

ÉTABLISSEMENT
CONVENTIONNÉ



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Agence pour
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à l'étranger



Lycée Français International
Gustave Eiffel

WELCOME
BOOKLET

2023



WWW.LYCEEMAPUTO.ORG

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PREAMBLE

This welcome booklet is intended for all students and their families at the Lycée Français International Gustave Eiffel (LFIGE).

Created more than 40 years ago, the Lycée Français International Gustave Eiffel has a long tradition of quality teaching in a multilingual and multicultural environment, forging strong links with Mozambique and promoting a genuine openness to the world.



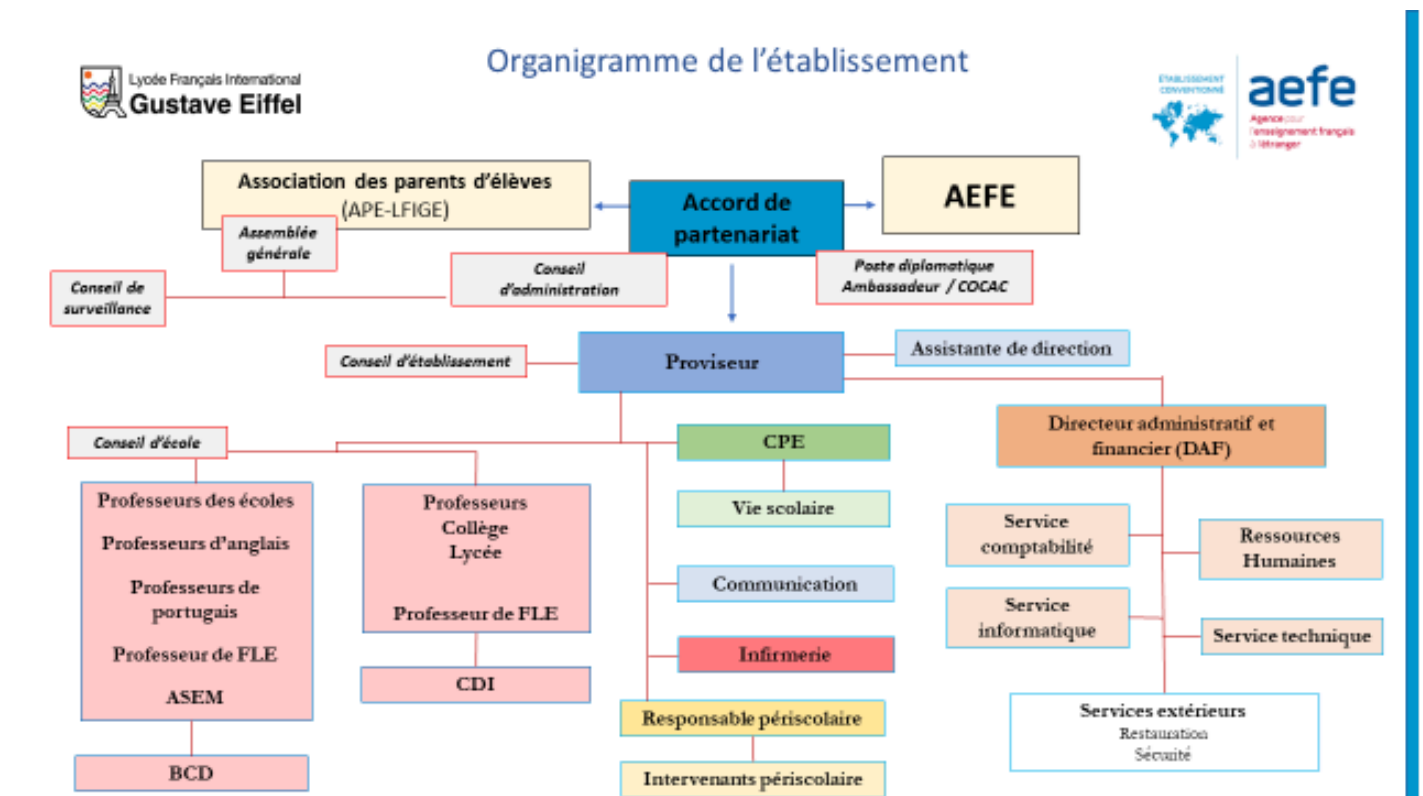
Here you will find a complete curriculum approved by the French Ministry of Education from nursery to final year.

The LFIGE (Lycée Français International Gustave Eiffel) is an integral part of the AEFÉ network (Agence de l'Enseignement Français à l'Étranger), a unique educational network comprising 535 schools in 139 countries.

The LFIGE Parents' Association (APA-LFIGE) manages the school. Under the terms of the administrative, financial and educational agreement signed with the AEFÉ, the French government provides permanent staff from the French national education system (headmaster, teachers).

We hope you enjoy discovering the school!

GOVERNANCE ORGANISATION CHART :



The Board of Directors :

The main role of the Board of Directors, made up of elected parents, is to manage the school. The Board reports regularly to the General Assembly, which is made up of all the parents. The Board also works within the framework of the agreement signed with the Agence pour l'Enseignement Français à l'Etranger (AEFE).

By enrolling your child at the LFIGE, you become a member of the Lycée Français International Gustave Eiffel Parents' Association (APE-LFIGE). As part of this association, you are invited to get involved in the life of the school. The point of view and commitment of parents are essential to the governance of the school, in order to develop a common vision with all the players who make up the educational community.

BOARD OF ADMINISTRATORS

Members of the Board of Directors:

Chairwoman: Esther Palacio
Vice-Chairman: Antonio de Sousa
Treasurer: Berenger Piasentin
Secretary: Bernard Métraux
Administrator : Crystelle Larour-Coury
Administrator: Tania Munhequete
Administrator: Fabrice Ferrandes
Administrator : Luis Léonor
Administrator: Felipe Bento

Members of the Bureau:

Chairwoman: Esther Palacio
Vice-Chairman: Antonio de Sousa
Treasurer: Berenger Piasentin
Secretary: Bernard Métraux

Commissions:

- Finance: Bérenger Piasentin, Antonio de Sousa
- Human Resources :
 - Recruitment: Fabrice Ferrandes
 - Social Dialogue: Fabrice Ferrandes, Bernard Métraux, Antonio de Sousa
- Infrastructure and Corporate Relations: Crystelle Coury, Tania Munhequete, Felipe Bento
- IT: Luis Léonor, Antonio de Sousa
- Communications: Tania Munhequete, Crystelle Coury
- Canteen: Tania Munhequete

The Chair oversees the work of the Board's committees and is also the liaison point with the Events Club.



USEFUL CONTACTS

LE PROVISEUR : **Damien Dessens**

EXECUTIVE ASSISTANT : **Elisa Andrade**

elisa.andrade@aefe.fr

+258 312 6410

1ST DEGREE COORDINATOR: **Estelle Lombard**

estelle.lombard@aefe.fr

ADMINISTRATIVE AND FINANCIAL DIRECTOR : **Charline Leclair**

charline.leclair@aefe.fr

DIRECTOR OF HUMAN RESOURCES : **Nelia Pioris**

nelia.pioris@aefe.fr

ACCOUNTANT : **Kevin Manjate**

kevin.manjate@aefe.fr

ASSISTANT ACCOUNTANT : **Chaquira Remane**

chaquira.remane@aefe.fr

PRINCIPAL EDUCATION ADVISOR: **Vincent De Loenen**

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SCHOOL LIFE 2nd DEGREES: **Elisa Mondjane**

elisadomingos.mondjane@aefe.fr

SCHOOL LIFE MANAGER 1STDEGREE : **Sonia Adrianopoulos**

sonia.adrianopoulos@aefe.fr

+258 84 317 57 33

1ST GRADE RECEPTION: **Brigitte Mbeukene**

brigitte.mbeukene@aefe.fr

+258 84 317 57 41



CALENDAR 2023-2024



BACK TO SCHOOL

Monday 4 September 2023

SATURDAY SCHOOL

7th October 2023

9th March 2024

13th April 2024

ALL SAINTS' HOLIDAY

Saturday 21 October 2023 to Tuesday 31 October 2023 inclusive

CHRISTMAS HOLIDAYS

From Saturday 16 December 2023 to Sunday 7 January 2024

FEBRUARY HOLIDAYS

From Saturday 24 February 2024 to Tuesday 5 March 2024 inclusive

EASTER HOLIDAYS

From Saturday 20 April 2024 to Sunday 5 May 2024

END OF SCHOOL

Wednesday 3 July 2024

MOZAMBICAN PUBLIC HOLIDAYS

Thursday 7 September 2023: Lusaka Agreements Day

Monday 25 September 2023: Armed Forces Day

Wednesday 4 October 2023: Peace Day

Friday 10 November 2023: Maputo City Day

Monday 8 April 2024: Postponed from 7 April Mozambican Women's Day

Tuesday 25 June 2024: Independence Day





PRE-SCHOOL VISIT FOR NEW FAMILIES

Visit to the school for new arrivals and their families :

- Thursday 31 August afternoon from 2.00 pm at 4.00 pm

This visit is an opportunity to learn more about..:

- The school and its different areas according to the level of your child(ren)
- The role of the Head Teacher (2nd level)
- The timetable and new arrangements
- The school rules
- The role of school life and supervisors.
- The liaison booklet: its purpose and uses
- Opportunities for families to get involved in the school (parent representatives, various bodies, etc.)
- Procedures for welcoming and integrating pupils and families



1st DEGREE LEVELS



PRIMAIRE

CLASSE	NOM DE LA SECTION	ÂGE
CP	Cours Préparatoire (1ère année)	6-7 ans
CE1	Cours Préparatoire (1ère année)	7-8 ans
CE2	Cours Élémentaire (2ème année)	8-9 ans
CM1	Cours Moyen (1ère année)	9-10 ans
CM2	Cours Moyen (2ème année)	10-12 ans

MATERNELLE

CLASSE	NOM DE LA SECTION	ÂGE
TPS	Toute Petit section	1-2 ans
PS	Petit Section	3 ans
MS	Moyenne Section	4 ans
GS	Grande Section	5 ans

THE CLASSES

2nd DEGREE LEVELS



THE CLASSES

COLLEGE

CLASSE	ÂGE
6ème	11-12 ans
5ème	12-13 ans
4ème	13-14 ans
3ème	14-15 ans

LYCÉE

CLASSE	ÂGE
Seconde (2nd)	15-16 ans
Prèmiere (1ère)	16-17 ans
Terminale (tale)	17-18 ans



THE CANTEEN

The school canteen is open every day, Monday to Friday, from 11.45am to 1.15pm.

Given the number of children attending the school canteen and the maximum capacity, lunchtime will be organised into three services.

The children are looked after by a team of catering staff and the LFIGE educational team.

The children's lunch consists of

- A soup
- A main course (with or without meat)
- A dessert



For families who wish to prepare a lunch-box, please provide it for your children on arrival **in the morning. The school does not accept lunch boxes in the morning.**

Lunchboxes must be cold; no food will be heated.

Here are some tips for preparing your lunchbox:

- A sandwich made with a protein of your choice (chicken, eggs, meat or fish) combined with vegetables (salad, tomatoes, etc.) or a salad made with rice, pasta or semolina combined with vegetables.
- Fruit or a small compote
- A dairy product



OPERATION



Kayakwanga will provide the school canteen service.

The canteen committee, made up of members of the board of governors, the school management, parents, teachers and pupils, is responsible for assessing the quality of the service and the organisation of this lunchtime period.

The catering service will start on Tuesday 5 September 2023.

Prices and registration:

- Prices are set by our service provider. In the event of a change, you will be informed of the new price and the effective date.
- 210 meticaïs for nursery pupils
- 260 meticaïs for primary and secondary pupils
- Register and validate the desired periods in Eduka

Meal frequency :

- Unless otherwise stated, the canteen is open 5 days a week, corresponding to the 5 school days.
- Monday to Thursday service for 1st grade
- Monday to Friday service for 2nd grade

Reservations and payment of invoices:

- Meal reservations must be made before the 30th of each month on our EDUKA platform: <https://efmaputo.eduka.school/> on the "Portail cantine à la carte".
- Reservations must be made every 15th day of the previous month until the last day of the previous month.
- If you do not make a reservation, you will be charged MZN 500 for meals.
- No deductions or refunds will be made.

Methods of payment:

- Payment must be made directly to the service provider by:
 - Bank transfer
 - POS at the primary school with Joyce
- Between the 15th of the previous month and the 7th of the current month.
- For payments made online, proof of payment must be sent by e-mail with the name of the pupil, his/her class and the days concerned to the following e-mail addresses:
 - jaimabila@yahoo.com.br
 - reservas@kayakwanga.co.mz
 - sonia.adrianopoulos@aefe.fr



NURSE :

Opening hours: every morning from 8.30am to 12.30pm

Anne-Sophie Gerin is the LFIGE nurse.

anne-sophie.gerin@aefe.fr

You can contact Anne-Sophie :

- for any medical problems you may have (medical treatment, special diet, etc.)
(medical treatment, special diet, etc.)
- If necessary at school, your child will be accompanied to the infirmary during school time.
- During recess in primary school, the teacher on duty will be informed before going to the infirmary.
before going to the infirmary.

Emergency numbers :

Ambulance Doutor Urgencia: 85 050 00 23

Icor Ambulance: 84 88 88 / 82 33 88

Icor Hospital: 84 32 74 800

Hopital Privado: 84 30 30 967/8/9

CDI-BCD



Open every day:

Our students can take advantage of the library areas in the 1st and 2nd grades throughout the year.

Books are made available. Pupils can borrow them for 15 days.

ISIDOC codes:

- ISIDOC codes are sent to you at the beginning of the year by the documentalist teacher, Nicolas RODOT. These codes give access to a platform which indicates the name and number of books borrowed.

FRENCH AS A FOREIGN LANGUAGE



Learning French for non-French speakers

For non-French-speaking children, we offer UPE2A (Unité Pédagogique pour Elève Allophone Arrivant) and FLE (Français Langue Etrangère). These two programs are designed to help pupils with little or no command of the French language, in primary and secondary schools. These children are cared for by a specialized teacher, during school time, for an average of 2 hours a week, or as part of an intensive learning program.

- **Who can join UPE2A?**
- All students from non-French-speaking backgrounds newly arrived in the school, between the ages of 5 and 9;
- Students with little or no knowledge of the French language;

Who can join UPE2A?

- Students who have already mastered certain French language skills, but who need additional help to reinforce these skills (oral and/or written);
- All newly-arrived students with a CEFR A2 level, required for integration from CM1 onwards.

Materials from CM1 to CM2

Materials common to all primary classes

- 1 square / 1 compass / 1 protractor
- 1 simple calculator
- 1 plastic folder

Recommendation CE2

- LAROUSSE - Super Major (9-12 years) - CM-6ème

All students should bring :

- appropriate clothing for sports activities: shorts, sports shoes, cap
- a LFIGE polo shirt (for sports activities and school outings)
- From CE1, it is advisable to have a dictionary adapted to your child's age,

Please check regularly that your child has his or her own equipment, and renew it if necessary.
NB: Children who so wish may use a fountain pen with a blue cartridge, from CE2 to CM2.



LIST OF SUPPLIES

Pre-school

- 1 bag for snacks (2 snacks per day)
- 1 water bottle
- 1 bag with a change of clothes (except for the GS class)
- 1 apron or old t-shirt for painting, marked with the child's name
- 1 plastic cup marked with the child's name
- 3 large boxes of tissues

Secondary school

Materials common to all subjects :

- 1 diary
- 1 test book (rough draft)
- 1 graph paper folder
- 1 block of tracing paper
- Duplicate copies for homework
- 1 USB key - 2GB minimum

- 1 pencil case with the following equipment

- Different coloured pens (blue, green, red, black) / 1 flat ruler
- pencils
- 1 eraser / 1 pencil sharpener
- Glue sticks
- 2 highlighters
- 1 pair of scissors
- fine felt-tip pens
- coloured pencils

Plastic arts (middle school only) :

- Acrylic paint in small tubes
- Watercolour paint in palettes
- Brushes: n°2, 6, 8, 12
- Oily chalks, dry chalks
- 1 bottle of black Indian ink
- HB, 2B, 4B, 6B, 8B pencils
- Black felt-tip pen (fine lead)
- 1 white T-shirt
- 1 48-page notebook (can be purchased from the school)



Mathematics :

- 2 x 96-page A4 notebooks
- 1 graduated protractor from 5th grade upwards
- 1 non graduated ruler (6ème)
- 1 simple scientific calculator from 5ème to 3ème, with parenthesis keys and trigonometric functions "cos" "sin" "tan" (e.g. TI 40 collège)
- 1 graphing calculator for grades 2 to 12 (e.g. TI82 Lycée)
- 1 L- or T-shaped square
- 1 double decimeter
- 1 compass



French :

- 3 large-format seyes notebooks - 96 pages (large squares if possible)
- Double copies (1 pack)

Middle school French:

- purchase of e-reader recommended

High school French :

- 1 large binder
- Punched sheets LARGE SQUARE A4
- Purchase of e-reader recommended

History, Geography, Civics - collège :

- 2 A4 notebooks (96 pages) - Double copies (211 x 29.7)
- Single copies (lines, small squares, large squares as required)

History, Geography, secondary school:

- 1 large 96-page notebook

SES lycée:

- 1 large 96-page notebook.

English, Spanish, Chinese (language) :

- 1 large notebook or 1 large binder with perforated pages
- 1 French/English pocket dictionary - optional
- French/Chinese - optional
- 1 French/Spanish pocket dictionary - optional - English/English monolingual dictionary - Lycée Spé



TIMETABLE

Pré-escolar / Elementar :

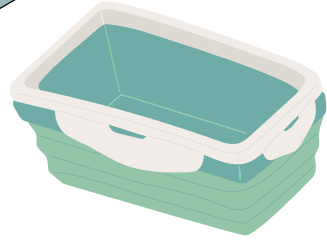
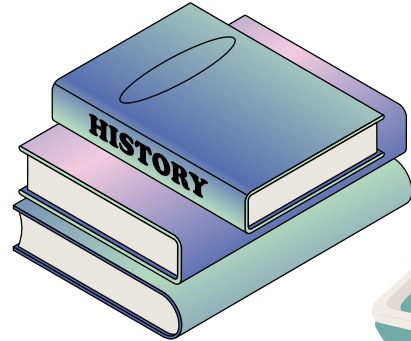
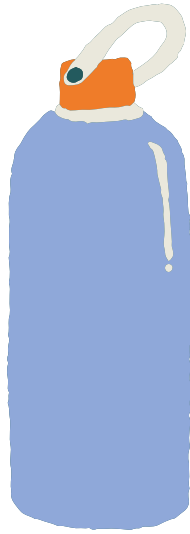
Monday, Wednesday and Friday: 7:45am-12:15pm
Tuesday-Thursday: 7:45am-3:15pm

Secondary school :

Each class from 6ème to Terminale has
has its own schedule that varies
depending on the day

- Classes start: 7:45am
- Classes end: 5:45 pm

FORGOTTEN PERSONAL EFFECTS



IN CASE YOU FORGET

IN CASE OF OMISSION :

Families may bring any equipment forgotten at home to Brigitte Mbeukene, who will then bring it to class.

In the event of loss of an object or other material at school, your child should look :

- At first level, in the cash desk in the entrance hall
- Secondly, at the school office

NB: Clothes and objects that do not find their owners are donated twice a year to children in need (LFIGE partner associations).

OUTINGS AND DISCOVERY TRIPS :



School outings (full-day trips) may be organised by teachers. When these are free and take place during school time, they are compulsory.

School trips (including overnight stays) may be organised during the school year. The amount to be paid by families is voted by the School Council. Although not compulsory, these trips are a highlight of the learning process and the life of the class group. Financial aid may be granted (application to be sent to the Administration and Finance Department).



EXTRACURRICULAR ACTIVITIES :

- Promote student participation in extracurricular activities
- To offer a range of activities aimed at arousing curiosity and developing critical thinking
- To encourage the expression of ideas and opinions
- To encourage mutual help, solidarity and respect for others
- Encourage responsibility and autonomy
- Allow everyone to develop physically, intellectually and artistically
- Enable everyone to get involved in one or more educational paths



Anne-Sophie Gerin is the coordinator of extra-curricular activities:
anne-sophie.gerin@aefe.fr

The extracurricular activities program will be launched in early September. Registrations are made on the EDUKA platform. Information is sent to all families at the beginning of the year.



SCHOOL LIFE

Organisation and management of the school life service

1. Organise and formalise the school life team's duty roster
2. Organise the procedures for checking student attendance to make them more effective
3. Revitalise the team by providing appropriate training
4. Continue to listen to and engage in constructive dialogue with pupils and families
5. Develop constructive work with the teaching team
Empowering pupils and giving them autonomy
6. Learning and respecting the rules of community life
7. Set up and revitalise student representative bodies: delegates' general assembly, CVL, CVC, CESC, Maison des élèves, etc.
8. Setting up and organising educational facilities
9. Supporting students in their schooling
10. Supporting students in their citizenship projects



CIVIC BODIES AND STRUCTURES

Encouraging pupils to get involved in school life in the first few weeks of the new school year

The entire educational community is responsible for building and implementing the citizenship pathway. This pathway is based in particular on pupils' participation in the social and democratic life of the class and the school. From the start of the school year, it is essential to inform students, staff and families about the various bodies and arrangements in which they can become involved.

Objectives:

- Develop the commitment of the entire educational community.
- Encourage the involvement of all students in the life of the school
- Encourage analytical and critical thinking skills
- To share common values



1. Class reps

The tasks of the class delegates, supported by school life, are: in school activities

- Get involved in school activities
- Promote class life
- Prepare and take part in the class council
- Represent the students in the class
- Express the opinion of the class
- Communicate information to constituents
- Report any difficulties encountered by the class

2. School Life Councils

- School Life Council (CVC)
- Exchanges and dialogue between pupils, between pupils and the educational community
- Pupils express opinions and make proposals which are passed on to the School Council
- Students propose actions to improve the school climate
- Student Life Council (CVL)
- Exchanges and dialogue between students, between students and the educational community
- Students issue opinions and proposals that are passed on to the School Council
- Lycéens intervene on issues relating to the life of the school
- Students propose the implementation of educational pathways



3. The Health and Citizenship Education Committee (CESC)

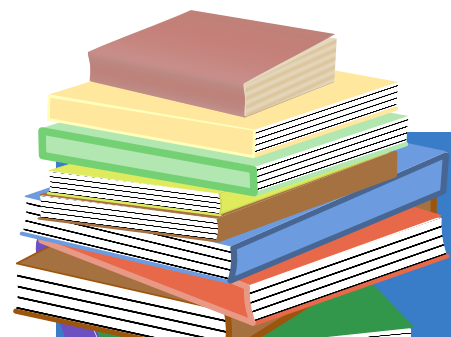
The CESC is a body for reflection, observation and proposals that designs, implements and evaluates an educational project in the field of citizenship, health and environmental education.
Objectives

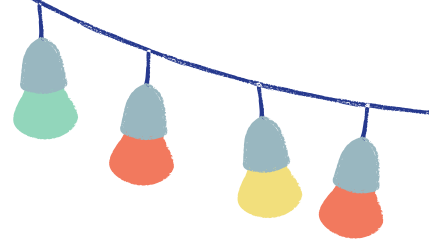
- To bring together actions relating to health, citizenship and the environment in order to raise awareness and make the whole community more responsible in these areas.
- Mobilise adults (school staff, parents, etc.) and pupils around clear objectives.
- Coordinate its actions with various local partners and the local authorities.
- Improve the climate of relations between all members of the educational community.

4. The Maison Des Élèves (MDE) :

A socio-educational association organised, run and managed by pupils accompanied by adults from the educational community.

- To encourage pupils' creativity and spirit of initiative
- To encourage student-led initiatives in the cultural, artistic, sporting and humanitarian fields.
- Contribute to the development of the school's cultural life
- Organise events for all students
- Develop students' sense of responsibility within the school
- Facilitate the organisation of activities that can generate the funds needed to run the association (end-of-year party, class photos, etc.)
- Stimulate their creativity, spirit of initiative, teamwork and entrepreneurial spirit





THE EVENTS CLUB

The Events Club is not a body, but is made up of voluntary and motivated LFIGE parents.

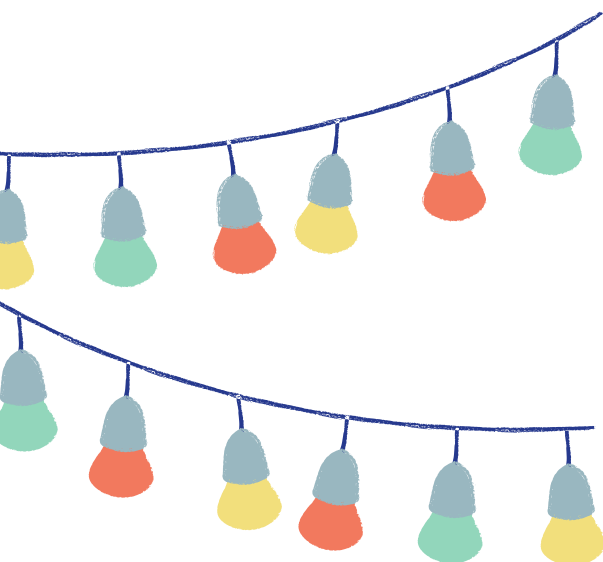
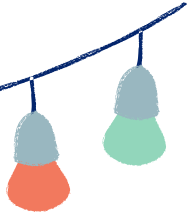
What does it do?

To organise festive events throughout the school year. There are several objectives:

- To provide an opportunity for all those involved in school life to get together and relax. It's a way of encouraging contact between parents, new arrivals, teaching staff and management. Profits are redistributed for cultural, sporting or material projects.
- Support the school management in welcoming new families by organising meetings, visits to the school and other activities as requested by the LFIGE management.

Don't hesitate to join them!

For more information contact: elisa.andrade@aeфе.fr



CIRCULATION AND ACCESS TO THE SCHOOL

The school has two entrances: one for the primary school and the other for the secondary school.

Families may choose one or the other to drop off their children, but under no circumstances may they cross the school grounds or the secondary school to drop off or collect their child from class.

Given the configuration of the premises, parents must be vigilant about traffic and parking in front of the school.

Parents or drivers drop off children and stop only long enough to drop them off. If they are obliged to do so, they may only park in the designated spaces.

Access to the facility is strictly controlled. Persons who are not on the ward are issued with a "visitor" badge and taken to the administration building by the guards. They will then be escorted to the exit by their contact person.

In order to reinforce security, any person (parents or guardians) who drops off or picks up a child or children will be asked to do so. or picks up one or more children on the premises must be in possession of their identification badge. Without this badge, the person will be systematically checked and will have to wait until the end of the movement to do so.

Once the new families have provided us with all the necessary information, we will issue them with their new badge.

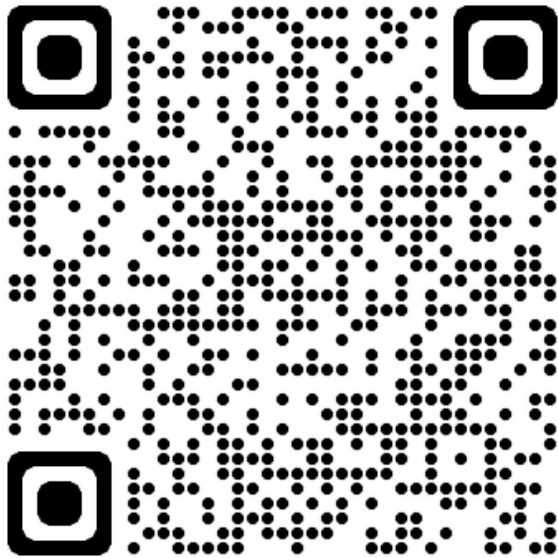
Procedural details:

- The guards are authorised to check the badge at random on presentation of an identity document.
- When the pupils leave, the guards will have a register with the list of families and persons responsible.
- Cases where the person checked will not be authorised to leave the school with the child(ren):
 - The person does not have a badge
 - The identity document does not match one of the names on the badge
 - The person's name appears on the badge, matches the identity document but does not appear in the register.
 - If we have to refuse to let a child out for any of the reasons mentioned in the previous point, we will contact the parents to obtain details of the person's identity.

IMPORTANT: Responsible persons who come to collect a child or children from 1st level should wait in the waiting area (see map of the LFIGE on next page) located directly to the right of the main entrance on the primary side. A new waiting area has been created for this purpose. The children will be directed by our teams to join them.

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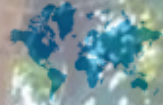
SCAN ME AND LOG IN TO EDUKA



CODE APP

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ÉTABLISSEMENT
CONVENTIONNÉ



aefe

Agence pour
l'enseignement français
à l'étranger



AMBASSADE DE FRANCE AU MOZAMBIQUE ET EN ESWATINI

*Liberté
Égalité
Fraternité*

