



INTERIOR REGULATIONS

Kindergarten/Primary level

www.tanger-institut.com

Preamble :

These internal regulations aim to establish the rules of collective life essential to the proper functioning of our establishment, in the interest of all, while respecting the rights and duties of each. By registering your child(ren), you agree to these rules and undertake to respect them. In the event of non-compliance, the establishment reserves the right not to renew the registration of your child(ren) the following year.

Article 1 :

1. Hours:

A school calendar is provided to you at the start of the year, which must be strictly respected by everyone.

Class times for kindergarten and elementary:

- Monday / Tuesday / Wednesday / Thursday: 8:30 a.m. - 4:30 p.m.
- Friday: 8:30 a.m. - 12 p.m.

Hours of operation :

- Morning: 8:15 a.m. – 8:30 a.m.
- Release: Kindergarten at 4:20 p.m., Elementary at 4:30 p.m.

Beyond these times, the door will be closed. Any lateness will be considered an absence for the half-day. Punctuality is essential, both upon arrival and departure.

We value the dedication of our teachers who end their day at the same time as your children, at 4:30 p.m. It is therefore crucial that recovery times are respected to preserve their professional and personal balance.

In case of delay after 4:20 p.m. for kindergarten and 4:30 p.m. for elementary school, a contribution of 20 dirhams every 10 minutes will be requested. This amount compensates for the additional time that our teachers devote to caring for your children.

We are counting on your understanding and respect of these schedules.

2. Attendance and Absences:

School attendance is compulsory every day from the junior section. Any absence must be reported before 9:00 a.m. and justified in writing in the student's correspondence book upon return to school. If the absence continues beyond two days, a medical certificate will be requested.

Strict compliance with the school calendar is imperative. In the event of non-compliance, a supporting letter will be required.

Teachers are not required to make up missed work in the event of an unexcused absence.

Unjustified absences and recurring lateness could compromise the student's re-registration the following year.

3. Educational Organization:

The schooling contract with families is entirely based on the trust that parents place in the educational team.

Any physical or verbal aggression against staff or the establishment will result in the termination of this contract and the immediate exclusion of the student.

The school is committed to working in partnership with families and various educational stakeholders, and to implementing all the educational actions necessary to support the student during their schooling. The teachers and the director are available to answer your questions and provide you with details on how the school operates and about your child.

Parents undertake to work in partnership with the educational team and to encourage the participation of their children in the various educational activities carried out in the establishment.

Parents are not authorized to intervene in the school or question a student. In the event of a problem between students, only school staff can intervene. It is therefore necessary to inform them of the difficulties encountered and not take personal initiative.

The establishment does not organize a Parents' Association.

A liaison notebook is made available to share information or comments throughout the year. This notebook must be consulted every evening and each word written or pasted must be signed. Do not hesitate to use it to transmit your information, appointment requests, etc.

4. Educational outings

Teachers can organize school trips. These activities are always part of an educational approach. For this reason, the participation of each child is obligatory. Families are informed and parental authorization is requested. If a student does not participate in an outing, parents must justify this as a habitual absence. The choice of chaperones is the sole responsibility of the teachers and the director.

5. Discipline :

Dress code is important in the establishment. To access the school, it is required:

For safety reasons, shoes must be laced and held securely on the feet (no flip-flops or cleated sneakers).

Young girls who wish to wear the hijab are welcome, as are those who do not. However, hijabs held in place with pins are prohibited, as are those that could hinder the student's good motor skills.

Chewing gum is prohibited at school.

Students must respect people and property. In the event of damaged, destroyed or lost equipment, financial compensation will be requested from parents. Any act of verbal or physical violence, act of vandalism, insolent or vulgar attitude will be punished.

5. Disciplinary Procedure:

Any breach of the rules of life set out in the internal regulations will be reported to the parents, who may be summoned. A sanction may be given by the teacher or the Director in the event of insufficient work or reprehensible attitude. Sanctions can range from a simple warning to permanent exclusion.

Scale of sanctions:

Detention, community service, additional work

Warning

- After 3 warnings, or in the event of a serious breach of the establishment's regulations or inappropriate behavior, the teachers' council may meet for disciplinary training.

No one outside the school is allowed to participate in the council.

The parents of the student concerned are summoned by letter delivered in person, or notified through the liaison notebook, at least 3 days before the date of the advice.

- After consulting the members of the council, the establishment decides on the appropriate sanction which may be: temporary exclusion or permanent exclusion.
- In particular, serious acts which may result in permanent exclusion are considered to be: acts of violence or physical or verbal aggression, carrying a weapon, insults to a member of the educational team, theft, racketeering, damage to equipment or premises.

This list is not exhaustive. **The establishment may sanction any act that it considers prejudicial to the proper functioning of the establishment.**

The sanction is notified to parents by hand-delivered letter.

6. Hygiene, Health, Safety:

- In the event of a contagious disease or the presence of lice, the director must be notified quickly. Eviction is possible in the event of a contagious disease or proliferation of lice. In this case, the sick child should not return to school until complete recovery.
- So that we can contact parents in the event of an emergency, it is essential to notify us in writing of any change of address or telephone number.

7. Registration fees and prices

General:

- **Registration fees as well as the training must be paid before the start of the training.**
- **Any year started must be paid in full.**
- **Registration will only be valid after full payment of the amount due.**
- **No refunds will be made for any reason.**
- **Annual commitment: from September to June inclusive.**
- **Mid-year school holidays will not be deducted from the training.**
- **If the child, for x reasons, must be absent or stop training, it must still be paid in full (10 months) even in times of health emergency.**
- **You have the choice between an annual payment or a quarterly payment.**
- **A signed guarantee check must be given at the same time as the registration fees this is a condition, this check will be returned at the end of the school year.**

8. Entry into application

These internal regulations come into force from: January 5, 2013 Modification of the regulations: May 14, 2023.

Tanger Institut SARL

RC 121757

+212 808 607 203

www.tanger-institut.com

**Reserved Area for the Student or Legal Guardian of
the Student**

*Signature preceded by the mention 'read and
approved'*

**Space reserved for
administration**