



LYCÉE CLAUDEL

L'école française internationale
d'Ottawa

New School year
organization
2023–2024 academic year

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aefe
Agence pour
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!

Tuesday August 29, Welcoming new Families:

Dear new parents,

*Your child will be starting at the Lycée Claudel on Friday, September 1. We'd like to invite you to a presentation and tour of the school on **Tuesday August 29 from 1:30 to 4:00 pm.***

The Lycée team will be on hand to answer any questions you may have.

► Student Re-entry Organization

For Maternelle and Elementary

Maternelle			
September 1	8 :30am / 10:15am	PS	Parents and children from each section stay for 2 hours. They are welcomed by the entire kindergarten team (teachers and educators) for a tour of the premises, an introduction to the classroom and a meeting with the staff. Parents leave with their children at the end of the visit.
	10:15am / 11:45am	MS	
	1:15pm / 3:20pm	GS	
September 5	Regular schedule: from 8:30 a.m. until 3:20 p.m. Start of Maternelle Daycare Services.		

Elementary			
September 1	8:30 / 8:45 am	CP-CE1	Students will gather in the <u>Primary schoolyard</u> or in the small gym in case it should rain. Team presentations in the Agora The day will normally end at 3:30 p.m.
	9:00 / 9:15 am	CE2-CM1	
	9 :45 a.m.	CM2	
Start of daycare service from 3:30 to 5:30 p.m. (registration on COBA) School transport from September 1.			
For organizational and security reasons, we ask parents not to accompany their children inside the building.			

For Collège and Lycée Students

College and Lycee

Students will gather in the secondary school courtyard in front of their class sign, where their homeroom teachers will be waiting for them.

On this day, the period from 12:00 to 1:30 p.m. will be reserved for lunch. The school day ends at 3:30 p.m.

September 1	9:00 a.m.	6th grade	6B 6J 6R 6V	214 211 212 215
	9:30 a.m.	5th grade	5B 5R 5J 5V	209 205 206 210
	10:00 a.m.	4th grade	4B 4J 4R 4V	117 118 110 109
	10:30 a.m.	3rd grade	3B 3R 3V	12 14 15
	11:00 a.m.	Seconde	2B 2R 2V	108 106 104
	1:30 p.m.	Première and Terminale	1B 1R 1V TB TJ TR TV	112 114 115 19 201 202 204
	Supervised study begins		3:30 pm to 5:30 pm	
September 5	Classes start according to the normal school schedule.			

Beginning of the school year meetings for parents

Level	PUBLIC	Object	DATE	TIME	PLACE
ELEMENTARY	New families	Meeting and visit	08/29	1:30 p.m.	Auditorium
	PS parents	Meeting with teachers	09/07	4:00 p.m.	Classrooms
	MS parents		09/08		
	GS parents		09/11		
	CP parents		09/18		
	CE1 parents		09/19		
	CE2 parents		09/20		
	CM1 parents		09/21		
CM2 parents	09/22				
SECONDARY	New families	Meeting and visit	08/29	1:30 p.m.	Auditorium
	6ème B grade parents	M.Schweitzer			Salle 112
	6ème J grade parents	Mme Jost			Salle 115
	6ème V grade parents	Mme Mertens			Salle 118
	6ème R grade parents	M.Mehablia	09/27		Salle 114
	5ème B grade parents	M.Hardy		5:45 p.m.	Salle 112
	5ème J grade parents	M.Guidéz	09/19		Salle 115
	5ème R grade parents	Mme Ibrahim			Salle 118
	5ème V grade parents	Mme Ben Ahmed	09/27		Salle 117
	4ème B grade parents	M.Blaise			Salle 112
	4ème J grade parents	M.Teixido			Salle 115
	4ème R grade parents	M.Ferrot			Salle 118
	4ème V grade parents	Mme Langiano			Salle 117
	3ème B grade parents	M.With		5:45 p.m.	Salle 112
	3ème R grade parents	M.Daubard	09/21		Salle 115
	3ème V grade parents	Mme Cathelineau			Salle 118
	2de B grade parents	Mme Cathelineau		5:45 p.m.	Auditorium then Salle 016
	2de R grade parents	Mme Barthelemy	09/27		Auditorium then Salle 017
	2de V grade parents	M. N'Goma			Auditorium then Salle 019
	1ère B grade parents	Mme Roma		5:45 p.m.	Auditorium then Salle 112
	1ère R grade parents	M. Collin-Lange	09/26		Auditorium then Salle 115
	1ère V grade parents	Mme Glenisson			Auditorium then Salle 118
	Tle B grade parents	M. Bernin		5:45 p.m.	Auditorium then Salle 117
	Tle J grade parents	M. Trapeau	09/26		Auditorium then Salle 016
Tle R grade parents	M. Marechal		Auditorium then Salle 017		
Tle V grade parents	M. Gallot		Auditorium then Salle 019		

Additional Services

Individual and Class Pictures

Individual and class pictures	
Maternelle	Thursday, September 14, 2023
Elementary	Wednesday, September 13, 2023
Secondary	Friday, September 15, 2023 for high school students
<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>	Monday, September 18, 2023 for middle school students
Siblings are to be photographed on Monday, September 25, 2023	

Identification Cards

ID Cards	
Card for parents of Maternelle children	The cards will be handed out to parents by teachers when they collect their children 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 25. 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 14 via the link on our website.
Families will also be able to come to the school restaurant on August 29 from 10:00 a.m. to 6:00 p.m.

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 for daycare will open on August 25, and for extracurricular activities on September 1, via COBA.

A general meeting with extracurricular activity leaders will be held on September 6 at 4pm in the auditorium.

Your contact person for extracurricular activities and day camps

Iryna AVIGNON
periscolaire@claudel.org

School Transportation

Discover the 3 bus lines dedicated to the Lycée Claudel:

- **North line**, departing from **Hull Hospital** (Gatineau)
- **East line**, departing from **Place d'Orléans**
- **West line**, departing from **Kanata Centrum**, *with a new stop serving Glebe Collegiate* (NEW 2023-2024)

School transport is operational from the first day of school (September 1).

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

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

School Calendar

The school year calendar is available on the [Lycée website](#)

► Important Practical Information

Padlocks

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

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/>

During school vacations, the facility will be closed from July 15 to August 20 inclusive. It will reopen on August 21 and will be open from 8:00 am to 12:00 pm and from 1:00 pm to 4:00 pm.

NOTE: due to the staff's return to work, Lycée services will be open from 1pm on Wednesday August 30. On Thursday August 31, we will not be able to welcome you from 12:00 to 1:00 pm.

The Lycée's opening hours, excluding school vacations (8am - 6pm) will be in effect from September 1st.

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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