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## Internal rules

### Year 2025/2026

Saint Ange School is a private and secular school that provides students a francophone education in kindergarten and elementary school. The School also offers a nursery on the campus of Thao Dien.

By signing these rules, Saint Ange School (referred as the "establishment" or "Saint Ange School") through his legal representative, students who are enrolled (referred as "students ") and their parents or legal guardians (referred as "parents") agree to comply fully with all the items it contains, listed below :

- ▶ Rights and obligations of Saint Ange School
- ▶ Rights and obligations of the children and their parents
- ▶ Conditions of registration

The internal rules of the establishment are presented annually to the board, which is responsible to modify and validate. It is subjected each year to parents who must sign so that the students can attend school within the institution.

#### Article 1 : Rights and obligations of Saint Ange School

##### **Article 1.1 : Global commitment to education**

Saint Ange School is committed to implementing financial and material resources to educate students by teaching them the programs of the Ministry of French Education in a setting conducive to work, to the development of one's personality and community life in safety, respect for others and good manners, and regardless of gender, origin or religion.

To get it Saint Ange School will:

- ▶ Employ graduates and qualified teachers to provide students with a high level of education
- ▶ Support the efforts of each student by providing appropriate working methods to his personality and by enhancing its progression to encourage him to persevere
- ▶ Make correct and respectful use of French by all students, teaching staff and management a key point of honor
- ▶ Make available to the students maintained premises and equipment suited to all activities are carried out in good conditions, conducive to learning and development
- ▶ Communicate with parents through the educational team, the head teacher, briefings and communication media used to promote student progress through a mutual understanding between families and the school . Information meetings will be organized by the school where will be present all teachers, management, parents who want and sometimes other stakeholders according to the topics discussed during the meeting. Parents are reminded that these

meetings aim to promote the education of students and resolve potential problems, and it will be good that at least one parent can participate in each meeting.

### **Article 1.2 : English Teaching**

Another purpose of the institution is to provide students with a good level of English, acquired essential for their future. To this end:

- All English classes will be conducted by a qualified and experienced teacher, with the overarching aim to encourage children to speak English
- Students integrating the Saint Ange Kindergarten will receive a first introduction to English. Classic English courses will be provided to the elementary school students.

### **Article 1.3 : Help students assert his personality**

The school is also working to develop and enhance the autonomy, the taste for initiative and sense of responsibility in students so that they fully assert their personalities. In this objective :

- The school will encourage students to participate in the organization and implementation of events for parents and the public
- The school will help students who wish to organize educational clubs whose goals, organization and budget will be designed in consultation with the teaching staff, approved or not by the head teacher and will, in the case of validation, the object of a contract between the head of the establishment and (s) responsible (s) of the initiative
- The school will allow students who wish to publish writings or art media presentation after the head teacher and validation by the latter. Validated, they can then be displayed in placeholders for this purpose or published by the institution for students and / or parents to the will of their (s) author (s)

### **Article 1.3 : Insurance**

In accordance with its obligations, the school purchased group insurance subject to certain constraints, which covers only the risks involving the liability of the institution and can not substitute for insurance purchased by the family of a student for latest.

## **Article 2 : Rights and obligations of the children and their parents**

Article II (2) of the Rules, presented below will be displayed in every classroom.

Section two (2) includes Articles 2.1, 2.2, 2.3, 2.4 and 2.5.

### **Article 2.1 : Security and insurance**

1. The objects of dangerous handling, foreign objects in teaching, and valuables are prohibited and will be confiscated by the institution will output in the presence of parents.
2. In any case, Saint Ange School will not be held responsible for losses, exchanges, breakage or theft committed by children, but the members of the educational team will do everything to avoid them and empower children facing the dishonest behaviors. If loss, students will go to the Secretariat where every object found will be reported by a student or a staff member of the institution.
3. The consumption or possession of chewing gum and lollipops are banned in the school premises for reasons of safety and hygiene.
4. Drug use is strictly framed and will be a certificate from the attending physician and control of this staff.

5. Access to classes outside school hours is prohibited. It is also forbidden to play in the hallways, on the stairs and in the bathroom, climbing the walls, throwing papers in the court and participate in horseplay.
6. Pursuant to the provisions of section three (3), any student enrolled in Saint Ange School should be covered by insurance taken by his family to the school.
7. In case of accident, the school head may take any measure deemed necessary in accordance with the situation and prevent or will prevent as soon as possible parents. Parents undertake to repay the facility for all costs that would be incurred by the institution in case of accident.

#### **Article 2.2 : clothing, health and hygiene**

1. During school time, students must wear the school uniform. Hats, caps and hats should not be worn on the premises, only recreation. Ongoing EPS, any personal items (watch, phone, jewelery, ...) which may cause injury is prohibited.
2. The family of the student will be required to bring to school in clean condition and health. A child who has been sick can not go class only if he is perfectly restored.

#### **Article 2.3 : Posture**

1. Students will always be polite and respectful to teachers, staff of the institution and each other.
2. Any form of violence, whether physical or verbal, is prohibited in the school grounds, and within the context of school outings. All acts of physical or verbal abuse of other students, or staff of the institution, may be sanctioned immediately. If the acts are severe, parents may be asked to pick up their child immediately to school.
3. Students must also meet their material, the affairs of other students as well as local and amenities, trying to let them clean and in good condition. Parents of a student undertake to repay the establishment of any damage made by the student, a hardware or premises upon request of the school head. When applying the headteacher will present equipment purchase invoice, which must be repaid to its purchase value, and / or local repair estimate, to be repaid by parents or insurance.
4. No smoking in the school area
5. Any use, possession, sale or introduction of an alcoholic beverage, a controlled substance or a toxic product is strictly prohibited within the facility.

#### **Article 2.4 : Presence, delay and attendance of the student**

1. The family of the student must respect the entry and exit times. For obvious safety reasons, the gate is closed from the beginning of the class and supervision is ensured a quarter-hour before and after school by a member of the staff.
2. The family of the student is required to ensure his attendance and ensure that the child does homework, learns his lessons, and reports in the shortest possible time, the papers distributed in class.
3. Students must be on time to school having done their homework, because the delay or lack of work a student disturb the class. After three unjustified delays and after discussion with his parents, the student may be denied access to the class.
4. Students are required to actively participate in all lessons for which they are applying. The lack of work on the part of the student absences or tardiness will result in suspension or expulsion of the student to be decided by the school head.
5. The current output authorizations are only granted in exceptional cases of a serious or medical reasons, provided that we pick the child. Early departures and late returns (holiday weekend) are subject to agreement of the headteacher.
6. In case of absence, the family will be required to prevent in advance by school whenever possible and ask itself what permissions seem motivated him.

7. In case of final departure of the student, a prior request for school records of withdrawal must be made at least two weeks before the withdrawal by parents who will pick the file of the student at the institution and secretariat return textbooks and library books that were loaned to the student.

## **Article 2.5 : Punishment**

1. Students will be punished or sanctioned by the institution for breach of duty or with these rules.
2. The punishment is at the discretion of the teacher in the classroom setting, supervisor or head teacher in any other place within the precincts of the establishment within the limits of Article six ( 6 ) of this section. If a member of the education staff believes that a sanction should be imposed by the principal, it shall notify the headteacher who then makes the final decision.
3. The school head may decide not to impose the sanction, to pronounce only the penalty within the limits of paragraph seven (7) of this section or to form a disciplinary committee which will decide the penalty in limit of eight subsection (8) of this Article.
4. If the acts are considered serious by the headteacher, parents may be asked to pick up their child immediately to school.
5. Punishments will be a note with or without information to the families, oral or written apology to be formulated by the student, the partial or complete exclusion of a course (one (1) hour), with additional work or no deductions outside school hours.
6. The penalties may be imposed by the school head if he sees no need to form a disciplinary committee and will be warnings, reprimands or temporary exclusions of eight (8) days. Any sanction will be accompanied by a word of the headteacher on the correspondence book of the student if a parent is not present when the headmaster utters.
7. The penalties may be imposed by the disciplinary council and may be temporary exclusion of nine (9) days minimum one (1) months and a permanent exclusion. Parents, students, victims or witnesses will be present at the Disciplinary Board and the announcement of the decision if they wish. But the final decision will be made without them.
8. Any temporary exclusion will be accompanied by additional work to be done by the student who will increasingly make up classes and homework he missed not to disturb or penalize the class.

## **Article 2.6 : In case of final departure**

In case of final departure family is committed to preventing the establishment at the earliest in making an appointment with the secretariat to be given a medical discharge (essential document to register the child in the next school) and academic record student. The family should bring textbooks that the institution has made available to the student and books borrowed from the library, and settle accounts with the institution.

## **Article 3 : Conditions of entry and Financial Regulation**

### **Article 3.1 : Selection of pupils**

Saint Ange School, private institution, has the right, through the headteacher to accept, reject or register on a waiting list a child in relation to the availability of his academic record, and interview with the head teacher and / or results in a possible aptitude test.

### **Article 3.2 : Documents to be delivered at registration**

1. For an entry to be effective, parents must provide the institution :

- The registration form completely filled
- The rules signed by parents
- A photocopy of the passport of the child, (the original may be required)
- Three recent photographs of the child passport
- The complete academic record of the student
- The "Exeat" of the student, or certificate of cancellation of its previous facility
- The health booklet and vaccination certificates
- Registration fees
- The first payment of tuition fees

We draw the attention of parents on the importance of effective and fast delivery date medical information and contacts the parents in the child's interest, particularly in case of accidents.

2. If the institution does not have all the above mentioned, the head teacher will invite the student's parents concerned to submit these to the school as soon as possible.

The child's nationality is mentioned in the registration form or re-registration and is valid for one school year. If a child changes the parents of nationality must provide proof to the institution will take note for next school year.

### **Article 3.3 : Financial regulation**

1. Saint Ange School is a private school where tuitions must be paid for all students. Families are personally liable for all tuition fees mentioned below. When tuition fees are covered by one or more employers of parents, the family must ensure that the payments it owes have been carried out by the employer or employers. In any case, the contractual arrangements between an employer and one or both parents are not binding on the institution.

Tuition fees include:

- registration fees
- school fees
- the costs of textbooks and notebooks
- the uniforms
- the fees of the trips out

2. The registration fee is paid at the time of registration and are not refundable. Registration fees will be paid by the parents of a child during the first registration of the child or in the case of a re-registration of a student who left the institution. Registration fees cover all internal administrative procedures related to the child's enrollment in the institution.

3. Tuition fees cover tuition. In the case of a first registration the first payment of tuition fees must be made at registration.

It offers parents three periodicities of payment of tuition:

Annual payment - quarterly payment - monthly payment

**Monthly regulations shall only be carried out before the 10th of each month**

**The past 10 months, a late fee of 5% will be applied for each fifteen delay**

- Exchange rates of foreign exchange will be calculated on 1st and 15th of each month
- A discount is applied for each additional child from the 2nd child
- Regulations by checks of foreign banks in Vietnam not allowed

Tuition fees are payable at the beginning of each quarter when the family chose a quarterly payment and in the first 10 days of each month when a family has chosen a monthly payment.

An invoice will be issued on the first day of that period. The first business day of the second week of the period the family will be revived by friendly settlement and will be invited to come to pay the bill within the week. After this date the tuition owed by family rights will be increased by 5% of the unpaid amount and the family will be called for an interview with the head teacher in the week by equipping necessary means of payment. Following this interview if the family has still not paid the student tuition, the student will be expelled from the institution will launch a contentious lawsuit against the family.

In case of unpaid student will not be reinstated unless favorable opinion of the Directors.

4. Early departure: if paid monthly or quarterly, no refund will be made. If annual payment, a refund of 75% of (the) unused Quarter (s).

Thank you for your attention.

Best regards,

Frédéric Lefèvre et Samuel Robez

Child's name :

Signature of parents :

