

## **GLOSSARY (alphabetical order)**

### **AEFE**

The Agency for French Education Abroad (AEFE) is a Public French administrative body under the supervision of the French Ministry of Foreign Affairs and International Development (MAEDI). The AEFE manages and coordinates the network of 495 approved schools.

### **AES**

Extra curricular activities

### **APE**

The Parents 'Association (Association des Parents d'Elèves) is a non-profit organization. They take part in the School Committee, which is competent regarding all matters relating to the school life and operations. The APE works closely with the Principal to implement good governance practices.

Basically the APE recruits staff under local employment contracts and is responsible for the long-term strategic direction and financial sustainability of the school in the best interest of all the families.

The APE operates with the assistance of four sub-committees, which report directly to it. They are: Finance, Legal Advice, and Communication

### **ASSR**

School Certificate of Road Safety

### **Assemblée Générale (AG)**

Annual General meeting held at least twice a year

### **AESH** (formerly know as **AVS**)

Personal school carer or learning support assistant for pupils with identified special educational needs.

### **BCD**

Primary school Library

### **Bureau de l'APE**

The Parents 'Association bureau is composed of 3 members elected by parents: President / treasurer / secretary. A meeting is held at least once every term. They volunteer their time and contribute resources to the lycée. They are not compensated and do not derive any financial benefit from the lycée.

### **CDI** (lower and upper secondary school)

In the heart of the school, the school library is simultaneously a work place, a reading area and a training ground where users acquire the culture of information; it is available to all junior, high school students and school staff.

### **COMITE D'EDUCATION A LA SANTE ET À LA CITOYENNETE (C.E.S.C.)**

The Health and Citizenship Education Committee involves all members of the educational community and the local partners of the primary or secondary school (local government, police, justice and associations). Chaired by the school head, the committee is active in citizenship education, drawing up the plan for the prevention of violence, proposing initiatives to support parents in difficult situations and combating social exclusion, defining a health and sex education programme aimed at

promoting safe behavior. The CESC brings together a variety of measures, with the aim of preparing pupils to act and to live together, with respect for equality between women and men and to make choices and exercise their citizenship rights.

#### **CONSEIL DE CLASSE (lower and upper secondary school)**

Pupil progress meetings occur at the end of each term. Teachers, two pupils representatives and parents' representatives attend a pupil progress meeting to discuss the work and attitude of each pupil per class. The latter in June, decides whether or not the pupil is going to pursue in the next class level.

#### **CONSEIL DE CYCLE (primary school)**

Pupil progress meetings occur regularly. Teachers attend a pupil progress meeting to discuss the work and attitude of pupils.

#### **CONSEIL DE L'ECOLE PRIMAIRE**

The School Council votes the school rules based on the proposal made by the Primary School Director.

The Council's advice must be sought for all matters relating to the school operations and life at the school, and especially for:

- Pedagogical structures;
- The organization of school time and the school calendar;
- The school project for primary based on the proposal by the Teachers' Council;
- Particular actions which ensure that means allocated to the school are used more efficiently and adapted to the environment;
- The conditions of schooling for disabled children by taking into account local constraints;
- Projects and organization of discovery classes;
- The questions relating to hygiene, health and safety of the children at the school and also during extracurricular activities
- The principles guiding the choice of equipment and pedagogical tools
- The questions relating to welcoming and providing information to parents and the general terms of their participation in the school life.

(...)

The following hold a seat with the right to vote:

- The Primary School Director,
- 15 teachers, one at least by teaching level,
- 15 parent representatives, at least one by teaching level.

#### **CONSEIL D'ETABLISSEMENT**

The School Committee is competent regarding pedagogical and educational school matters.

The School Committee is a tripartite authority with an equal number of members by right representing the administration, the school staff representatives, parents' representatives and students' representatives.

It is formed at the beginning of each academic year and meets at least four times each academic year.

Briefly,

The School Committee:

1. Votes:

- The school project,
- The school rules,
- The School hours and the school calendar;

(...)

2. Provides an opinion based on a vote on:

- The organization of staff employment (creation, suppression and transformation of positions) at the school;
- Proposals for the evolution of pedagogical structures;
- Questions regarding the staff working conditions;
- Questions relating to welcoming and providing information to parents and general terms of their participation in the life at the school;
- Scheduling and financing of school trips;
- Organization of educational life;
- (...)

The school budget and the school financial account, based on the report by the Administrative and Financial Director, are both the subject of information to the School Committee.

A report on pedagogical operations of the school and a step-by-step report of the school project are presented at the School Committee every year by the Head of the School.

The School Committee can, by its own initiative and at the request of the Head of the School, provide its opinion on any questions relating to life at the school.

### **CONSEIL DU SECOND DEGRE (COLLEGE ET LYCEE)**

The council meets once every term prior to the school committee.

#### **Conseil de Vie Lycéenne (CVL)**

It is a governing body for the promotion of dialogue at the service of secondary school pupils: an ideal forum for exchanges between adults and pupils. It is during this committee's meetings, which take place once every term that concrete matters pertaining to school life are discussed. Secondary School pupils express their opinions and articulate proposals which are conveyed to the School Board by the committee's vice president.

The CVL is chaired by the Headmaster and is composed of:

- 10 secondary school pupils
- Teachers or educational staff
- Administrative, health, technical or service staff
- Parents' representatives.

#### **COP**

A Career advisor/psychologist offers pupils and their parents a free and personalized service whereby they can get answers to their questions about study options and professions in France.

#### **CPE**

The Principal Advisor Educational Adviser (C.P.E) is responsible for the daily school life in lower and secondary schools. He/she is an important interlocutor for you and your child.

Under his/her responsibility, supervisors assume the role of guiding and looking after students. This can take the form of:

- Watching over the students in the school playground or in the study room,
- Checking attendance of children in the school. If teachers or staff in the school report that a student is absent and this absence is without justification, it is a matter for *vie scolaire* to take up.
- Communicating with parents.
- Liaising with the entire school community (teachers staff from the medical center, management staff, supervisory staff).
- Ensuring the good functioning of the school as well as ensuring the safety of people present at the school.
- Preparing exams.

**DNB (lower secondary school)**

At the end of the final year (3eme) pupils sit for a certificate, normally the *Diplôme national du Brevet (DNB)*. The diploma is awarded on basis of marks in an exam in the final year and those awarded in class tests over the last two years of *collège*. The marks granted in continuous assessment actually count for more marks towards the diploma than the exam itself, a point that is often overlooked by parents and children alike. The Brevet exam itself consists of three papers in French, Maths and a single paper on history/geography/civics. A separate paper is also taken on information technology, although this may be taken earlier.

**DNL (non-linguistic subject) / CLIL (Content and Language Integrated Learning)**

A lesson in English in a non linguistic subject such as History, Geography or Maths)

**ECOLE ELEMENTAIRE**

Elementary school takes children aged from 6 to 10 years old (from CP to CM2) and focuses on the written language and consolidation of knowledge.

**ECOLE PRIMAIRE**

Primary school takes children aged from 3 to 10 years old (from kintergarden to CM2).

**EMILE**

The teaching in and of English in primary school is completed by a learning process in English called EMILE (teaching by subject incorporated in a foreign language)

**FAPEE**

Federation of Parent Associations of schools in the French Education Abroad network. FAPEE is the only federation that deals exclusively with issues relating to French education abroad.

**FLE:** Français Langue Etrangère  
French as a second language

**FLSCO:** Français Langue de Scolarisation  
French as an additional language

**HDA**

History of the Arts

**LIVRET PERSONNEL DE COMPETENCES**

Skills assessment

**LV - Langue Vivante (lower and upper secondary school)**

Education in France includes the teaching of two to three foreign languages until the pupils end secondary education.

Pupils get to choose their first foreign language at the age of 11. A new choice is to be made a year later. The third language only can be started at 15 in upper secondary school.

**PAI: PROTOCOLE D'ACCUEIL INDIVIDUALISE**

Individualized welcome project in case of sickness

**PERMANENCE (lower and upper secondary school)**

Study room

**PRONOTE**

Pronote is an online administrative management system used in French schools and colleges to communicate and exchange information in real time. It is used by everyone involved in the school for all aspects of school life.

**PPRE**

Educational success personalized program for students in persistent schooling difficulty.

**PPS**

Personalized schooling project when the disability situation has been recognized (by a MDPH for a French student).

**REGIMES DE SORTIE (lower and secondary school)**

Entering and leaving school

**RETENUE (lower and secondary school)**

School detention

**SAF**

This department manages several services to families:

- School restaurant
- Extra curricular activities
- After school care
- Holiday care

**SOCLE COMMUN DE CONNAISSANCES ET DE COMPETENCES**

The Common Core of Knowledge and Skills constitutes a framework for developing the curriculum for primary and lower secondary education.

The text presents the set of values, knowledge, languages and practices that need to be mastered in order for each pupil to successfully complete his or her schooling, continue his or her education, build his or her personal and professional future and be a successful member of society. The Common Core of Knowledge and Skills is organized around seven key competences: command of the French language; proficiency in a modern foreign language; the key elements of mathematics, scientific culture and technology; mastery of ordinary information and communication skills; humanist culture; social and civic skills; autonomy and initiative.

For further details: <http://www.education.gouv.fr/cid2770/le-socle-commun-deconnaissances-et-de-competences.html>

**VIE SCOLAIRE (lower and secondary school)**

In a broad sense, the term *vie scolaire* in France corresponds to all the rights and obligations that students and school staff have. Just as there is family life or a social life, it represents the 'school life' with all its particularities and rules.

*Vie scolaire* is manned by specialized staff that have a dual mission: to look after and also to manage students. In other words, the *vie scolaire* is in charge of both guidance and discipline in the school.

The person in charge of the *vie scolaire* is the Conseiller Principal d'Education or CPE (Principal Educational Adviser). Under his responsibility, supervisors assume the role of guiding and looking after students.

## **Pupils' vocabulary**

- AP (secondary school): personalized accompaniment supports the ability to learn and progress by developing student autonomy and various transversal skills;
- APC (primary school) : extra pedagogical activities
- Colle: detention
- CVL: Committee for Secondary School life
- DM: Homework
- DS: school test
- ECJS: Civic, legal and social education
- EDD: French Schools Put the Spotlight on Sustainability
- EPS: Physical and sport education
- JDC: teaching citizenship
- **OIB**: The Option Internationale du Baccalauréat (OIB) is a program of the French baccalauréat offering advanced-level studies in English and an integrated History-Geography program taught by French and English-speaking faculty. Please note this is not a separate diploma but a specialization within the baccalauréat.
- Perm: study room
- PP: Form tutor
  - SES: Social and economic sciences
- SI: International section
- SPC: Physics and Chemistry
- SVT: Life and earth sciences
- TP: project work
- TPE: Supervised personal work