

Welcome booklet 2025–2026

Primary School Parents Qingpu/Yangpu

Welcome to Lycée Français de Shanghai!

This welcome booklet aims to introduce you to your future contacts and explain how our services work.

Below, you will find a QR code that will allow you to access essential information on our website.

We hope that this tool will facilitate your experience as parents and accompany you throughout your child's schooling.

Wishing you an excellent school year,

The team at the Lycée Français de Shanghai

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Find all the useful
information on the
website



www.lyceeshanghai.cn/infos-pratiques/

This is the team responsible for time outside the classroom: lunch breaks, recess, managing absences, late arrivals, early departures, lost and found items, and much more!



Internal rules

Within the school grounds, connected devices (mobile phones, smartwatches, etc.) must be stored in school bags and switched off during school hours. Your child may, if they wish, have a snack (prepared by the school in nursery school or by you if they are enrolled in primary school) before entering the classroom at 7:50 a.m. There is no snack time during recess. Medication must be taken in the infirmary during school hours: a prescription and approval from the health service are required.

It must be read and signed by you via Eduka at the beginning of the school year. It is also read and discussed in class. The school rules are the foundation of school life, particularly with regard to health, citizenship and safety. They establish the rules, rights and duties of everyone, based on humanist values (respect, tolerance and valuing individuals).



Timetabl

Students arrive between 7:30 and 7:50 a.m. (bus and school gate) Students go to class at 7:50 a.m. with their teachers. Classes begin at 8:00 a.m. Pupils are required to leave the school at the end of their lessons unless they are enrolled in extracurricular activities (ASC). In nursery school, pupils are always accompanied by an adult or the bus supervisor to their classroom. For any departure outside of school hours, a liability waiver must be completed and given to the teacher or the school office.

Monday: 8:00 - 15:00
Tuesday: 8:00 - 15:00
Wednesday: 8:00 - 12:30
Thursday: 8:00 - 15:00
Friday: 8:00 - 12:30



Absences and late

Enrolment at the French secondary school implies a commitment on the part of parents to ensure regular school attendance, which is essential for their child's adaptation and learning. Punctuality is equally important.

Absences

Please inform the teacher and the school office as soon as possible, stating the reason for the absence. A medical certificate must be provided in the event of contagious illness or absence of more than three days.

Late arrivals

Any student arriving late must report to the school office.



Our nurses

are there to help your child if they fall, have an accident or feel unwell. They are also attentive to your child's emotional well-being and will welcome them if they feel the need to talk. They assess your child's state of health and contact you in case of emergency. They will also inform you if they consider it necessary for your child to go to the infirmary. They assist you in drafting Individualised Care Plans (PAI) and are available to answer any questions you may have.

Did you know?

Medication must always be taken in the infirmary during school hours: a prescription and approval from the health service are required. If the treatment is long-term, an Individual Health Care Plan (PAI) must be drawn up.

Our school psychologists

assess and support students to promote their well-being and academic success. In primary school, school psychologists work closely with the teaching team and with families who may request their assistance.

Important

Any individualised work with your child requires your consent.

Our specialised teachers

support teachers and students in adapting the learning process. They help to implement teaching strategies to support students with special needs.

How will you be informed about the organisation of apprenticeships? About your child's progress?

- Back-to-school meeting: general information meeting a few days after the start of the school year
- A half-yearly meeting (in nursery school) and a termly meeting (in primary school) when the skills booklet is handed out
- as many times as necessary at your request or at the request of one of your child's teachers

Personalised support

When a student encounters persistent difficulties, we organise an Educational Team meeting. This is a meeting attended by parents, teachers, the school psychologist, the specialised teacher, the nurse (depending on the topics discussed) and the headteacher in order to exchange views and find new ways of working.

In the general section

FR: 22 hours | Ch: 2 hours | En: 2 hours

Your child will develop their written and oral skills in French and acquire a solid foundation in grammar. From Year 1 onwards, Chinese and English are taught in ability groups, allowing each child to progress at their own pace and move from one group to another during the school year.

In the European English section (SEA) or Chinese international section (SIC)

SEA : FR: 18 hours | En: 6 hours | Ch: 2 hours

SIC : FR: 18 hours | En: 2 hours | Ch: 6 hours

Your child will consolidate their knowledge of English (SEA) or Chinese (SIC), acquire a very good level of English or Chinese and an in-depth understanding of Anglo-Saxon or Chinese culture.

In the American International Section (SIA)

Offered at the LFS from the third year of nursery school (GS) to the final year of secondary school (Terminale)

FR: 14 hours | Ch: 2 hours | En: 10 hours

Your child will practise English extensively and aim to achieve mother tongue level.

Important

- In primary school, it is not necessary to be bilingual to join these sections.
- At the beginning of the programme, in Grande Section de Maternelle and CP, no level of English is required, but a **good command of French is necessary**.
- Later in the school year, oral and written proficiency in French, as well as the level of knowledge in English and literature, are the main criteria for enrolment in the section by the LFS language department.

Each programme meets different needs and aims:

integration into either section can take place throughout the year. This is the result of dialogue between the teaching team and the family to enable your child to flourish in their studies.

FLSco

If your child comes from a different education system or has little or no knowledge of French, they will benefit from the French as a School Language (FLSco) programme.

The intensive programme lasts two years and can be adapted to the student's progress. The number of teaching hours per week is as follows:

- 8 hours per week in the final year of primary school
- 10 hours per week in primary school (from Year 1 to Year 5)
- 12 hours per week in secondary school

For the second year (and possibly the third year), students enrolled in the Intensive FLSCO 2nd year (or 3rd year) programme receive:

- 5 hours per week in primary school
- 6-8 hours per week in secondary school

Students can be monitored in class or outside of class, depending on the arrangements made by the teaching team.

Important

Your contacts for discussing my family project, the FLSco programme and the different options available:

- my child's teachers (French, English, Chinese, FLSco)
- the language department managers
- the primary school management

Our contact details

Who to contact and how?

The best people to contact for any questions relating to your child's learning are their teachers.

You can also contact:

Important contacts for the start of the school year	Qingpu	Yangpu
Infirmary	infirmierie.qingpu@lyceeshanghai.com	infirmierie.yangpu@lyceeshanghai.com
School life *	viescolaire.pri.qp@lyceeshanghai.com	viescolaire.pri.yp@lyceeshanghai.com
School psychologist	jenny.zhang@lyceeshanghai.com	eva.losco@lyceeshanghai.com
Specialised teacher *	catherine.poulet@lyceeshanghai.com	andre.roudaut@lyceeshanghai.com
Financial services	finance.dep@lyceeshanghai.com	
Admissions	admissions@lyceeshanghai.com	
Sports and Cultural Activities	asc.qingpu@lyceeshanghai.com	asc.yangpu@lyceeshanghai.com
Catering	servicesgeneraux.qingpu@lyceeshanghai.com	servicesgeneraux.yangpu@lyceeshanghai.com
Bus Service *	bus.qingpu@lyceeshanghai.com	bus.yangpu@lyceeshanghai.com
Library and Documentation Centre (BCD)	bcd.qingpu@lyceeshanghai.com	bcd.yangpu@lyceeshanghai.com
Parent representatives on the school council	parents.cec@lyceeshanghai.com	
Primary school teaching staff	secretariat.pmaire.qingpu@lyceeshanghai.com	secretariat.pmaire.yangpu@lyceeshanghai.com

*: remember to copy in your child's teacher(s)



Here is our complete directory online
<https://www.lyceeshanghai.cn/vos-contacts-privileges/>



Essential: "A clear message is better than a shared misunderstanding"

In line with our internal regulations, let's work together to maintain a respectful and constructive tone in all correspondence. We encourage you to communicate directly with the school's staff, respecting their right to disconnect from work.

Notes

2025-2026 SCHOOL CALENDAR



2025

AUGUST

MO	TU	WE	TH	FR	SA	SU
		1	2	3		
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER

MO	TU	WE	TH	FR	SA	SU
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

PRC National Day holidays

OCTOBER

MO	TU	WE	TH	FR	SA	SU
	1	2	3			
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

PRC National Day holidays
Mid-Autumn Festival

NOVEMBER

MO	TU	WE	TH	FR	SA	SU
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER

MO	TU	WE	TH	FR	SA	SU
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Christmas

JANUARY

MO	TU	WE	TH	FR	SA	SU
	1	2	3	4		
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

New Year

FEBRUARY

MO	TU	WE	TH	FR	SA	SU
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH

MO	TU	WE	TH	FR	SA	SU
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

2026

APRIL

MO	TU	WE	TH	FR	SA	SU
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

QingMing Festival

MAY

MO	TU	WE	TH	FR	SA	SU
		1	2	3		
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Labour Day

JUNE

MO	TU	WE	TH	FR	SA	SU
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Dragon Boat Festival

JULY

MO	TU	WE	TH	FR	SA	SU
	1	2	3			
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



First and last day of school



School holidays



Weekend