



— LfdD —
LYCÉE FRANÇAIS
DE DÜSSELDORF



aefe
Agence pour
l'enseignement français
à l'étranger

CONSEIL D'ÉTABLISSEMENT



ESTABLISHMENT COUNCIL
PARENT REPRESENTATIVES
Guide

All parents can contact their parent representatives to share their questions or interests regarding the school.

Not all matters should be referred to the conseil d'établissement, some fall within the personal domain or concern individual issues. In this case, direct contact and exchange with the teacher and/or the headmaster is essential.

The *conseil d'établissement* is the main body of the school, competent for the primary and secondary school.

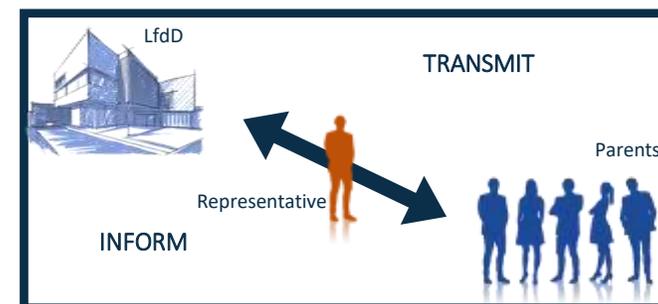
On 8 October, you elected your parent representatives. You will find the list at the end of this brochure.

Your representatives have the mission to represent you at the *conseil d'établissement*. They are the essential relays for a constructive and efficient communication between you, parents, and other members and bodies of our educational community.

They are also mediators who can assist you, if necessary, in approaching the school management.

Finally, they are a strong interface where you can share your experiences, ideas and vision to improve our organisation to make your children thrive.

The organisation of a school like ours is sometimes complex. This document will help you to understand what a conseil d'établissement is and what its functions are.



The **conseil d'établissement** is a three-part body composed in equal numbers of:

- members by right representing the administration;
- representatives of the school personnel;
- parent representatives.

It convenes in ordinary session at the initiative of the headmaster at least once every trimester. It may also be convened in extraordinary session, on a specific agenda, at the request of the head of the diplomatic post or his/her representative, the headmaster or at least half of its members with voting rights.

The *conseil d'établissement* is competent for all matters relating to the educational and teaching aspects of the school.

The budget and the financial account, as well as the strategic orientations of the school, are the subject of detailed information in the *conseil d'établissement*.

It adopts its own internal regulations.

The establishment's specific safety plan (PPMS) is presented to the *conseil d'établissement* for information.

A report on the pedagogical functioning and a status report concerning the school project are presented every year to the *conseil d'établissement* by the headmaster.

The *conseil d'établissement* may, on its own initiative or at the request of the headmaster, give an opinion on any matter concerning the school life.

Based on the preparatory work reported and presented by the headmaster, the *conseil d'établissement*:

Adopts :

- the school project, on the proposal of the school council and the secondary school council;
- the school's internal regulations after consulting the preparatory bodies: *conseil d'école (school council)*, *conseil du second degré (secondary school council)* and *conseil des délégués pour la vie citoyenne (council of delegates for school life)*;
- the school timetable and school year calendar;
- the annual orientation education plan;
- the continuous training plan for the school's personnel in all its components, on the proposal of the continuous training unit;
- the annual programme of actions of the school-college council;
- the annual action programme against all forms of violence, discrimination and harassment;
- the annual action programme of education to sustainable development and education to citizenship.

Formulates an opinion by vote on:

- the employment chart (creation, deletion and modification) of the school's personnel;
- proposals for the development of educational structures;
- health and safety issues for the whole school community;
- health, safety and working conditions of the personnel;
- questions relating to the welcoming and communication with parents and the general procedures concerning their participation in school matters;
- the planning and financing of school trips;
- the organisation of educational matters;
- the missions assigned to the personnel after submission to the pedagogical council;
- the accommodation and management of pupils with special educational needs;
- school catering.

Members with voting rights:

- The members representing the administration;
 - the head of the diplomatic mission or his/her representative
 - the headmaster
 - the chief financial officer
 - the education counsellor
 - the headmistress of pre and primary school
- Representatives of teaching and educational personnel, administrative and service personnel;
- The parent representatives of the secondary school.

Members with a consultative vote:

- the consul of France or her representative;
- the consular advisors of the concerned district;
- the vice-president of the conseil des délégués pour la vie lycéenne ;
- two representatives of the Comité de gestion (Vorstand).

Parent representatives are elected based on a list and on the order presented on the list and according to the to the simple electoral quotient and highest remainders.

Each legal representative (parent, guardian, etc.) is an elector and eligible, as long as he/she has proven parental authority over the child enrolled in the school, provided that this is compatible with local law (assessment done by the headmaster).

Each legal representative (parent, guardian, etc.) has one vote, regardless of the number of children enrolled in the school. The number of voters may not exceed two per family.

The lists contain at most a number of candidates equal to twice the number of seats available for election. They may not be complete but must include at least two names.

Only lists that include candidates from parents of both primary and secondary school pupils are admissible.

Convocation:

The headmaster sets the dates and times of the meetings. He sends out the invitations, together with the draft agenda and preparatory documents, at least eight working days in advance. In case of urgency, this period may be reduced to one day.

The president may invite any person whose contribution is deemed useful in relation to the agenda.

Quorum:

The *conseil d'établissement* can only sit validly if the number of members present at the beginning of the meeting is greater than half of the voting members of the *conseil*. If this quorum is not reached, the *conseil d'établissement* is convened for a new meeting, which must be held within a minimum of five days and a maximum of eight days; it then sits validly regardless of the number of members present. In case of urgency, this period may be reduced to three days.

Agenda:

The agenda is determined by the headmaster after the registration of the questions that have been previously requested and adopted at the beginning of the meeting.

Minutes:

At the beginning of each session, the president appoints a session secretary, member of the administration and an assistant secretary. The latter is chosen alternately from among the staff and parent representatives.

The minutes, prepared under the responsibility of the head teacher, are sent to the members of the *conseil*, to the AEFÉ and to other entities to which the school may be linked.

The minutes are adopted at the opening of the next meeting, displayed in the school premises for a period of four months and published on the school's website. The members of the educational community are informed of the availability of the minutes.

Secret ballot:

The vote is secret if a member requests it.

Members are subject to the obligation of discretion. In the event of a tie, the president shall have the casting vote.

VOTING IS INVOLVING

Parents are full members of the educational community.

Parents can fully involve in the life of the school and the school establishment, by participating, through their representatives, in the school councils and in the various bodies of the school establishment.

Your contacts :

Schulleiter Herr Dillenschneider
Assistenz der Schulleitung: Frau Betz
Tel: +49 211 610 795 15
Email : secretariat@lfdd.de

OUR PARENT REPRESENTATIVES



For all correspondence with parent representatives, please use the following address:

parents.ce@lfdd.de

If you wish to contact a particular parent, you can use her/his email address:

The elected parent representatives:

- Mrs. Charignon: charignons@gmail.com
- Mrs. Jelite- Axisa: sandrinejelitte@yahoo.com
- Mr. Karstersztein: j.kastersztein@yahoo.fr

The deputies:

- Mrs. Bardy Puzin: puzin.helene@gmail.com
- Mrs. Debenath: christelle.debenath@gmail.com
- Mr. Fields: philiptfields@outlook.com