

Level of application: Level 2

Last update: 09/11/2020 (Commission Hygiène et Sécurité n°5)

Elementary school: In-class teaching

College: In-class teaching with compulsory wearing of a mask.

Lycée: temporary distance education until 18/12/2020. The national exams are held in class (schedule set up with a limited number of about 6 students per exam room)

Arrangements concerning the catering time (canteen) are elaborated with a level crossing and reinforced social distancing.

Within the framework of the school year 2020.2021, an explicit health and educational protocol that respects the constraints and rules set by the local authorities must be provided for and validated by the various authorities of the school.

Thus, from the recommendations of AEFÉ and the local (Swedish) health recommendations and regulations, a local protocol is thus drafted at 3 levels of application and applied within LFSL, a school under local law and under AEFÉ agreement.

This evolving sanitary and pedagogical protocol with 3 levels of application is mandatory for all users (parents, personnel and students) of Lycée Français Saint Louis de Stockholm as soon as it is activated.

The Head of School or his representative after consultation with the CHSCT and local recommendations will decide on the level of application of the protocol.

The level of application will be communicated to the users using the usual means of communication defined by the school (LFSL website or email).

- **Level 1:** limited virus circulation

- **Level 2:** active circulation of the virus, localized, requiring the re-establishment of a strict sanitary protocol.

- **Level 3:** very active circulation of the virus, localized, possibly requiring the partial or total closure of schools, colleges and/or high schools in a given geographical area.

The role of the parents is necessary and fundamental:

- In accordance of the sanitary and pedagogical protocol
- In accordance of the protective measures and social distancing (explanation to their child ...)
- Monitoring their child for possible symptoms before they leave for the LFSL.
- The parents must ensure that their children are healthy before going to school by taking the temperature at home in the morning. A student with a temperature above 38°C will be required to stay at home.
- Students must stay at home as long as they feel sick and must be symptom-free for two days before they can return to school. If a family member is ill, it is preferable for the student to stay home.
- The role of the personnel is necessary and fundamental:
- In the strict application of the sanitary and pedagogical protocol. The personnel is mobilized with the students to promote a good understanding of the sanitary instructions and rules.

A) The cleaning and disinfection of the premises :

- The cleaning will take place at least once a day, everyone will have to clean his or her work station.
- The premises used will be ventilated and cleaned with disinfectant every day (floor surfaces, tables, chairs, door handles).
- Wipes and hydro-alcoholic gel will be available in the classrooms, corridors and canteen
- Teachers will be responsible for cleaning their workstations (computer, keyboard, mouse, table) with the disinfecting wipes and will not be required to share their equipment. Vie Scolaire and the administrative staff will also be responsible for cleaning their workstations.

B) The layout of the premises, circulation and common areas :

- No adults (except staff members) are allowed in the school (inside the buildings) unless authorized by the Headmaster. Exchanges between families and staff must continue to take place at a distance or by appointment in certain specific cases (students with special needs, parent/teacher meetings scheduled in person, etc.).
- Students leave immediately after the last class.
- The entrance and exit of students is via the door on the Aula side for middle and high school students. The elementary school uses the main entrance and the entrance near the Förskola.
- Before, after or during the school day, students are not allowed to stay in the corridors. A line up is provided for middle school students before entering the buildings. Students will be informed of the procedure at the beginning of the school year.

- Pedagogical outings will be studied and planned only with the authorization of the Swedish authorities and the AEFE and then validated by the school authorities.

C) Rules of physical distancing :

In enclosed spaces (classrooms, workshops, CDI, canteen, etc.) physical distancing is not mandatory when it is not physically possible or when it does not allow the totality of the students to be accommodated. Nevertheless, the spaces are organized in such a way as to maintain the most possible distance between the students, especially in the classrooms and the canteen.

D) Limiting student mixing :

The limitation of mixing between groups of students (classes, groups of classes or levels) is not mandatory.

E) Application of protective measures :

- Respect of the protective measures.
- Washing hands 7 times a day (when arriving at school, before and after breaks and meals), and social distancing (avoid hugging and kissing).
- For all (students and staff), wearing a mask may be recommended or mandatory within the LFSL.
- Wearing the recommended mask (level 1 of the protocol)
- Wearing the recommended and/or mandatory mask (level 2 and 3 of the protocol) depending on the level of education (elementary, middle school and high school).
- As this protocol evolves according to the health crisis, the LFSL will inform users of the modifications of the protocol and the levels of education concerned by the wearing of the recommended and/or compulsory mask. Information on the protocol update will be available on the school's website at the following address: (<http://lfsl.net>)
- Students can or should (depending on the level of application) wear it in the corridors, common areas or in the classroom.
- At the beginning of the year, the LFSL provides two cloth masks to each middle and high school student. They will have to make sure to wash it every day. Students can also use their own masks.
- The LFSL provides 3 white coats and 2 masks to the staff at the beginning of the year.
- At the beginning of the year, the students and the staff have received an information about the rules and the protective measures.

F) Students and personnel at risk

If some people are considered to be at risk, they will have to provide a medical certificate. Adaptations may be considered depending on the situation.

G) Pedagogical continuity :

1) Level 1 of the protocol

- Schedules have been established, no adjustments are planned.
- Education is exclusively face-to-face for all levels of education (elementary, middle school and high school).
- According to the Swedish recommendations, teachers can work their non-teaching hours remotely while still being available for meetings.
- Lessons and/or homework can be consulted via Pronote for absent students from middle school and high school level according to the teacher's appreciation of the discipline. The Head teacher in collaboration with Vie Scolaire will be the main contact for the families of the secondary school to maintain pedagogical continuity with an absent student. The elementary school teacher will also ensure pedagogical continuity with the absent student. The privileged pedagogical link between teacher and student must be preserved.

2) Level 2 of the protocol

- Schedules have been established, no adjustments are planned.
- Education is exclusively face-to-face for all levels of education (elementary, middle school and high school). However, an adaptation in face-to-face/distance education could be considered for the high school level.
- Premises (classrooms, canteen) may be adjusted if necessary.
- The management of student flows and movements can be modified
- The use of common areas for staff and students may be limited.
- Teaching methods may be modified
- According to the Swedish recommendations, teaching staff can work their non-teaching hours remotely while still being available for meetings.

3) Level 3 of the protocol

- Changes to schedules may be made.
- Teaching can take place face-to-face and/or distance learning depending on the level of education (elementary, middle school and high school). The LFSL will decide in collaboration with the French Embassy and in accordance with local recommendations whether or not distance learning associated with the locking of part or all of the school should be implemented.
- A distance learning plan is annexed to the level 3 protocol (validated by Conseil Pédagogique).
- Premises (classrooms, canteen) can be adjusted if necessary.
- The management of student flows and movements can be modified
- Teaching methods may be modified

- According to the Swedish recommendations, teaching staff can work their non-teaching hours remotely while still being available for meetings.

This protocol was developed by the different authorities of the school and validated by:

- **the Conseil d'Etablissement on October 6, 2020**
- **the Conseil d'Administration on October 13, 2020**

COVID-19: HEALTH MEASURES : PROTOCOL LEVEL 2 : ORGANIZATION OF CATERING (CANTEEN)

Objectives

- Limit as much as possible the number of students in the canteen at the same time.
- Avoid mixing levels
- Improve and communicate on health measures

Organization

- Passage of classes: 5 canteen services
 - 10h50: CP
 - 11h15: CE1/CE2
 - 11h35: CM1/CM2
 - 12h05: 6e/5e
 - 12h35: 4e/3e
- Delimit spaces for each division :
 - 6e or 4e first part of the canteen
 - 5e or 3e part of the middle of the room
 - Lycée students at the back of the canteen
- Improvement of health measures :
 - Wear the mask in the canteen for any movement, do not remove the mask until you are seated.
 - Wash your hands when entering the canteen, again just before sitting down and when leaving.
 - Preferably eat with your usual group of friends.
 - Ventilation of the canteen / possibility of cleaning

Best Regards,

Aurélien LOYSON, Headmaster



During the time when the LFSL no longer welcomes students on its premises, teachers from the school or from home must maintain a link with their students from 6th to 12th grade and maintain pedagogical continuity through synchronous (live) and asynchronous teaching (transmission and return of work to be done independently at home).

The principles of our distance learning plan

- All courses will be communicated via Pronote
- Learning materials are shared through the tools usually used during the school year.
- Learning activities can be conducted online independently or collectively, via chat, video conferencing **with the Office 365 Teams tool**.
- Each teacher will build their lesson plan and associated tools to meet the needs of their subject, therefore the approach may be different for different teachers.
- Learning serves several purposes: learning new things, practicing, discussing or demonstrating knowledge and skills.
- Assessment task tools such as MCQs allow students to demonstrate understanding.

Rhythm of work

- Throughout the day, lessons may be synchronous when students need to be in direct contact with the teacher and lessons will be asynchronous when students will have to work independently.
- Work will be scheduled on a weekly basis and sent at the beginning of the week. Time will be distributed over the subject levels.

Students

- Don't change your daily routine, start the day as if you were going to school.
- Identify a comfortable, quiet space so you can work efficiently.
- Check your e-mail and Pronote frequently.
- Organize yourself to get the work and activities done on time.
- Take breaks, play, be active.
- Proactively communicate with your teachers. Ask questions by email or Pronote, but be patient while waiting for an answer.
- Communicate with your friends and classmates regularly.
- Be aware of your workload and well-being. If you have any concerns, please contact your Head Teacher, Vie Scolaire, CPE or Curators.

Parents

- Vous avez accès au travail de votre enfant via Pronote onglet Cahier de Texte : « Contenu et ressources » et « Travail à faire ».
- Vérifiez les communications de l'école régulièrement.
- Communiquez vos préoccupations à l'enseignant, au professeur principal, ou à la vie scolaire en fonction du sujet.
- Soyez conscient du bien-être de votre enfant ; entretenez un dialogue régulier.
- Informez la vie scolaire si votre enfant est malade et ne peut pas participer à l'apprentissage à distance.

- Aidez votre enfant à développer des routines quotidiennes.
- Encouragez votre enfant à prendre des pauses d'étude et de prendre part à l'exercice physique.

Enseignants

- Les enseignants utilisent Pronote comme biai unique pour la transmission des devoirs.
- Les enseignants affichent les cours en début de semaine sur Pronote pour une planification hebdomadaire.
- Les enseignants fournissent un mélange d'activités d'apprentissage qui incluent le temps loin des appareils, du travail interactif et/ou collaboratif.
- Les enseignants peuvent afficher des documents d'apprentissage via Pronote ou les outils habituellement utilisés au cours de l'année scolaire.
- En cas de séance en visio-conférence, celle-ci doit être planifiée sur un créneau de la discipline dans l'emploi du temps habituel et les élèves doivent être prévenus au minimum 2 jours à l'avance via un message sur Pronote. Le professeur Principal prend contact en visio une fois par semaine.
- Les enseignants sont, dans la mesure du possible, disponibles pendant les heures de cours réguliers pour que les élèves puissent écrire ou poser des questions.
- Les enseignants organisent des tests afin d'évaluer les élèves et leur progression.

Vie scolaire & Equipe Santé

- L'équipe Vie scolaire est en charge du suivi hebdomadaire de l'assiduité des élèves en lien avec les professeurs (rendu des devoirs, échanges par email ou présence aux cours en direct).
- La vie scolaire et l'équipe Santé sont à disposition si des élèves ressentent le besoin de s'exprimer, il est important de garder le contact avec l'école et tous ses acteurs.

Parents

- You have access to your child's homework via Pronote tab Cahier de Texte: "Contenu et ressources" and "Travail à faire".
- Check school communications regularly.
- Communicate your concerns to the teacher, the Head teacher, or Vie Scolaire depending on the topic.
- Be aware of your child's well-being; maintain a regular dialogue.
- Inform Vie Scolaire if your child is sick and cannot participate to distance learning.
- Help your child develop daily routines.
- Encourage your child to take study breaks and take part in physical exercise.

Teachers

- Teachers use only Pronote for homework assignments.
- Teachers post lessons at the beginning of the week on Pronote for weekly planning.
- Teachers provide a mix of learning activities that include time away from devices, interactive and/or collaborative work.
- Teachers can post learning materials via Pronote or the tools usually used during the school year.
- In the case of a videoconference session, it must be scheduled on a time of the discipline in the usual timetable and students must be notified at least 2 days in advance via a message on Pronote. The Head teacher makes contact by video once a week.
- Teachers are, as far as possible, available during regular class hours for students to write or ask questions.

- Teachers organize tests to evaluate students and their progress.

Vie Scolaire & Health Team

- Vie Scolaire is in charge of weekly monitoring of student attendance in collaboration with the teachers (homework assignments, email exchanges or attendance at live classes).
- Vie Scolaire and Health team are available if students feel the need to express themselves, it is important to keep in touch with the school and all the persons involved.

This plan was developed by the different authorities of the school and validated by:

- **the Conseil d'Etablissement on 06/10/2020**
- **the Conseil d'Administration on 13/10/2020**