



LYCÉE CLAUDEL

L'école française internationale
d'Ottawa

New School year organization

2024–2025 academic year

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aeefe
Agence pour
l'enseignement français
à l'étranger

613.733.8522
WWW.CLAUDEL.ORG

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► Introduction

This document is intended to give all the necessary information to families and staff relating to the start of the school year: when do students return to school? When will the new school year meetings be held? How do I register my child for the school restaurant? For extracurricular activities? For school transportation?

You can find a lot of information on the school website, which contains a section dedicated to the beginning of the school year: <https://www.claudel.org/en/practical-aspects/back-to-school/>

Please feel free to consult it!

Important: Wednesday, August 28th, Welcome for New Families:

Dear new parents,

Your child will have their first day at Lycée Claudel on Tuesday, September 3rd, 2024. We invite you to a presentation and tour of the school on Wednesday, August 28th, from 1:30 PM to 4:00 PM. Both you and your children are welcome to attend.

The team at Lycée Claudel will be available to answer any questions you may have.

► Student Re-entry Organization

For Maternelle and Elementary

| Maternelle | | | |
|-------------------------|---|----|---|
| Mardi 3 septembre | 8h30/ 10h15 | PS | Parents and children from each section stay for two hours. They are welcomed by the entire preschool team (teachers and educators) for a tour of the facilities, discovery of the classroom, and meetings with the staff. Parents leave with their children at the end of the visit |
| | 10h15/ 11h45 | MS | |
| | 13h15/ 15h20 | GS | |
| Mercredi 4 septembre | Regular schedule: from 8:30 a.m. until 3:20 p.m. Start of preschool daycare. School transportation will begin on September 4th for preschool only. | | |

| Élémentaire | | | |
|---|---------------|---------------------------|--|
| Mardi 3 septembre | 8h30/ 8h45 | CP-CE1 (Grade 1 and 2) | Students will gather in the Primary playground or in the small gym in case of rain. Presentation of the teams in the Agora. The school day will end at 3:30 PM. New students can go to the dedicated stand run by the English team in the schoolyard |
| | 9h00/ 9h15 | CE2-CM1 (Grade 3 et 4) | |
| | 9h30/ 9h45 | CM2 (Grade 5) | |
| Start of the daycare service from 3:30 PM to 5:30 PM (registration on COBA). School transportation will begin on September 3rd for all elementary students, except for preschool students (September 4th). | | | |
| For organizational and security reasons, we ask parents not to accompany their children inside the building. | | | |

For Collège and Lycée Students

| Collège et lycée | | | | |
|---|---|--------------------------|----------------------------------|---------------------------------------|
| <p>Students will gather in the Secondary schoolyard in front of the sign corresponding to their class and where the head teachers will be waiting for them.</p> <p>For this first day, the period from 12:00 to 1:30 p.m. will be reserved for lunch. The day will end at 3:30 p.m.</p> | | | | |
| Mardi 3 septembre | 9h00 | 6 ^{ème} | 6B 6J 6R | 214 211 212 |
| | 9h30 | 5 ^{ème} | 5B 5R 5J 5V | 209 205 206 210 |
| | 10h00 | 4 ^{ème} | 4B 4J 4R 4V | 117 118 110 109 |
| | 10h30 | 3 ^{ème} | 3B 3R 3V | 12 14 15 |
| | 11h00 | Seconde | 2B 2R 2V | 108 106 104 |
| | 13h30 | Première et Terminale | 1B 1R 1V TB TJ TR | 112 114 115 19 201 202 |
| | Supervised study service begins | | | From 3:30 PM to 5:30 PM |
| Mercredi 4 septembre | Classes start according to the normal school schedule. | | | |

Beginning of the school year meetings for parents

| NIVEAU | PUBLIC | OBJET | DATE | HEURE | LIEU |
|----------------------|-------------------------------|---|--------------|----------------|-------------------|
| PRIMAIRE | New families | Présentation and visit of the school | 28/08 | 1:30 PM | Auditorium |
| | Parents de PS | Meeting with teachers | 06/09 | 4 :00 PM | Classrooms |
| | Parents de MS | | 09/09 | | |
| | Parents de GS | | 10/09 | | |
| | Parents de CP | | 16/09 | | |
| | Parents de CE1 | | 17/09 | | |
| | Parents de CE2 | | 18/09 | | |
| | Parents de CM1 | | 19/09 | | |
| | Parents de CM2 | | 20/09 | | |
| SECONDAIRE | New Families | Présentation and visit of the school | 28/08 | 1:30 PM | Auditorium |
| | Parents de 6 ^{ème} B | 18/09 | 5:45 PM | Salle 112 | |
| | Parents de 6 ^{ème} J | | | Salle 115 | |
| | Parents de 6 ^{ème} R | | | Salle 114 | |
| | Parents de 5 ^{ème} B | 19/09 | 5:45 PM | Salle 112 | |
| | Parents de 5 ^{ème} J | | | Salle 115 | |
| | Parents de 5 ^{ème} R | | | Salle 118 | |
| | Parents de 5 ^{ème} V | | | Salle 117 | |
| | Parents de 4 ^{ème} B | 20/09 | 5:45 PM | Salle 112 | |
| | Parents de 4 ^{ème} J | | | Salle 115 | |
| | Parents de 4 ^{ème} R | | | Salle 118 | |
| | Parents de 4 ^{ème} V | | | Salle 117 | |
| | Parents de 3 ^{ème} B | 23/09 | 5:45 PM | Salle 112 | |
| | Parents de 3 ^{ème} R | | | Salle 115 | |
| | Parents de 3 ^{ème} V | | | Salle 118 | |
| | Parents de Seconde | 24/09 | 5:45 PM | Salle 112 | |
| | Parents de Première | 25/09 | 5:45 PM | Salle 115 | |
| Parents de Terminale | 25/09 | 5:45 PM | Salle 118 | | |

► Additional Services

Individual and Class Pictures

| Individual and class pictures | |
|--|---|
| Maternelle | Wednesday, October 2 nd , 2024 |
| Elementary | Wednesday, October 1 st , 2024 |
| Secondary | Tuesday, September 17 |
| *New: Graduation photos for the Terminale students will be taken in February/March 2025. A date will be communicated | |
| Siblings are to be photographed on Monday, October 21, 2024 and retakes on November 6th | |

Identification Cards

| ID Cards | |
|---|--|
| Card for parents of Maternelle children | ID cards will be distributed to parents by the teachers during the week of September 9th. |
| Student Cards | ID cards will be distributed to secondary school students on Thursday, September 26th, 2024. |

Manuals and Other School Supplies

| Manuals and other school supplies (consult: https://www.claudel.org/en/family-services/textbooks-and-supplies/school-supplies/) | |
|--|--|
| Librairie Cufay | School supplies and textbooks will be delivered directly to your home before the start of the school year for orders sent before June 24. After this date, orders are subject to a \$51 airfare surcharge and will also be delivered to your home. However, we cannot guarantee delivery before the first day of school. If you have any questions, please contact Clairanne Josserand: assistante.communication@claudel.org |
| English manuals | English textbooks will be handed out directly by the teachers at the beginning of the school year. |
| Dress Code for Sport | Each student from Petite Section to Terminale receives a sport shirt, which must be ordered by families. Additional units can be ordered at any time using the Price & Buckland platform (Fournitures scolaires – Lycée Claudel L'école française internationale d'Ottawa Lycée Claudel L'école française internationale d'Ottawa). Orders placed before June 30th will be delivered to the home during the summer before the start of the school year. Students from CP to Terminale wear specific attire for sports activities: a Lycée Claudel polo, black sports shorts or pants (to be obtained from the store of your choice), and shoes reserved for outdoor and/or indoor sports. Access to gymnasiums will only be permitted with clean sports shoes reserved for this sole purpose. |

School Restaurant

| School restaurant (consult: https://www.claudel.org/en/family-services/school-restaurant/) |
|--|
| <p>For this new school year, Lycée Claudel will be working with a new provider, the company Aramark, bringing several new features, including 30% organic products, the availability of an unlimited salad bar, a collective service in preschool, and no use of disposable tableware, etc.</p> <p>Discover the meal plans on the school's website. The menus will be available online on July 5, 2024, and meal plans can be purchased online now through the link available on our site. Families can also visit Lycée Claudel on August 28th from 10:00 AM to 6:00 PM to purchase meal plans on-site if they prefer this option or if they have any questions for the new school restaurant provider.</p> |

Extracurricular Activities

The programme of activities can be accessed on the <https://www.claudel.org/en/family-services/extracurricular-activities/> site of the Lycée starting July 15.

Registration will begin on December 1st, 8:00 PM via COBA, which can be accessed from the Lycée website.

A general meeting with the supervisors of extracurricular activities will be held on September 4th at 4:00 PM in the auditorium.

Your contact person for extracurricular activities and day camps

periscolaire@claudel.org
613.733-8522 #614

School Transportation

Discover the 3 dedicated bus lines to Lycée Claudel:

- **North Line**, departing from Hull Hospital (Gatineau)
- **East Line**, departing from Place d'Orléans
- **West Line**, departing from Kanata CentrumSchool transportation is operational from the first day of classes (September 3rd). All information (routes and schedules) is available on the school's website: [Transports scolaires](#)

It is possible that secondary school students finish at 4:30 PM on certain days of the week and therefore will not be able to use school transportation on those days.

Reservations available on Coba starting July 8, 2024.

Your contact person for school transportation

Bonna BARAKA
Transport@claudel.org

Daycare Services

The daycare and supervised study services are operational from the first day of school for elementary and college students. All the information is accessible on the establishment's website: <https://www.claudel.org/en/family-services/day-care-services/>

Online registration will be available starting on September 1st, 8:00 PM via the Coba platform: [Coba.Net \(claudel.org\)](#)

► Timetables and Calendar

Class Timetables

| | |
|------------|---|
| Maternelle | From 8 :30 a.m. to 3 :30 p.m. |
| Elementary | |
| Secondary | From 8 :30 a.m. to 3 :30 p.m., 4 :30 p.m. or 5 :30 p.m., according to the level and activities pursued. |

School Calendar

The school year calendar is available on the [Lycée website](#)

► Important Practical Information

Padlocks (for secondary level only)

Plan to buy 2 sturdy and secure padlocks (1 for your school locker and 1 for the gym locker room). Combination locks are recommended.
The lockers will be assigned by the Student Life Department at the beginning of the school year

School Bags

Bags on wheels are strongly discouraged since they're not adapted to the configuration of the school (many stairs) and are often oversized for the students' lockers.

► Your contacts at the school

The updated list of contacts is available on the school website. Feel free to consult it to know whom to contact and by which means: <https://www.claudel.org/en/contact-us/>

During the school holidays, the school will be open from June 24th to July 12th from 8:00 AM to 12:00 PM and from 1:00 PM to 5:00 PM, and will be closed from July 15th to August 16th inclusive. It will reopen on August 19th and will be accessible from 8:00 AM to 12:00 PM and from 1:00 PM to 4:00 PM.

The school's regular opening hours (8:00 AM to 6:00 PM) will be in effect from September 3rd onwards.



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1635, Place du Lycée Pl., Ottawa (Ontario) K1G 0E5