the school year.

Parent representative roles are voluntary, serving to facilitate the link between parents and the teaching staff and communication between parents via WhatsApp groups set up by APEF.

A charter for using these WhatsApp groups has been produced by parents and is available on the Institut website in the "Reference documents" section, under 'Administrative'.

Please note: WhatsApp is only to be used by parents (forbidden to children under 13).

These groups have been set up to share information about school organisation, trips and to discuss possible queries, concerns or issues without targeting individuals. If you want to discuss a particular child or children/parents, and if the issue is within school, please contact the educational team so we can deal with the issue as quickly as possible. If a problem arises, parents must notify the relevant class teacher(s) (preferably by email as the beginning/end of the school day are busy and not suitable for this type of conversation). The school will settle the issues as quickly as possible, working with all pupils involved.

Parent representatives

Social media

Institut Florimont posts regularly about news and events on Instagram, LinkedIn and Facebook.

Image copyright

At school, we often take photos of the children in class or participating in outside activities to use for educational or promotional purposes or to mark celebrations. Photos of the pupils are also used to illustrate our brochure and other publications, either in print, on our website or on social media platforms.

We also make video recordings of class activities and school events to promote the Institut or for educational purposes. No names are attached to the images (except in the school directory) and these videos are used exclusively for information or to promote the school.

Institut Florimont acknowledges the right of families to film and/or take photos as an exception at specific and approved school events. However, we politely request that you do not share or broadcast these images if they include children other than your own to respect the privacy of every family, and the integrity of the school and its community at all times.

Parents are asked to complete a copyright authorisation form when registering their child on our registration platform Skolengo.



F. School life

Well-being and school climate

To support your child's well-being and make their school experience as positive as possible, we recommend you pay particular attention to a number of important aspects, such as personal hygiene, screen time, regularly getting enough sleep, attendance, punctuality, homework, weight of schoolbag, signing exercise books or assessments and reading communications from the Institut.

In recent years, the Institut has put in place preventive action regarding pupil health and relations to be mindful of the well-being of pupils and raise their awareness of their role in making the school climate conducive to learning.

BULLYING PREVENTION

A specialist practitioner is brought in to work with pupils in 9^{ème} and 7^{ème} on bullying awareness and prevention; they learn how to identify and analyse bullying situations, and how to react to a conflict with a schoolmate or schoolmates. The expert explains the benefits of sending a "clear message", an approach which can considerably reduce playground conflict and violence in general when applied regularly. Some staff members are also trained on the characteristics of emotional intelligence and the behaviours to adopt in various situations.

Class conversation time / class council / discussion or class times are regularly held in classes with their teachers to update each other on pupils' experiences..

DEALING WITH BULLYING AT SCHOOL

If a problem arises, parents must notify the relevant class teacher(s) as soon as possible (preferably by email as the beginning/end of the school day are busy and not suitable for this type of conversation). The school will settle the issues as quickly as possible, working with all pupils involved.

The parents of bullies and victims are notified if a problem occurs between pupils, and we work with all parties:

- to manage bullying behaviour,
- to comfort and ensure the well-being of the victim.

Parents of the children involved are requested to contact teachers (not the other parents) directly and immediately so that the problem can be settled in school. Parents must not share information via WhatsApp and under

no circumstances must the names of the children involved be mentioned to ensure confidentiality.

PIKAS METHOD TO TACKLE REPEATED BULLYING OR INTIMIDATION

In 2023, we set up a primary school group, consisting of teachers and an educational psychologist, to apply the method of shared concern (or Pikas method, named after its Swedish creator) in the event of a suspected case of bullying or intimidation.

This non-punitive approach aims to resolve bullying or intimidation by deconstructing the group phenomenon underlying these types of behaviour. Pupils are placed in a situation (starting with the potential bullies) to find the solutions themselves to these unacceptable situations. Under the Pikas method, each pupil involved in a bullying or intimidation situation is interviewed individually by a member of the Pikas group to find a solution. To ensure the Institut responds efficiently, we do not systematically inform parents that the interview process is underway, but will do so with the victim's consent or if the situation is serious.

Institut Florimont also reserves the right to apply its discretion and use the disciplinary actions at its disposal to address a situation. Cases for this may include the perpetrator of bullying/intimidation persisting in their attitude, repetition of an incident, observing a lack of engagement with the Pikas process or if the seriousness of the situation requires it. The disciplinary actions described in the school rules will then be applied (up to and including expulsion from the Institut).

School outings

School outings are an important part of your child's learning experience. Parents are given advance notice of any school outings via the Friday Newsletter with links to further details also available on Pronote. There may be additional costs involved and you will be invoiced directly. Teachers may invite parents to accompany a class on their outing; you can pre-register using the link in the information letter about the outing, and by clicking into the event in your Pronote Agenda.

Class overnight trips (from 10^{ème})

Overnight trips are an opportunity for pupils to put into action the skills learnt in school in a different setting and explore their independence. Class teachers supervise school trips with the assistance of other adults. Parents will be informed via the weekly newsletter and Pronote of the dates of school trips. A financial contribution will have to be paid before their child can participate.

These trips are so fulfilling on many levels, such as educational, social, psychological and physical. Class trips are some of the most memorable moments in a child's time at school. They present the chance for pupils to experience new surroundings and to put what's been learnt in the classroom into practice.

Pupils can discover a new natural or cultural environment with their classmates, working together to build and strengthen relationships.

These trips can see new and stronger bonds form among the group, and encourage independence and maturity. Our teachers are willing to put their time and skills into planning, arranging and accompanying their pupils on these adventures, so vital to their education. 10^{ème} and 9^{ème} are away for 3 days, and 7^{ème} and 8^{ème} for five days.

Our ultimate aim is to nurture our pupils as they explore and experience the wider world.

Class representatives

From 9^{ème} to 7^{ème}, elections are held at the start of the school year to vote for a class representative (and deputy). This person represents their classmates and acts as the class spokesperson when addressing the primary school management. Representatives attend monthly councils, chaired by Ms. Capel, to discuss school issues. They then report back to their

classmates to update them on what has been said, any decisions made and action to be taken.

A school representative is elected each year from all the class representatives to represent all pupils at events, school trips, etc.

Pupils are frequently involved in making decisions about the school and we are keen to show them that their voice counts by:

- supporting personal initiatives (e.g. 'green' actions);
- organising individual votes: choosing lunch menus, voting for theme of party for 7^{ème} pupils;
- organising competitions: designing the cover of the pupils' agenda;
- listening to representatives' suggestions and putting some in place, e.g. hot chocolate at break time, ideas for games and equipment in the yard, new books in the library, etc.

Sustainability Council (Eco-comité)

The Sustainability Council (9^{ème} to 7^{ème}) meets regularly with Julie Vaudaux and Cathy Levi, our Eco-School coordinators.

Pupils on the council discuss all aspects of the sustainability of our campus, from the current status to sharing ideas, taking action and assessing the success of projects.

School photos

Individual and class school photos will be taken in the week of 16-20 September 2024. You will be sent a letter with any dress code requirements. We will not be organising photos with siblings. Once you have received the proof sheets, please place your photo order directly with the photographer. Please contact Lina Russo (lrusso@florimont.ch) if you have any queries.

Bringing toys and money to school

Children are not allowed to bring toys to school at any time other than special presentations in class (projects, show-and-tell in Maternelle (Kindergarten), etc.).

Bringing money to school is also forbidden, except on occasions such as the Christmas market, bake sales, etc. Parents are always given prior notice of these events and can, if they wish, give money to their child on these days only.

Schoolbags

The Institut is keen to ensure that the weight of pupil's schoolbags is suitable for their age. To minimise the weight we recommend choosing a schoolbag that is as light as possible and without wheels, and to buy two pencil cases and sets of writing materials. We ask pupils not to bring more than they need to and from school, and ask parents to reinforce this message at home.

A few rules to remember:

- Water bottles can be left at school and taken home (empty!) once a week to be washed
- Pencil cases are to be left at school.
- Please leave personal books and toys at home (our library is very well stocked)

Below are the average recommended weights of schoolbag by class

11 ^{ème} : 2kg	10 ^{ème} : 2,3kg	9 ^{ème} : 2,6kg
8 ^{ème} : 2,8kg	7 ^{ème} : 3,2kg	

Mobile phones and connected devices

It is forbidden to use mobile phones at school. If a child brings a mobile phone to school for personal reasons, it must be switched off and placed in the child's bag as soon as they arrive until the end of the day. We remind you that the Institut is not liable in the event of theft and/or damage.

Wearing and using a smartwatch or any connected device in the Maternelle and Primaire schools (kindergarten and Primary) is also forbidden. If found at school, these objects will be confiscated.

Fire drill/isolation exercise

Fire evacuation notices are displayed on the doors of every classroom and there are frequent fire drills in real life conditions so staff and pupils know how to react in the event of a fire. We always reassure the children and make it clear that a fire drill is just an exercise.

An isolation drill is also carried out every year. We prepare pupils for this by talking about the exercise and with a game for the younger ones.

School bus

Parents of pupils in 13^{ème} (4-5 years) and 12^{ème} (5-6 years) who have applied for the school bus will receive confirmation with the collection point and bus collection/drop-off times before the start of term. We remind you that it is compulsory for all students using the bus, regardless of their age, to wear a seatbelt. Please note that parents are not permitted to accompany their child in the school bus.

If your child is sick or absent, please inform Vie Scolaire viescolaireprim@florimont.ch and Lina Russo lrusso@florimont.ch or call 022 879 00 00 as soon as possible.

Entering/leaving the campus

Only parents who are bringing Maternelle and/or Primaire (Kindergarten/Primary) pupils are permitted to drive onto the campus in the morning, and this applies for the whole school year. Please use the main school entrance (avenue du Petit-Lancy 37) and follow the signs to the primary school yard when you can park.

On the first day of school, every pupil in Maternelle (Kindergarten) is given 2 parking badges to show that their parents have been authorised to park their vehicle in the primary school yard when bringing or collecting their child. Parents of pupils in maternelle must take their child to the door of their classroom in the morning. Please go through the Primaire (Primary) building from the car park. The entrance to the covered courtyard is very narrow, so vehicles must exit the campus through the other school gate, onto Chemin du Bac. All vehicles must leave the primary school yard by 8.45am to allow use by primary pupils.

At the end of the school day (4.00 or 4.30pm), parents of Maternelle (Kindergarten) pupils may park briefly in the primary school yard while they collect their child. However, space is very limited so we kindly ask you to park off-campus where possible. Parents can collect their child from the playground or at the main door of the Maternelle (Kindergarten) building.

The nearest public car parks are Louis-Bertrand and La Vendée (paid parking). The recommended route is via Avenue des Grandes Communes or Route de Saint-Georges, then Chemin du Bac and Chemin du Fort-de l'Écluse to the Louis Bertrand car park.



MATERNELLE		
	Bringing pupils (7.45-8.30am)	Collection pupils (4.00 or 4.30pm)
By car	Limited parking spaces in the primary school yard	Limited parking spaces in the primary school yard
School bus	Secondary school yard	Secondary school yard
on foot	At the door of the maternelle school	Gate of the maternelle school

End-of-year celebrations

The dates of end-of-year shows and festivités are sent to families several months ahead of time, in the first few days of the new term, so people have time to arrange their attendance.

Below are some of our events and the main reasons we organise them at this time of year:

• June shows

The weather in June makes it easier to hold sports events outside and the auditorium can be used as a rehearsal and performance space, for Maternelle and Primaire as well as for extra-curricular activities, and our secondary school graduation and certificate ceremonies. The school facilities are put to the best and most efficient use.

• Holding shows before the last week of school makes it easier for us to manage numbers and replace any pupils who may be absent. This also means we can watch the videos of different events in class: as well as the performances of other classes (when pupils have not been able to attend the general rehearsal of their friends' shows), they can also watch their own shows. Along with the pleasure of watching our own class perform, there is lot to learn from seeing the end result of all our rehearsing and receiving compliments and constructive criticism.

• Holding shows during the school day gives all pupils the chance to participate and perform, including those who take the school bus home after the show (and who would not be able to stay if the show were held after school).

• Holding afternoon shows (or after 9.0am on Wednesdays for Maternelle pupils) gives us time to prepare the pupils (costumes, make up, props) and building staff to put up the sets and scenery. This also means we can use the yard to accommodate the audience as the car park is emptier at this time of day. Also when the performance is over at the end of the day, the artists (pupils and teachers) can join the audience straight away (it would be a shame not to be able to meet everyone at this point, and very difficult to focus on lessons after so much excitement).

• End-of-year socials are held on the last day of school to give us the time to say goodbye to parents in more relaxed, un pressured circumstances as the end-of-year prizegiving has taken place before your arrival. Judging by the many emails we've received thanking and congratulating us, this final informal gathering is a very enjoyable close to the school year before everyone leaves for the summer holidays.



G. Back to school by class

As children often misplace their clothing or belongings and cannot always recognise them, we kindly request that parents label all items with the child's first and last names (clothing, shoes, sports bag, lunchbox, schoolbag, etc).

Textbooks

The list of textbooks by class level is available on the school website. *Note: your child's English level group will be confirmed once the back-to-school assessments have been completed (see Back-to- School email).*

If you wish to buy textbooks yourself, please make sure to notify your child's class teacher and the school bookshop on the first day of term (librairie@florimont.ch) to avoid being charged for the books.

Please contact the Parents' Association to ask about secondhand book sales on flovert@apecf.ch

School supplies/stationery

The school orders and provides all stationery and supplies. Parents must pay a fee of between CHF 95–165 to cover these costs (depending on the child's class) which is to be paid in September 2024. This material is separate from the list of personal items to be brought in by each pupil in Maternelle (see below). We remind you that all exercise books, textbooks and workbooks must be covered with a plastic cover before your child returns to school. Please obtain the materials needed to cover all books before their first day back atériel nécessaire à cette fin avant la rentrée.

Teaching materials

The school provides all teaching materials, such as photocopies, art and craft materials, drawing paper and digital resources for languages. Parents must pay a fee to cover the cost which is invoiced in September 2024.

Which pens are the best ?

Pens and other supplies are bought by the school (and billed to families) in 11^{ème} and 10^{ème}, but not from 9^{ème} onwards; this includes items such as pens, highlighters and rulers.

From 9^{ème} pupils are more able to look after their own school supplies, and these kinds of items can be used from year to year. It is not our intention to force families to buy new each year.

Please avoid buying pens that look like toys (such as Legami, which can cause arguments at school).

This year we have been collaborating with the professional handwriting therapists who work in our school. On their recommendation we will no longer ask families to buy Frixion-type pens for their child (required up until this year in 9^{ème}, 8^{ème} and 7^{ème}.)

We now advise pupils to buy from the following pens:

- For pupils going into 10^{ème} : SCHNEIDER BREEZE pen adapted for children learning to write (erasable). Provided by the school.

- For pupils in 9^{ème}, 8^{ème} and 7^{ème} : PELIKAN rollerball pen (erasable) and/or BIC GELOCITY pen (4 colours, non erasable and less cumbersome)

Please note that Tippex is not recommended (pupils learn to cross out mistakes with a ruler).

Please remember to label all supplied and stationery with your child's name and replace it as necessary throughout the year.

Supplies required by each child (to be provided and replaced by families)

Below is the list of stationery and supplies to be provided by families (this is separate from the "Supplies pack" provided by the Institut). Pupils must bring with them all the items on this list on the first day of school. Parents are responsible for replacing any items as required during the school year. Please label all belongings with your child's name.

CLASS	CLASS SUPPLIES REQUIRED AND TO BE REPLACED BY FAMILIES
14 ^{ème} et 13 ^e	Backpack containing a pacifier, lunchbox and water bottle
	1 pair of well-fitting slippers with velcro fastening
	Lunchbox and water bottle labelled with child's name
	2 full changes of clothing in bag labelled with child's name
	Long-sleeved apron
	2 boxes of tissues
	1 packet of wet wipes
	1 pair of wellington boots
	1 all-in-one rainsuit
12 ^{ème}	Schoolbag big enough to hold A4 exercise book
	1 pair of well-fitting slippers with velcro fastening
	Lunchbox and water bottle labelled with child's name
	1 box of tissues
	Long-sleeved apron
	1 full change of clothing in bag labelled with child's name
	1 pair of wellington boots
1 all-in-one rainsuit	
11 ^{ème}	Lightweight schoolbag big enough to hold 1 A4 folder.
	1 pair of slippers
	1 box of tissues
	Small, light snack box
	water bottle (unbreakable)
	All pupils are required to buy Florimont PE kit. Contact school reception for information. Small PE bag is provided by the Institut.
	2 pairs of sports trainers (one for inside, one for outside)

CLASS	CLASS SUPPLIES REQUIRED AND TO BE REPLACED BY FAMILIES
10 ^{ème}	Lightweight schoolbag big enough to hold 1 A4 folder
	2 pencil cases
	1 pair of slippers
	Water bottle
	Zip-lock plastic bag (freezer bag): capacity of 3 litres
	Snack box
	All pupils are required to buy Florimont PE kit. Contact school reception for information. Small PE bag is provided by the Institut.
2 pairs of sports trainers (one for inside, one for outside)	
9 ^{ème}	Lightweight schoolbag big enough to hold 1 A4 folder
	<u>Pencil case containing:</u> 1 HB pencil, eraser, pencil sharpener with container, 15-20 cm ruler, 3 BIC Gel-ocity (blue) + refills or a Pelikan-stylo roller Eco-Lire 0.7 mm + cartridges of blue ink and 2 ink erasers, 1 Stabilo highlighter, 1 pack of 12 coloured pencils, 1 pack of 12 coloured markers
	<u>Zip-lock plastic bag (freezer bag) containing:</u> 45° set square (20cm), 30 cm ruler, glue sticks (x10), HB pencils (x4), erasers (x2), Stabilo highlighters (x2), BIC Gel-ocity retractable gel pen refills (blue) (x10) or blue ink cartridges (x10), ink erasers (x3)
	1 pair of slippers
	Water bottle
	Small, light snack box
	All pupils are required to buy Florimont PE kit. Contact school reception for information. Small PE bag is provided by the Institut.
2 pairs of sports trainers (one for inside, one for outside)	

CLASS	CLASS SUPPLIES REQUIRED AND TO BE REPLACED BY FAMILIES
8 ^{ème}	Lightweight schoolbag big enough to hold 1 A4 folder
	<u>Pencil case containing:</u> glue sticks (x10), 1 pair of scissors, HB pencils (x4), erasers (x2), pencil sharpener with container, pink highlighter, yellow highlighter, 30 cm ruler, 45° set square (20cm,) compass with pencil, Pelikan-roller pen (you need 4: blue, black, red and green) and enough refills for the year) and/or Bic Gel-ocity pens (blue x6, red x5, green x5 and black x5)
	pair of slippers
	Snack box
	Water bottle
	All pupils are required to buy Florimont PE kit. Contact school reception for information. Small PE bag is provided by the Institut.
	2 pairs of sports trainers (one for inside, one for outside)
7 ^{ème}	Lightweight schoolbag big enough to hold 1 A4 folder
	<u>Pencil case containing:</u> glue sticks (x10), 1 pair of scissors, HB pencils (x5), erasers (x2), pencil sharpener with container, Pelikan stylo-roller (erasable) or Bic Gel-ocity (cheaper) 5 of each colour and 4 refills for each colour, 4 fluorescent highlighters, stylo BIC 4-colour pen, 15-20 cm ruler that fits in the pencil case, 30 cm ruler, 3 chalk markers
	<u>Zip-lock plastic bag (freezer bag) containing:</u> 45° set square (20cm,) compass with pencil, protractor
	Pencil case containing 12-18 coloured pencils and 12-18 markers
	1 pair of slippers (compulsory for the classroom)
	Snack box
	Water bottle
All pupils are required to buy Florimont PE kit. Contact school reception for information. Small PE bag is provided by the Institut.	
2 pairs of sports trainers (one for inside, one for outside)	

Recommended reading for summer 2024

PUPILS IN 8ÈME (GOING INTO 7ÈME)	
Recommended by class teachers	« Un chat dans l'oeil » by Silvana Gandolfi
	« Les aventures de Tom Sawyer » by Mark Twain (or The Adventures of Tom Sawyer)
	« La bibliothécaire » by Anne Dugüel
	« La maison qui s'envole » by Claude Roy
	« Mission mammouth / Histoires naturelles » by Xavier-Laurent Petit
	« Fifi Brindacier » by Astrid Lindgren
	« L'omelette au sucre » by Jean-Philippe Arrou-Vignod
	« Megumi et le fantôme » by Eric Senabre
Suggested by the librarian:	« Une famille aux petits oignons » by Jean-Philippe Arrou-Vignod
	« Les loups du clair de lune » by Xavier-Laurent Petit
	« Madame Pamplemousse et le café à remonter le temps » by Rupert Kingfisher
	« Jefferson fait de son mieux » by Jean-Claude Mourlevat

PUPILS IN 9ÈME (GOING INTO 8ÈME)	
Recommended by class teachers:	« Arnaque à Central Park » by Jean-Michel Payet
	« Les nougats » by Claude Gutman
	« Comment devenir parfait en 3 jours » by Stephen Manes
	« Sacrées Sorcières » by Roald Dahl
	« Histoires pressées » by Bernard Friot
	« Le petit buveur d'encre rouge » by Eric Sanvoisin
	« Le chat assassin : le retour et la vengeance / Le chat assassin déploie ses ailes / Le chat assassin tombe amoureux / Le chat assassin s'en va » by Anne Fine
	Series: « La colère des dragons » by Eric Sanvoisin
	Series: « Le maître des licornes » by Eric Sanvoisin
	« Mystères dans le Transsibérien » by Alain Surget
Suggested by the librarian:	« Mystères à Londres » Series by Alain Surget
	« Kinra girls » Series by Moka
	« Le club de la pluie » Series by Malika Ferdjoukh
	« Le hibou n'est pas manchot » by Emmanuel Trédez
	« Mais où est passé le Blob ? » by Claudine Aubrun

10èmes (FUTURS 9èmes)	
Recommended by class teachers:	« Apprentis chercheurs : Perdus en forêt » by Hélène Montardre - Nathan
	« La peur au bout de la laisse de Gudule » by Anne Popet
	« Les petites énigmes des légendaires ce1 / ce2 » – Nathan
	« Joe Millionnaire » by David Walliams – Albin Michel
	« Pirates en péril by Agnès Lestrade » - Nathan
	« Isadora Moon » by Harriet Muncaster
	« La belle lissepoire du Prince de Motordu » by Pef – Gallimard Jeunesse
	« Les petites poules et la famille Malpoulie » by Christian Jolibois – Pocket Jeunesse
	« Taupe et Mulot » by Henri Meunier –
	Series: « Les aventures d'Anouk et Benji » by Mymi Doinet
Suggested by the librarian:	« Les chabadas » series by Daniel Picouly
	« Chasseurs de fantômes » series by Andres Miedoso
	« Hercule chat policier » series by Christian Grenier
	« Le buveur d'encre » series by Eric Sanvoisin
	« Le petit chat de l'opéra » series by Nathalie Dargent

11èmes (FUTURS 10èmes)	
Recommended by class teachers:	Series: « Mes premières enquêtes » by Emmanuel Trédez
	Series: « Sami et Julie » fin de CP
	Series: « La tour Eiffel » by Mymi Doinet
	Series: « Frissons au CP » by Anne-Gaëlle Balpe
	Series: « Hercule Carotte détective » by Pascal Brissy
Suggested by the librarian:	« Petits cheyennes : la course au miel » Series by Michel Piquemal
	« Hercule Carotte détective » Series by Pascal Brissy
	« Les animaux de Lou » Series by Mymi Doinet
	« Frissons au CP : l'attaque des citrouilles » Series by Anne Gaëlle Balpe
	« Les filous du CP : Vlad arrêtes tes salades » Series by Mr Tan

Recommendations for English and German books have been sent to parents requesting them according to child's relevant language level.

2024-2025 calendar

Below is the calendar of events for 2024-2025 (subject to change).

CLASS	EVENT	DATE
AUGUST		
14 ^{ème} (3-4 yrs) to 12 ^{ème} (5-6 yrs)	Maternelle (Kindergarten) pupils back to school (14 ^{ème} finish at 11.30)	Wednesday 28.08.2024
All parents	Welcome coffee morning for new parents (APEF)	Wednesday 28.08.2024
11 ^{ème} (6-7 yrs) to 7 ^{ème} (10-11 yrs)	Primaire (Primary) pupils back to school	Thursday 29.08.2024
All parents	Welcome coffee morning for new parents (APEF)	Thursday 29.08.2024
11 ^{ème} to 7 ^{ème}	French, mathematics and English assessments	Friday 30.08 to 13.09.2024
SEPTEMBER		
Parents of Maternelle	5.00pm: Back-to-school information meeting for parents of Maternelle (Kindergarten) (14 ^{ème} , 13 ^{ème} and 12 ^{ème})	Tuesday 03.09.2024
	Jeûne Genevois	Thursday 05.09 au Friday 06.09.2024
	Back to school	monday 09.09.2024
Parents of 11 ^{ème} , 10 ^{ème}	5.00pm: Back-to-school information meeting for parents of 11 ^{ème} and 10 ^{ème}	monday 09.09.2024
Parents of 8 ^{ème} , 9 ^{ème}	5.00pm: Back-to-school information meeting for parents of 9 ^{ème} and 8 ^{ème}	tuesday 10.09.2024
Parents of 7 ^{ème}	5.00pm: Back-to-school information meeting for parents of 7 ^{ème}	Thursday 12.09.2024
all Parents	New parents meet the Head of Maternelle and Primaire (Kindergarten and Primary)	Wednesday 11.09.2024
Everyone	Launch of Cultural Season 2024-2025	Thursday 12.09.2024
14 ^{ème} to 7 ^{ème}	Class and individual photos	monday 16.09 au Friday 20.09.2024
Parents of 9 ^{ème} , 8 ^{ème} , 7 ^{ème}	Parent-English teacher meetings via videoconference for BIL programmes (including FR programmes if English Upper Intermediate or Proficient level)	tuesday 24.09.2024
Parents of 11 ^{ème} à 7 ^{ème}	Back-to-school parent-English teacher meetings via videoconference for ESL programmes (evening)	Thursday 26.09.2024
Primary pupils	Back-to-school Mass (8 ^{ème} and 7 ^{ème}) / Back-to-school celebration (11 ^{ème} , 10 ^{ème} and 9 ^{ème})	Thursday 26.09 ou Friday 27.09.2024
OCTOBER		
Parents of 14 ^{ème} to 7 ^{ème}	Back-to-school observations for parents	Friday 04.10.2024
all	Fête des familles (Family Funday)	Saturday 05.10.2024
12 ^{ème} to 7 ^{ème}	Cross du primaire (primary cross-country event)	Wednesday 09.10.2024

CLASS	EVENT	DATE
	Autumn holidays	Friday 18.10.2024 Wednesday 30.10.2024
	Inset Day (school closed to children)	Wednesday 30.10.2024
	Back to school	Thursday 31.10.2024
NOVEMBRE		
7 ^{ème} -8 ^{ème}	Toussaint Mass	Wednesday 01.11.2024
Parents reps 10 ^{ème} to 7 ^{ème}	6.00pm: Meeting of administration / primary parent representatives 10 ^{ème} to 7 ^{ème} , end of term 1	monday 25.11.2024
Parents of 14 ^{ème} to 7 ^{ème}	Individual parent-teacher meetings, end of term 1 (in-person or online)	week of 25.11.2024 (tuesday 26 et Thursday 28 en soirée)
Parents reps 11 ^{ème} and maternelle	6.00pm: Meeting of administration / parent representatives Maternelle and 11 ^{ème} , end of term 1	Thursday 28.11.2024
Everyone	APEF Christmas Market	Saturday 30.11.2024
DECEMBER		
Everyone	Course de l'Escalade (not at Institut)	Saturday 07 and sunday 08.12.2024
14 ^{ème} to 7 ^{ème}	Fête de l'Escalade at school: Fancy dress day	Wednesday 11.12.2024
11 ^{ème} to 7 ^{ème}	Christmas Mass and christmas celebration	Week of 16.12.2024
Maternelle	Christmas celebration for Maternelle pupils (live crib)	Friday 20.12.2024
	Christmas holidays	Thursday 20.12.2024 to Friday 03.01.2025
JANVIER		
	Back to school	monday 06.01.2025
Parents of 7 ^{ème}	Orientation evening: information for pupils in 6 ^{ème}	tuesday 14.01.2025
11 ^{ème} to 7 ^{ème}	St François de Sales celebration	Friday 24.01.2025
Everyone	End of term 1 reports, Maternelle and Primaire (Kindergarten and Primary)	Friday 31.01.2025
FEVRIER		
Parents of 8 ^{ème}	Musée de la Renaissance, pupils in 8 ^{ème} (afternoon)	Thursday 13.02.2025
	February holidays	Friday 21.02.2025 to Friday 28.02.2025

CLASS	EVENT	DATE
MARCH		
	Reprise des cours	monday 03.03.2025
11 ^{ème} à 7 ^{ème}	Journée Bol de riz (World Hunger Awareness Day)	monday 03.03.2025
Parents of 7 ^{ème}	Science Fair, pupils of 7 ^{ème} (afternoon)	Thursday 13.03.2025
9 ^{ème}	Class trip 9 ^{ème} (3 days, 2 nights)	Du Wednesday 19.03 au 21.03.2025
11 ^{ème} to 7 ^{ème}	Koala and Kangourou maths competition	Thursday 20.03.2025
Parents 14 ^{ème} to 7 ^{ème}	Individual parent-teacher meetings, end of term 2 (in-person or online)	week of 24.03.2025 (tuesday 25 et Thursday 27 en soirée)
APRIL		
Parents	Information meeting about Baptism	tuesday 03.04.2025
Parentsof 9 ^{ème}	Book fair for 9 ^{ème} (afternoon)	Friday 10.04.2025
8 ^{ème} , 7 ^{ème}	Easter Mass	Week of 14 au 17.04.2025
Maternelle, 11 ^{ème} , 10 ^{ème} et 9 ^{ème}	Easter Celebration	Week of 14 au 17.04.2025
Parents reps 10 ^{ème} à 7 ^{ème}	Meeting of administration / parent representatives 10 ^{ème} to 7 ^{ème} , end of term 2	To be advised
MAY		
	Easter holidays	Thursday 17.04 (after lessons) to monday 05.05.2025
	Florimont Inset Day (school closed to children)	monday 05.05.2025
	Back to school	tuesday 6.05.2025
8 ^{ème} , 7 ^{ème}	First preparation day for First Holy Communion	Thursday 08.05.2025
Parents reps 11 ^{ème} et maternelle	Meeting of administration / parent representatives Maternelle and 11 ^{ème} , end of term 2	To be arranged
Pupils being baptised	Baptism Mass	Saturday 17.05.2025
8 ^{ème} , 7 ^{ème} inscrits	Second preparation day for First Holy Communion	Friday 23.05.2025
9 ^{ème} , 8 ^{ème} et 7 ^{ème} candidates	Cambridge English examinations	Thursday 22.05.2025
8 ^{ème} , 7 ^{ème} communicants	10.30am First Holy Communion, Primaire (Primary) pupils	Saturday 24.05.2025
	Ascension (long weekend)	Wednesday 28.05.2025 (after lessons) au 30.05.2025
8 ^{ème}	Class trip for 8 ^{ème} (5 days, 4 nights)	To be advised

CLASS	EVENT	DATE
Maternelle	Sports Day	To be advised
11 ^{ème} , 10 ^{ème}	Sports Day	To be advised
9 ^{ème} , 8 ^{ème} and 7 ^{ème}	Sports Day	To be advised
JUNE		
	Back to school	monday 02.06.2025
7 ^{ème}	Class trip for 7 ^{ème} (5 days, 4 nights)	monday 02 to Friday 06.06.2025
10 ^{ème}	Class trip for 10 ^{ème} (2 days, 1 night)	To be advised
	Pentecôte (long weekend)	monday 09.06.2025
	Back to school	tuesday 10.06.2025
Parents 8 ^{ème}	End-of-year show for 8 ^{ème} (afternoon)	week of 17.06.2025
Parents 9 ^{ème}	End-of-year show for 9 ^{ème} (afternoon)	week of 17.06.2025
Parents 10 ^{ème}	End-of-year show for 10 ^{ème} (afternoon)	week of 17.06.2025
Parents Maternelle	End-of-year show for Maternelle (Kindergarten) and 12 ^{ème} graduation (morning)	week of 17.06.2025
Parents 11 ^{ème}	End-of-year show for 11 ^{ème} (afternoon)	Thursday 19.06.2025
Parents 7 ^{ème}	7 ^{ème} graduation (2.00pm approx.)	Friday 20.06.2025
Tous	End of term 2 reports	Friday 20.06.2025
7 ^{ème} -6 ^{ème}	End-of-year Mass	Wednesday 18.06.2025
14 ^{ème} à 7 ^{ème}	End-of-year school outings	week of 23.06.2025
14 ^{ème} à 7 ^{ème}	Eco-Schools fête (no parents)	tuesday 24.06.2025
11 ^{ème} -10 ^{ème} -9 ^{ème} -8 ^{ème}	End-of-year celebration	Wednesday 25.06.2025
Maternelle	Last day of Maternelle and end-of-year social with parents (afternoon)	Thursday 26.06.2025
11 ^{ème} à 7 ^{ème}	Last day of Primaire, home at 11.30 (no lunch) + social with parents (morning)	Friday 27.06.2025

Florimont's 3rd Cultural Season 2024-2025

“Encré” dans la culture is the school’s cultural season. Each year a series of artistic events are held on Florimont’s campus.

This cross-discipline project is integral to our educational programmes: new teaching activities are created in class to go hand-in-hand with the season’s events, at different levels and across a number of subjects. Some of these activities are led by our cultural partners themselves, strengthening the collaboration between our institutions and giving pupils the scope to develop 21st century skills, such as teamwork, communication and creativity alongside masters of the genre.

Electronic forms: home time at the start of term

To help us organise home time for the first few days of the new term, it is essential that all parents complete the form by clicking on the link below by 28 August 2024.

Maternelle (Kindergarten) pupils : <https://xoyondo.com/su/2x57ozks1ifxojz>

End-of-day collection times for Primaire (Primary) pupils:

- 7^{ème} : <https://xoyondo.com/su/1h2ohbd23conjov>
- 8^{ème} : <https://xoyondo.com/su/ncz29et3tvwayoz>
- 9^{ème} : <https://xoyondo.com/su/f78rx38qhx3ie>
- 10^{ème} : <https://xoyondo.com/su/z23d41bopvqody7>
- 11^{ème} : <https://xoyondo.com/su/pm7bm3qzqqicwbk>



Thank you for taking the time to read our 2024-2025 guide!

We would like to thank Cédric Vincent for his help producing this guide. It was written in June 2024 so some details may change over the course of the summer holidays and during the school year.

If you find any inaccurate, incomplete or missing information, please contact Cédric Vincent (cvincent@florimont.ch) to make sure future editions are up-to-date and communication flows smoothly within the Florimont community.

Thank you for your feedback!



"Nous ne devons pas nous arrêter au bien quand nous pouvons atteindre au mieux."

- Saint François de Sales

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