



— LfiSV —  
LYCÉE FRANÇAIS  
INTERNATIONAL  
SIMONE VEIL

## School Governing Body

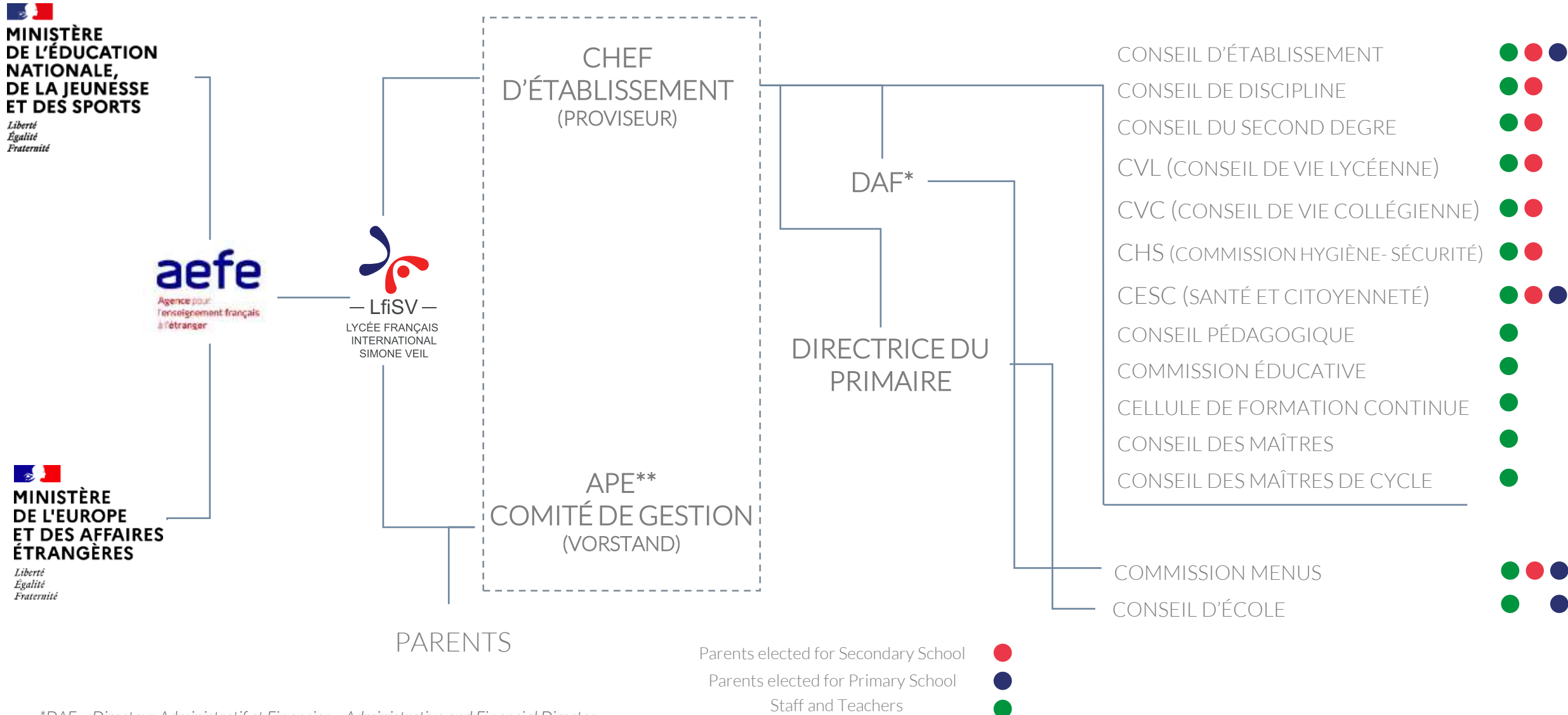
How does it work?

A document produced by the elected parents to help you better understand the organization of our establishment.

*Edition Nov. 2022*



# Organizational Structure



\*DAF = Directeur Administratif et Financier = Administrative and Financial Director

\*\*APE: Association des Parents d'Élèves = Parents' Association

# The Different Governing Bodies and Their Function

## APE - COMITÉ DE GESTION (VORSTAND)

The association of parents and sponsors of the school (Verein der Eltern und Förderer des französischen Gymnasiums in Düsseldorf eV) was founded in 1976. It is the managing body of the school and is legally responsible with regard to the German legislation. It is also the employer of local contract staff.

The Management Committee (Vorstand) is the executive body of the parents' association. It is made up of 6 to 10 members, volunteer parents elected from among the active members of the association.

It presents the accounts and the budget to the members of the APE **once a year in March** (for the vote on the budget and the approval of the accounts).

## MEMBERS OF THE MANAGEMENT COMMITTEE (VORSTAND)



Mrs. Marie Wülflen  
President



Mr. Hans Peter Kalenberg  
Vice-President



Mrs. Magali Rossoto  
Treasurer



Mr. Cyril Buseine  
Vice-Treasurer



Mrs. Tereza Fadel  
RH



Mrs. Nadia Horstmann  
Secretary



Mrs. Anna Stetsenko  
Vice-Secretary



Mr. Philippe Schaffnit  
Health – Safety  
Sporting events



To contact the Vorstand : [vorstand@lfisv.de](mailto:vorstand@lfisv.de)

# The Different Governing Bodies and Their Function

## CONSEIL D'ÉTABLISSEMENT (CE)

The **Council of the Establishment (CE)** is a tripartite body composed of an equal number of ex-officio members representing the administration, representatives of the establishment's staff, and representatives of parents and students. Based on the preparatory work reported and presented by the chef d'établissement (Proviseur), the CE:

### 1-Adopts:

- the establishment's internal regulations after consultation with the governing bodies (conseil d'école, conseil du second degré et conseil des délégués pour la vie lycéenne);
- school timetables and the calendar of the school year;
- the annual guidance education plan;
- the continued education plan for the establishment's personnel, in all its components, on a proposal of continuing education units or credits to maintain teaching licenses;
- the annual action program of the conseil école-collège;
- the annual action program against all forms of violence, discrimination and harassment;
- the annual action program for education in sustainable development and citizenship education;

### 2-Delivers an opinion formed by a vote on:

- proposals for changing teaching structures;
- health and safety issues for the entire school community;
- issues of health, safety and working conditions of personnel;
- issues relating to the reception and information of parents of students, the general terms of their participation in the life of the establishment;
- the programming and financing of school trips;
- the organization of educational life;
- the specific missions assigned to staff after presentation to the conseil pédagogique;
- reception and care of pupils with special educational needs;
- school catering;

The CE meets at least 3 times a year, in October/November, March, and June.

## ELECTED PARENT MEMBERS OF THE COUNCIL OF THE ESTABLISHMENT (CE)



**M. KASTERSZTEIN**

Holder  
FR, EN



**Mme BALLAND**

Holder  
FR, DE, EN



**Mme JELITTE-AXISA**

Holder  
FR



**Mme RATERING**

Substitute  
FR, DE, EN



**Mme LYMPEROPOULOS**

Substitute  
FR, EN, DE



**Mme DESCAMPS**

Substitute  
FR, DE, EN

Contact members of the CE for any questions or remarks concerning the **educational program or the life of the establishment**: [parents.ce@lfisv.de](mailto:parents.ce@lfisv.de)

# The Different Governing Bodies and Their Function

## CONSEIL D'ÉCOLE

The **School Council** is consulted on all issues relating to the operation and life of the Primary and Maternelle school. This council is chaired by the Directrice du Primaire. The school Directrice, the school teachers, and one parent representative per class sit on the council with the right to vote.

The **School Council** gives advice and makes suggestions on the functioning of the school and on all matters concerning the life of the school, and in particular on:

- The educational actions that are undertaken to achieve the teaching objectives.
- The conditions for the successful integration of children with special educational needs.
- Extracurricular activities.
- School hygiene.
- The protection and safety of children in school and in extracurricular settings.
- It decides on the proposal of the teaching teams concerning the educational part of the projet d'école (Implementation Plan) - depending on these elements, adopts the projet d'école.

The School Council meets 3 times a year, in October, March, June.

Contact members of the School Council with any questions or comments concerning the educational program and the general operation of the Primary and Maternelle school: [delegates1d@ifisv.de](mailto:delegates1d@ifisv.de)

## ELECTED PARENT MEMBERS OF THE SCHOOL COUNCIL

### CYCLE 1



Mrs. KUNTE  
FR, DE, EN



Mrs. TYAN-GROß  
FR, DE, EN,  
Arabe



Mrs. BOONSTRA  
EN, DE

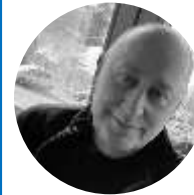


Mrs. DJAHANGIR  
FR, DE, EN



Mrs. GHERGHE  
FR, EN, RO

### CYCLE 2



Mr. GIRARDET  
FR, EN



Mr. KAMENI  
FR, EN, DE



Mrs. MAHROUK  
FR, EN, Arabe



Mrs. MARCOVICI  
FR, DE, EN



Mrs. NASFI  
FR, EN, DE

### CYCLE 2



Mrs. TRIEBEL-PELLETIER  
FR, DE, EN



Mrs. UYKIZ  
FR, DE, EN, Turc



Mr. VENANCIO  
FR, EN, DE

### CYCLE 3



Mrs. VITORGE  
FR, EN, ES, DE



Mrs. WADDELL  
FR, EN

# The Different Governing Bodies and Their Function

*Other councils and commissions*

## CESC (SANTÉ ET CITOYENNETÉ)

The Health and Citizenship Education Committee defines and carries out educational and prevention actions in the field of health (negligence, dependencies) and citizenship (violence, discrimination). The CESC also assists families in difficulty.

## CHS (COMMISSION HYGIÈNE ET SÉCURITÉ)

The health and safety commission is consulted on the following areas:

- The health and safety of the educational community;
- The proposal of training actions for members of the educational community to be implemented in the field of health and safety.
- Compliance with and monitoring of all legal provisions in terms of health and safety;
- The results of fire or school intruder evacuation drills.

## CVL (CONSEIL DE VIE LYCÉENNE)

The council of delegates for lycéenne (middle school) student life (CVL) brings together representatives of students, staff and parents. It is a privileged place for exchanges between students and adults. The delegates express the ideas, expectations and concerns of all students.

## COMMISSION MENUS

Plans healthy and balanced menus in connection with the school canteen catering service provider. Reports identified issues.


## CVC (CONSEIL DE VIE COLLÉGIENNE)


Same as CVL for le collège (high school).



## CONSEIL DE DISCIPLINE

Two parent representatives are elected from among the parents' representatives on the conseil du second degré, where it exists, or defaults to the conseil d'établissement. Prior to the implementation of a disciplinary procedure, the head teacher and the educational team seek, as far as possible, any useful measure of an educational nature, notably through the educational committee. Emphasis must be placed on making students more responsible.

 Health  
 Safety

 Environment  
 Citizenship

 Family support  
 Teaching/Education

 Student support  
 School life

# The Different Governing Bodies and Their Function

Summary

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	Citizenship	Environment	Teaching/E ducation	Health	Safety	Student support	Family support	School life
CVL (CONSEIL DE VIE LYCÉENNE)	●		●	●	●	●		●
CESC (SANTÉ ET CITOYENNETÉ)	●	●	●	●	●		●	
CHS (COMMISSION HYGIÈNE ET SÉCURITÉ)		●		●	●			
COMMISSION MENUS		●		●				●
CONSEIL DE DISCIPLINE	●		●		●	●		●



Frequently Asked Questions



## I just arrived at LfiSV, who can help me?

Arriving in a new environment can be confusing while you figure out how the organization works. The principal and teaching staff will give you an overview of how the school operates.

We recommend that you consult the 'guide de la rentrée scolaire' (back-to-school guide) and attend the school's 'présentation de l'établissement' meeting in September, as well as the "open house" days, where you will find a lot of information.

For practical information, you can contact any of the elected parents who will take the time to accompany you and answer your questions.

## What kind of scholarships are available at LfiSV?

The Agency for French Education Abroad (AEFE) can provide French children residing with their families abroad with schooling assistance in the form of scholarships. They make it possible to cover, under certain conditions (within a particular income), all or part of the tuition fees, registration or re-registration fees, half-board costs, transport costs, maintenance costs and examination costs. These scholarships are offered by local commissions set up at diplomatic or consular posts and awarded on the advice of a national commission set up with the director of the agency. You can obtain scholarship files either from the Consulate or by picking them up from the school secretary. Please return them by post to the Consulate or make an appointment with the tuition assistance service of the Consulat Général de France in Frankfurt. All information and files are available at the following address:

<https://de.ambafrance.org/Bourses-scolaires-2022-2023-14380>

## My child needs special support

As part of the "Inclusive School" program, LfiSV has set up an organization dedicated to children with special educational needs. Mme. Chardon for primary school, and Mme. Berthod for secondary school are in charge of setting up this assistance. Do not hesitate to contact them (see contacts page). In addition, parents of children with learning disabilities, enrolled at the LfiSV, have created a blog:

<https://dysandcolfdd.wixsite.com/parents>

Even if these disorders are of various origins (ADD / HD, High potential, dyscalculia, dysorthographe, dyslexia or other dys ...), their course is similar. They experience the same difficulties, they ask themselves the same questions, carry out the same actions, and encounter the same obstacles.

### **Their goals:**

- Get together to facilitate exchanges and actions with each other in order to achieve the best possible support for children in their schooling.
- Exchange personal experiences and pool resources of knowledge beneficial to all.
- Relay the exchanges with the management and teaching staff of the LfiSV with whom they work in close collaboration.

You can contact them via the blog or by email:

[Dysandcolfdd@gmail.com](mailto:Dysandcolfdd@gmail.com)

## I would like to help plan healthy canteen menus with the commission menus.

The commission menus is now regularly constituted and will be looking for new members from September 2023. It is under the responsibility of the DAF and accounts for:

- A representative of the school canteen catering service provider;
- A representative of the Vorstand;
- Volunteer parents.

The objectives of the commission, which meet every 6 weeks, are:

- Plan healthy and balanced menus in connection with the canteen catering service provider.
- Report identified issues.

For more information: [elodie\\_ferrand@yahoo.fr](mailto:elodie_ferrand@yahoo.fr)

## How can I get involved at the school?

There are many ways to get involved in the life of the school and its educational community, starting with involvement in your child's class (for example, accompanying them on field trips), but also in a more general way during the organization of events such as the St. Martin's Day celebration, the Christmas show, open house days or simply by sharing your experience with newcomers.

You can also get involved in the various governing bodies either as an elected official or by actively supporting the various actions undertaken. (For more information, contact any of the elected parents).

## I am looking for an overview of the school calendar with key dates for the school year. Where can I find it?

The school calendar is voted on each year by the CE, proposed by the Proviseur. It must comply with the rules defined by the AEFÉ (number of days worked in the year, balance between periods worked and holidays, etc.) and must be validated by the CE and Proviseur.

Key dates for the school year, you will find all the up-to-date information at:

[Agenda](#)

## When and how can I meet with the Vorstand?

The management committee (Vorstand) can be reached at all times by e-mail at: [vorstand@lfsiv.de](mailto:vorstand@lfsiv.de)

Once a year, the APE meets in a general assembly, it is then the opportunity to meet the members of the Vorstand, to review the establishment's accounts, to ask any questions that fall within the scope of the APE's activities and to vote on the areas of work. This is also the time when the parents elect or re-elect the members of the Vorstand. To be able to vote at the general assembly, you must be a member of the APE. Registration is simple and free, all you need to do is send the registration form (link below) to the Vorstand or to the Lycée secretary.

[Registration APE](#)

## I would like to propose new activités périscolaires (APS), who can I contact?

The APS or after-school program at LfdD now has 22 different workshops, mixing artistic, linguistic and sport activities in which more than 170 children from primary school participate. The catalogue is reviewed at the end of the year for the following school year.

If you have ideas for new APS activities, do not hesitate to share them with Mme. Luminita Gherghe. You can contact her by email at the following address: [aps-lfdd@lfisv.de](mailto:aps-lfdd@lfisv.de)

The current APS catalogue: [APS CATALOGUE](#)

APS Registration: [EDUKA](#)

## LANGUAGE: How is it for parents with a child who does not necessarily speak French?

No child is left by the wayside. If your child has not mastered the French language, they will follow the FLSco program (Français Langue de Scolarisation) which offers them personalized support in the French language to enable them to quickly join their French-speaking classmates and continue their education normally. Do not hesitate to contact your child's teacher and/or the school administration directly.

## HEALTH: What is the procedure in case of an accident or special situation?

There is no school health service at Lycée français international Simone Veil. In the event of a serious accident, students are taken to the emergency room of the hospital. Emergency transport is provided by a Medical Assistance Service. For children and adolescents with health problems such as a chronic pathology (for example, asthma), an allergy, a food intolerance or a long-term illness (for example, cancer) a **PAI (Project of Individualized reception)** is set up at the request of the family and/or the chef d'établissement (Proviseur) with the agreement of the family. It is established in consultation with a pediatrician. The document is signed by the various partners previously convened by the chef d'établissement (Proviseur). It is then communicated to people in the educational community (school staff (teaching, management, technical, etc.), parents of students, representatives of students and parents, and other institutional stakeholders.

The **PAI** contains in particular information on the following points:

- The therapeutic needs of the child or adolescent (specified in the prescription signed by the doctor following the child or adolescent for his pathology).
  - Diets to applied.
  - Mealtime conditions.
  - Schedule adjustments.
  - Exemptions from certain activities that are incompatible with the health of the child or adolescent.
  - Alternative activities proposed.
- The PAI relates to a pathology or disorder observed during the school year. Its period of validity may therefore vary. It can be renewed from one year to the next (renewal is not automatic, the request must be made by the family). The PAI can also be reviewed and adapted in the event of an evolution of the pathology or in anticipation of a trip or a school outing.

# Useful contacts

**Provisur**  
**M. Dillenschneider**  
+49 211 610 795 15  
[secretariat@lfrisv.de](mailto:secretariat@lfrisv.de)

**Assistante de direction**  
**Virginie Betz**  
+49 211 610 795 15  
[secretariat@lfrisv.de](mailto:secretariat@lfrisv.de)

**Conseiller d'éducation (CPE)**  
**Collège – Lycée**  
**M. Fouquet**  
+49 211 610 795 14  
[yannick.fouquet@lfrisv.de](mailto:yannick.fouquet@lfrisv.de)

**Site internet**  
**Mme Gherghe**  
[lgherghe@lfrisv.de](mailto:lgherghe@lfrisv.de)

**Référente pour les enfants**  
**à besoins éducatifs particuliers**  
**Mme Berthod**  
[aberthod@lfrisv.de](mailto:aberthod@lfrisv.de)

**Directrice de l'école primaire**  
**Mme Chardon**  
+49 211 610 795 15  
[dirprim@lfrisv.de](mailto:dirprim@lfrisv.de)

**Assistante de direction**  
**Miriam Maïri**  
+49 211 610 795 10  
[sekretariat@lfrisv.de](mailto:sekretariat@lfrisv.de)

**Personne Ressource**  
**Information et Orientation PRIO**  
**Mme Larsen**  
[alarsen@lfrisv.de](mailto:alarsen@lfrisv.de)

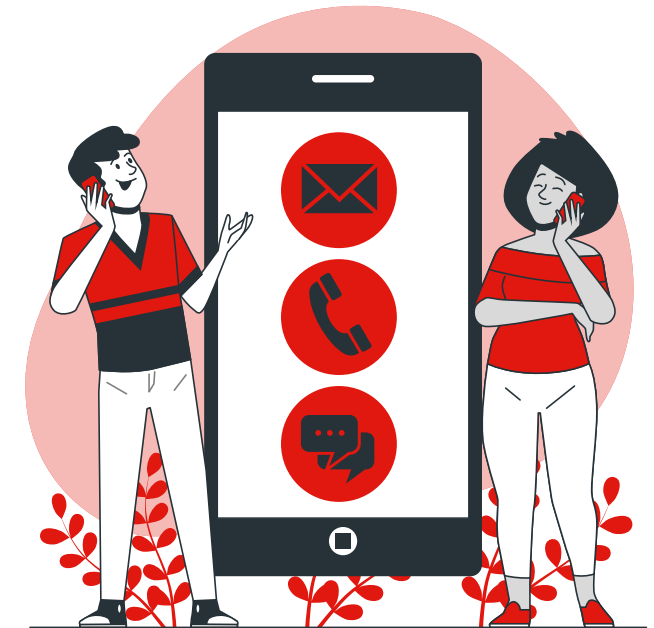
**APS**  
**Mme Gherghe**  
[aps-lfdd@lfrisv.de](mailto:aps-lfdd@lfrisv.de)

**Directeur Administratif et Financier**  
**M. Moreau**  
+49 211 610 795 22  
[gestionnaire@lfrisv.de](mailto:gestionnaire@lfrisv.de)

**Comité de gestion / Vorstand**  
[vorstand@lfrisv.de](mailto:vorstand@lfrisv.de)

**Parents élus**  
**Conseil d'Établissement**  
[parents.ce@lfrisv.de](mailto:parents.ce@lfrisv.de)

**Parents élus**  
**Conseil d'École**  
[delegues1d@lfrisv.de](mailto:delegues1d@lfrisv.de)



To go further!



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l'enseignement français  
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