



Welcome Guide - Students Middle & High School - Yangpu

Welcome

Welcome to the Lycée Français de Shanghai

The whole LFS team wishes you a warm welcome! We hope this guide will help you get to know how the Lycée works, get organised, and find your way around, so that you feel at ease.

We wish you a great school year, full of success.

The Student Life Office

If you think you're lost, or if you have questions, the Student Life Office and the CPE are there to help you. Don't hesitate to ask for advice.

The office is made up of a CPE and a team of Education Assistants who look after students outside of class time (study hall, breaks between lessons, recess).

The Dean of Students (CPE) is responsible for:

- Student attendance (absences and tardiness) / direct contact with students (individually or in groups): monitoring behaviour, work, and personal difficulties.
- Student safety within the school.
- Organising school life and the team of Education Assistants / working with teachers, and student activities (delegates, CVC-CVL, actions related to health and citizenship).
- The school climate: student wellbeing, living together, and conflict resolution.

The Education Assistants:

The Education Assistants 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, in the hallways...). Don't hesitate to talk to them if you need information. They are the ones who look after you when you are not in class.



Contents

Internal regulations	2
Timings and respect in the hallways	2
Authorisation to leave	3
Absences and tardiness	3

Visits to the nurse's office	4
Unfitness for PE	4
Lockers and shelving for bags	5
Study hall	5
Common rooms	5
Reception and lost property	5
The 3C	5
Access & dining badges	6
Water bottles and supplies	6
Information and communication	7
Student representatives	7
School staff	8
Finding your way around the school	9
School transport	10

ASC	11
-----------	----

Pronote	11
Anti-Bullying	12-13
FAQ	14

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 year.

The internal regulations are the foundation of life at school, particularly regarding health, citizenship and safety.

They set out the rules, rights and duties of everyone, based on humanist values (respect, tolerance and valuing the individual).

With your homeroom teacher, you will pay particular attention to the articles on departure regimes (3.4), on dress code (6.3), and on the use of connected devices (6.4).

Everyone respecting the internal regulations makes it possible to experience school life in the best possible conditions.

Reminder

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

The use of phones, connected devices, and eating or drinking are prohibited in the hallways and classrooms.

In middle school, phone use is prohibited from the moment students enter the school.

Timings and respect in the hallways

The Lycée Français de Shanghai opens its doors from 7:30 a.m.

Students are welcomed in the yard. They will be allowed to go up to the 3rd floor from 7:45 a.m.

They line up 5 minutes before the lesson starts in front of the classroom while waiting for their teacher.

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

Monday to Friday:

Morning	Afternoon
M1 - 8:00-8:55	S1 - 1:00-1:55 p.m.
M2 - 8:55-9:50	S2 - 1:55-2:50 p.m.
Morning recess: 9:50-10:05 (15 min)	Afternoon recess: 2:50-3:05 p.m. (15 min)
M3 - 10:05-11:00	S3 - 3:05-4:00 p.m.
M4 - 11:05-12:00	S4 - 4:05-5:00 p.m.
Lunch break 1: 12:00-1:00 p.m.	S5 - 5:05-6:00 p.m. or 6:30 p.m.

Authorisation to Leave

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

There are 3 regimes:

High-school student: They are allowed to leave the school during recess, the lunch break, and whenever they have no class.

Independent middle-school student: This regime concerns students who do not use the school's transport services. They must be present from the first lesson of the day until the last lesson on their timetable. They may leave the school if there is a change to the timetable at the end of the day.

Middle-school student on the bus regime: This regime concerns students who use the school's transport services. They must go directly into the school as soon as they get off the bus. They will only be allowed to leave at the bus departure times corresponding to those on their timetable. This regime also means being able to take the first bus leaving LFS in case of a timetable change.

Reminder

For exceptional entry or exit authorisations, parents must notify the Student Life Office by email or via Pronote.

viescolaire.sec.ypp@lyceeshanghai.com

! No authorisation to leave will be issued following a phone call.

Absences and Tardiness

Absences and tardiness can be checked online via the Pronote software, using a personalised login sent to parents by email and given to students at the start of the school year.

Absences

In the event of an absence, your parents must first notify the Student Life Office by email (viescolaire.sec.ypp@lyceeshanghai.com) or via Pronote, stating the reason. For Pronote entries, the procedure is as follows:

When you log into your account using the Lycée's Pronote website, you can report an absence by going to the tab:

Vie scolaire => Carnet => Prévenir (Student Life => Logbook => Notify).

When you log in via the app on your phone, you can report an absence by going to the tab:

Vie scolaire => Carnet => Informer d'une absence (Student Life => Logbook => Report an absence) - the + symbol at the bottom right of the page.

Tardiness

Any student arriving late must go to the Student Life Office to obtain authorisation to enter class.

Students without a late slip will not be allowed into class.

Pronote Tutorial

French version:



English version



Visits to the Nurse's Office



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.

Office F135 - open Monday to Friday from 8:00 a.m. to 5:00 p.m., except Monday, Tuesday and Thursday, closing at 6:30 p.m.

Two 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 with a note from the nurses.

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.

Unfitness for PE

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

Parents request an exemption from practice by sending an email to the Student Life Office and the nurse's office and the PE teacher (with a certificate if one has been issued) =>

infirmerie.yangpu@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 (over 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 at the Student Life Office.
Lockers make daily life easier for students and lighten the weight of their bag.
During break times, I must use the lockers or storage shelves so as not to overcrowd the hallways and the piazza.

Study Hall

The study hall is a workspace intended for middle-school students.
Middle-school students who have no lesson must go to the study hall so the Education Assistant can take the register. Students then go to the Knowledge & Culture Centre (3C) or remain in the study hall.
Homework support periods may also be included in students' timetables, under the responsibility of a teacher.

Common Rooms

Middle-school and high-school students have their own separate common rooms.
The middle-school common room is reserved for Year 7 to Year 10 students (6ème to 3ème). It is a relaxation space where they can meet during the lunch break.
The high-school common room is reserved for Year 11 (2nde) students, who can meet there during their free time.
The middle-school common room is shared with students from the Deutsche Schule Shanghai.

Reception and Lost Property

LFS reception is open every day of the week from 8:00 a.m. to 5:00 p.m. It is located at the entrance to the piazza, on the left.
You can find lost belongings at reception, on the racks on the 1st floor, or on the 3rd floor (near the Student Life Office). 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.

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 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 up to 5 items at a time, magazines for 3 weeks, comic books for 1 week. Loans may be extended on request. For more details, refer to the 3C charter.

More information on the 3C

3C website

<https://lyceeshanghai-yangpu-3c.esidoc.fr/>

/!\ Lost Badge

If a badge is lost, the student must:

- 1- Have their card blocked with the canteen staff.
- 2- Buy a new card (50 RMB) by going to reception on the ground floor, which will issue a payment receipt.
- 3- Go to the Student Life Office with the receipt, to have access rights issued and updated on the new card.
- 4- Go to the canteen to activate the new card.

Parents can track their children's spending via the mini-program available on their smartphone.

Access & Dining Badges

A badge will be given to you as soon as you arrive at LFS.

This badge has two functions:

- 1/ Entering and leaving the school (for high-school students only)
- 2/ Canteen card

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

From Year 9 to high school (white badge): at the canteen and the cafeteria.

freshly cooked dishes prepared on site daily by the Sodexo team. Secondary students on the Yangpu Campus have lunch at a self-service counter offering a choice of balanced meals each day.

The price of a secondary-school student's meal is around 30 RMB. You should therefore keep a close eye on your budget.

New for Year 7 and Year 8 (6ème and 5ème) classes:

- At the cafeteria, only water and fruit/vegetables may be purchased.



Please remember that badges are personal: they may never be lent to another person.

Your photo and name must remain visible.

At the canteen: only water is available (no other drinks!)

The Yangpu Campus has a school restaurant and offers

- Ice cream stand: available on Fridays only.

/!\ Monthly Dining Budget

33 RMB x number of school days per month.

Water Bottles and Supplies

To stay hydrated throughout the day, you need a water bottle from the start of the year - remember to clean it regularly. Water fountains are available in several locations.

The water bottle is essential for your PE lessons.

You are also encouraged to personalise your water bottle (to tell it apart from others and find it more easily).

Some school supplies will be handed out at the start of the year: a filing folder, exercise books and paper if you need them.



Information and Communication

You will find all the information you need for your schooling on the following channels:

- Screens in the Student Life Office on the 3rd floor.
- Information board in front of the Student Life Office: various information.
- PRONOTE: timetable, absences, tardiness, grades, diary and school communications.
- The school's and the 3C's official WECHAT account: information, talks.
- The newsletter sent to parents every fortnight: past and upcoming events.
- The school website.
- To contact school staff, you and your parents can use Pronote or the following email format:

firstname.lastname@lyceeshanghai.com

Website:

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

Pronote student portal:

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

WeChat LFS:



Student Representatives

Students have duties within their school. They also have many rights they can exercise: 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.

Delegates elected to the School Governing Board: The School Governing Board makes all decisions concerning the life of the school. 4 students elected by 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 Student Life Council (CVL) and Middle-School Student Life Council (CVC), chaired by the head of school, include a high-school or middle-school vice-president. They are made up of representatives of students, staff and parents who work together and put forward proposals on matters related to everyday school life.

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.

School bodies with elected representatives among the delegates:
Franco-German committee for school catering
Franco-German committee for school transport
Disciplinary Council
Health, Citizenship and Environmental Education Committee (CESCE)
Travel, Hygiene and Safety Committee
Digital Committee
ASC Committee

School Staff

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

Assistant to the Head of School: Mrs HAN Ying

Deputy Head: Mr Koudaya assists the head of school in running the secondary school's academic activities and organises teachers' and classes' timetables.

Assistant to the Deputy Head: Mrs TENG Yufei

CPE: Mrs Bodennec is responsible for the smooth running of school life and helps create the best living and learning conditions for students.

Education Assistants: Lijia, Liming, Mia, Wei and Zoélie supervise students during study periods, recess and the lunch break. They ensure the internal regulations and student safety are respected. They monitor student absences and tardiness. They can help students with their work.

Librarians: Mr Koeltgen and Mrs Halazy are responsible for the Knowledge & Culture Centre (3C). Their role is to welcome students and offer them reading material. They teach you how to do research and make good use of media.

Nurses: Mrs WU and Mrs Lafage-Bouriau take care of students who are unwell. They are present every day of the week and listen to students. They also handle health prevention as part of the Health & Citizenship Education Committee (CESCE) and run classroom sessions.

School Psychologist and Support Network: Mrs Safi-Eddine can meet with you if you face personal difficulties during your schooling.

FLSco Department (French as a School Language): Mrs Petragallo is responsible for this department, which has several teachers who support non-French-speaking students.

Guidance: Mrs Santolini and Mr De Meester handle student guidance and advise students on their future path, particularly through Parcoursup.

Exams and Certifications: Mrs Hirrien, under the direction of the deputy head, is in charge of planning and organising exams, competitions and certifications.

The Homeroom Teacher: Among all your teachers, the homeroom teacher is the one who follows your class most closely. You can turn to them with questions or for advice. They will welcome you on the first day of school with your class and inform you about the school and how the year will unfold. Your parents may also ask to meet them if they wish to discuss your schooling.

Finding Your Way Around the School



The Yangpu Campus has a main building with 5 floors.
Middle- and high-school students change classroom for every lesson.

Ground floor:

Piazza, nurse's office (F135), kindergarten classrooms, administrative area including the ASC office (F107) and the school psychologist's office (F126)

1st floor:

Elementary area

2nd floor:

Secondary classrooms, CPE and Student Life office (F328), study hall (F327), BCD/3C, guidance office (F326), deputy head's office (F308), secretariat office (F309), exams office (F309), photocopy room (F306).

3rd floor:

Secondary classrooms, high-school common room (F408 and F409)

4th floor:

Secondary classrooms. Science labs, music room, art room and the high-school common room (rooms 408/409)

Other areas: (visible on the map below)

Canteen/cafeteria
Swimming pool
Gymnasium
Outdoor basketball court
Stadium



School Transport

!/ IMPORTANT BUS INFO

Buses leave at 3:00 p.m.
Bus numbers are different at 5:00
p.m. They are numbered like: 2**Y

The contact for the bus service is as follows:

bus.yangpu@lyceeshanghai.com

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

Please note the 5:00 p.m. buses do not have the same numbers as the 3:00 p.m. buses

Departure time from LFS	Days of service	Bus route names
12:30 p.m.	Wednesday and Friday	Remember your bus number
3:00 p.m.	Monday to Friday	Remember your bus number
5:00 p.m.	Monday to Friday	Remember your bus number 1 shuttle with 2 stops:
4:15 p.m.		Xin Jiangwancheng (Metro Line 10), • Yin Gao Lu (Metro Line 18)
5:05 p.m.	Monday to Friday	• 1 shuttle with 1 stop: Xin Jiangwancheng (Line 10)
6:40 p.m.		• Buses numbered according to route

Practical Information

Julie Genoudet

asc.yangpu@lyceeshanghai.com

Room F107,

Tel: 6897 6589 (ext. 762)

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.

Key dates - Yangpu Campus

- First-semester dates: 14 September 2026 to 30 January 2027.
- Second-semester dates: 22 February 2027 to 25 June 2027.



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:

<https://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

Pronote Links for LFS

Pronote student portal:

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

Pronote parent portal:

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

Anti-Bullying at School

Resources and tools available at the school

Prevention and support tools available:

- Harcelomètre: 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 SOS button: confidential, fast reporting directly through the app.
- Suggestion boxes ("Boîtes Papillons"): available at Qingpu and Yangpu, to discreetly report a concerning situation.
- Guide to responsible screen use

Useful contacts for parents wishing to report bullying at school:

- Safe Zone Qingpu: safezone.qp@lyceeshanghai.com
- Safe Zone Yangpu: safezone.yq@lyceeshanghai.com
- Anti-bullying referent (both campuses): tess.volpini@lyceeshanghai.com

Online helpline (accessible from China by downloading the app):

- 3018 - "e-Enfance" app: support available 24/7 for cyberbullying or 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.

The school uses an educational approach that is non-blaming and non-stigmatising, led by trained professionals.

Anti-Bullying at School

Quick access to online resources

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 identify a situation of bullying.



- **Cyber Repère Web LFS**

Scan this QR code to understand good online behaviour.



- **LFS Screen-Use Guide**



Student Commitment Against 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 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: _____

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 officer, Mrs Yuchen (Office F108), or the Student Life Office.



How do I find out if my teacher is absent?

1- I am at home: I check Pronote.

2- I am at school: I can get this information at the Student Life Office (F328) or on the 3rd floor screen.

I have a summons to collect, where should I go?

Where to collect your summons is normally shown on the information letter.

Most often, you will need to collect your summons at the Student Life Office (F328) or the CPE office (F328), or at the exams office (F309).

I feel intimidated by another student?

I talk about it, without delay, to an adult I trust (AED, teacher, CPE...) who will help me resolve my problem. Everyone has the right to experience their schooling peacefully and everyone has the right to 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 reception, in the 1st-floor piazza, or look on the shelves and coat racks near the Student Life Office on the 3rd floor. Reception is on the left as you enter the piazza. You can also go to the Student Life Office, which can help you find your belongings.