



Lycée Français  
International de Delhi



# PARENT HANDBOOK

2024-2025



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# WELCOME MESSAGE FROM THE PRINCIPAL

Dear LFID Parents,

On behalf of the entire LFID community, I would like to extend my sincere gratitude for choosing the Lycée Français International de Delhi (LFID) for your child's educational journey. By enrolling your child at LFID, you are joining the esteemed network of the Agency for French Education Abroad (AEFE), which comprises nearly 600 institutions across 130 countries. This accreditation ensures that our program, pedagogical goals, and organisational practices meet the stringent standards set by the French Ministry of National Education. Our comprehensive educational program culminates in the globally recognized French Baccalaureate diploma, opening doors to prestigious universities around the world. We also provide personalised support to assist students with post-baccalaureate admissions.

This handbook is designed to help you integrate quickly into our school community and to familiarise you with our daily operations. We are thrilled to start this rewarding and enriching journey with you.

Warm regards,

François PAVÉ

Principal of LFID

## OUR IDENTITY AND VALUES

### OUR HERITAGE

With over 60 years of excellence, LFID was established in 1960 by French expatriate parents in Delhi. Originally situated in Vasant Vihar, the school relocated to its present location in 1982, within the historic former French Embassy, next to the French Institute.

### OUR EDUCATIONAL PHILOSOPHY

At LFID, our educators encourage critical thinking and uphold the values of equality, freedom, and fraternity. We aim to prepare our students to be responsible global citizens, ready to tackle future challenges and lead successful, fulfilling lives.

### SECULAR VALUES

LFID fosters a secular environment that respects all beliefs and prohibits religious proselytism. We promote inclusivity while championing the principles of freedom, equality, and fraternity among our students.

## COMMITMENT TO INDIA

LFID deepens students' appreciation of India's rich cultural heritage through classroom projects, educational trips, and the celebration of Indian festivals such as Diwali, India Week, and Holi, among others.

## OUR EDUCATIONAL PATHWAY AT LFID

### BILINGUALISM AT LFID

Bilingualism is a fundamental aspect of our educational approach at LFID. We place a strong emphasis on French during the early years and primary education, gradually increasing English instruction to up to 40% of the total teaching time. This ensures that students are well-prepared for both English-speaking and French-speaking universities.

LFID also offers the Cambridge International Education program at the primary and middle school levels, providing a deep dive into English language instruction. In grades 11 and 12, students can pursue the new French International Baccalaureate (BFI), which prepares them thoroughly for higher education with a focus on academic excellence in cultural and linguistic subjects.

Starting in grade 5, students can further enhance their language skills by choosing to learn Spanish or German, thereby strengthening their bilingual foundation. They also have the option to start studying Latin in the same year.

## EDUCATION AT LFID: FROM KINDERGARTEN TO HIGH SCHOOL

### **Preschool (TPS)**

- Designed for children under three years old.
- Our preschool program focuses on exploration, discovery, communication development, and language skills.

### **Preschool (PS to GS)**

- For children aged 3 to 5 years. (Petite Section PS, Moyenne Section MS, Grande Section GS).
- The preschool program is essential in early French education. It emphasises language development, integrates physical and artistic activities for self-expression, promotes structured thinking skills, encourages world exploration, and fosters independent exploration, sensory experiences, and creativity.

### **Elementary School (CP to CM2)**

- From CP (1st grade) to CM2 (5th grade).
- Elementary education at LFID emphasises foundational skills such as reading, writing, and arithmetic while fostering respect for others. It includes a diverse range of subjects

including history, geography, science, music, and the arts, providing a well-rounded education.

### **Middle School (6e to 3e)**

- Covering grades 6th to 9th.
- Middle school students consolidate and expand their general knowledge across various disciplines.
- From grade 5, students are introduced to language learning options such as Spanish or German.
- The middle school curriculum includes subjects such as English, visual arts, music education, physical education, and civic and moral education, preparing students for a comprehensive educational experience.

### **High School (2de to Terminale)**

- Includes grades 10 to 12, focusing on preparing students for the French Baccalaureate (Bac) and the French International Baccalaureate (BFI).
- The high school program combines core courses with specialised subjects to cater to individual interests and career aspirations.
- It provides students with advanced proficiency in both French and English, essential for success in higher education and beyond.

## **ACCESS AND TIMINGS AT LFID**

### **ENTRY AND EXIT TIMINGS**

The doors open at 8:05 AM for primary students and at 8:00 AM for secondary students on all school days. Only students with optional classes, enrolled in extracurricular activities, or using the cafeteria may stay beyond these hours.

<b>Day</b>	<b>Preschool and Elementary</b>	<b>Secondary School</b>
Monday	8:15 AM - 3:30 PM	Check <a href="#">Pronote</a> for timetable
Tuesday	8:15 AM - 3:30 PM	Check <a href="#">Pronote</a> for timetable
Wednesday	8:15 AM - 12:15 PM	Check <a href="#">Pronote</a> for timetable
Thursday	8:15 AM - 3:30 PM	Check <a href="#">Pronote</a> for timetable
Friday	8:15 AM - 12:15 PM	Check <a href="#">Pronote</a> for timetable

## DROP-OFF AND PICKUP PROCEDURES

- **Preschool (TPS to GS):** Parents or adults with a school badge can accompany and pick up students at the classroom door. Students are released only to authorised individuals.
- **Elementary School (CP to CM2):** Parents or adults with a school badge can drop off and pick up students at the reception area. Students are allowed to leave only with authorised individuals.
- **Middle School (6e to 3e):** Students enter through the BCDI door and exit through the main gate. They are not permitted to leave the school during class hours.
- **High School (2de to Terminale):** Students enter through the BCDI door and exit through the main gate. They may leave the school during a break of one hour or more, unless otherwise specified by parents on Eduka.

***Note: Parking is not allowed in front of the main school gate; this area is designated for drop-off only.***

## ADULT ACCESS

Vehicles transporting students and staff must display the LFID sticker and follow designated drop-off and parking zones. Access requires a school badge. Teaching and non-teaching staff have unrestricted access with their LFID badge. Visitors must present their ID, state the purpose of their visit, and notify the person they are meeting to obtain a visitor badge.

## SUPPORT PROGRAMS

- **English as a Foreign Language (FLSco):** This program supports students new to LFID who are unfamiliar with the French education system. It offers small group sessions for non-French-speaking students from preschool to grade 10, focusing on language support to help them adjust.
- **Special Education Teacher:** The special education teacher assists students with academic, behavioural, or psychological challenges, creating an inclusive environment for those with disabilities or learning difficulties.
- **Educational Support Assistant (AESH):** The AESH provides support to children with special educational needs as a classroom assistant.
- **Homework Assistance:** Homework help is available after school for children whose parents do not speak French.

## PARENT ENGAGEMENT

In the French educational system, parent representatives play a vital role in fostering communication and collaboration between parents, teachers, and school administration. Typically elected or appointed, these representatives advocate for parents' interests within various school bodies, including the Parent-Teacher Association (APE), the Management

Committee (CG), the School Council, the Primary School Council, and as class representatives. They ensure that parental perspectives are incorporated into school policies and activities, contributing to a richer educational experience for students.

Throughout the year, parents will have opportunities to join these groups. We invite them to participate in these forums to actively contribute to and enrich their children's educational experience.

## STUDENT SUPPORT SERVICES

The Student Support Services is crucial for ensuring students' well-being, safety, and academic success, covering the following areas:

- **Monitoring and Safety:** Maintains a secure environment during the school day, including during class transitions and breaks, and promptly addresses any safety issues.
- **Conflict Resolution and Discipline:** Supports the resolution of conflicts and upholds standards of respect.
- **Attendance Policies:** Students must attend all classes and activities, bring required materials, follow the school schedule, and submit assignments on time.
- **Absences and Tardiness for Primary and Secondary Classes:** Absences or tardiness should be reported via email to [vie.scolaire@lfidelhi.org](mailto:vie.scolaire@lfidelhi.org) or by phone. Students who arrive late must obtain a late slip from the Student Support Services to be admitted to class.
- **Attendance Control:** Regular attendance is mandatory, and excessive absences may affect academic progress.
- **Illness:** Parents should notify the school of any contagious illnesses and follow recommended quarantine periods. Medical certificates are required for sick leave exceeding three days or during critical times, such as exams.

## MOBILE PHONE POLICY

LFID's mobile phone policy differs by educational level:

- **Primary School:** Mobile phones are strictly prohibited.
- **Middle School:** Mobile phones are banned unless specifically permitted by a teacher for educational purposes.
- **High School:** Mobile phones are permitted in silent mode in common areas, above the cafeteria, and in classrooms when not in use. They may only be used during class hours with explicit teacher approval.

## SAFETY PROTOCOLS

LFID is dedicated to the safety of its school community through the following measures:

- **Badges:** Issued to parents, guardians, staff, and students for secure access to school premises.
- **Double Door Security Control**
- **Safety and Fire Drills:** Conducted regularly to prepare students for emergency situations.

## HEALTH MANAGEMENT

LFID maintains high standards for student health and safety with a clinic open during school hours, staffed by a qualified nurse:

- **Medical Services:** Provides basic care for minor accidents and health complaints, with ambulance services contracted for emergencies.
- **Medication Administration:** Regulated and restricted to essential medications with parental consent and written authorization from school management.
- **Medical Check-Up:** Organised for all GS students, following guidelines from the French Ministry of National Education and AEFÉ.
- **Vaccination Requirements:** Health records are submitted via the Eduka platform to ensure current information.
- **Individualised Welcome Plan (PAI):** Available for students requiring special medical attention or treatment.

## AIR QUALITY

LFID has taken several measures to combat air pollution and maintain a healthy environment:

- **Daily Pollution Monitoring:** Pollution levels are monitored hourly using a colour-coded flag system.
- **Pollution Protocol:** Physical activities are adjusted according to outdoor pollution levels.
- **Air Treatment:** Air purifiers are installed in classrooms and activity areas.
- **Building Insulation:** Facilities are equipped with insulation and corridors to shield against pollution.
- **Personal Protection:** Special masks are recommended, particularly when the AQI exceeds 200.



## CAFETERIA

Managed by Chef Victor and the Bon Appétit team since September 2014, our cafeteria emphasises nutritional balance and seasonal freshness:

- **Organisation:** Primary and middle school students (grades 6 to 9) are automatically enrolled for meals on Mondays, Tuesdays, and Thursdays. Since Wednesdays and Fridays are half days, students who stay back for extracurricular activities must be separately enrolled for lunch on those days.
- **Meal Monitoring Commission:** A commission consisting of students, teachers, and parents meets regularly to oversee and assess the meal plan, ensuring it meets the nutritional standards and provides a variety that caters to the needs of the school community.
- **Billing:** Invoices are mailed in November, February, and May. Enrollment changes are accepted at the end of each billing period.
- **Health Safety:** The cafeteria maintains high hygiene standards through regular temperature checks, equipment cleaning, and monthly microbiological analyses.
- **Nutritional Education and Taste:** The cafeteria offers cooking sessions, themed meals, and workshops to encourage healthy eating habits.
- **Food Allergies:** Contact the principal for personalised care plans and inform the nurse of specific dietary needs or allergies.
- **Birthday Celebrations:** Allowed with prior approval from the class teacher. Catering by "Bon Appétit" is allowed, and gift distribution is not permitted.

## LIBRARY

The library is organised into sections for primary and secondary students, providing multilingual resources (French, English, Spanish, German) and digital materials, including an online catalogue. It features 6 computers and 16 laptops to support academic activities.

- **Borrowing restrictions:** Primary: 3 books for 2 weeks & Secondary: 5 books for 2 weeks.
- **Hours:** Monday and Tuesday: 8:15 AM - 5:00 PM ; Wednesday: 8:15 AM - 2:00 PM ; Thursday and Friday: 8:15 AM - 4:00 PM.
- **Access:** Limited to students and school staff.

## IT DEPARTMENT

The IT Department ensures the efficient operation of educational and administrative services through:

- **Network Infrastructure:** Reliable wired and wireless networks.
- **Data Management:** Secure email accounts and data protection.
- **Cybersecurity:** Protection against cyber threats.
- **Infrastructure:** Computer lab, library with laptops, and classroom technology.

## EXTRACURRICULAR ACTIVITIES

We offer a holistic educational experience that extends beyond the classroom. Our activities, from GS to Terminale, encourage students to explore diverse interests and develop their personalities.

### Activity Hours:

- **Primary:** Monday, Tuesday, Thursday: 4:00 PM - 5:00 PM  
Wednesday, Friday: 1:00 PM - 2:00 PM
- **Secondary:** Monday, Tuesday, Thursday: 4:30 PM - 5:30 PM

### Billing Details:

- Invoices will be issued via Eduka for annual payment.

### Snack:

- Parents should provide a snack of their choice for activities on Mondays, Tuesdays, and Thursdays.

### Pickup:

- Parents are asked to pick up their children from the basketball court after the activities.

## SUSTAINABILITY INITIATIVES

We advocate for sustainable practices on our campus, including waste sorting, digital document usage, and responsible water management.

### Eco-Delegates

Elected students from primary and secondary serve as eco-delegates to promote environmental awareness and engage in sustainability projects.

## COMMUNICATION CHANNELS AND DIGITAL TOOLS

- **Communication Method:** All official communications from LFID will be sent via mail.
- **Pronote:** Pronote is an educational management software used by LFID to handle grades, attendance, assignments, and to facilitate communication between teachers, students, and parents.
- **Eduka:** Eduka provides parental access for managing enrollments and billing at LFID.
- **Google Classroom:** Teachers use Google Classroom to share photos and information about class activities and projects.
- **LivrEval:** LivrEval is a digital platform used in French schools for evaluating and reporting the progress of students from CP to CM2.
- **Social Media:** The school is active on Instagram, Facebook, LinkedIn, and YouTube. We encourage you to follow these channels and share our posts widely on your social media.
- **Periodic Newsletter:** The communications department will send out a periodic newsletter to keep parents informed about school events and other important updates.

## MISCELLANEOUS INFORMATION

### LOST AND FOUND

Lost items are displayed at the school entrance on Wednesdays and Fridays for students to retrieve. Otherwise, they are stored in a closet accessible with the assistance of the School Life staff. Unclaimed items are donated to charity at the end of each term.

### INSURANCE

Students are covered from the first day by the school insurance policy, which includes liability, personal accidents, and medical assistance during school outings.

### IMPORTANT RESOURCES

[SCHOOL CALENDAR](#)

[SCHOOL SUPPLIES](#)

[TUITION FEES](#)

[EDUKA](#)

## ADMINISTRATIVE TEAM CONTACT DETAILS

Name	Designation	Email Address
François Pavé	Principal	<a href="mailto:proviseur@lfidelhi.org">proviseur@lfidelhi.org</a>
Andy Soudier	Primary School Director	<a href="mailto:directrice.primaire@lfidelhi.org">directrice.primaire@lfidelhi.org</a>
Shoma Chakraborty	Executive Assistant	<a href="mailto:assistante.direction@lfidelhi.org">assistante.direction@lfidelhi.org</a>
Harjeet Luthra	Accountant	<a href="mailto:harjeet.luthra@lfidelhi.org">harjeet.luthra@lfidelhi.org</a>
Laurent Bos	Senior Education Counsellor	<a href="mailto:laurent.bos@lfidelhi.org">laurent.bos@lfidelhi.org</a>
Manjushri Sawhney	Head of AES	<a href="mailto:aes@lfidelhi.org">aes@lfidelhi.org</a>
Utsarga Mondal	Head of Communication	<a href="mailto:communication@lfidelhi.org">communication@lfidelhi.org</a>
Ashish Kumar	Librarian	<a href="mailto:bcdi@lfidelhi.org">bcdi@lfidelhi.org</a>
Aditya Gupta	Head of IT	<a href="mailto:aditya.gupta@lfidelhi.org">aditya.gupta@lfidelhi.org</a>
Neerja Dobhal	Head of Purchase & Logistics	<a href="mailto:neerja.dobhal@lfidelhi.org">neerja.dobhal@lfidelhi.org</a>
Rajeev Sachdeva	Head of Housekeeping	<a href="mailto:rajeev.sachdeva@lfidelhi.org">rajeev.sachdeva@lfidelhi.org</a>
IP Singh	Head of Maintenance	<a href="mailto:ip.singh@lfidelhi.org">ip.singh@lfidelhi.org</a>

# PRACTICAL INFORMATION

Topic	Information	Contact Person
<b>First Day of School</b>	More information will be sent to you by email closer to the orientation day	Mr. François Pavé <a href="mailto:proviseur@lfidelhi.org">proviseur@lfidelhi.org</a>
<b>School Timings</b>	<p><b>Primary:</b> Mon, Tue, Thu: 8:15 am to 3:30 pm Wed, Fri: 8:15 am to 12:15 pm</p> <p><b>Secondary:</b> Check <a href="#">Pronote</a> for the timetable</p> <p>(Note: Entrance is through the BCDI gate)</p>	Mr. Laurent Bos <a href="mailto:laurent.bos@lfidelhi.org">laurent.bos@lfidelhi.org</a>
<b>School Badge</b>	<p><b>Timings for making badges:</b> 8:15 am to 10:00 am &amp; 3:00 pm to 4:00 pm (except Wed 2:00 pm to 3:00 pm)</p> <p>(Note: The office will be open from Sept. 3 onwards. School ID is required for all parents and authorised persons to pick up children)</p>	Mrs. Neerja Dobhal <a href="mailto:neerja.dobhal@lfidelhi.org">neerja.dobhal@lfidelhi.org</a>
<b>Parent Orientation</b>	<p>1st Week of September for Secondary: <i>(Information will be provided by mail)</i></p> <p>2nd Week of September for Primary: <i>(Information will be provided by mail)</i></p>	Mr. François Pavé <a href="mailto:proviseur@lfidelhi.org">proviseur@lfidelhi.org</a>  Mrs. Andy Soudier <a href="mailto:directrice.primaire@lfidelhi.org">directrice.primaire@lfidelhi.org</a>
<b>Textbooks</b>	Textbooks are provided by the school	Mr. Ashish Kumar <a href="mailto:bcdi@lfidelhi.org">bcdi@lfidelhi.org</a>
<b>List of Stationery</b>	<a href="#">Click here</a> for the detailed class-specific stationery list. Stationery can be purchased locally at Khan Market, 500 m from the school	
<b>Extracurricular Activities:</b>	Extra-curricular activities will begin on October 1st. A detailed mail will be sent on September 11th, and AES registration will take place on September 18th	Mrs. Manjushri Sawhney <a href="mailto:aes@lfidelhi.org">aes@lfidelhi.org</a>
<b>Absences &amp; Late Arrivals:</b>	Always inform the concerned class teacher by email and cc the Vie Scolaire group	Vie Scolaire Team <a href="mailto:gr-vie.scolaire@lfidelhi.org">gr-vie.scolaire@lfidelhi.org</a>
<b>Applications used by the school</b>	<p><b>Eduka:</b> Manages student and parent profiles, admissions, and finance, including school fee management and invoicing</p> <p><b>Pronote:</b> Provides access to grades, canteen menu, attendance, &amp; secondary timetables</p> <p><b>LivEval:</b> Primary students' report card</p> <p><b>Google Classroom:</b> Used by primary and secondary teachers to share class-related updates with parents.</p>	Mrs. Shoma Chakraborty <a href="mailto:contact@lfidelhi.org">contact@lfidelhi.org</a>
<b>Canteen</b>	Canteen service starts from 3rd September for all the students of primary and secondary	Mr. Laurent Bos <a href="mailto:laurent.bos@lfidelhi.org">laurent.bos@lfidelhi.org</a>