



LYCÉE CLAUDEL

L'école française internationale
d'Ottawa

New School year organization

2022–2023 academic year

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aefe
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l'enseignement français
à l'étranger

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► Introduction

This document is intended to give all the necessary information to families and staff relating to the start of the school year: when do students return to school? When will the new school year meetings be held? How do I register my child for the school restaurant? For extracurricular activities? For school transportation?

You can find a lot of information on the school website, which contains a section dedicated to the beginning of the school year: <https://www.claudel.org/en/practical-aspects/back-to-school/>

Please feel free to consult it!

► Student Re-entry Organization

For Maternelle and Elementary

Maternelle			
	PS	MS	GS
September 1	Group 1: The first half of each class will be welcomed starting at 8:30 a.m. (with their parents who can stay until 9:30 a.m.). After the parents' departure, the day continues normally and ends at 3:30 p.m. Please note that there will be no class on Friday, September 2 for group 1. The information will be available on Pronote as of August 24.		
	Start of Daycare Service		
September 2	Group 2: the other half of each class will be welcomed (with their parents who can stay until 9:30 a.m.). After the parents' departure, the day continues normally and ends at 3:30 p.m. Please note that there will be no class on Thursday, September 1 for group 2. The information will be available on Pronote as of August 24.		
September 6	Regular schedule: from 8:30 a.m. until 3:30 p.m.		

Elementary			
September 1	8 :45	CP-CE1	Students will gather in the <u>Primary schoolyard</u> or in the small gym in case it should rain. The day will normally end at 3:30 p.m.
	9 :15 a.m.	CE2-CM1	
	9 :45 a.m.	CM2	
	Start of Daycare Services		
For organizational and security reasons, we ask parents not to accompany their children inside the building.			
The mentoring of new students will be implemented before the start of the school year and a meeting is scheduled for August 29, from 2:00 to 4:00 p.m.			

For Collège and Lycée Students

College and Lycee			
September 1	9:00 a.m.	6th grade	Students will gather in the Secondary schoolyard in front of the sign corresponding to their class and where the head teachers will be waiting for them. For this first day, the period from 12:00 to 1:30 p.m. will be reserved for lunch. The day will end at 3:30 p.m.
	9:30 a.m.	5th grade	
	10:00 a.m.	4th grade	
	10:30 a.m.	3rd grade	
	11:00 a.m.	Seconde	
	1:30 p.m.	Première and Terminale	
	3:45 p.m.	New students	Information meeting for all new college and Lycée students (in the auditorium)
Supervised study service begins			
September 2	Classes start according to the normal school schedule.		
Tablet and Computer Distributions	Tablets for junior high school students: The tablets will be distributed to the new students according to the following schedule: <ul style="list-style-type: none">– 6ème: September 1 in the morning– 5ème: September 1 in the afternoon– 4ème and 3ème: September 2 during the day.		
	Laptop computers for Seconde and Première students The laptops will be distributed September 6 throughout the day.		
For organizational and security reasons, we ask parents not to accompany their children to their classrooms and not to remain in the schoolyard.			
Mentoring of new students will be implemented before the start of the school year and a meeting has been planned for August 29 from 2:00 to 4:00 p.m. in the auditorium.			

Beginning of the school year meetings for parents

Level	PUBLIC	Object	DATE	TIME	PLACE
ELEMENTARY	New families for Maternelle and Elementary students	Meeting with Elementary school Director	08/29	2 :00 p.m.	Auditorium
	PS parents	Meeting with teachers	09/07	4:00 p.m.	Classrooms
	MS parents				
	GS parents				
	CP parents				
	CE1 parents		09/08		
	CE2 parents				
	CM1 parents		09/09		
CM2 parents					
SECONDARY	New Secondary level parents	Meeting with Mentoring Manager	08/29	2 :00 - 4 :00 p.m.	Auditorium
	6th grade parents	Meeting with the administration team and with the teachers	09/14	5 :30 p.m.	Classrooms
	5th grade parents		09/15		
	4th grade parents		09/16		
	3rd grade parents		09/19		
	Seconde parents		09/20		
	Première parents		09/21		
	Terminale parents		09/22		

Additional Services

Individual and Class Pictures

Individual and class pictures	
Maternelle	Tuesday, September 20, 2022
Elementary	Wednesday, September 21, 2022
Secondary <i>*New: The senior students' gown and mortar pictures will be taken on the same day as those on the first day of school. Please dress accordingly.</i>	Tuesday, September 13 and Wednesday, September 14, 2022
Retakes—By registration only	Tuesday, October 18, 2022
Siblings are to be photographed on Friday, September 23 and Monday, September 26, 2022	

Identification Cards

ID Cards	
Card for parents of Maternelle children	The cards will be distributed to parents by the teachers at pick-up time the week of September 6.
Student Cards	ID cards will be distributed to the Secondary students within the two weeks following the photo session, according to the colour code by level.

Manuals and Other School Supplies

Manuals and other school supplies (consult: https://www.claudel.org/en/family-services/textbooks-and-supplies/school-supplies/)	
Librairie Cufay	School supplies and textbooks will be delivered directly to your home before the start of the school year for orders sent before June 23. After this date, orders are subject to a \$51 airfare surcharge and will also be delivered to your home. However, we cannot guarantee delivery before the first day of school.
English manuals	English textbooks will be handed out directly by the teachers at the beginning of the school year.
Dress Code for Sport	Each student from PS to Terminale receives a sport shirt which families must order. Additional units can be ordered at any time using the Price & Buckland platform. Orders placed between July 4 and July 10 will be delivered to your home during the summer. Orders placed after July 10 might not be delivered before the start of the school year. Elementary and Secondary level students must wear a specific outfit for sports activities: a polo shirt with the Claudel insignia, a pair of shorts or black sports pants (purchased at your choice of store) and footwear specific to your outdoor and/or indoor sport . Access to the gyms will only be possible with clean sports shoes intended for this purpose only.

School Restaurant

School restaurant

(consult: <https://www.claudel.org/en/family-services/school-restaurant/>)

Explore the menus and meal plans on the school's website.

Meal plans can be purchased online starting August 15 via the link on our website.

Families will also be able to come to the school restaurant on August 26 from 8:00 a.m. to 4:00 p.m.

Extracurricular Activities

Extracurricular Activities

The programme of activities can be accessed on the <https://www.claudel.org/en/family-services/extracurricular-activities/> site of the Lycée starting July 16.

Registration will begin on August 25 via COBA, which can be accessed from the Lycée website.

Your contact person for extracurricular activities and day camps

Iryna AVIGNON
periscolaire@claudel.org

School Transportation

School Transportation

School transportation is operational from the first day of school. A new line at the west of the city is now available.

All information is available on the school website: <https://www.claudel.org/en/family-services/school-bus-service/>

Your contact person for school transportation

Bonna BARAKA
Transport@claudel.org

Daycare Services

Daycare Services

The daycare and supervised study services are operational from the first day of school for primary and college students. All the information is accessible on the establishment's website:

<https://www.claudel.org/en/family-services/day-care-services/>

Online registration will be available starting on August 25 via the Coba platform.

► Timetables and Calendar

Class Timetables

Class timetables

Maternelle

Elementary

Secondary

From 8 :30 a.m. to 3 :30 p.m.

From 8 :30 a.m. to 3 :30 p.m., 4 :30 p.m. or 5 :30 p.m., according to the level and activities pursued.

Students Morning Arrivals

Students Morning Arrivals	
Maternelle	Starting at 8:00 a.m. in the schoolyard or in the classroom depending on the weather.
Elementary	
Secondary	From 8:00 a.m. through the main entrance.

School Calendar

School Calendar
The school year calendar is available on the Lycée website

► Important Practical Information

Padlocks

Padlocks (for secondary level only)
Plan to buy 2 sturdy and secure padlocks (1 for your school locker and 1 for the gym locker room). Combination locks are recommended. The lockers will be assigned by the Student Life Department at the beginning of the school year

School Bags

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

► Your contacts at the school

The updated list of contacts is available on the school website. Feel free to consult it to know whom to contact and by which means: <https://www.claudel.org/en/contact-us/>

PLEASE NOTE: Because of all tasks related to the start of the new school year, our administrative services won't be available on the morning of August 30 and the afternoon of August 31. The school will nevertheless remain open, and visitors will be welcomed from 8:00 a.m. to noon, and from 1:00 p.m. to 4:00 p.m.

During the school summer break, the establishment will be closed from July 18 until August 19 inclusively. The school will reopen on August 22 from 8:00 a.m. until noon and from 1:00 p.m. until 4:00 p.m. Starting on September 1, the school's regular schedule will resume.

Référence : [https://claudelorg.sharepoint.com/sites/donnees/Direction1/Préparation de rentrées/Rentrée 2022-2023/Communication/AS-2022-2023 - Organisation de la rentrée scolaire - EN.docx](https://claudelorg.sharepoint.com/sites/donnees/Direction1/Préparation%20de%20rentrées/Rentrée%202022-2023/Communication/AS-2022-2023%20-%20Organisation%20de%20la%20rentrée%20scolaire%20-%20EN.docx)



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