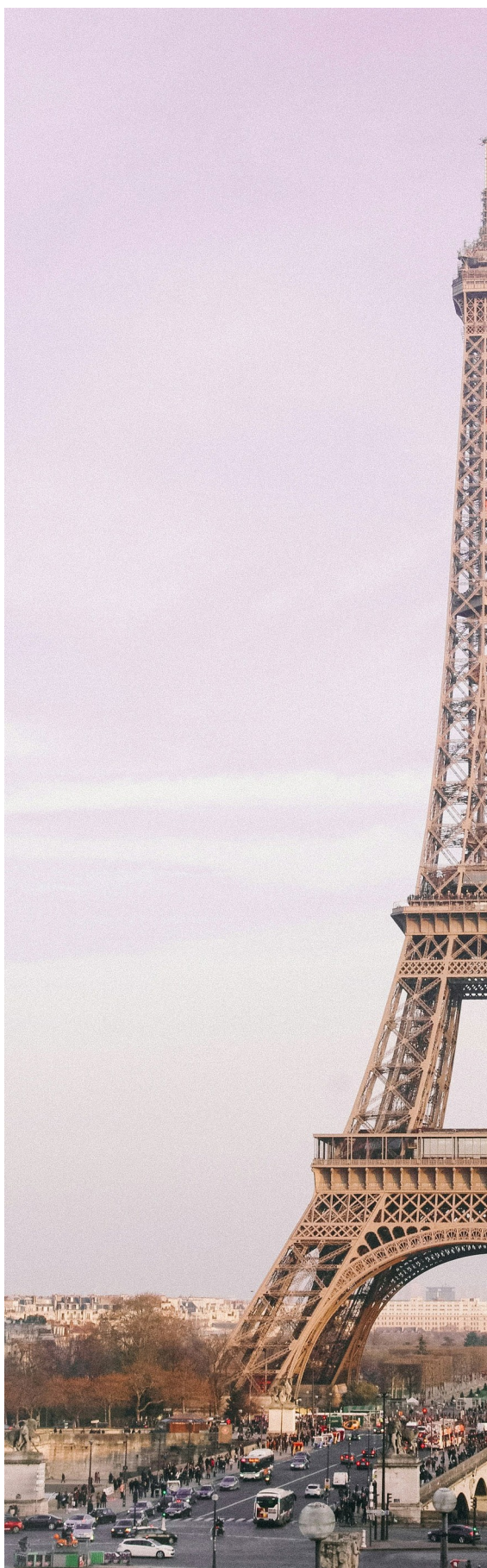




STUDENT GUIDE

School life, rules, services and
practical information — Qingpu



STUDENT GUIDE

School life, rules, services and practical information - Qìngpu

Welcome

Welcome to the Lycée Français de Shanghai

The whole LFS team wishes you a warm welcome! This guide has been designed to help you understand how the school works, get organised, and find your way around throughout the year.

We wish you a wonderful school year, full of discoveries and success.

The Student Life Office

If you have a question, don't know where to go, or run into a difficulty, the Student Life Office and the CPEs (Deans of Students) are there to support you. Don't hesitate to ask them for advice.

The office is made up of three CPEs and a team of Education Assistants (AED). They support students outside of class time: study periods, breaks between lessons, recess, the lunch break, and other times of school life.

The Deans of Students (CPE) are responsible for:

- The CPEs monitor attendance (absences and tardiness) and support students in their schooling, behaviour and any difficulties they may encounter.
- They look after student safety and the quality of the school atmosphere.
- They organise the Student Life Office and coordinate the team of Education Assistants.
- They work with teaching teams and take part in actions related to citizenship, health, prevention and school life.

The Education Assistants (AED):

The AEDs are adults you will meet every day: at the Student Life Office, in the piazza, at the 3C, in the study hall, in the yard, in the canteen or in the hallways.

You can go to them for information, to report a difficulty, or to ask for help. In particular, they supervise students when they are not in class.

CONTENTS

Internal regulations	3
Timings and respect in the hallways	3
Absences and tardiness	3
School transport	4
Student arrangements (departure regime)	4
Authorisation to leave	5
Visits to the nurse's office	5
Unfitness for PE	6
Lockers and bag storage	6
Study hall (permanence)	6
Common Room (Foyer)	6
The 3C	7
Reception and lost property	7
School supplies	7
Access & dining badges	8
Information and communication	8
Pronote	9
Student representatives	9
ASC (Extracurricular Activities)	10
School staff	11
Finding your way around	12
Safe Zone	13
FAQ	15

Internal regulations

Timings and respect in the hallways

The Lycée Français de Shanghai opens its doors from 7:15 a.m.

On arrival, middle-school students remain quietly in the piazza. This welcome period is not playtime: they do not go to the yard or to areas that are not open to them. Five minutes before lessons begin, they line up in the designated areas to wait for their teacher.

Year 7 and Year 8 students (6e and 5e) line up on the left side of the piazza (small steps). Year 9 and Year 10 students (4e and 3e) line up on the right side (large steps, one step per year group).

High-school students go directly to their classroom door, where teachers let them in five minutes before the lesson starts.

Lessons last 55 minutes for everyone. Sessions are organised according to the following timetable:

Morning	Afternoon
M1 – 8:00 to 8:55	S1 – 1:00 to 1:55 p.m. / Lunch break
M2 – 8:55 to 9:50	S2 – 1:55 to 2:50 p.m.
Morning recess – 9:50 to 10:05	Afternoon recess – 2:50 to 3:05 p.m.
M3 – 10:05 to 11:00	S3 – 3:05 to 4:00 p.m.
M4 – 11:05 to 12:00	S4 – 4:05 to 5:00 p.m.
Lunch break – 12:00 to 1:00 p.m.	
M5 – 12:05 to 1:00 p.m.	S5 – 5:05 to 6:00 p.m. or 6:20 p.m.

Internal regulations

They must be read and signed jointly by parents and students at the start of the year.

They will be shared with all families at the start of the school year.

The internal regulations set out the common rules that allow everyone to study and live at the school in good conditions. They set out the rights and duties of all, and are based in particular on the principles of respect, tolerance, safety and responsibility.

At the start of the year, they must be read and approved jointly by the student and their parents via Eduka.

The internal regulations can be consulted at any time on Eduka and on the official website of the Lycée Français de Shanghai.

Everyone in the school community respecting them helps create a calm, safe climate that is conducive to learning.

REMINDER

During recess and breaks between lessons, no student should remain in a classroom without authorisation. Movement in the hallways should be calm, without running.

In middle school, phone use is prohibited from the moment students enter the school. For high-school students, the use of phones and connected devices is governed by the internal regulations. Eating and drinking is not allowed in classrooms or hallways, except in special circumstances.

NEW FOR 2026

Lockers: Year 7 and Year 8 students (6e and 5e) have lockers located outside. From Year 9 (4e) through high school, lockers are spread across defined zones: block C200 and corridor E. For middle-school students, lockers are assigned by name in advance, so there is no longer any need to come and choose a locker at the start of the year.

Study hall: room C209 becomes the fixed study hall. When they have a study period, students may be received in C209 or, depending on access arrangements, at the 3C.

Compulsory study hall from 1 to 2 p.m.: for middle-school students, having no class during this slot does not mean free time. From 1 to 2 p.m., any middle-school student without a lesson attends the study hall and uses this time to work. Any free slots between 11 a.m. and 1 p.m. remain part of the lunch break.

At 8 a.m. and at 1 p.m., all middle-school students wait for their teacher in the piazza.

School transport

The bus service runs every day, allowing all students to be at school by 8 a.m. and to get home afterwards.

Bus times, days and route numbers are organised as follows:

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

IMPORTANT BUS INFORMATION

At 3 p.m., buses leave campus in ascending order of number, from 1 to 50.

All middle-school students who finish classes at 3 p.m. and use the 3 p.m. school bus must first join the Ayi / staff member in charge of their bus. They do not go to the bus alone: the responsible adult accompanies them to the departure area.

At 5 p.m., the students concerned go directly to their bus independently.

bus.qingpu@lyceeshanghai.com

Student arrangements (departure regime)

Arrival and departure arrangements are not the same in middle school and high school. In middle school, each student must follow the regime registered by their family and their timetable. In high school, students have greater freedom of movement, within the internal regulations.

Middle-school student on the "bus" regime

A middle-school student on the bus regime arrives at school with the school transport and leaves on the bus corresponding to their end-of-day time.

If they finish at 3 p.m., they join the 3 p.m. bus departure with the Ayi / staff member in charge of their bus.

If they finish at 4 p.m., they stay in the study hall until the 5 p.m. bus departs, since no school bus leaves at 4 p.m.

If they finish classes at 3 p.m. but then take part in an ASC activity, they may stay in the study hall until their activity begins.

Middle-school student on the "independent" regime

A middle-school student on the independent regime arrives and leaves under their own arrangements, as organised by their family and the school's rules.

Once they have finished all their classes for the day, they may leave the school at the time corresponding to the actual end of their timetable. For example, if they finish at 4 p.m., they may leave at 4 p.m.

High-school students

High-school students are not subject to the same departure regime as middle-school students. They manage their arrivals and departures independently, in accordance with their timetable and the internal regulations.



Study hall after the end of classes

Study hall is not childcare. It is intended for students who need to remain at school for a specific reason, particularly while waiting for a bus or an ASC activity.

Study halls run until 5 p.m. A student who has finished their day and has neither school transport to wait for nor a planned activity must leave the school once their regime allows it.

In the study hall, the student is in a study room and works: they do not stay at school to play or spend time in the yard.

ATTENTION

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

See article 7.1 of the internal regulations.

Leaving during the day — middle-school students

A middle-school student is not permitted to leave the school freely between two lessons.

An exceptional outing may be authorised when the situation warrants it and a written request from the parents has been sent to the Student Life Office. This may concern, for example, a medical appointment, a consulate matter, or, exceptionally, a long interruption of at least three consecutive hours in the timetable, for instance in the event of an unplanned teacher absence.

A simple interruption of one or two hours in the timetable does not justify leaving the school, even at the parents' request, except for an exceptional reason approved by the Student Life Office.

The 1 p.m. to 2 p.m. slot

For all middle-school students, the 1 p.m. to 2 p.m. slot is a compulsory study hall whenever no class is scheduled. This is supervised work time. Any free time between 11 a.m. and 1 p.m. remains part of the lunch break.

Visits to the nurse's office

Office C104 — open Monday to Friday from 8:00 a.m. to 6:30 p.m., except Friday, closing at 5:00 p.m.

Three nurses are available to students for health matters and provide emergency response.

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

I go to the nurse's office accompanied by a classmate, with the agreement of the teacher or Education Assistant.

If the lesson has not finished by the end of the visit, I return to class with a note from the nurses.

If the lesson has finished and another has begun, I first go via the Student Life Office to present the nurses' note.

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

I go directly to the nurse's office.

If it is a break time: no pass needed.

If another lesson has begun: go via the Student Life Office.

Unfitness for PE

Request for short-term unfitness (< 7 days):

Parents request an exemption from practice by sending an email to the Student Life Office, the nurse's office and the PE teacher (with a certificate if one has been issued): infirmierie.qingpu@lyceeshanghai.com

I must still attend the PE lesson: the teacher will then decide whether to keep me in the lesson or allow me to go to the study hall.

Request for long-term unfitness (> 7 days):

If my unfitness lasts more than a week, a medical certificate is required; the doctor will specify the nature of the unfitness and the teacher will adapt their teaching accordingly.

For any unfitness of one month or less, I am present in class: I may not be assessed with a grade or a competency mark, but will still receive a comment on my term report.

Lockers and bag storage

Lockers are assigned at the start of the year by the Student Life Office for middle-school students.

Lockers make daily life easier for students and lighten the weight of their bag.

During break times, I must use the storage lockers under the covered area of the yard so as not to overcrowd the hallways and the piazza.

Study hall (permanence)

The study hall is a workspace intended for middle-school students.

Middle-school students who have no lesson must go to the piazza so the Education Assistant can take the register. Students then go to the Knowledge & Culture Centre (3C) or to the study room.

For Year 7 (6e) students, "homework support" periods may also be included in students' timetables, under the responsibility of a teacher.

Student Common Room (Foyer)

The common room is a space for relaxation or work for high-school students, set up according to proposals from the students in charge of it (CVL/MDL). They can meet there during their free time.

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

REMINDER ABOUT SPORTS KIT

Sports kit must be different from what is worn during the rest of the day.

Indoor sports shoes are compulsory in the gymnasium.

A swim cap, goggles and swimsuit are compulsory for the pool.



3C — Knowledge & Culture Centre

The 3C is open Monday to Friday from 8 a.m. to 5 p.m., staffed by teacher-librarians.

This space is intended for secondary-school students who wish to read, work quietly, or carry out research. It is a space shared by French and German students and teachers.

Middle-school students: They are accompanied by an Education Assistant during study hall, or by a teacher during a lesson. Access is free during the lunch break.

High-school students: They may go there independently outside of lesson time, or accompanied by a teacher during a lesson.

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

Reception and lost property

LFS reception is open every weekday from 7:30 a.m. to 6:30 p.m., except Friday from 7:30 a.m. to 5:00 p.m. It is located at the entrance to the piazza, on the right (Building A).

Reception is also where you can recover lost belongings. Please note: three times a year, items that have not been collected will be donated to charities. You will be notified of the dates via the parents' newsletter.

School supplies

As part of its eco-responsible approach, LFS encourages the use of a reusable water bottle. Water fountains are available at several points around the school: remember to bring your bottle every day and clean it regularly.

A water bottle is also essential for PE lessons.

The school supplies provided include a filing folder, a binder, single and double sheets of paper, an exercise book for Chinese, as well as two light exercise books.

For younger students, a methodology sheet is given out at the start of the year to help them organise their filing folder, materials and school bag efficiently.

MORE INFORMATION ON THE 3C

3C website

<http://2160010m.esidoc.fr/>



Access & Dining Badges

A badge is issued to each new student on arrival at LFS. Students already enrolled keep the same badge from one year to the next, except in the case of loss, damage, or a change of badge category.

On entering Year 9 (4e), students receive a new white badge to replace the yellow badge used in Years 7 and 8 (6e and 5e).

The badge serves two main purposes: it acts as the school dining card and, for high-school students, also allows access to and exit from the school in accordance with the internal regulations.

In Years 7 and 8 (6e and 5e), the badge is yellow. It is used, among other things, to identify students at the canteen and at the Aspretto café. As part of education in balanced eating, sugary products are not offered to them; approved choices favour balanced meals, fruit and water.

From Year 9 (4e) to Terminale, the badge is white.

The badge is strictly personal: it must never be lent to anyone. The student's name and photo must remain visible.

Information and Communication

You will find information useful to your schooling on the school's various channels:

- the screens in the Student Life Office and the high-school common room;
- the information board in front of the Student Life Office;
- PRONOTE: timetable, absences, tardiness, results, lesson log and communications;
- the school's and the 3C's official WeChat accounts;
- the newsletter sent regularly to families;
- the Lycée Français de Shanghai website.

To contact a staff member, students and their parents can use PRONOTE or, when appropriate, the professional email address in the format: firstname.lastname@lyceeshanghai.com.

LOST BADGE

If a badge is lost, the student must:

1. Have the card blocked with the canteen staff.
2. Buy a new card (50 RMB) from the accounting office, room C342, which will issue a payment receipt.
3. Present the receipt at the Student Life Office so the new card can be issued and access rights updated.
4. Then go to the canteen to activate the new card.
5. Parents can track their child's spending via the school dining app / mini-program.

MONTHLY DINING BUDGET

33 RMB × number of school days per month.

IMPORTANT

Website:

www.lyceeshanghai.com/

Pronote student portal:

pronote.lfshanghai.com/eleve.html

WeChat LFS:



Pronote

This is a communication tool that lets parents follow your results, absences and tardiness, and check your class's lesson log.

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

You will have your own login, which your parents will give you at the start of the year.

Pronote tutorial:

How to use Pronote is explained on the following tutorial page:

www.index-education.com/fr/tutoriels-video-pronote-familles.php

You will find the following information there:

- Signing in
- Updating your password
- Viewing and using the lesson log (receiving and submitting homework)
- Checking your school results
- Communicating with your teacher and the Student Life Office

Student representatives

Middle school and high school are prime places for learning about democratic life.

Every student votes to elect their representatives and may stand as a candidate.

Middle school and high school are places for learning about democratic life. Every student takes part in electing their representatives and may stand as a candidate themselves.

Students have duties within the school, but they also have rights they can exercise within the framework set by the internal regulations: the right to assembly, to post notices, to publish, and to form associations.

Main bodies:

Class delegates: They are elected at the start of the year by the students they will represent at the class council and in every moment of school life. Being a delegate carries duties, responsibilities and rights. They must listen to all their classmates and foster class cohesion. They take an active part in school life and act as a link between their classmates and other members of the school community. Being a delegate is a demanding but extremely rewarding experience. Each class elects 2 titular delegates and 2 alternates.

Representatives on the School Governing Board: The Governing Board examines and adopts the main decisions relating to school life. Students sit on it as representatives. They are elected from among the class delegates at the general assembly of student delegates (AGDE). The vice-president of the Student Life Council (CVL) is also invited to take part.

Students elected to the Student Life Council and the Middle-School Student Life Council: The Middle-School Student Life Council (CVC) and the Student Life Council (CVL) bring together representatives of students, staff and parents. Chaired by the head of school, these bodies allow collective reflection on everyday school life and the formulation of proposals. They notably include a student vice-president.

PRONOTE LINKS FOR LFS

Pronote student portal:

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

Pronote parent portal:

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

School bodies with elected representatives among the delegates:

- Franco-German committees for school catering and school transport.
- Disciplinary Council
- Health, Citizenship, Environmental and Support Committee (CESCE)
- Travel Committee, Hygiene & Safety Committee
- Digital Committee
- ASC Committee



ASC: Sports & Cultural Activities

The ASC office offers sporting and cultural activities outside of school hours. Whether you want to practise these as leisure activities or commit to competitive sport, develop your manual skills or your creativity, this programme is designed to match your interests.

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

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

Key dates — Qingpu Campus

- First-semester dates: 15 September 2026 to 30 January 2027.
- Second-semester dates: 7 February 2027 to 26 June 2027.

Practical information

Achille Messi asc@lyceeshanghai.com

Room: A 207 **Tel:** 3976 0555 (ext. 541)



School Staff

Head of School: Mr Fouillard is the head of the school. He makes the main decisions relating to school life and is assisted in his duties by the deputy principal.

Principal's Assistant: Mrs Han Ying



Deputy Principal: Mr Capot assists the principal in running the secondary school's academic activities, and is notably involved in organising teachers' and classes' timetables.

Deputy Principal's Assistant: Mrs Ye Bao

CPE (Deans of Students): Mrs Volpini, Mr Lanzi and Mr Yvon are responsible for the smooth running of school life and help create the best living and learning conditions for students.



Education Assistants: Sylvia, Flavie, Emilie, Marion, Paola, Benoit and Thanh Tu supervise students during study periods, recess and the lunch break. They ensure the internal regulations and safety are respected, take part in monitoring absences and tardiness, and can support students with their work.

Librarians: X and Mrs Ma are responsible for the Knowledge & Culture Centre (3C). They welcome students and support them in their reading, research, and learning to use information and media responsibly.



Nurses: Mrs Hermanns, Mrs Tardy and Mrs Cao take care of students who are unwell. Present throughout the week, they listen to students and also take part in health prevention actions as part of the CESCE.

School Psychologist and Support Network: Mrs Jenny Zhang can meet with students who face personal difficulties during their schooling.

FLSco Department (French as a School Language): Mrs Petragallo heads this department, made up of several teachers who support non-French-speaking students.

Guidance: Mrs Santolini and Mr De Meester support students in their thinking and steps regarding academic and career guidance, particularly through Parcoursup.

Exams and Certifications: Mrs Hirrien, under the direction of the deputy principal, is responsible for planning and organising exams, competitions and certifications.

The Homeroom Teacher: Among the class's teachers, the homeroom teacher provides particular follow-up for the group and its students. They are a key point of contact for questions related to schooling and the organisation of the year. Families may also contact them when they wish to discuss their child's schooling.

Finding your way around the school

LFS has 7 different buildings, from 3 to 5 storeys.

Middle- and high-school students change classroom - and often building - almost every hour.

Building A

Ground floor: Piazza, Student Life and CPE offices, music studio.

1st floor: IT services, cafeteria, ASC office, high-school common room.

2nd floor: Photocopy room, staff rooms, deputy principal's office and secretariat, exams and guidance office.

Building B

A two-storey building reserved exclusively for preschool and some primary classes.

Building C

1st floor: School psychologist's office, nurse's office, and secondary classrooms at the start of the corridor, from C106 to C108.

2nd floor: Meeting rooms, classrooms C201 to C204, and primary classrooms.

3rd floor: Principal's office and secretariat, communications office, administrative offices, science labs C307 to C315, and classrooms C325 to C329.

Building D

1st floor: BCD library and auditorium.

2nd floor: The 3C — media library.

3rd and 4th floors: Exam rooms.

Building E

Ground floor: Canteen.

1st floor: Classrooms E201 to E230.

2nd floor: German classrooms.

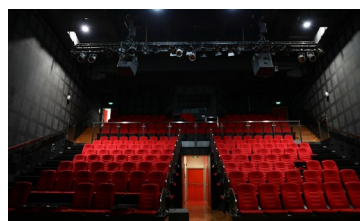
Building G

Ground floor: Music and drama rooms.

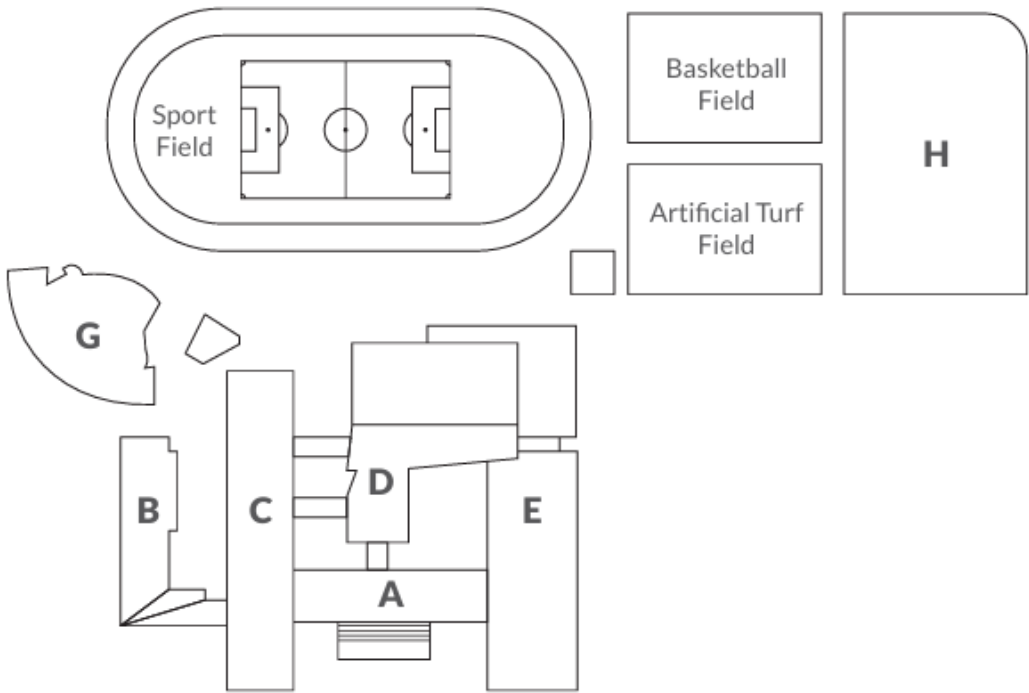
1st floor: Art rooms.

Building H

Swimming pool.



Finding your way around the school — Campus map



Anti-bullying at school

Resources and tools available at the school

Prevention and support tools available:

- Harcelomètre ("bullying meter"): a tool to help identify a situation of bullying.
- Cyber Repère Web: a document to help recognise good and bad online behaviour.
- Safe Zone: volunteer adults available to listen to, welcome and guide students.
- Pronote "stop bullying" button: a confidential, fast reporting tool directly through the app.
- Suggestion boxes ("Boîtes Papillons"): drop-boxes for discreetly reporting a concerning situation.
- Guide to responsible screen use: a resource to help students use digital technology responsibly.



Useful contacts for parents wishing to report a case of bullying at school

- Safe Zone Qingpu: safezone.qp@lyceeshanghai.com
- Anti-bullying referent: tess.volpini@lyceeshanghai.com

Online helpline (accessible from China by downloading the app)

3018 — "e-Enfance" app: a support service available 24/7 for cyberbullying or the presence of inappropriate online content.

Student ambassadors

Trained and engaged student ambassadors are present at the school to support their peers, promote a respectful school climate, and relay prevention messages.

They play an active role in creating a caring, safe environment for everyone.

Citizen engagement and prevention

Awareness-raising and prevention actions will be carried out throughout the year.

They aim to strengthen everyone's sense of responsibility, solidarity and respect. Students may take part as part of their civic engagement pathway.

Important information for families

As part of the policy for preventing and managing situations of bullying and harassment, any student may be asked to meet with an adult from the teaching team.

This does not mean the student is at fault: these meetings are used to act preventively or to help resolve a situation in a caring way.

Anti-bullying at school

Student commitment against bullying at school

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 sharing non-consensual content online.
- Not becoming complicit, even passively, in situations of bullying.
- Asking an adult for help in case of difficulty or a concerning situation.
- Using the reporting tools made available to me at school.

Date:

Student's signature:

Anti-bullying at school

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

Harcelomètre

Scan this QR code to help identify a situation of bullying.



Cyber Repère Web LFS

Scan this QR code to understand good online behaviour.



LFS Screen-Use Guide

Scan this QR code for the school's guide to responsible screen use.



Accromètre

Scan this QR code for the digital-addiction self-check tool.



FAQ

I can't remember my bus number. What should I do?

At home, I check the information available on LFS Online. At school, I ask the transport officer or the Student Life Office.

I take the 3 p.m. bus. Where should I go?

If I am a middle-school student, I first join the Ayi / staff member in charge of my bus. I do not walk to the bus alone: the responsible adult accompanies the group to the departure area.

I take the 5 p.m. bus. Do I need to be accompanied?

No. At 5 p.m., the students concerned go directly to their bus.

I am a middle-school student on the bus regime and I finish at 4 p.m. Can I leave?

No. Since there is no bus at 4 p.m., I stay in the study hall and take the 5 p.m. bus.

I am a middle-school student on the independent regime and I finish at 4 p.m. Can I leave?

Yes, if 4 p.m. is indeed the end of all my classes for the day and my independent regime is registered.

I've finished my classes but I have an ASC activity later. Can I stay at school?

Yes. I can stay in the study hall until my ASC activity begins. The study hall is a time for work.

I have no class from 1 p.m. to 2 p.m. Is this free time?

Not for middle-school students. From 1 p.m. to 2 p.m., I go to the study hall and use this time to work.

I have one or two hours without class during the day. Can I leave if my parents write to the Student Life Office?

In principle, no. A middle-school student does not leave the school between two lessons for a simple gap in their timetable. Only exceptional situations can be authorised by the Student Life Office.

I have at least three consecutive hours without class due to a teacher's absence. Can I leave?

An exceptional outing may be considered if my parents send a written request to the Student Life Office and it is approved.

Where is my locker?

In Years 7 and 8 (6e and 5e), lockers are located outside. From Year 9 (4e) through high school, they are spread across zones C200 and E200. For middle-school students, lockers are assigned by name in advance.

Can I use the swing?

No. It is reserved for primary-school students at the German school.

I've lost my badge. What should I do?

I have my badge blocked, pay for a replacement at the accounting office, then go to the Student Life Office to have the new card issued and updated, before it is activated at the canteen.

How do I find out if my teacher is absent?

At home, I check PRONOTE. At school, I can ask at the Student Life Office.

I have a summons to collect. Where should I go?

The location is usually shown on the document received. It is most often collected at the Student Life Office, the CPE office, or the exams office.

I feel intimidated or bullied by another student. What should I do?

I talk about it quickly to an adult I trust: an Education Assistant, a teacher, a CPE, a Safe Zone member, a nurse, etc. I can also use the reporting tools made available by the school.

I can't find my belongings. Where should I look?

I go to reception, where lost property is kept, or I ask the Student Life Office.