



## BACK-TO-SCHOOL ORGANIZATION

School year 2020/2021

**Back-to-school** : Thursday, September 3<sup>rd</sup>, 2020

### 1. BACK-TO-SCHOOL ORGANIZATION

Families will have access to their Pronote account as of August 26<sup>th</sup> and will be informed of their children's class.

Maternelle			
	PS	MS	GS
September 3 <sup>rd</sup>	Interviews with new families. <i>Concerned families received an email during the week of July 13 specifying the day and time of the meeting.</i>		
September 4 <sup>th</sup>	Interviews with new families. <i>Concerned families received an email during the week of July 13 specifying the day and time of the meeting.</i>		Starting of daycare services (September 4 <sup>th</sup> )  Regular schedule: from 8:45 am to 3:30 pm
September 8 <sup>th</sup>	Classes from 9:00 am to 11:00 am or from 1:00 pm to 3:00 pm	Regular schedule: from 8:45 am to 3:30 pm	
		Starting of daycare services	
September 9 <sup>th</sup>	Regular schedule: from 8:45 am to 3:30 pm		
	Starting of daycare services		

Elementary			
September 3 <sup>rd</sup>	8 :45 am	CP-CE1	Students will gather in the Primary courtyard or in the small gymnasium in case of rain.  The day will end as usual at 3:30 pm.
	9 :15 am	CE2-CM1	
	9 :45 am	CM2	
	Starting of daycare services		





College and lycée			
September 3 <sup>rd</sup>	9 :00 am	6 <sup>ème</sup>	The students will gather in the high school yard in front of the corresponding sign for their class where the head teachers will be waiting for them.
	9 :30 am	5 <sup>ème</sup>	
	10 :00 am	4 <sup>ème</sup>	
	10 :30 am	3 <sup>ème</sup>	The period from 12:00 to 1:30 p.m. will be reserved for lunch time on that day. The day will end at 3:30 pm.
	11 :00 am	2 <sup>nde</sup>	
	13 :30 am	1 <sup>ère</sup> and Term.	
	3 :45 pm	New students	Information meeting for all new students in junior high and high school (in the auditorium)
Start of supervised study service			
September 4 <sup>th</sup>	<b>Beginning of classes following the normal schedule.</b>		
iPad distribution	Students attending school in 2019/2020 have kept their iPad and bring it with them on the first day of school. The iPads will be distributed to new students according to the following schedule: 6 <sup>th</sup> grade: September 3 <sup>rd</sup> in the morning 5 <sup>th</sup> grade: September 3 <sup>rd</sup> in the afternoon 4 <sup>th</sup> et 3 <sup>rd</sup> grade: September 4 <sup>th</sup> during the day		
For organizational and security reasons, <b>we ask parents not to follow their children to the classroom or to stay in the courtyard.</b> New students will be paired with their classmates on the first school day.			

## 2. BACK-TO-SCHOOL MEETINGS FOR PARENTS

LEVEL	PUBLIC	OBJECT	DATE	TIME	LOCATION
PRIMARY	Maternelle new families	Meeting with Primary Director	26/08	4 :30 pm	Visioconference (Zoom)
	Elementary new families		27/08		
	PS parents	Meeting with the teachers	21/09	4 :00 pm	
	MS parents		18/09		
	GS parents		17/09		
	CP parents		10/09		
	CE1 parents		11/09		
	CE2 parents		14/09		
	CM1 parents		15/09		
	CM2 parents		16/09		
	New families	Meeting with the direction	09/09	5 :30 pm	
HIGH SCHOOL	6 <sup>th</sup> grade parents	Meeting with the direction team and then with the teachers	15/09	5 :30 pm	
	5 <sup>th</sup> grade parents		16/09		
	4 <sup>th</sup> grade parents		17/09		
	3 <sup>rd</sup> grade parents		21/09		
	2 <sup>nd</sup> grade parents		22/09		
	1 <sup>st</sup> & Term. parents		23/09		





### 3. COMPLEMENTARY SERVICES

Individual and class photos	
Maternelle	September 11 <sup>th</sup> , 2020
Elementary	September 11 <sup>th</sup> , 2020
High school	September 14 <sup>th</sup> , 2020
Gown and mortar (Term.)	January 14 <sup>th</sup> and 15 <sup>th</sup> , 2021
Retakes	From September 28 to October 16, by appointment
<b>Please note:</b> All students will be photographed individually, no sibling photos. Depending on the evolution of the sanitary situation, we cannot guarantee the holding of class photos. If necessary, a communication will be sent to this effect.	

Identification cards	
Maternelle parents	The cards will be distributed to the parents by the teachers when the children are picked up on the first day.
Daycare parents	Personalized cards can be picked up at reception (2 cards per family).
Students ID	Identity cards will be distributed to students within two weeks after the photo is taken.

Textbooks and school supplies (See also <a href="https://www.claudel.org/en/family-services/textbooks-and-supplies/">https://www.claudel.org/en/family-services/textbooks-and-supplies/</a> )	
Cufay Bookstore	Families who have chosen the home delivery option will receive their order on August 31 <sup>st</sup> and September 1 <sup>st</sup> .  Those who have not chosen home delivery will be able to pick up their school supplies at the warehouse between August 28 <sup>th</sup> and September 11 <sup>th</sup> : - Monday to Friday, from 8:00 am to 6:00 pm. - Minimax Express: 2905 Swansea Crescent. # 400, Ottawa, K1G 0Z3 • - Telephone: 613 244 1242
English books and sport shirt	English textbooks and sport shirt will be given directly by the teachers at the beginning of the school year.

School restaurant
Cards and meal plans can now be purchased online on our service provider's website. For any further information, please consult the following link: <a href="https://www.claudel.org/en/family-services/school-restaurant/">https://www.claudel.org/en/family-services/school-restaurant/</a>

Extracurricular activities (See also <a href="https://www.claudel.org/en/school-life/extracurricular-activities/">https://www.claudel.org/en/school-life/extracurricular-activities/</a> )		
The program of offered activities is available <a href="#">on our website</a> Registrations have been open since July 6 <sup>th</sup> via COBA, accessible from the Lycée's website.		
Your contact for extracurricular activities and day camps	Iryna AVIGNON <a href="mailto:periscolaire@claudel.org">periscolaire@claudel.org</a>	From 8:30 am to 12:30 pm and from 1:30 pm to 5:30 pm, <b>starting August 26<sup>th</sup></b>





## 4. SCHEDULES AND CALENDAR

Class schedule	
Maternelle	From 8:45 am to 3:30 pm
Elementary	
High school	From 8:20 am to 3:30 pm, 4:30 pm or 5:30 pm depending on level and schedule

Students' reception	
Maternelle	From 8:00 am in the playground or in the classroom depending on the weather
Elementary	
High school	Starting at 7:30 am in the school lobby.

School calendar	
The school calendar is available on <a href="#">the school's website</a> .	

## 5. IMPORTANT MATERIAL DETAILS

Padlock (for secondary school only)	
Ensure the purchase of <b>2 padlocks</b> (1 for the school locker and 1 for the locker in the gymnasium locker rooms) that are solid and secure. Combination locks are to be preferred. The lockers will be allocated by the Student Life Centre at the beginning of the school year.	

School backpack	
Bags with wheels are strongly discouraged because they are not adapted to the configuration of the school (many stairs) and are often oversized for the students' lockers.	

Sportswear (CP to Terminale)	
Students from CP to Terminale are required to wear a specific outfit for sports activities: Claudel's T-shirt (provided by the school), black shorts or sports pants (to be purchased in the shop of your choice) and shoes reserved for outdoor and/or indoor sports. Access to the gymnasiums will only be possible with clean sports shoes reserved for this sole use.	

## 6. YOUR CONTACTS AT SCHOOL

The updated contact list is available on the school's website. Do not hesitate to consult it to find out who to contact and how to do so: <https://www.claudel.org/en/contact-us/>

**WARNING:** due to the return of employees, administrative services will not be available on September 1st, 2020. The facility will nevertheless remain open and reception will be provided from 8:00 am to 12:00 am and from 1:00 pm to 4:00 pm.

Le Proviseur,

Philippe COURJAULT

*Mise à jour :* 01-07-2019

*Emplacement :* G:\Drive partagés\1-Direction\Préparation de rentrées\Retr ee 2020-2021\Communication\Organisation de la rentr ee 2020 - Pr sentation g n rale.docx

