

Student Management Plan

52-53 Russell Square, London

1. INTRODUCTION

This document sets out the principles, methods and working practices that will be adopted by École Jeannine Manuel (“the School”) in the management of the new Upper School building at 52-53 Russell Square, London. It represents best practice for the operation of a school for pupils aged 14 to 18 years old, operating within a built up urban area. Appended to the Pupil Management Plan is a copy of the Behaviour Policy and School Rules.

École Jeannine Manuel UK is the young sister school of its Paris namesake, founded in 1954 and recognised as the top French Lycée for the sixth consecutive year. The London school is an Ofsted-registered British “Charity;” it shares the Paris school’s pedagogical principles and its commitment to the search for best practices through pedagogical innovation.

Jeannine Manuel’s vision was to advance international understanding through bilingual education. The School embraces that vision as expressed in our mission statement:

To promote international understanding through the bilingual (French – English) education of a multicultural community of students, the fostering of pedagogical innovation, and the exploration of best practices in the context of an ever-changing global environment

For all programmes operated by the school, class sizes are small, with a maximum of 20 pupils per class, and an average of 16. This enables pupils to quickly develop the confidence to seek guidance and help, and it thereby encourages a positive learning environment.

The teaching staff are highly qualified and chosen not just for their expertise but also their ability to relate positivity to children and young adults. The school aims to make learning interesting, active and rigorous.

After sharing a common curriculum from Reception to Year 11, Sixth Form pupils shall choose the course of studies (French Baccalaureate or International Baccalaureate Diploma Programme) that suits them best, according to their tastes, strengths, higher education aspirations and cultural preferences. Our pupils might spend all of their school years at our School or only a few. Their higher education might begin in the United Kingdom, in France, in the United States, in Canada or elsewhere. In all cases, the School shall have helped them achieve their goals, adapt and excel, so that they may live, study and work anywhere in the world.

Our core pedagogical and pastoral values are:

- Nurture curiosity, and a life-long appetite for learning buttressed by the mastery of core academic skills and competencies;
- Foster creativity while stressing analytical skills, critical thinking and sound judgment;
- Encourage autonomy, but also collaborative learning and teamwork: we want our students to learn how to study and work effectively on their own, and also how to contribute as part of a group;
- Advance emotional and social development, empower students to shape their own identity, rooted in their cultural background, but enriched by their multicultural experience at school.

2. MANAGEMENT, STAFFING AND ORGANISATION

École Jeannine Manuel requires additional floor-space to support its Upper School pupils.

In the Upper School (the French lycée), Year 11 pupils will choose between an enhanced version of the French baccalaureate track (OIB) and the International Baccalaureate Diploma Programme (IB).

52-53 Russell Square would act as an independent site for these pupils, accommodating up to 180 pupils aged 14-18 years, with a further 25 full time staff members. We also anticipate the employment of maintenance and cleaning staff outside of the school academic day.

The site will provide 14 classrooms, including 2 Science Labs.

Classes will run in the school from 8.30am to 5.30pm from Monday to Friday, with the provision of evening tuition, after school clubs or events lasting until no later than 6.30pm. Occasionally the school will remain open to pupils until 9.00pm during the week, or during the weekend, for specific events, such as pupil-parents' information evenings, exams, and careers events. It is worth noting, however, that the school is likely to only be open and operational as a school for a maximum of 175 days per year, accounting for school holidays.

The projected maximum number of days where the School would require opening after 6.30pm are as follows:

Evenings

The school requires the use of the school after 6.30pm, and no later than 9pm, **for up to 27 days per year** to allow for the following activities:

- Parents evenings x 3 evenings i.e. one parents evening per school term. These would run from 5.30 pm to 8.30 pm. Each evening would be dedicated to a particular year group. Within each year there will be circa 40 pupils. Only parents, not pupils, would be invited to these. They will consist of 5 minute conversations between parents and teachers and are not considered to be noise generating.
- Pupil-parent's information evenings x 3. These would run between 5.30 pm and 8 pm. These information evenings would usually be dedicated to a particular year group. Within each year there will be circa 40 pupils. Both parents and pupils would be invited to these. These will consist of members of the Senior Leadership Team (SLT) giving talks for pupils and their parents (e.g. Higher Education guidance, presentation of our Baccalaureate tracks, and so forth).
- Career's Fair x 3 per year, which would run from 6 pm to 8.30 pm. Both parents and pupils would be invited to these. These will consist of talks and round table discussions.
- School Presentations x 1 or 2 per month between September to June. These would run from 6.30 pm to 8.30 pm. They would consist of members of the SLT or Governing Body giving a talk about the school to prospective parents.

Weekends

The school requires the use of the school at weekends **for up to 10 Saturdays per year** to allow for the following activities:

- Exams x 10 per year, which would generally require the school to be open between 8.30am and 1.30pm.

The use of the school is required on Saturdays, for exams, which are not a noise generating use.

In order for the school to operate effectively the absolute minimum number of weekend days they would require is 10 Saturdays per annum. This would be for the French Baccalauréat test (x2), Cambridge International exams (x2) and the SAT from College Board (x6), which all take place on a Saturday.

It is worth noting that the exams will not be attended by all pupils of the school. For example Cambridge International exams are only relevant to some Year 11 pupils, SAT and French Baccalauréat are only relevant to some of the pupils in Year 12 and 13.

The requirements to use the School outside of normal school hours will differ on a daily, weekly, monthly and/or yearly basis. Accordingly, the reference to “up to” provides flexibility but also a yearly cap on the number of times the school can be used outside of normal school hours (albeit unlikely that the maximum cap(s) will be regularly reached). The school needs this flexibility in order to be able to operate effectively and in line with potential curriculum changes over time. It is worth noting that whilst the use of the school for exams would fall within the category of being outside of normal school hours, this particular use would generate very little noise.

Pupils who are not in formal timetabled lessons at any point in the school day will have access to the extensive open learning areas that are being designed into the building to undertake homework, assignments and self-directed learning. Space and facilities are also being designed into the site to allow pupils to take appropriate rest periods and breaks – lunch, clubs and self study time – from their formal academic studies whilst remaining on the site of the School. Staff will monitor all these facilities in order to manage noise levels and behaviour.

Each pupil is assigned a personal tutor to supervise their pastoral care and wellbeing, to liaise with parents or guardians and to assist pupils with their university (UCAS) applications at the appropriate time in their career at the School. Meetings between pupils and their tutors are scheduled weekly (as illustrated above) with further informal opportunities afforded by the “open door” policy operated by all staff to their pupils.

The pupils attending Ecole Jeannine Manuel at Russell Square will be aged between 14 and 18 years. Accordingly, and just by the fact that they are older, these pupils will make less noise than younger children. We anticipate that class sizes will vary between 16-20 pupils, and behaviour and noise created will be controlled by teachers and staff. It should be noted that it is the intention of the school to ensure impeccable behaviour from all of its pupils and any noisy or disruptive behaviour inside or outside the school will not be tolerated. This is set out in the School Rules and Behaviour Policy enclosed.

The school will continue to offer bursaries with the aspiration to offer bursaries to 20% of the student population. We will use reasonable endeavours to maintain that of the bursaries offered 20% will be given to Camden residents. We will provide evidence of this on a yearly basis.

Typical timetables for study are illustrated below:

	lundi 20/11	mardi 21/11	mercredi 22/11	jeudi 23/11	vendredi 24/11
8h30	HISTOIRE-GEOGRAPHIE EMC	MATHEMATIQUES	FRANCAIS	ENGLISH	SCIENCE
9h15	ENGLISH	MANDARIN [ML&CGR.1]			LATIN [MLATGR.1]
9h20					SPANISH [3EMESPAP1]
10h05	EPI	SCIENCE	EDUCATION PHYSIQUE ET SPORTIVE [MEPSGR.1]	MATHEMATIQUES	ENGLISH
10h15					
11h00				HISTOIRE-GEOGRAPHIE EMC	HISTORY & GEOGRAPHY
11h05					
11h50					
12h00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12h45	CLUBS SELF STUDY	CLUBS SELF STUDY	CLUBS SELF STUDY	CLUBS SELF STUDY	CLUBS SELF STUDY
12h50					
13h05	MANDARIN [ML&CGR.1]	LATIN [MLATGR.1]	MANDARIN [ML&CGR.2]	ENGLISH	MATHEMATIQUES
13h15					
14h00				SCIENCE	MATHEMATIQUES
14h05	MATHEMATIQUES	HOMEROOM	GERMAN [3EMEGERMANP1]		SPANISH [3EMESPAP1]
14h50	EDUCATION PHYSIQUE ET SPORTIVE	FRANCAIS	MANDARIN [ML&CGR.1]	LATIN [MLATGR.1]	MANDARIN [ML&CGR.2]
14h55					
15h40		HISTORY & GEOGRAPHY	HISTOIRE-GEOGRAPHIE EMC	GERMAN [3EMEGERMANP1]	SPANISH [3EMESPAP1]
15h45					
16h30					
18h30	CLUBS / SELF STUDY / TUTORING / COUNSELING				

3. USE OF OUTSIDE AREAS AND RECREATIONAL FACILITIES

The vision of École Jeannine Manuel is to create well-rounded pupils, who excel academically and who are also given full opportunities to further develop their emotional, inter-personal and social skills. To support this, the School will continue to offer a wide range of extra-curricular activities for pupils – covering music, art, drama, academia, events, projects and sports.

Whilst many of these activities can be managed and accommodated within the School building, some will require utilisation of the varied and extensive facilities available in both the immediate vicinity and beyond. All facilities will be within walking distance of the school. When use of outside areas is required, for example when gathering pupils together in advance of travelling to another destination, the pupils will be asked to meet at the outside gathering point located on Bedford Place. Pupils will be supervised at all time by school staff in order to manage noise levels and behaviour to minimise any possible disruption.

None of the pupils of the age of 16 or under will be allowed to leave the school at lunchtimes, unless permission has been granted by both the pupils' parents and by the school. Pupils of the age of 17 and 18 will be able to leave the premises as and when they like (as well with permission granted by the pupils parents).

École Jeannine Manuel seeks to be a litter free area where pupils, staff and visitors alike respect the school buildings and surrounding environment. We strive to teach respect both for the environment and for the possessions of others through the curriculum and ethos of the School, and this is also outlined in the School's Behaviour Policy.

4. TRANSPORT AND SERVICING

Owing to the nature of the Russell Square site with excellent public transport links, pupils will be encouraged to utilise public transport (tube nearby stations: Russell Square, Holborn, Warren Street, as well as numerous bus routes in the area). As per the Travel Plan, the School predicts that during the school's first year of operation, 2% (1-2 pupils) of pupils will arrive via private vehicle. This number is predicted to drop close to 0% by the third year of operation. The remaining pupils are to use public transport (tube – 66%, bus – 22%) and walking (10%) to travel to school.

The school will also be providing 28 long stay cycle parking spaces for use by staff and pupils.

Members of school staff (the head of the upper school and/or the upper school secretary and as well the receptionist) will be monitoring all exits and entrances between 8.15am and 6.30pm to ensure the safety of students, when they arrive and leave the premises, as well as their good behaviour.

Deliveries will take place at the Bedford Place entrance, via the existing doors. Deliveries and collections will be arranged carefully and sympathetically to the local amenity. Delivery and collection times will not be scheduled late at night or early in the morning to avoid disturbing local residents. We will also avoid scheduling deliveries at rush hour when the surrounding areas are likely to be busier.

Due to the Grade II listed nature of the Russell Square buildings, there will be no level access by the main entrances. Level access will be available from street level via the Bedford Place

entrance. Trained members of School staff will manually transfer visitors and pupils with mobility difficulties into the building.

Internally, lifts will be available for use exclusively by staff and pupils with restricted mobility.

5. COMMUNITY LIAISON

It is the aim of École Jeannine Manuel to help our pupils understand and join in with the community around them. We therefore aim to provide part of our curriculum outside the School so that our pupils apply their knowledge learned in school, experience the community, and feel and understand that they belong to a wider community. The community outside of school is thereby also building its knowledge of our pupils. We also aim within our curriculum to help our pupils understand that they are part of the UK community and of the global community.

School staff will be required to ensure that pupils do not loiter outside the Russell Square buildings between classes and before or after school teaching hours. Smoking is not permitted within the vicinity of the school for either staff or pupils.

The School promotes the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs, and will encourage pupils to acquire a broad general knowledge of and respect for public institutions and services in England, in France, as well as an understanding of European and international institutions (European Union, United Nations, etc.). At the local level, the School will encourage contact with Camden elected officials, including the Mayor and Member of Parliament.

6. BREACH OF STUDENT MANAGEMENT PLAN

In the event of a breach of the Student Management Plan, the school will:

- Rectify the breach as soon as practicably possible;
 - Inform the Council (within 5 working days) of becoming aware of the breach;
 - Comply (within 10 working days) with any reasonable actions the Council request; and
 - Record details of any breaches, actions taken to rectify and measures implemented to avoid breaches reoccurring in the future.
7. The plan will be reviewed on an annual basis and any changes to the plan will be communicated to Camden Council.

8. KEY CONTACTS

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