



— 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 Sept. 2024



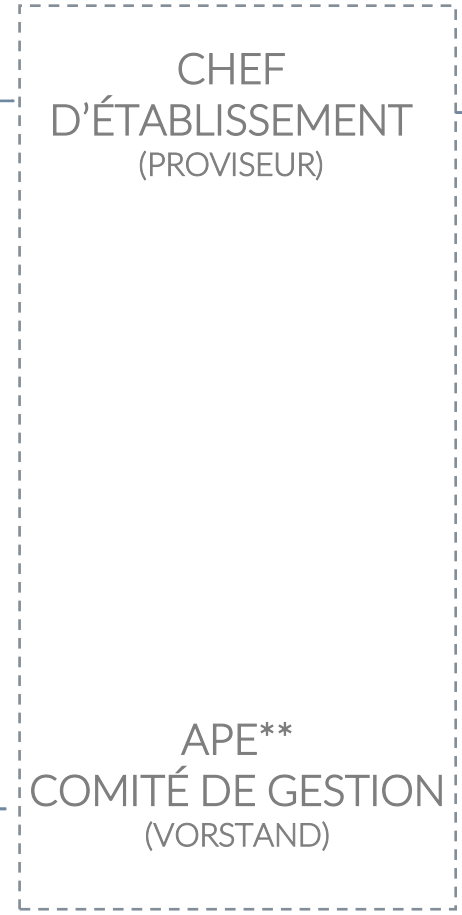
Organizational Structure


**MINISTÈRE
 DE L'ÉDUCATION
 NATIONALE,
 DE LA JEUNESSE
 ET DES SPORTS**
*Liberté
 Égalité
 Fraternité*

aefe
 Agence pour
 l'enseignement français
 à l'étranger


 — LfiSV —
 LYCÉE FRANÇAIS
 INTERNATIONAL
 SIMONE VEIL


**MINISTÈRE
 DE L'EUROPE
 ET DES AFFAIRES
 ÉTRANGÈRES**
*Liberté
 Égalité
 Fraternité*



PARENTS

Parents elected for Secondary School ●
 Parents elected for Primary School ●
 Staff and Teachers ●

- CONSEIL D'ÉTABLISSEMENT ●●●
- CONSEIL DE DISCIPLINE ●●
- CONSEIL DU SECOND DEGRE ●●
- CVL (CONSEIL DE VIE LYCÉENNE) ●●
- CVC (CONSEIL DE VIE COLLÉGIENNE) ●●
- CHS (COMMISSION HYGIÈNE- SÉCURITÉ) ●●
- CESC (SANTÉ ET CITOYENNETÉ) ●●●
- CONSEIL PÉDAGOGIQUE ●
- COMMISSION ÉDUCATIVE ●
- CELLULE DE FORMATION CONTINUE ●
- CONSEIL DES MAÎTRES ●
- CONSEIL DES MAÎTRES DE CYCLE ●
- COMMISSION MENUS ●●●
- CONSEIL D'ÉCOLE ●●

*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)



Marie Wülfken

President



Hans Peter Kalenberg

Vice-President



Tomask Krzywicki

Treasurer



Maher Oueriemmi

HR Division



Nadia Horstmann

Secretary



Anna Stetsenko

Vice-Secretary



Philippe Schaffnit

Health – Safety
Sporting events



To contact the Vorstand : 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.

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 CE for any questions or remarks concerning the educational program or the life of the establishment: parents.ce@lfisv.de

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@lfisv.de

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

	Citizenship	Environment	Teaching/Education	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-2024-2025-14380>

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

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

During normal operating periods, a menu committee is set up at LfiSV under the responsibility of the Administrative and Financial Director and includes:

- A representative of the school catering service provider
- A representative of the management committee;
- Parent volunteers.

The objectives of this committee, which meets in principle every 6 weeks, are:

- To define the composition of the menus in conjunction with the service provider;
- To report any problems identified.

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 Headmaster. 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 Headmaster.

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

[School Calendar 2024-2025](#)

When and how can I meet with the Vorstand?

The management committee (Vorstand) can be reached at all times by e-mail at:
vorstand@lfisv.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

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 (Headmaster) 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 (Headmaster). 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

Headmaster
Mr Dillenschneider
+49 211 610 795 15
secretariat@lfisv.de

Assistant to the Head of School
Mrs Virginie Betz
+49 211 610 795 15
secretariat@lfisv.de

Conseiller d'éducation (CPE)
Collège – Lycée
Mrs Mounier
+49 211 610 795 14
cpe@lfisv.de

Website
Mrs Gherghe
lgherghe@lfisv.de

Management Comitee / Vorstand
vorstand@lfisv.de

Headmistress of the primary school
Mrs Chardon
+49 211 610 795 15
dirprim@lfisv.de

Assistant to the Head of School
Mrs Miriam Maïri
+49 211 610 795 10
sekretariat@lfisv.de

Coordinator for pupils with special educational needs - Primary school
Mrs Chardon
dirprim@lfisv.de

After-school activities (APS) / Communication
Mrs Gherghe
aps-lfdd@lfisv.de

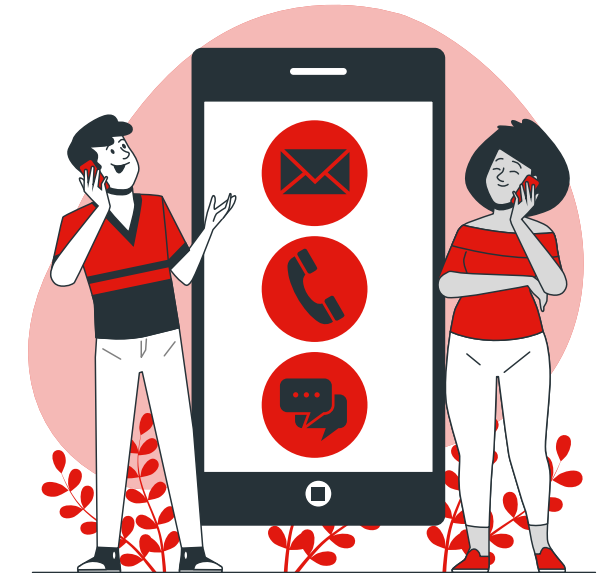
Administrative and Financial Director
Mr Moreau
+49 211 610 795 22
gestionnaire@lfisv.de

School secretariat
Mrs Hana Hassine
+49 211 610 795 0
scolarite@lfisv.de

Coordinator for pupils with special educational needs - Secondary school
Mrs Berthod
aberthod@lfisv.de

Elected Parents
Conseil d'Établissement
parents.ce@lfisv.de

Elected Parents
Conseil d'École
delegates1d@lfisv.de



illustrations by Storyset



More info!



www.lfisv.de



www.aefe.fr



<https://eduscol.education.fr/>



education.gouv.fr