

FIRST DAY OF SCHOOL GUIDE LfiSV

2026-2027



THE FIRST DAY AT SCHOOL: WEDNESDAY, 2 SEPTEMBER 2026

PRE- AND PRIMARY SCHOOL

You will be able to view your child's class and teacher via your Eduka account from 3.00pm on Tuesday, 1 September.

SCHEDULE OF THE FIRST DAY AT PRESCHOOL

PRESCHOOL Petite Section	Wednesday, 2 September Welcoming parents and children to class at 10am . Classes end at 11.30am . No canteen on this day.
PRESCHOOL Moyenne Section and Grande Section	Wednesday, 2 September Welcoming parents and children to class at 12.50pm . Classes end at 2.30pm . No canteen on this day.
PRIMARY SCHOOL CP	Wednesday, 2 September at 9am Classes for all students end at 2.30pm . Children who eat at home return to class at 12.50pm. Canteen is provided from this day on.
PRIMARY SCHOOL CE 1 - CM2	Wednesday, 2 September at 8am Classes for all students end at 2.30pm . Children who eat at home return to class at 12.50pm. Canteen is provided from this day on.

In the Petite Section

Your child will be welcomed into his/her class. Parents may stay with their child in the classroom and in the schoolyard to accompany him/her during his/her first games. This will be a time of getting to know each other.

In the Moyenne and Grande Section

Your child will be welcomed into his/her classroom. Activities will be proposed to encourage exchanges between the children; afterwards there will be a break in the schoolyard.

From Thursday, 3 September, lunch will be served in the canteen (for those who are registered for the canteen).

The children of the Petite Section, who have lunch at school, will take a little nap afterwards. During the first two weeks of settling-in, it is advisable, if you have the opportunity, to pick up your child/ren after the canteen at 11.45am, so that they are only at school in the morning.

An information session for the parents of the preschool will take place on Tuesday, 1 September at 5.30pm in your child's classroom. The teacher will introduce the main topics of the preschool, the class rituals, the daily routine, the first projects, the main features of what your child/ren will experience this school year. Take the opportunity to bring all the materials you need (see the list on the LfiSV website) in a bag with your child's name on it. If you are not attending this meeting, please bring this bag to the first day of school.

Please come to this meeting without your child/ren.

Preschool children may be dropped off between 7.50am and 8.15am at the latest. Please respect this time to avoid disrupting lessons.

FIRST DAYS OF SCHOOL FOR STUDENTS OF CP

School starts on Wednesday, 2 September at 9am for the students of CP. A festive „Schultüte“ ceremony is held in their honour in the schoolyard. (A „Schultüte“ is a decorated cone made of cardboard that is filled with school materials and small presents such as toys, sweets, etc.) This ritual of transition from preschool to the „grande école“, the school for the grown-ups, is an important part of German culture.

You can either make a “Schultüte” yourself or buy it ready-made in a shop, fill it and give it to your child on the first day of school.



INFORMATION MEETINGS

The CommSco cordially invites our new parents to the school's information evening on Tuesday, 1 September at 4pm.

All parents are invited to meet the teaching staff on the dates listed below:

- Preschool: Tuesday, 1 September, 5.30pm
- CP: Thursday, 3 September, 6pm - 7.30pm
- CE1: Tuesday, 8 September, 6pm - 7.30pm
- CE2: Thursday, 9 September, 6pm - 7.30pm
- CM1: Friday, 11 September, 6pm - 7.30pm
- CM2: Monday, 14 September, 6pm - 7.30pm
- German and English lessons of all levels: Thursday, 4 September, 6pm - 7.30pm

Reminder: Once a child is registered at the school, attendance is compulsory. As part of the obligation to attend school, it is essential to respect the school timetable and calendar, and therefore school holidays. No certificates will be issued for early departure on holiday. Families will take their responsibilities towards the German authorities.

MIDDLE AND HIGH SCHOOL (COLLÈGE AND LYCÉE)

SCHEDULE FOR WEDNESDAY, 2 SEPTEMBER 2026

The class lists will be posted on the first day of school.

Timetables will be valid from Thursday, 3 September.

BEGINNING OF SCHOOL

- Collège: Students are welcomed by their class teacher at 9am.
- Lycée: Students are welcomed by their class teacher at 1.30pm.

END OF SCHOOL

- Collège: Classes end at 12.15pm (no canteen)
- Lycée: Classes end at 3.30pm (no canteen)

INFORMATION MEETINGS

The CommSco cordially invites our new parents to the school's information evening on Tuesday, 1 September at 4pm.

All parents are welcome to meet the teaching team on the following days:

Collège: Tuesday, 15 September at 6pm

Lycée: Tuesday, 22 September at 6pm

The meetings with the main teachers will take place in the classrooms. The other dates in the school year are based on the school calendar, which can be found on our website: <https://lfisv.de/en/calendar/>

GENERAL INFORMATION

1. COMMUNICATION

All emails sent to you can be viewed at any time in Eduka via the following link: <https://lfisv.eduka.school/email/main>

2. LESSON TIMES

Preschool

Students should enter the school through the gate at the end of the running track between 7.50 am and 8.15 am (these times must be strictly observed). They will be welcomed by school staff at the doors of their respective classrooms.

Children who do not have lunch in the school canteen should be picked up between 11.20 am and 11.30 am and brought back to school between 12.40 pm and 12.50 pm.

At the end of the school day, students leave the school through the same gate between 2.20 pm and 2.30 pm.

Primary school

The children are welcomed at the main school gate from 7.50am. Classes start at 8am.

Students leave the school from 2.30pm at the main school gate.

The LfiSV offers various after-school activities.

Collège and lycée

Students are welcomed at the main school gate from 7.50am. Classes begin at 8.05am and end at 5.25pm at the latest, depending on the timetable.

The regulations for the students of collège and lycée about leaving the school grounds during school hours can be found in the School Regulations for collège and lycée.

3. CONTACT

Assistants to the head of school

Ms Betz: secretariat@lfisv.de, 0049 (0)211 61 07 95 15

Ms Maïri: sekretariat@lfisv.de, 0049 (0)211 61 07 95 10

Telephone contact hours: Mondays to Fridays, 8am - 9am and 2pm - 3pm

School secretariat

Ms Hassine: scolarite@lfisv.de, 0049 (0)211 61 95 0

Telephone contact hours: Mondays to Fridays, 8am - 10am and 1pm - 2pm

IMPORTANT

If your child is absent:

- Preschool: Please send an email to your child's teacher.
- Primary school: Please send an email to your child's teacher and copy in scolarite@lfisv.de.
- Secondary school: Please report your child's absence via Pronote.

To make an appointment with the head of school or the administrative office, please send an email to: secretariat@lfisv.de

To make an appointment with the finance department, please send an email to: gestionnaire@lfisv.de

To make an appointment with the vie scolaire or the CPE (head of secondary school matters), please send an email to: viescolaire@lfisv.de or cpe@lfisv.de

4. TUITION FEE

The financial regulations can be consulted on the Edeka platform (Payment terms and conditions).

5. FINANCIAL SUPPORT

School scholarships

School scholarships are provided by the French government to support families whose children are French nationals and are registered at a French school abroad. They are not limited to families on very low incomes: partial scholarships may also be awarded to families on low or middle incomes to help cover school fees. If your child is a French national and is registered at a French school abroad, please visit the website of the French Consulate General in Frankfurt: <https://de.diplomatie.gouv.fr/fr/famille/bourses-scolaires-nord>. Applications can be submitted via the Scolaide portal before the application deadline of 14 September 2026. If you have any questions or require assistance, you may contact the Consular Service responsible for school scholarships or our LfiSV school scholarships contact, Hana Hassine, at scolarite@lfi.v.de.

“Bildungs- und Teilhabepaket”

This education and participation package serves to support children, adolescents and young adults from low-income families. It covers the following areas: school trips and excursions, school supplies, school transportation, complementary learning support, canteen, social and cultural life. More information can be found on the website of the Ministry of Work, Health and Social Affairs of the State of North Rhine-Westphalia (MAGS).

<https://www.schulministerium.nrw/schule-bildung/bildungsthemen/bildungs-und-teilhabe-paket>

Solidarity fund

- The LfiSV Solidarity fund is open to families who wish to apply for help in financing certain expenses. Feel free to contact the Finance Department (gestionnaire@lfi.v.de) to discuss details.
- Donations to the LfiSV Solidarity Fund are also welcome to provide financial assistance to families who are in a difficult situation.

6. HEALTH

Medical emergency

The school does not have a medical service.

In the event of a medical emergency or accident, an ambulance and the parents will both be called immediately.

Accidents on the way to and from school and during school hours

In the event of an accident on the way to school, on the journey home, or during school hours, the school will complete an accident report and submit it to the relevant statutory accident insurance provider (*Unfallkasse*). Parents may then contact Unfallkasse NRW directly to discuss the next steps, including the reimbursement of any eligible medical expenses and any benefits to which their child may be entitled.

IEP (Individual Education Plan)

Parents of children with health problems such as asthma, severe allergies, specific medical treatments, etc. are asked to make an appointment with the headmistress of pre- and primary school or with the CPE, head of secondary school matters, in order to draw up or renew the IEP (French: PAI/Projet d'Accueil Individualisé) in the week before school starts.

Health insurance and liability insurance

We would like to draw your attention to the importance of adequate health and civil liability insurance.

7. SCHOOL BOOKS AND SCHOOL MATERIAL

Preschool (PS to GS)

- School materials are purchased by the school and charged to parents at 20 euros.
- A list of additional materials can be found on the website. These materials shall be brought to the pre-school meeting: <https://lfisv.de/en/school-life/school-supplies>

Primary school (CP to CM2)

- Textbooks are provided by the school. Consumables (notebooks, folders, sheets, ...) and pupil books are bought by the school and charged to the parents at 50 euros.
- A list of additional materials can be found on the website. These materials shall be brought on the first day of school: <https://lfisv.de/en/school-life/school-supplies>

Middle and high school

- The list of school books and school materials (both to be provided by the parents themselves) can be found on our website: <https://lfisv.de/en/school-life/school-supplies>

8. EVERYDAY LIFE

Everyday life is determined by the school rules and explained to the students at the beginning of school. These rules must be read, accepted and signed.

In primary school, the exchange between school and parents takes place via the so-called "cahier de liaison", or "cahier de textes" (depending on the class).

In secondary school, communication between school and parents takes place via the PRONOTE internet platform. This platform gives you access to all kinds of information about your child's school attendance (timetable, absences, certificates, grades, homework, etc...). You will be given a password at the beginning of the school year.

9. CANTEEN

Registration is annual and is done via Eduka. For more information, please go to: <https://lfisv.de/en/services/>

10. AFTER SCHOOL

The school offers an after-school activities programme from 2.30 pm to 6.00 pm for students from Grande Section (final year of preschool) to 5ème (year 10). The afternoon is divided into three time slots: 2.30–4.00 pm, 4.00–5.30 pm, and 5.30–6.00 pm. Registration for each time slot is carried out via Eduka under the tab AFTER-SCHOOL ACTIVITIES (APS): <https://lfisv.eduka.school/services/activities/main>

The programme consists of three types of activities:

Supervised Study:

Homework support and educational guidance, allowing students from CP to CM2 to complete their work under the supervision of a member of staff. Each student benefits from individual support in a small-group setting.

Homework Area:

Independent homework time in a supervised environment. Once their homework is completed, students can relax, read or play in the playground.

Workshops:

More than 20 cultural and sports activities organised into different groups according to age and ability level.

The programmes, fees and all further information regarding APS are available on the school website: <https://lfisv.de/activites-apres-lecole/>

If you have any questions, please do not hesitate to contact Ms Gherghe at aps@lfisv.de.

AFTERNOON CARE (AWO)

The AWO.DUS association provides childcare at the school for students in pre- and primary school.

Further information is available on our website: <https://lfisv.de/activites-apres-lecole/>. Registration for AWO childcare is carried out via the PAUSE ORGA platform. If you have any questions, please do not hesitate to contact AWO.DUS at info@awo-dus.de.

11. CHARITY

Our lycée students may perform their service to the community through a variety of activities, thus strengthening their social responsibility. Such activities can also enhance their application to a university. Students who are interested in becoming involved in community service are welcome to contact the head of secondary school matters (CPE).

12. PARENTS' PARTICIPATION

The participation of adults is essential for the implementation of educational objectives and for the transmission of basic cultural ideas. We encourage parents to participate in school life and to introduce themselves to the teachers and the management. Before taking part in any activities such as accompanying a school excursion or leading a workshop, parents must fill in the form "Assistant parent", provided by the teachers.

Parents' association

The parents' association (Verein der Eltern und Förderer des französischen Gymnasiums in Düsseldorf e. V.) is the governing body of the school. It is managed by a Management Committee composed of volunteer parents of students who are elected by the members of the Association.

Any parent can become a member of the Association and thereby gain voting rights at general meetings. To register free of charge, please select "YES" in the "Parents' Association" field in each "Parents/Guardians" profile under the "Student and Parent Information" section in Eduka.

For further information about the organisation and management of the LfiSV, please visit the following page: <https://lfisv.de/gouvernance/>

13. PUBLIC TRANSPORTATION

You have two options:

- > **Deutschlandticket: 63 euros** per month (valid throughout German; available at the Rheinbahn: https://www.rheinbahn.de/deutschlandticket_neukunden)
 - > **SchokoTicket: annual subscription (€50) plus monthly rate** (€47.25 per month for 1 and 2 subscriptions, €23.60 for the 3rd, €0 for the 4th)
- For more information about the SchokoTicket please go to: <https://lfisv.de/services/>

14. NATIVE LANGUAGE LESSONS (HERKUNFTSSPRACHLICHER UNTERRICHT/HSU)

The education authority for the city of Düsseldorf offers students of primary and middle school lessons in their native language. Participation is free of charge. Registration is done via the school (sekretariat@lfisv.de), from 1 January to 12 February 2027 at the latest. The courses start at the beginning of the 2027/28 school year. All information about the HSU can be found on the following pages: <https://lfisv.de/services/> and <https://www.duesseldorf.de/schulen/uebersicht-nach-themen-von-a-z/herkunftssprachlicher-unterricht>

IMPORTANT

Any change in your address, telephone number, email address or family situation must be changed on Eduka (tab "Student and parent information" and then tab "Legal guardians").

PHONES NUMBERS AND EMAIL ADDRESSES OF THE ADMINISTRATION

0211.61.07.95 + extension			
Headmaster	15	Philippe KINDER	secretariat@lfisv.de
Headmistress of pre- and primary school	10	Claudine CHARDON	dirprim@lfisv.de
Assistant to the head of school	15	Virginie BETZ	secretariat@lfisv.de
Assistant to the head of school	10	Miriam MAÏRI	sekretariat@lfisv.de
School secretariat	0	Hana HASSINE	scolarite@lfisv.de
Chief financial officer (CFO)	22	Michael SOPRANI-DERSCH	gestionnaire@lfisv.de
Accounting assistant	11	Elena HISTOV	comptable@lfisv.de
CPE (head of secondary school matters)	14	Marine FAURES	cpe@lfisv.de
Vie scolaire (secondary school matters)	25	Amal BEN JEDDOU Sylvain LE MERCIER Jocelyn GANNERON	viescolaire@lfisv.de
CDI (library for secondary school)	16	Odile GUÉGAN	cdi@lfisv.de
APS (after school activities)	37	Luminita GHERGHE	aps@lfisv.de