

WELCOME BOOKLET

life 
SCHOOL
LYCEE FRANÇAIS | JAKARTA

aefe
Agence pour
l'enseignement français
à l'étranger

MESSAGE FROM THE PRINCIPAL



BRAHIM OUALLI

Dear Madam, Dear Sir,

The Lycée Français Louis-Charles Damais's team is happy to welcome you to Jakarta.

You have enrolled your child in a school that works in partnership with the Agency for French Education Abroad (AEFE), with a network of 535 schools worldwide.

We offer our students an ambitious curriculum and quality teaching, from kindergarten to senior high-school, and prepare your children to the Baccalaureate (English section) which paves the way for studies in all universities in the world.

We continue to open the American international section in Primary classes. All information is on our site. The excellent results obtained in the Cambridge, IELTS and Baccalaureate certifications prove the

the recognized quality of our modern language teaching. A real estate project centered on restructuring and renovation of our school has just been completed. Your children arrive in a school with more space and redesigned reception areas.

We have developed a strict health protocol with the security services of the French Embassy and the advice of the High Scientific Council. We use all the resources of the establishment to guarantee a working environment that allows children to be welcomed safely in the current context.

The entire management team wishes you a warm welcome.

Brahim Oualli

WELCOME COMMITTEE

The French School of Jakarta's welcome committee, group of volunteer parents, wishes you a warm welcome.

Our goal is to help you understand how Life school works, and to ease your arrival in Jakarta.

We invite families (parents and children) to a Welcome Morning at the beginning of each school year: introduction to the school by the management team, and visit of the school premises. A welcome "café" is held afterwards.

We will be very happy to meet you and your children during this event.

After each school holiday, we organize for new coming families meetings during a welcome "café" for each level to meet, share your remarks, and answer your questions on life school and Jakarta.

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GLOSSARY - KEY FOR FRENCH TERMS USED

FRENCH	ENGLISH	FRENCH	ENGLISH
AEFE	Agency for French Education Abroad	Chef technicien	Chief Engineer
Annuaire	School directory	Collège	Middle School
AG - Assemblée générale	General Assembly	Comité d'accueil	Welcome Committee
Assemblée des délégués élèves	Student Representatives' Assembly	Comite de Direction du life school	Administration Board
ATSEM - Agent spécialisé des écoles maternelles	Teaching assistant for Pre-School	Commission hygiène et sécurité(CHS)	Committee for Hygiene and Security
BCD - Bibliothèque et centre de documentation	Primary School Library	Commission immobilière	Real Estate Committee
BIPA	Bahasa Indonesia for Foreign Speakers (BIPA) Certification	Commission manuels et fournitures	Textbooks and Stationery Committee
Bourse	Scholarship	Commission restauration	School Canteen Committee
Bureau d'accueil	Reception	Comptabilité	Finance
Bureau de l'Association des Parents d'Elèves (APE)	Elected parents (le bureau) of the Board of Governors	Compte-rendu	Annual academic and student citizenship report
Carnet de liaison	Correspondence book	pédagogique et moral de l'année scolaire	
CDI - Centre de documentation et information	Documentation and Information Centre for Secondary School	Conseil d'administration	Board of Governors
Chef d'Etablissement	Head of School (same as proviseur/principal)	Conseil d'école	School Governing Board
		Conseil d'établissement (CET)	School Education Board
		Conseil de classe	Class Meeting
		CVL - Conseil pour la vie lycéenne	High School Student Board
		COCAC - Conseiller de Coopération et d'Action Culturelles	Counselor for Cooperation and Culture

FRENCH	ENGLISH
Cour de récréation	Central courtyard
CPE - Conseiller Principal d'Education	Education Advisor
Directeur	Primary School Director
Directeur Administratif et Financier	Administration and Finance Director
Dispositif	Plan of action
Dispositif d'orientation	Guidance counseling
Élémentaire	Primary School only - CP-CM2
EPS – Éducation physique et sportive	PE (Physical Education)
Établissement	School
FLE - Français langue étrangère	French as a foreign language
FLS - Français langue de scolarisation	French as an academic language
Fournitures scolaires	School stationery
Infirmierie	Nurses office
Le Consul	The Consul
Les commissions	Committees
LV - Langues Vivantes	Modern languages
Lycée International Français	Lycée International Français
Lycée	High School
Maison des Lycéens (MDL)	High School Club
Manuel scolaire	School textbooks
Maternelle	Pre-school

FRENCH	ENGLISH
Matière	Subject
Orientation & coaching	Academic counselling & coaching
PAI	Individual Dietary Care Projects
Parité (bilingual program)	Equal time taught in English and French
Plateau	Sports ground
Primaire	Elementary School & Pre-School
PRIO - Personnel	University Information & Orientation Counselor
Ressource en Information et Orientation	Strategic plan and development
Projet d'établissement	Principal
Proviseur	School rules
Règlement intérieur	Care and Support Framework
SAS -Structure d'Aide à la Scolarité	Secondary (Middle & High School)
Secondaire	Administration Office
Secrétariat	Internship
Stage	ICTs (information and communication technologies) for Education
TICE: Technologies de l'Information et de la Communication pour l'Education	
Vie Scolaire	Vie scolaire Office
Web classeur	WebFolder



CHAPTER I
**USEFUL
INFORMATION**

1. SCHOOL HOURS

IN PRIMARY

Monday to Thursday from 7.45 am to 2.30 pm
Friday from 7.45 am to 11.45 am

7.30 am	Gates open, greeting in the courtyard
7.35 am	Kindergarten children are welcomed inside the classroom
7.45 am	Classes begin
11.45 am - 1.00 pm	Lunch break
12.50 pm	Gates open for children who eat at home
1.00 pm	Afternoon classes resume
2.20 pm	Kindergarten gates open
2.30 pm	Classes end

IN SECONDARY

Monday to Thursday from 7.45 am to 5.50 pm
Schedule according to class time tables handed out in September
(see your child's communication book).

7.30 am	Gates open, greeting in the courtyard
7.45 am	Classes begin
11.55 pm - 1.50 pm	Lunch break
1.50 pm	Afternoon classes resume
5.50 pm	Classes end (according to the class time table)

END OF SCHOOL DAY

ALL ELEMENTARY SCHOOL STUDENTS EXIT SCHOOL THROUGH THE MAIN GATES.

On Fridays, children who do not eat at the canteen finish at 11.45am. Children who eat at canteen will finish at 12.30pm. If the parents have not picked them up by 12.00pm, students will be served a lunch at the school canteen and it will be charged full price. Students should leave the school after classes are finished, except with special permission from the Principal or Primary School. Parents should pick up their children on time and anticipate traffic, which is usual in Jakarta. The school cannot be held responsible outside school hours.

2. RECEPTION

7.30AM - 3.30PM

CONTACT

Contact: Ernie Rosianawati
e-mail: accueil@lifeschooljakarta.com
Tel: (+62 - 21) 750 30 62
Life school main telephone number

Reception is organized from 7:30am to 3:30pm, by Ernie Rosianawati and the security team through identity verification of ALL entering the school, via badges or identity card.

After 3:30pm, a minimum service is provided.

The reception does not accept forgotten items (homework, school supplies, restaurant badge...).

ACCESS TO SCHOOL BUILDINGS

After the grey gate next to the "Vie scolaire office", access is strictly forbidden, except for appointments, with the presence of a guard or the person meeting you.

ILLNESS OR TARDINESS

Secondary School : please check the school rules in the correspondence book.

In case of illness or tardiness, inform the Vie scolaire office by phone (+62-21) 750 30 62 In case of confirmed contagious illness, please also inform the nurse by email : infirmerie@lifeschooljakarta.com.



3. COMMUNICATION

COMMUNICATION AND EVENTS MANAGER

communication@lifeschooljakarta.com

Available for meetings by appointment

His main responsibilities are the external promotion of the Lycée Français de Jakarta and communication, both within the school and with parents. He is responsible for the promotion and coordination of events and facilitates good relations between non-francophone parents and the school.

NEWSLETTER

At the end of each week, a newsletter is sent to life school parents to inform them on the latest school news and events.

Reading the newsletter is essential.

The website is the main source of information. Its weekly consultation highlights the main events held at life school.

www.lifeschooljakarta.com

facebook : @lifeschooljakarta

twitter : @lifeschooljkt

instagram : @lifeschooljakarta

linkedin : lifeschooljakarta

2. TRAFFIC AND PARKING

DROP OFF ZONES

Drop-off lanes are located on the kindergarten's side and on the scientific building's side. Thank you for respecting these spaces.

For security reasons, stopping in front of the high-school gate, as well as on the zebra crossing, is strictly prohibited.

To improve fluidity, drivers are not allowed to get out of the car.

CAR PARKING

Paid parking is possible at the mosque in Cipete Dalam. Car pooling is highly recommended.



STICKERS

Life school vehicle stickers are required in order to use the drop-off zones. They are provided upon request by the guards at reception with a copy of your vehicle registration certificate (STNK) and a copy of the driver's driving license for each vehicle. They are to be put on the windscreen.

Please ensure your drivers obey parking instructions given by Life school guards.

5. TEXTBOOKS AND SCHOOL STATIONERY

Textbooks for Primary and Secondary school students are provided by the school at the beginning of the school year and taken back at the end of the school year.

Some stationery and equipment required for Middle and High school not being available in Indonesia, life school offers a Stationery service to families who can place a group order in April. The orders will then be distributed to families in September.

6. EVERYDAY NECESSITIES

Before leaving the house, please check that your children have a water bottle, hat and spare T-shirt in their school bag. Please make sure towels and swimming costumes are washed regularly.

Lost property is collected every day and placed in 4 wooden boxes located in the outside courtyard of the school. For hygiene reasons, all lost items will be systematically donated or destroyed at the beginning of each holiday.

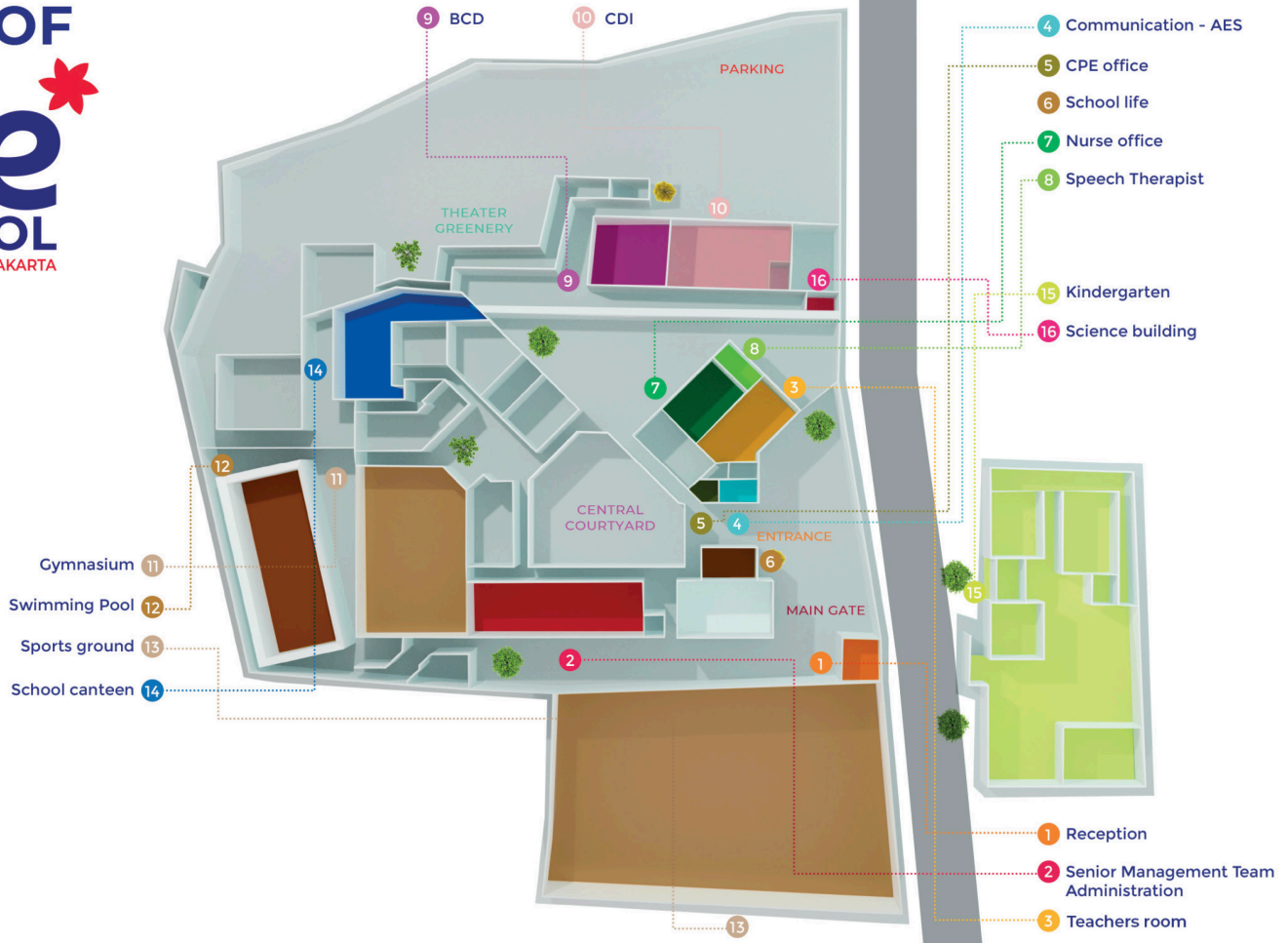




CHAPTER II
**DAILY
ROUTINE**

MAP OF life SCHOOL

LYCÉE FRANÇAIS | JAKARTA



1. VIE SCOLAIRE OFFICE

Education Advisor
cpe@lifeschooljakarta.com
Vie Scolaire Office
viescolaire@lifeschooljakarta.com
(+62-21) 750 30 62

The Secondary Vie Scolaire Office, under the supervision of the Education Advisor, provides support to students in the following ways:

1. Supervision and monitoring of students during school hours.
 - all arrivals and departures
 - movement of students during the day (eg between lessons, recess)
 - half board
 - study time
2. Educational support for students, on individual or group basis, in collaboration with teachers.
3. Participating (supervision and surveillance) in supporting the educational teams and support education and training actions aimed to students.

The Vie Scolaire office contributes to the general operations of life school according to its mission of academic supervision of students and is the main contact for parents for all questions relating to student's education.

It provides information and advice to parents and students.



2. AFTER-SCHOOL ACTIVITIES



Life school offers sport, cultural and artistic activities to all life school students, parents and staff. There are more than 30 activities, 35 expert instructors and 125 hours of activities attended by more than 1,200 participants each week.

Terms and conditions for participation:

- Sport, art and cultural activities are offered in cooperation with all the teaching and administrative staff of life school. Supported by the Board of Governors, these activities provide a local solution to the needs of children in the field of after-school recreation.

To contact us :

aes@lifeschooljakarta.com

- These activities should in no way be considered as a nursery time, but as activities corresponding to the tastes and choices of children that must please them. It is also a time of learning, fulfillment and citizenship education.

- Children can choose activities depending on available spaces. The number of children per activity is limited for supervision and security reasons.

At the beginning of the school year a presentation forum is held to allow families to discover the activities on offer, the schedule as well as the coaches.

Registration is done online through the parent portal.

3. BCD / LIBRARY FOR PRIMARY SCHOOL

The BCD is the Library Documentation Center of the primary school. It is a pleasant place, designed to promote the well-being of students and offering quality children's books in French, but also in English and Indonesian. The objectives are to give a taste for reading, to encourage intellectual curiosity and to allow cultural openness.

In the timetable of each class, a slot is reserved for the BCD. The librarian offers readings and events in collaboration with teachers. Other sessions may be added depending on the projects: participation in a literary prize, initiation to documentary research, media and information education, etc.


Students can borrow 3 books at a time, during their weekly session, thus offering students the prospect of exciting moments of reading at home, independently or with their parents for the youngest. Elementary students also have the opportunity to exchange their books during recess if they wish.

Library Documentation Center

bcd@lifeschooljakarta.com

The library team consists of:

- A Pre-School and Primary School librarian
- A BCD/CDI librarian assistant



BCD Hours
7.45 AM
2.30 PM



4. CDI / DOCUMENTATION & INFORMATION CENTRE FOR SECONDARY SCHOOL

The Documentation & Information Centre is an important information resource. Its access is restricted to secondary school students. The Centre is at the heart of the cultural life of Middle and High School students. The teacher-librarian and her assistant offer a library service where students can borrow books (for a period of 15 days). They also provide advice on multimedia research, individual and class projects and EMI (Media and Information Education).

The main tasks of the CDI :

- Work in partnership with teachers and supervise students to help them in their documentary research at the CDI;
- Guide students towards greater autonomy in documentary research by offering them the tools necessary for better mastery of information and communication;
- Encourage students to read by guiding them in their choice of reading material.

Documentary collections

- Approximately 18,000 documents are made available to students and the teaching team via various media: paper (fiction books and documentaries, magazines), and digital (CD-ROMs, DVDs and websites).
- A specific software, BCDI, helps to find the most relevant documents available at the CDI (the search can be done by title, author or by theme).
- The CDI also has a dedicated website, on which are listed all available publications, news and news from the CDI: <https://2310003y.esidoc.fr/>

fiorella.mainguy@lifeschooljakarta.com

CDI team consists of :

- a Teacher-Librarian
- a documentalists assistant

CDI Hours
7.45 AM
4.00 PM



5. SCHOOL CANTEEN



restoration@lifeschooljakarta.com

Educating children to “eat well” is part of the French curriculum and great care is taken in planning the menus, sourcing the best ingredients and using savor-enhancing cooking methods. A group of Chefs prepare the meals on-site every day. MSG and artificial colorings are completely prohibited, replaced by herbs and spices, virgin olive oil and fresh fruits and vegetables.

Every meal includes an appetizer, the choice between a western or oriental main course, a dessert and bread. Young children are encouraged to try everything and can get multiple servings under the cafeteria staff’s supervision. If pork is used, several posters inform the students and an alternative dish is always on offer. Pork is never served at the kindergarten.

Lunch boxes are not permitted, except in cases of severe allergies, after consultation with the

school’s Medical Department. Parents can choose between registering for the school cafeteria and having their children coming back home for lunch.

Primary students are served first, from 11.45 am; college and high school students join later, from 12.30 pm to 1.30 pm.

The menus and canteen fees can be found online. Registration and invoices are done at the beginning of each term. Registration can be for the whole week or for certain days only.

6. PRIMARY SCHOOL COMMUNICATION

Communication between parents and teachers is critical to students' success in school, and is the responsibility of both parties. An information meeting for parents takes place at school in September to present the general organization of the school, plans, projects and themes covered in your child's class and to address any questions you have. Teachers are also happy to meet with parents upon request. This can be arranged using the correspondence book, to discuss your child's progress, any difficulties your child may be experiencing or any issues you wish to raise or any questions you wish to ask. Mr. Frédéric Tavernier, the Primary School Director, is also available for meetings for more general issues.

Parent representatives: any parent who wishes to volunteer can come forward at the meeting in September to become the class representative, a link between families and class teachers. Volunteers are also invited to represent their class level at the School Governing Board, concerned with academic issues of the school. These two positions that represent families, work together to focus on issues relating to each class and to each school level.

Email contact list: an email list for each class is created each year from details given on the registration form. Please make sure that you have given an email address which is regularly used. The list allows the school and parent representatives to communicate with parents on a range of important information including health information, news about school trips, newsletter, etc.

School reports: they are available online on Pronote, accessible through your unique family password.

It is strongly recommended that you carefully save the school reports.

Kindergarten uses progress books to reports the progress of learnings according to the new programs.

School events and field trips: over the course of the school year, there are a number of events and activities in which families are invited to participate. Teachers may ask parents to help on field trips or with specific projects. For excursions outside of school, students are asked to wear the life school polo shirt.

Teachers will communicate with you by email.



7. PRE-SCHOOL RECOMMENDATIONS

Start of the school day

Children are welcomed into their classes from 7.35am until 7.45am. For those in classrooms on the ground floor, please bring them directly to their classroom door. For the benefit of the children, all families should respect this timetable.

Parents are not allowed to enter the Pre-school during classes.

End of the school day departure

Children will only be given to third parties with written authorization put in advance on the correspondence book.

In Petite section, we highly recommend to send in a spare set of clothes as well as a pillow and light blanket for those who have nap time.



8. HEALTH SERVICES

Medical Clinic:
Monday to Friday
7.45 am - 5.00 pm

infirmierie@lifeschooljakarta.com
Tel: (+62 - 21) 750 30 62

The Medical Clinic is dedicated to life school students and staff. They organize annual medical check-ups for classes at the end of each school cycle, health education projects and provide medical assistance to students. Appointments are available on request.

Speech Therapy
Tel: (+62 - 21) 750 30 62

A speech therapist is employed by life school and organizes the sessions according to children's needs and her availability.



9. ADMINISTRATION OFFICE

Principal's Assistant
Secondary School Office
secretariatdir@lifeschooljakarta.com

Elys Siagian is in charge of administration for the Principal. She liaises with AEFE network.

Primary School Director Assistant
Admissions and Scholarships
secretariatprim@lifeschooljakarta.com

Christina Puji manages the administration for the Primary School Director, is in charge of admissions and departures for all life school students and coordinates scholarship applications.

10. FINANCE

comptabilite@lifeschooljakarta.com
Appointment upon request.

The Finance team consists of 2 accountants, managed by the Administration and Finance Director.

For all transfers to the school (by ATM or internet), it is important that you include the invoice number or at least the name of the student it relates to.



11. SCHOOL RULES

There are school rules for both Primary and Secondary Schools. They can be found in the correspondence books handed out at the beginning of the school year and must be signed by the students and their parents.



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快乐!

CHAPTER III
**THE SENIOR ADMINISTRATIVE
AND EDUCATION TEAM**



1. PRINCIPAL: BRAHIM OUALLI

Available for meetings by appointment.

The Principal is a key member of the senior management team on secondment from the French national education authority and nominated by AEFÉ (Agency for French Education Abroad), in accordance with agreement signed between the Lycée Français de Jakarta and the Agency for French Education Abroad.

He is in charge of the school and the entire staff, regardless of nationality, and is the key external representative for the school. He is actively involved with his team and coordinates the school's educational strategy and school projects.

He works in partnership with the management committee as the key representative for AEFÉ and other AEFÉ schools in the region working with the Counselor for Cooperation and Culture and the French Ambassador in Indonesia.



3. ADMINISTRATION AND FINANCE DIRECTOR: FIRMAN MARBUN

Available for meetings by appointment.

Responsible for the administration and finance of the school, he is in charge of administering local contracts and supervises the administrative staff and services. He prepares the budget, working closely with the Principal and the President of the Board of Governors, and ensures its proper implementation, in line with the treasurer of the management committee. He informs the AEFÉ of the financial management of the school (budget and financial account).



2. PRIMARY SCHOOL DIRECTOR: FRÉDÉRIC TAVERNIER

Available for meetings by appointment.

The Primary School Director is on secondment from the French national education authority, nominated by AEFÉ (Agency for French Education Abroad) and is part of the senior management team as Deputy Principal. He is responsible for developing and implementing academic strategies for the Primary School.



4. EDUCATION ADVISOR (CPE) SALSABIL NABILA AFHANI

Available for meetings by appointment.

The CPE is the technical advisor for all educational issues to the management and the teaching team. She is also in charge of the Vie scolaire which, consists of 6 teaching assistants.



CHAPTER IV
EDUCATION

1. EDUCATIONAL FRAMEWORK

At the start of each school year, the educational framework is updated according to the students registered. Plans for the school year are submitted to the School Education Board, to the Board of Governors and to AEEF.

Comparison between the French education system and the American, British and Indonesia systems.

AGE	CYCLES	FRENCH SYSTEM	SCHOOL LEVEL	AMERICAN SYSTEM	KEY STAGE	BRITISH SYSTEM	TINGKAT	INDONESIAN SYSTEM
3		PS						Pra-Sekolah
4	CYCLE 1	MS	PRE SCHOOL	Pre-Kindergarten	FOUNDATION	Reception	TAMAN KANAK-KANAK	TK Kecil
5		GS		Kindergarten		Y1		TK Besar
6	CYCLE 2	CP	ELEMENTARY SCHOOL	1 st	KEY STAGE 1	Y2	SEKOLAH DASAR	SD Kelas 1
7		CE1		2 nd		Y3		SD Kelas 2
8		CE2		3 rd		KEY STAGE 2		Y4
9	CM1	4 th	Y5	SD Kelas 4				
10	CYCLE 3	CM2		5 th		Y6		SD Kelas 5
11		6 ^{ème}		6 th		Y7		SD Kelas 6
12	COLLEGE	5 ^{ème}	MIDDLE SCHOOL	7 th	KEY STAGE 3	Y8	SEKOLAH MENENGAH PERTAMA	SMP Kelas 1
13		4 ^{ème}		8 th		Y9		SMP Kelas 2
14		3 ^{ème}		9 th		KEY STAGE 4		Y10
15	2 ^{nde}	10 th	Y11	SMA Kelas 1				
16	LYCEE	1 ^{ère}	HIGH SCHOOL	11 th	KEY STAGE 5	Y12	SEKOLAH MENENGAH ATAS	SMA Kelas 2
17		Terminale		12 th		Y13		SMA Kelas 3

2. STRATEGIC PLAN AND DEVELOPMENT

The school project defines the educational and pedagogical policy for three years.

3. LANGUAGE PATHWAYS IN PRIMARY SCHOOL

Language curriculum is one of the main concerns of AEFÉ to meet our ambition to train future world citizens.

All grades of Primary school are organized in sections. The aim of these sections is to introduce lessons in common for all students and then offer different courses.

In kindergarten, every day is divided into common lessons in French and lessons in sections:

- in reinforced English, with an English-speaking school teacher
- in reinforced French, with a French school teacher of the corresponding level

In elementary, for each student, 17.45 hours a week are devoted to lessons in French, 3 hours to English language lessons and 45 minutes to Bahasa Indonesia lessons. 4.5 hours are then devoted to sections:

- In American International section, 2.5 hours of lessons in French and 2 hours of teaching in American international section lessons
- In American international extra English section, 2.5 hours of curriculum subjects taught in English and 2 hours of teaching in American international section lessons
- In multilingual extra French section, 4.5 hours of subjects in French

The program and teaching objectives of all sections are those of the French National Education system. The orientation decision of which section a student is enrolled in is made by the school's academic team bearing in mind each family's plans for their children's education, the school trajectory of each student and their linguistic profile. A meeting with the Primary School Director is necessary to understand the parents' wishes and to present the different options.

French Language support

A French language integration plan (CLIN) is open for non-French students requiring additional assistance in French. They will be enrolled in a reference class corresponding to their age group and will have specific classes with a "French as a Foreign Language" (FLE) teacher whose aim is to help them progress sufficiently in French.

To complete this program, weekly classes of French as an Academic Language (FLSco) and French as a Foreign Language (FLE) will be offered to students requiring supplementary support in French language. This is offered to all Primary and Middle School students. This structure of French language support has been developed by our academic teams in order to facilitate all students' entry into our academic system.

LANGUAGE CURRICULUM AT LIFE SCHOOL

Cycle	Cycle 1 Kindergarten			Cycle 2 Fundamental learning			Cycle 3 of consolidation			Cycle 4 deepening			High School
Class	PS	MS	GS	CP	C1	CE2	CM1	CM2	6EME	5EME	4EME	3EME	2NDE, 1ERE, Tle
Reinforced French Course	2h English/week Introduction Indonesia			French : 22h English : 3h Indonesia : 45m (and more optional)			French : 22h English : 4h Eng. Literature : 2h <u>Optional extra :</u> Indonesia : 1h						English : 2NDE : 3h 1ERE and Tle : 2h30 DNL HG in English : 2h
Reinforced English Course	French : 15h English : 11h Introduction Indonesia			<u>Int. American Section :</u> French : 20h15 English : 3h English (culture&literature project) : 2h Indonesia : 45m (and more optional)			<u>Int. American Section :</u> French : 22h English : 4h Eng. literature : 2h HG in English : 2h			English : 3h Eng.Literature : 2h LV2 : 3h Mandarin and Spanish			<u>LV2 : 3h</u> Madarin, Spanish, German
American International Section (From CP to 6EME)				<u>Int. American Section English Reinforced :</u> French : 17h45 English : 3h English (culture&literature project) : 2h English EMILE : 2h30 Indonesia : 45m (and more optional)			<u>Optional extra :</u> Indonesia : 2h			Optional extra : HG In English : 2h LCA Latin : 2h Indonesia : 1h			<u>Optional extra for 2NDE & 1ERE :</u> Latin : 2h Indonesia LV3 : 1h Theater : 3h

4. STUDENT SUPPORT

Individual support for Primary School students

For each student, the teachers build an individual work program that targets all temporary or persistent difficulties. At the end of each term, the Teachers Board for each academic cycle discusses action plans and groups are reorganised according to students' needs.

Care-Support Framework (SAS)

In Primary School, the SAS system (Structure d'Aide et de Soutien - Care and Support Framework) is used. If a student is facing more serious difficulties, strategies are put in place either for individualised remedial action (PPRE - Projet Personnalisé de Remédiation Educative) or for individual plans for academic integration in consultation with the speech therapist.



5. COURSE CHOICE AND UNIVERSITY ORIENTATION

Mr. Vlerick, ressource-orientation staff, is in charge of orientation at life school, in association with Mrs. Mainguy, documentalist.

Information meetings focused on universities' admissions procedures are organized at life school for both students and parents.

A "Job fair" is organised every two years for students from Middle school (3ème) and high-school, where professionals present their job and job field.

6. EXAMINATIONS AND DIPLOMAS

Diplôme National du Brevet (DNB) and Baccalauréat

The Lycée Français de Jakarta is the examination center for the Brevet National Diploma (DNB) and the examination center for the Baccalaureate European English section (Première and Terminale final tests).

Baccalauréat exams for the second group are taken in Singapore.

Exams dates are fixed by the Chief Education Officer of the Montpellier academy, with which life school is associated.

All students take the Baccalaureate in European-English Section.

Language certifications

The Cambridge Certification (English-language school diploma) and other certifications are available for LV2 in secondary school (Chinese, Spanish, German...). These certifications have a cost, except for the Cambridge, which is already integrated to certain grades tuition fees (6ème, 3ème, 1ère).

7. SCHOLARSHIPS

Scholarships

Students of French nationality can apply for financial aid if they comply with certain guidelines outlined by the French consulate in Jakarta.

Parents are informed of the dates of the two scholarship campaigns.

Merit scholarships

They are intended for foreign students who wish to pursue higher education studies in France.



8. ANNUAL PROJECTS

Each year, Primary, Middle and High School teachers organize numerous projects.

Transport, accommodation and activities are paid for by the parents in addition to a budget allocated by the Board of Governors.





CHAPTER V
**SCHOOL
BODIES**

PARENT REPRESENTATION ON THE DIFFERENT LFJ BOARDS

General Assembly
All parents
1 vote per child



Parents Association Board
7 parents elected in the
General Assembly meetings



School Education Board Elections in October
(Date confirmed at the beginning of each school year)
3 seats for Parents

Secondary School Board for Middle and High school

2 seats for parents, elected from School Education Board

Briefs School Governing Board for Secondary school

Class Meetings (Middle & High School)

2 parent representatives for each class

Able to raise specific issues with Boards.

Committees

No elections, parents volunteer themselves
According to the Boards' requirements.

Delegates questions relating to after school activities.

School Governing Board

1 parent representative for each class

Briefs School Governing Board for the Elementary school

1. PARENT'S ASSOCIATION, GENERAL ASSEMBLY AND BOARD OF GOVERNORS

1. Parents' Association "Pour le Lycée Français de Jakarta"

Created in 1967 at the initiative of parents, the French Lycée Louis-Charles Damais is a private school under parental control. It is established as a non-profit association (Yayasan status under Indonesian legislation) which parents are members of by right (1 vote per child), with the following social purpose:

- ensuring the sustainability of a French model of education in Jakarta,
- promoting cultural encounters and exchanges within the French-speaking community in Indonesia.

Owner of the School, and responsible for its management, particularly with regard to local laws, the Parents' Association " Pour le Lycée Français de Jakarta" has its own statutes.

The Lycée Français de Jakarta experienced a significant milestone in its development following the signature in 2002 of an agreement with the Agency for French Education Abroad (AEFE) related to the Ministry of Affairs Foreign.

2. General Assembly

Decision-making body of the Association, the General Assembly of parents meets a minimum of twice a year (June and December) to address major decisions (including approval of the annual operating budget and school fees).

The presence of parents is essential. The General Assembly also elects its board, amongst which the President who is the legal representative of the Association.

3. Parent's Association Board

The APE Board comprises of 7 elected and volunteer parents and an Indonesian member. Each member is elected for 3 years.

Board members work in partnership with the management team on the following areas:

- strategy
- budget and finance
- human resources
- security
- construction and maintenance

It relies on the participation of volunteer parents who provide expertise in areas such as security, canteen, and construction.

Do not hesitate to contact us directly or by mail at:
cdg@lifeschooljakarta.com

4. Board of Governors

The Board of Governors is composed of a total of fourteen members:

- 7 members with voting rights, corresponding to the elected parents of the Parents' Association Board (APE);
- 7 members with an advisory capacity: the Counsellor for Cooperation and Cultural Action in Indonesia, the Consul of France in Jakarta, the Principal and the Director of the primary school, two life school staff representatives and one Indonesian personality.

The Administrative and Finance Director is invited to attend Board meetings.

The Board of Governors' main role is to manage the Lycée Français under the control of the General assembly and inside the limits of its agreement with AEFÉ.

The Board of Governors has the following permanent functions:

- Ensuring the quality of education provided and taking all necessary measures to guarantee the recruitment and retention of competent teachers, adapted to the objectives of a French school
- Preparing, presenting and proposing budget adoption by the General Assembly of the Lycée Français and manage the budget accordingly

- Ensuring the implementation and enforcement of by laws, rules, procedures and all safety rules
- Ensuring the sustainability of school buildings in terms of their maintenance, possible replacement and equipment. The Board of Governors may also create other special committees or study groups to assist it in solving specific problems.

2. SCHOOL EDUCATIONAL MANAGEMENT

1. School Education Board (CET)

Made up of the school senior management team, staff representatives, elected parent representatives and student representatives, one representative of the Board of Governors, the Embassy's Cultural Counselor, the Consulate and two consular advisors. It is chaired by the Principal.

Responsibilities of the School Education Board

It is responsible for all matters pertaining to any curricular and educational issues of the school.

The School Education Board approves:

- Strategic planning and development, on the recommendation of the School Governing Board and the Secondary School Board for Middle and High School.
- School rules after consultation with the Preparatory Board (the School Governing Board and the Secondary School Board For Middle and High School)
- The school calendar
- The proposed allocation of expatriate and local staff

The School Education Board offers advice on:

- Proposals for the evolution of the educational framework and the classes taught
- Academic planning
- The program of activities offered by school organizations and clubs
- Questions relating to the information for parents, parent participation in the life of the school
- Annual Program and financing of school trips
- Organization of the School Office
- Questions relating to hygiene, health, security and planned construction works
- Enrollment and care of disabled students
- Canteen and school transport
- Outsourcing and Procurement School

budgetary requirements and the charges/ allocation of resources

- Training program, as proposed by the training unit.

The School Education Board meets at least once per term.

2. School Governing Board (CE)

Composition

- Primary School Director (Chair)
- Principal
- National Education Inspector (IEN) or representative teachers
- School teachers
- Parent representatives

The President, after consulting the CE may invite one or more individuals whose consultation is deemed appropriate depending on the agenda.

By invitation

- Medical and paramedical partners
- Any individual with relevant expertise related to an item of the agenda

Responsibilities

The School Governing Board is a decision-making body

- Votes the school rules
- Approves the school's educational program
- Can outline an organizational planning for the school week (with the approval of the IEN)

The School Governing Board is a consultative body which advises and makes suggestions regarding :

- Management of the school and any issues relating to school life
- Academic activities
- Allocation of school resources
- Provisions for disabled students
- After school, sport and cultural activities
- School canteen hygiene
- Student safety and security

The School Governing Board is a source of information for :

- the selection of educational textbooks and materials
- organization of special support services
- organization of parent-teacher meetings, especially those taking place at the beginning of the school year and orientation

The School Governing Board is formed for a period of one year and meets at least once per term.

3. High School Student Board (CVL)

The High School Student Board is composed of 6 students elected for 2 years. They are asked about High School student's life (school calendar, school rules, etc) during each School Education Board meeting.

4. High School Club (MDL)

The High School Club is an association of high school students, created and managed by students and for the students. It aims to create a dynamic school environment by involving students in projects. The High School Club is managed by one president, one treasurer and one secretary.

5. Students' Representatives' Assembly

Every term, the High School Student Board brings together student representatives from every class of the Secondary School with the Principal and the Education Advisor. The High School Student Board is co-chaired by the Principal and a student elected by the student representatives. The representatives of this assembly have a seat on the School Educational Board.

3. REPRESENTATION OF PARENTS AND COMMISSIONS

1. Parent representation

Elections of Parent Representatives for the School Boards and School Education Boards will happen in October. An email to inform the parents will be sent to them at the beginning of the school year.

Parents elected to the School Board and the School Education Board are full members of these bodies and have voting powers.

The Parent Representatives facilitate a good relationship between the parents and the school staff. They are therefore notified of any new arrivals which may take place during the course of the year.

They can consult the School Director to resolve specific problems and thereby act as the medium of communication for the parent concerned. Any issues relating to learning difficulties encountered by a student should first be discussed between the teacher and the student's parents. However, at the request of the parents, the Parent Representative may intervene and take part in finding a solution.

By all means, Parent Representatives need to maintain the confidentiality of any personal information they may be made aware of.

The school shall inform Parent Representatives when a certain document must not be communicated among the parents in a class. Any usage of mailing lists must respect the rules of confidentiality.

Therefore, a copy of any document sent out by Parent Representatives must be submitted to the Director of Primary School or the Principal.

Parent Representatives on the Secondary school Class meetings

In the Secondary School, another way of getting involved is to represent the parents of a class at the Class Committee. The Principal will be looking for volunteers for these committees at the beginning of the school year.

Two parents from each class, or just one for classes of less than 15 students, will attend the life school Class Committee. These committees meet once each term; they are led by the main teacher of that level and chaired by the Principal, or the Education Advisor. Parents are responsible for the minutes of meetings which are submitted to the President of the Class Meeting and distributed to the families of students in that class.

Parent representatives act as points of contact between life school and the parents.

2. Current and future committees

The committees are working groups created according to requirements by the Board of Governors or the Principal.

The committees are composed of staff, volunteer parents and experts. They work on specific projects and submit their work to the School Education Board and Board of Governors. The Principal is also represented on the committees.

Committees may carry out work over a number of years or be limited to a specific project. Each committee meeting (3 or 4 meetings per year) must have an edited report.

Every committee must include a member of the senior management team and a member of the Board of Governors.

To take part in a committee, please contact the Principal:

proviseur@lifeschooljakarta.com

- Committee for hygiene and security
- Welcome Committee
- School Canteen Committee: Maintenance and Construction
- Maintenance and Construction Committee



CHAPTER VI
**LIFE SCHOOL
PARTNERS**

1. AEFE

Agence pour l'Enseignement Français à l'Étranger /
Agency for French Education Abroad

www.aefe.fr

Founded in 1990, AEFE is a French national public organization under the supervision of the Ministry of Foreign and European Affairs. It is responsible for public education services for French children living outside France, for promoting French language and culture and strengthening relationships between the French education system and those in other countries. AEFE's objective is to provide a single network of schools across the world, numbering more than 535 schools in 139 countries today.

ÉTABLISSEMENT
CONVENTIONNÉ



aefe

Agence pour
l'enseignement français
à l'étranger

2. FRENCH EMBASSY

Tel. (+62 - 21) 235 57 600
<https://id.ambafrance.org>

The Ambassador and the different departments of the Embassy oversee the agreement between the school and AEFE (Agency for French Education Abroad). The Counsellor for Cooperation and Culture (COCAC) serves as the School Education Inspector and is the leading authority for French education in Indonesia, to whom the Life school Principal is responsible. The Counsellor is also the representative for AEFE and chairs examination boards, appeals committees and joint committees for recruitment. Both the Counsellor and the Consul take part in the Board of Governors meetings. The Consul chairs the local scholarship board (on which the Counsellor also sits) and organizes the Defense and Citizenship training days for pupils who are 16 years old.



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**AMBASSADE DE FRANCE
EN INDONÉSIE**

3. FRENCH INSTITUTE IN INDONESIA (IFI)

The French Institute in Indonesia supports Life school in its organization of cultural, scientific and educational projects (meetings or training with invited artists, collaboration in events organized by IFI etc.). Life school is, in fact, part of a French network in Indonesia and, as such, fully benefits from the dynamism and cooperation between the two countries.



4. IHS (INDONESIAN HERITAGE SOCIETY)

frenchsection@heritagejkt.org

Every month, French-speaking section of IHS organizes a conference and a visit, in French, in Jakarta and its surroundings, always in relation with the discovery of Indonesian culture and heritage. 2 or 3 days trips are organized as well. Volunteer guides from IHS Francophone give a general or thematic visit of the Indonesian National Museum every 3rd Wednesday of the month. Guides work closely with primary and secondary school and organize visits adapted to children in several Jakarta museums.



5. PER

per.jakarta@gmail.com

The association "Pour les Enfants de la Rue" (translated as "For the Street Children") supports centers for children from the streets and orphanages of Jakarta with funding, in-kind donations, and volunteers' time. They organize events throughout the year that life school supports.



6. JAKARTA ACCUEIL

Contact us:

contact@jakarta-accueil.org

To get to know us better:z

www.jakarta-accueil.org

Facebook page :

Jakarta Accueil

Jakarta Accueil is a French, non-political association, affiliated with FIAFE (Fédération Internationale des Accueils Français - International Federation to Welcome French people) and run by volunteers. Its mission is to welcome new people to Jakarta and assist in their adaptation. Activities and events are organized with the aim of bringing together the French community and at the same time offering an insight into Indonesian culture. In 2014, they produced a useful guidebook, Le Grand Durian (The Big Durian).



JAKARTACCUEIL



CHAPTER VII
**USEFUL
CONTACTS**

French Embassy

(French Consulate)

(Access through Jl. Sunda)

Jl. MH Thamrin No. 20 Jakarta Pusat 10350

Tel : 23 55 76 00

Fax : 23 55 76 01

www.ambafrance-id.org

contact@ambafrance-id.org

French Institute in Indonesia

Jl. MH Thamrin No. 20

Jakarta Pusat 10350

Tel : 23 55 79 00

www.ifi-id.com/fr/jakarta

Branch - French Institute in Jakarta

Jl. Wijaya I no. 48

Kebayoran Baru

Jakarta Selatan 12170

Tel : 720 8133 / 724 7064

Fax : 720 69 61

wijaya@ifi-id.com

HOSPITALS

SOS International

Jl. Puri Sakti No. 10 (Arteri Cipete)

Jakarta Selatan 12410

Receptionist : 750 59 80

Emergencies : 750 60 01 (24h/24)

www.sosindonesia.com

Global Assistance & Healthcare

Cilandak Commercial Estate

Unit 111 GC Jl. Cilandak KKO Raya

Jakarta Selatan 12560

Tel : 299 78 997

Fax : 782 9332

24 hour alarm centre: 299 78 999

www.global-assistance.net

Rumah sakit Pondok Indah

Jl. Metro Duta kav UE

Pondok Indah

Jakarta Selatan 12310

Tel : 765 75 25



LIFE SCHOOL CONTACT DETAILS



aefe

Agence pour
l'enseignement français
à l'étranger

LYCÉE FRANÇAIS | JAKARTA

Jl. Cipete Dalam No. 32
Jakarta Selatan 12410, INDONESIA
Tel : (+62 - 21) 750 30 62 (single number)
Website : www.lifeschooljakarta.com

CONTACTS

Principal : Brahim Oualli
proviseur@lifeschooljakarta.com

Head of Primary School : Frédéric Tavernier
directeur@lifeschooljakarta.com

Principal's assistant / Secondary office : Elys Siagian
secretariatdir@lifeschooljakarta.com

Primary office / Admissions / Scholarships : Christina Puji
secretariatprim@lifeschooljakarta.com
admission@lifeschooljakarta.com

Education Senior Advisor : Salsabil Nabila Afhani
cpe@lifeschooljakarta.com

Vie Scolaire office
viescolaire@lifeschooljakarta.com

Communication manager : Sylvain Lelong
communication@lifeschooljakarta.com

Extra-curriculum activities manager : David Dumas
aes@lifeschooljakarta.com

Accounting office : David Santoso
daf@lifeschooljakarta.com
comptabilite@lifeschooljakarta.com

Nurse office
infirmerie@lifeschooljakarta.com

Board of Governors
cdg@lifeschooljakarta.com