

Welcome booklet- Elèves Collège-Lycée - Qingpu

Welcome

Welcome to the Lycée Français de Shanghai The entire LFS team welcomes you! We hope this booklet will help you learn more about how the school works so that you can get organised and find your way around, and feel comfortable here. We wish you a great school year, full of success.

The School Life Service

If you feel lost or have any questions, the School Life Department and the CPEs are there to help you. Don't hesitate to ask for advice.

The service is made up of three CPEs and a team of teaching assistants who look after students outside of class time (during study periods, between lessons and at break times).

The CPEs are responsible for:

- Student attendance (absences and late arrivals) / Direct contact with students (individually or in groups): monitoring behaviour, work, personal difficulties.
- Student safety on school premises.
- Organising school life, supervising teaching assistants /collaboration with teachers, leadership (delegates, CVC-CVL, activities related to health and citizenship).
- School climate: student development, community spirit, conflict resolution

Teaching assistants: Teaching assistants are adults you will see every day (in the school office, in the piazza, in 3C, in the study hall, in the playground, in the canteen, in the corridors, etc.).

Don't hesitate to talk to them if you need any information. They are there to look after you when you are not in class.

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New for 2025:

The correspondence book will be discontinued starting this year.

Teachers will use Pronote to record any information, and middle school students will need to obtain permission from the school office before leaving the premises.

School rules

It must be read and signed by both parents and students at the beginning of the year.

It will be distributed to all families at the start of the school year.

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).

Together with your form teacher, you will familiarise yourself in particular with the articles on leaving the premises (3.4), dress code (6.3) and the use of connected devices (6.4).

Compliance with the school rules by everyone ensures that everyone can enjoy their school life in the best possible conditions.

Reminder

During breaks and between classes, no student is allowed to remain in the classrooms, and students must walk quietly in the corridors without running.

The use of phones, connected devices and the consumption of food or drinks prohibited in the corridors and classrooms for all secondary school students.

In secondary school, the use of mobile phones is prohibited from the moment pupils enter the school premises.

Timetables and behaviour in the corridors

The Lycée Français de Shanghai open its doors at 7:15a.m.

Middle school students are welcomed and must remain in the piazza. They line up for 5 minutes before the start of the course while waiting for their teacher, as follows:

- Year 6 and Year 5 on the left side of the Piazza (small steps)
- Year 4 and Year 3 on the right-hand side of the piazza (large steps, one step per year group)

High school students go directly to their classrooms, where teachers will let them in 5 minutes before the start of class.

Classes last 55 minutes for all students. The schedule is organised as follows:

Morning	Afternoon
M1 – 8:00 a.m. to 8:55 a.m.	S1 – 1:00 p.m. to 1:55 p.m. / Lunch break
M2 – 8:55 a.m. to 9:50 a.m.	S2 – 1:55pm-2:50pm
Morning break: 9:50–10:05 (15 min)	Afternoon break: 2:50pm-3:05pm
M3 – 10:05–11:00	S3 – 3:05 p.m. to 4:00 p.m.
M4 – 11:05 a.m. to 12:00 p.m.	S4 – 4:05pm-5:00pm
Lunch break 1: 12:00–1:00 p.m. / M5: 12:05 to 1:00 p.m.	S5 – 5:05pm-6pm or 6:25pm

Permission to leave

These are chosen by parents at the beginning of the school year.

There are three options:

High school students: They are allowed to leave the school premises during breaks, lunchtime and when they do not have classes.

Middle school students: This rule applies to students who do not use the school's transport service. They must be present from the first lesson until the last lesson of the day indicated on their timetable. They may leave the school if there is a change to their timetable at the end of the day.

Middle school bus: This rule applies to students who use the school bus. They must go directly to the school when they get off the bus. They will only be allowed to leave at the bus departure times indicated on their timetable. This rule also means that they must be able to take the first bus leaving the LFS in the event of a change to their timetable.

Absences and late arrivals

Absences and late arrivals can be viewed online via the Pronote software, using a personalised access code given to parents and students at the start of the school year.

Absences

In case of absence, your parents must notify the school in advance by email (via viescolaire.sec.qp@lyceeshanghai.com) or via Pronote, specifying the reason. To enter the absence in Pronote, follow these steps:

When you log in to your account using the school's Pronote website, you can report an absence by going to the tab: school life => notebook => notify.

When you log in via the app on your phone, you can report an absence by going to the tab: School life => notebook => report an absence (the + symbol at the bottom right of the page).

Late arrivals

Any student arriving late must go to the school office to obtain permission to enter class.

Students without a late pass will not be allowed to enter the classroom.

Reminder

For special permission to enter or leave the premises, parents/guardians must notify the school office by email or via Pronote. must notify the school administration by email or via Pronote.

viescolaire.sec.qp@lyceeshanghai.com

/!\ No permission to leave will be granted following a phone call.

Pronote tutorial

French version



English version





Important:

Only the nurses can decide whether you should go home if you are not feeling well.

See Article 7.1 of the internal regulations.

Reminder about sportswear

- Sportswear must be different from the clothes worn during the day.
- Indoor sports shoes are compulsory in the gym.
- For the swimming pool, a swimming cap, goggles and swimsuit are compulsory.

Visits to the infirmary

Office C1 04 – open Monday to Friday from 8:00 a.m. to 6:30 p.m.

Except Fridays, when it closes at 5:00 p.m.

Three nurses are available on campus to answer students' health-related questions and respond to emergencies.

Case 1: I am in class, in study hall or in room 3C.

I go to the infirmary accompanied by a classmate with the permission of the teacher or teaching assistant.

If the lesson is not over when I return, I go back to class with a note from the nurses.

If the class has finished and another one has started, I first go back to the school office to hand in the note from the nurses.

Case 2: I am not in class (break, meal, between classes)

I go directly to the infirmary.

If it is break time: Leave without a pass

If another class has started: Go to the school office

Exemptions from PE

Request for temporary exemption (less than 7 days):

Parents request an exemption from physical education by sending an email to the school office, the infirmary and the PE teacher (accompanied by a medical certificate if available) =>

infirmerie.qingpu@lyceeshanghai.com

I must attend the PE class: the teacher will then decide whether to keep me in class or allow me to go to detention.

Request for long-term exemption (more than 7 days):

If I am unfit for more than a week, a medical certificate is required; the doctor will specify the nature of the unfitness and the teacher will then adapt their teaching. For any incapacity of less than or equal to one month, I must attend class: I may not be assessed by a mark or a skill, but I will receive an assessment on my term report.

Lockers and storage space for school bags.

Lockers are allocated at the beginning of the year at the school office. Each student visits the office to indicate which locker they would like to use.

Lockers make everyday life easier for students and lighten the weight of their bags. During break times, I must use the storage lockers under the courtyard canopy so as not to clutter the corridors and the piazza.

Study hall (study period)

Study hall is a place for secondary school students to work. Middle school students who do not have class must go to the piazza so that the teaching assistant can take attendance. Students will then go to the knowledge and culture center (the 3C) or to the study room. For Year 6 pupils, "homework" hours may also be included in the timetable, under the responsibility of a teacher.

High school common room

The common room is a place for high school students to relax or work, furnished according to the suggestions of the students who are in charge of it (CVL/MDL). They can meet there during their free time.

The common room is shared with students from the Deutsche Schule Shanghai.

Reception and lost property

The LFS reception is open every weekday from 7:30 a.m. to 6:30 p.m., except on Fridays when it is open from 7:30 a.m. to 5:00 p.m. It is located at the entrance to the piazza on the right (building A). The reception is also where you can find lost property. Please note: three times a year, any items that have not been claimed will be donated to charities. You will be notified of the dates via the parents' newsletter.

3C - Knowledge and Culture Centre

The 3C is open Monday to Friday from 8 a.m. to 5 p.m. when the librarians are present. This space is intended for secondary school students who wish to read, work in a quiet environment or carry out documentary research. It is a shared space for French and German students and teachers.

Middle school students: They are accompanied by a teaching assistant or a teacher during class. Access is free during the lunch break.

High school students: They may use the library independently outside of class or accompanied by a teacher during one hour of class time.

Loan rules: Each student may borrow two books and two magazines (except the latest issue) for a period of two weeks, renewable once. Comic books and encyclopaedias are not available for loan. Students may borrow German-language books from the German school's librarian.

For more information
about the 3C

3C website

<http://2160010m.esid.oc.fr/>

/ ! \ Lost badge

If lost, the student must:

1– Block their card with the canteen staff.

2– Purchase a new card (50 RMB) from the accounting department (office C.342), which will issue a receipt.

3– Go to the school office with the receipt to have the access rights updated on the new card.

4– Go to the canteen to activate the new card.
Parents can monitor their children's consumption via the mini-programme available on their smartphone.

/ ! \ Monthly food budget

33 RMB x number of school days per month.

Access badges and school catering

You will be given a badge when you arrive at the LFS.

This badge has two functions:

1/ To enter and leave the premises (for high school students only)

2/ As a canteen card

For Year 7 and Year 8 (yellow badge): in the canteen and cafeteria (fruit and water only).

From Year 9 to Sixth Form (white badge): in the canteen and cafeteria.

Please remember that badges are personal: under no circumstances may they be lent to another person.

Your photo and name must remain visible.

The Qingpu Campus has a school restaurant and offers daily meals cooked on site by the Sodexo team.

Secondary school students at the Qingpu Campus have lunch at the self-service restaurant, which offers a choice of balanced meals every day.

The price of a meal for a secondary school student is around 30 RMB. You should therefore keep an eye on your budget.

Water bottles and supplies

To stay hydrated through out the day, you must bring a water bottle with you on the first day of school and remember to clean it regularly. Water fountains are available in several locations. A water bottle is essential your PE lessons.

You are also encouraged to personalise your water bottle (drawing, tag, signature, name, etc.) so that you can tell it apart from others and find it more easily.

School supplies include a folder, a binder, single and double sheets of paper, a notebook for Chinese, and two lightweight notebooks.

You will be given a guide to help you organise your folder and materials. If used properly, the folder will help lighten your school bag!



Information and Communication

You will find all the information you need for our schooling on the following platforms:

- Screens displaying information about school life and the student lounge.
- Information board in front of the school life office: Various information.
- PRONOTE: Timetable, absences, late arrivals, grades, diary and school communications.
- The school's official WECHAT account and that of the 3C: information, conferences.
- The newsletter sent to parents every two weeks: past and upcoming events.
- upcoming events.
- The school website.
- To contact school staff, you and your parents can use Pro-note or the following email address: prénom.nom@lyceeshanghai.com

Website:

<http://www.lyceeshanghai.com/>

Pronote student area:

<http://pronote.lyceeshanghai.com/eleve.html>

WeChat ILFS:



Student representatives

Students are required to complete assignments at their school. They also have many rights, including the right to assemble, display posters, publish material and form associations.

Main bodies: Class representatives: They are elected at the beginning of the year by the students they will represent on the class council and in all aspects of school life. Being a representative entails duties, responsibilities and rights. They must listen to all their classmates and promote class cohesion. They actively participate in school life and act as a link between their classmates and other members of the school community.

Being a representative is a demanding but extremely rewarding experience. Each class elects two representatives and two substitutes.

Delegates elected to the School Council: The School Council makes all decisions concerning school life. Four students are elected by the class delegates during the general assembly of student delegates (AGDE). The vice-chair of the Student Life Council (CVL) is also invited to participate. - chair of the School Life Council (CVL) is also invited to participate.

Students elected to the High School Student Council and Middle School Student Council: The High School Student Council (CVL) and Middle School Student Council (CVC), chaired by the head of the establishment, include a high school or middle school vice-president. They are made up of representatives of students, staff and parents who work together to discuss and make proposals on issues related to everyday life at the school.

The College and Lycée are ideal places for learning about democratic life.

All students vote to elect their representatives and may stand as candidates.

Institutions of the establishment with representatives from among the delegates:

Franco-German school catering and transport committees.

Disciplinary council Health, environment, citizenship and education committee (CESCE) Travel committee, health and safety committee

Digital committee

ASC committee

The staff of the Lycée

Headmaster: Mr. Fouillard is the head of the school. He makes important decisions concerning school life. He is assisted in his duties by the deputy headmaster.

Headmaster's assistant: Ms Han Ying

Deputy headteacher: Mr Capot assists the headteacher in the running of the secondary school and organises the timetables for teachers and their classes.

Deputy headteacher's assistant: Ms Ye Bao CPE: Ms. Volpini, Mr. Lanzi and Mr. Yvon are responsible for the smooth running of school life and contribute to the best possible living and learning conditions for students.

Teaching assistants: Sylvia, Flavie, Paola, Benoit, Florence, Emilie and Thanh Tu supervise students during study periods, breaks and lunchtime. They ensure that school rules are followed and that students are safe. They check student absences and late arrivals. They can provide assistance to students with their work.

Librarians: Mr Rachel and Ms Ma are responsible for the Knowledge and Culture Centre (3C). Their role is to welcome students and suggest reading material. They teach you how to do documentary research and make good use of the media.

Nurses: Ms Hermanns, Ms Tardy and Ms Cao take care of students who are feeling unwell. They are available every day of the week and are there to listen to students. They also work on health prevention as part of the Health and Citizenship Education Committee (CESCE).

School psychologist and support network: Ms. Jenny Zhang is available to meet with you if you are experiencing personal difficulties during your schooling.

FLSCO Department: (French as a School Language) Ms Petragallo is in charge of this department, which has several teachers who support students who do not speak English.

Career guidance: Ms Santolini and Mr De Meester are responsible for career guidance and advise students on their future career paths, particularly with Parcoursup.

Exams and certifications: Ms Hirrien, under the supervision of the deputy headteacher, is responsible for planning and organising exams, competitions and certifications.

The head teacher: among all the teachers, the head teacher is the one who looks after your class in particular. You can talk to them if you have any questions or need advice. They will welcome you and your class on the first day of term and tell you about the school and how the year will be organised. Your parents can also ask to meet them if they would like to discuss your progress at school.

Finding your way around the school



The LFS has eight different buildings with three to five floors.

Middle school and high school students change classrooms almost every hour, and they also change buildings.

Building A

Ground floor: Piazza, school administration offices and counsellors' offices, music studio.

1st floor: IT department, cafeteria, ASC office, high school students' common room.

2nd floor: photocopying room, teachers' rooms, deputy headteacher's office, his secretary's office, exam and guidance office.

Building B

Two-storey building reserved exclusively for nursery school and some primary school classes.

Building C

1st floor: school psychologist's office and infirmary, and secondary school classrooms at the beginning of the corridor from C106 to C108

Second floor: meeting rooms, classrooms C.201 to C.204 and primary school classrooms

3rd floor: head teacher's office secretary's office, communications office, administrative offices, science laboratories C 307 to C315 and classrooms C325 to C329

Building D

1st floor: library and auditorium

2nd floor: 3C – media library

3rd and 4th floors: examination rooms

Building E:

Ground floor: canteen

1st floor: classrooms E201 to E230

2nd floor: German classrooms

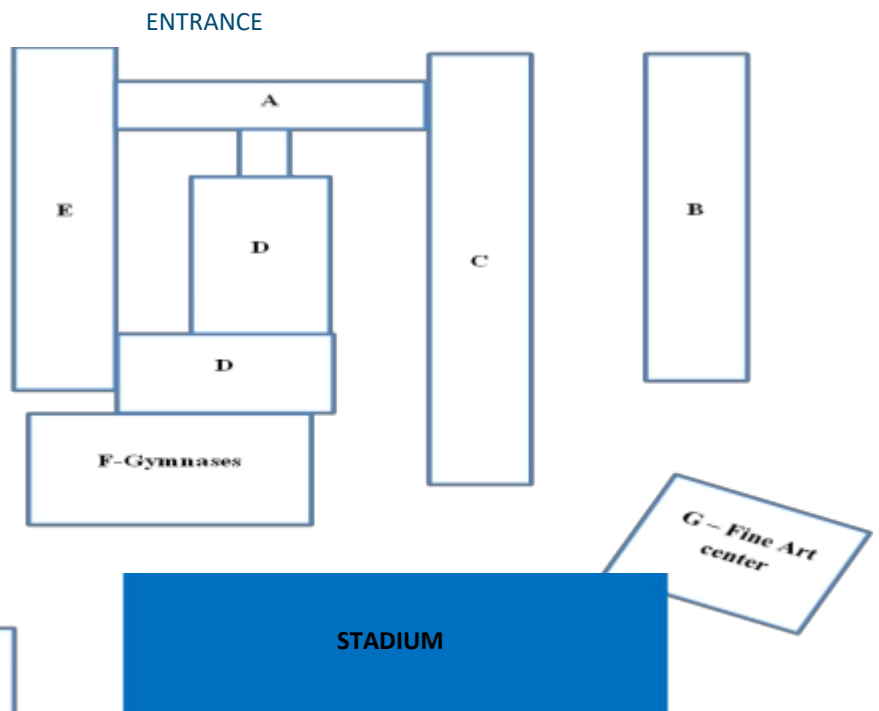
Building G

Ground floor: music and theatre rooms

1st floor: art rooms

Building H

Swimming pool



/ ! \ IMPORTANT BUS INFORMATION

Buses depart at 3:00 p.m. in descending order from 50 to 4, buses 1, 2 and 3 depart first. The bus numbers are different at 5:00 p.m. They are numbered from 101 to 119.

The contact for the bus service is as follows:

bus.qingpu@lyceeshanghai.com

Practical

Achille Messi

asc@lyceeshanghai.com

Room A 207,

Tel: 3976 0555 (ext. 541)



School transport

The bus service runs everyday, allowing all students to be at school by 8 a.m. and then return home.

The times, days and bus numbers are as follows:

LFS departure time	Days of service	Bus route names
12:30	Wednesday and Friday	Buses numbered 1 to 50
3:00 p.m.	Monday to Friday	Buses numbered 1 to 50
5:00	Monday to Friday	Buses numbered 101 to 119 1 bus for metro line 9 and 1 for line 2. 1 bus with 2 stops:
6:40	Monday to Friday	Hongqiao Zoo and Jiangsu Road 1 bus with 3 stops: Zhen-ning Lu, Wulumuqi Lu, Dong Hu Lu.

ASC: Sports and Cultural Activities

The ASC department offers sports and cultural activities outside of school hours. Whether you want to participate in recreational activities or get involved in competitive sports, develop your manual skills or your creative spirit, this programme is designed to meet your needs.

The ASC department also organises one-off events, outings, shows and trips.

At the beginning of the year and/or in the second semester, you will have the opportunity to register for these activities.

Important dates – Qingpu Campus

- First semester dates: **15 September 2025 to 30 January 2026.**
- Second semester dates: **7 February 2026 to 26 June 2026.**

Pronote

This is a communication tool that allows parents to monitor your results, absences and late arrivals, and consult your class register.

Pronote is also a source of important information about timetable changes, teacher absences, your results and information about school and class life, which is updated regularly.

You will have your own access code, which your parents will give you at the beginning of the year.

Pronote tutorial

The use of Pronote is explained on the following tutorial page:

<https://www.index-education.com/fr/tutoriels-video-pronote-families.php>

You will find the following information there:

- log in
- Password update
- View and use the school diary (receive and send homework)
- View academic results
- Communicate with your teacher and the school administration

LFS Pronote links

Pronote student area:

<http://pronote.lfshanghai.com/eleve.html>

Pronote parent area:

<http://pronote.lfshanghai.com/parent.html>

Combating bullying



Resources and Tools Available at School

Prevention and support tools available:

- Harcelomètre: a tool to identify bullying situations.
- Cyber Repère Web: a document to help recognize positive and harmful online behaviors.
- Safe Zone: volunteer adults available to listen, welcome, and guide students.
- SOS Pronote Button: confidential and fast reporting directly via the app.
- Butterfly Boxes: word boxes available at Qingpu and Yangpu, for discreetly reporting concerning situations.
- Guide for Proper Screen Use

Useful contacts for parents to report bullying:

- Safe Zone Qingpu: safezone.qp@lyceeshanghai.com
- Safe Zone Yangpu: safezone.yp@lyceeshanghai.com
- Anti-bullying contact for both campuses: tess.volpini@lyceeshanghai.com

Hotlines (accessible from China by downloading the app):

- 3018 – e-Enfance App: 24/7 support in cases of cyberbullying or inappropriate online content.



Student Ambassadors

Trained and committed student ambassadors are present in the school to support their peers, promote a respectful school environment, and spread prevention messages. They actively contribute to creating a caring and safe environment for everyone.



Civic Engagement and Prevention

Awareness and prevention activities will be conducted throughout the year. They aim to strengthen responsibility, solidarity, and respect for one another. Students may participate as part of their civic engagement pathway.



Important Information for Families

As part of the school's prevention and management policy for intimidation and bullying, each student may be invited to meet with a member of the educational team. This does not mean that the student is under suspicion: these meetings are intended to act preventively or to help resolve situations in a caring way.



The school relies on an educational approach that avoids blame or stigmatization, carried out by trained professionals.

Combating bullying

Quick Access to Online Resources

To make it easier to use our prevention and reporting tools, QR codes are provided here. You can scan them with your smartphone to access the following resources directly:

- Harcelomètre
Scan this QR code to identify a bullying situation.



- Cyber Repère Web LFS
Scan this QR code to understand good online behaviors.



- LFS Screen Use Guide



Student commitment to combating bullying

Commitment Against Bullying and Cyberbullying

I commit to:

- Respecting other students, without mockery, intimidation, humiliation, or exclusion.
- Refusing all forms of bullying, including hurtful remarks, humiliating messages, or the sharing of non-consensual content online.
- Not being complicit, even passively, in bullying situations.
- Asking an adult for help in case of difficulty or a concerning situation.
- Using the reporting tools provided by the school.

Date: Student's signature:

FAQ

What should I do if I can't remember my bus number? *1– I am at home: I check LFS online. 2– I am at school: I ask the transport manager, Mr QU James (Office A 107 B) or the school office.*



How do I know if my teacher is absent?

1– I am at home: I check Pronote

2– I am at school: I can get this information from the school office (A.101)

I have a letter to pick up, where should I go?

The location where you can pick up your letter is normally indicated on the information letter.

In most cases, you will need to pick up your letter at the Vie Scolaire office (A.101) or the CPE office (A.102), or at the exam office (A322).

I feel intimidated by another student.

Talk to an adult you trust (AED, teacher, CPE, etc.) right away, and they will help you resolve the issue. Everyone has the right to enjoy their school life and be treated with respect. It is therefore important not to let a problematic situation continue. You will find support from all the adults at the school.

I can't find my belongings?

I can go to the reception desk where lost items are kept. The office is on the right as you enter the piazza. You can also go to the school office.

