

Welcome booklet 2026–2027

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

Contents

Useful information	1
School life	2
Health, Inclusion and Support Centre	3
Our language courses	4
Our contact details	5
Your essential apps	6
Notes	7
The calendar	8



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 must be switched off and kept in school bags throughout the school day.



Before entering the classroom, children may have a light snack (provided by the school in nursery school or prepared by you from primary school onwards).



There is no snack time during recess.

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).



Timetable



7h30 - 7h50

Student Arrival



7h50

Going to Class



8h00

Start of Lessons

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



If your child needs to leave the school during school hours (for medical or administrative reasons), please inform the School Life Office and your child's teacher in advance.



Absences and late arrivals

Enrolment at Shanghai French 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.
After assessing the situation:

If the situation is urgent:	If your child needs to be monitored during the evening:	If the situation is not urgent and	
		your child is in nursery school:	your child is in primary school:
you will be contacted immediately by telephone. Please save the Lycée Français de Shanghai's phone number so that you can recognise our calls.	You will be informed by telephone or email of the circumstances surrounding your child's visit to the infirmary, the care provided and any advice for the evening.	You will systematically receive an email informing you of your child's visit to the infirmary.	Your child will be able to explain why they visited the infirmary.

Our nurses are also attentive to your child's emotional well-being and are available to support them if they feel the need to talk.

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

support the teaching team and families to promote the well-being and academic success of all our students.

They work closely with specialist teachers and the educational leadership team.

They meet with students and families and carry out assessments. Their guidance may help initiate external support when necessary. Families may also contact them directly.

Important

Any individualised work with your child requires your consent.

Our specialised teachers

support teachers and students in adapting learning. They help to implement teaching strategies to enable all our students to succeed.

How will you be informed about how learning is organised? 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 English-speaking or Chinese cultures.

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

- 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, 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 kindergarten (GS)
- 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

Who to contact to discuss your family project, FLSco or 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
Language Department	langues@lyceeshanghai.com flsco@lyceeshanghai.com	
Library and Documentation Centre (BCD)	bcd.qingpu@lyceeshanghai.com	bcd.yangpu@lyceeshanghai.com
Primary school teaching staff	secretariat.pmaire.qingpu@lyceeshanghai.com	secretariat.pmaire.yangpu@lyceeshanghai.com
School life *	viescolaire.pri.qp@lyceeshanghai.com	viescolaire.pri.yp@lyceeshanghai.com
School psychologist	jenny.zhang@lyceeshanghai.com	majdouline.safi-eddine@lyceeshanghai.com
Specialised teacher *	catherine.poulet@lyceeshanghai.com	andre.roudaut@lyceeshanghai.com
Admissions	admissions@lyceeshanghai.com	
Bus Service *	bus.qingpu@lyceeshanghai.com	bus.yangpu@lyceeshanghai.com
Catering	servicesgeneraux.qingpu@lyceeshanghai.com	servicesgeneraux.yangpu@lyceeshanghai.com
Financial services	finance.dep@lyceeshanghai.com	
Parent representatives on the school council	VOSREPRESENTANTS@lyceeshanghai.com LFS-Notrecole@lyceeshanghai.com	
Sports and Cultural Activities	asc.qingpu@lyceeshanghai.com	asc.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.

Find below the essential apps you'll need throughout the school year:

App	What is it for?	When should you use it?	QR Code
 Eduka	Manage your administrative procedures: enrolment, re-enrolment, extracurricular activities (ASC), and finance.	Throughout the school year	
 Pronote	Follow your child's school life: timetable, homework, grades, and parent-teacher meetings.	Daily	
 Seesaw	Discover your child's classroom life through daily learning updates and teacher communication (Kindergarten & Primary).	Daily	
 Transun	Manage and track your child's school bus service.	If your child uses the school bus	
E-Pos	View the school cafeteria menus.	Daily	WeChat mini app. A QR code will be sent at the start of the school year to newly enrolled families. 

Tip:

We recommend scanning these QR codes as soon as you arrive to install all the required apps. Login credentials for Pronote, Seesaw, and E-Pos will be provided at the beginning of the school year. For Transun, your child's information will be added to the system by our team before the start of the school year.



Find all the practical information you need on the Shanghai French School website :
<https://www.lyceeshanghai.cn/practical-info/?lang=en>



Notes

2026-2027 SCHOOL CALENDAR



2026

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	Mid-Autumn Festival			

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

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						

2027

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

FEBRUARY

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

New Year

MARCH

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

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		

Qing Ming 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						

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

Staff training days (No classes for students)