

Generally, the term 'parents' means those who hold parental authority or any other legal representative.

Good cooperation between the school and the family is important to ensure the pupil's school journey is as smooth as possible. The pupil diary is a special communications tool that the school and family can use to share information and work together.

It is important to think carefully about the number and type of comments made in the diary and how they are expressed. Contributions from both the school and the family ensure a detailed, nuanced conversation about the pupil's schooling. The description of everyone's responsibilities below aims to support this communication.

Pupil's responsibilities

The pupil must bring their diary to school every day. They must write their homework in it and take care of it. As soon as there is a message in it, the pupil must show the diary to the teachers concerned and to their parents. At the end of the week, the pupil must show the diary to their parents so that they can sign it.

Teacher's responsibilities

The teacher is responsible for writing notes about homework and school information, and announcing special events. They use the weekly pages to record assessment results and share important information about the pupil's work and behaviour. They verify that the parents have seen the information by checking their signature.

Parents' responsibilities

Parents must check regularly for any new messages. They must sign the diary every week to confirm that they are aware of homework, messages from the school and assessment results. If they wish, they and their child can transfer assessment results to the assessment results tables on pages 125 to 127. They can use the weekly pages to communicate any relevant information about their child.

Pupil's commitment

I am aware of the rules on the pupil diary and agree to abide by them.

Pupil's signature: _____

Parents' commitment

We have familiarised ourselves with the rules on the pupil diary. We undertake to abide by them and ensure others do likewise.

Signature of parent (or their representative): _____

Weekly double pages (pages 14 to 93)

The weekly pages maintain the link between the school and family throughout the year on school work in class and outside of formal teaching (homework), school life, important information, assessment results and the pupil's behaviour.

The teacher or parents can ask for a meeting at any time, by ticking the relevant box.

Homework (page 8)

Teachers can give their pupils work to do outside class from 3P onwards: this is called homework. This page describes the purpose of homework and the legal framework that governs it.

Results of summative assessment (pages 125 to 127)

The tables on these pages provide an overview of the pupil's results in each of their subjects throughout the school year. These pages also set out the main elements of the legal framework governing summative assessment.

School contacts (page 2)

This is where you will find teachers' names, contact details and availabilities.

Well-being – Living well (page 3)

This page highlights the resources available in school and elsewhere in case you have a question or concern of any kind.

Class, site and school rules (page 10 onwards)

Each class or site can create its own rules for its community, provided they are consistent with the law on compulsory education and its implementing regulation.

Absence and time off – procedure and forms (pages 9 and 98 onwards)

The school must be informed of any absence, in advance wherever possible, and in any case as soon as possible. Please refer to the procedure described on page 9.

Digital education (pages 114 to 117)

Cooperation between the school and family helps pupils to develop their digital skills and take advantage of the many positive aspects of digital tools and services. Pages 114-115 «Ch@rte Éducation numérique» and 116 «Utilisation de dispositifs numériques personnels» provide a framework for the use of digital tools and services both in school and at other times. Page 117 «Accès numériques» lists the different accesses available to the student.

Teachers give pupils homework to do outside of the teaching time set out in the timetable from 3P onwards.

Homework is designed to help pupils develop autonomy and a sense of responsibility, and to consolidate what they have learned in class.

Homework can be completed by pupils without help.

School's and teacher's responsibility

The types of homework given by teachers in the different classes in the school are aligned with each other. The senior management team checks to ensure consistency across the school.

The teaching and learning team coordinates the amount and frequency of homework where several teachers work in the same class or with the same group of pupils.

Homework is prepared in class and checked regularly by teachers. It is announced at least two days in advance, unless the timetable dictates otherwise.

No homework is given to be handed in on Monday or during time off or the school holidays.

If a pupil is absent, their teachers ensure the pupil has the information and materials they need to catch up following a period away from school.

Pupil's and parents' responsibility

Parents must create suitable conditions for their child to do their homework.

Pupils must follow their teacher's instructions about their homework.

If the pupil is absent, they and their parents must make sure they have the materials, instructions and information they need to catch up the work they have missed.

Communication

Teachers will communicate their expectations about homework to parents at the start of the school year.

If the pupil's situation with regard to homework requires a discussion during the school year, this can be instigated by either the parents or teachers.

The school educates children in conjunction with their parents. It supports parents in their role as educators.

Regular communication of important information and constructive cooperation between the school and the family are essential. Both support the pupil's progress. They also provide an opportunity to reflect together on the best possible solutions for the pupil's schooling.

There are various opportunities for families to get information and talk about what is happening at school. For example, parents are invited to a joint information session every year, when they can meet their child's teachers. Parents can also ask for an individual appointment.

Page 3 « Bien être – Bien vivre » is designed to let pupils and their family know that there are people both in school and outside to whom they can turn, if needed. These people are there to inform, help, support, advise and guide pupils and their family.

The first people to contact if parents have any questions or concerns, or if any difficulties arise, are the teacher concerned and the class administrator. Other professionals at the school can also be contacted:

- mediator;
- nurse;
- psychologist;
- psychomotricity therapist;
- speech therapist;
- school social worker, e.g. a youth worker,
- etc.

Later, if necessary, the parents can contact members of the senior management team: the dean or head teacher.

Finally, if parents feel that the steps taken by the school have not addressed the difficulties encountered by their child satisfactorily, they can contact the Department of education, youth and culture (Département de la formation, de la jeunesse et de la culture, DFJC). The Department can then offer its help and support and propose a reconciliation to improve the relationship between the school and the family and help find a solution in the pupil's best interests.

For more information, see our website

*www.vd.ch/scolarite > Relations entre l'école et la famille
or the school's website.*

