

GENERAL REGULATIONS

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1. MOSAIC School

Our mission at MOSAIC is to make children aware of the richness of our differences so that, throughout their lives, they base their judgments on their knowledge and understanding of others.

Our students will be open-minded, with an acute critical sense. This will be established around four founding pillars:

- The desire to learn about the world and build bridges between cultures
- The realization of their own identity
- Developing understanding and respect for others
- A solid foundation of academic knowledge and skills

In partnership with families, Mosaic contributes to the child's overall development. It fosters and stimulates intellectual learning, artistic and physical skills, and emotional sensitivity and richness.

Mosaic aims to enable children to develop and learn throughout their lives.

1.1 The Mosaic Identity

Multiplicity - A highly professional teaching team offering a **wide range** of teaching practices.

Openness - An **openness** to other cultures and to the world around us. It also means being open to a wide range of activities.

Synergy - **Synergy** between class teachers is the cornerstone of our bilingual education.

Accompaniment - Accompanying students, recognizing their identity and implementing differentiated teaching methods.

Innovation - Our commitment to **innovation** is expressed in our constant quest to improve our practices and find new teaching solutions.

Collaboration - A **strong sense of the bond** that unites our community, families, Mosaic staff, but also our partners.

1.2 Our values: our E.T.H.I.C. code: Respect and Autonomy

Education: It enables people to act responsibly, honestly and fairly. It ensures that everyone develops their capacities (physical, intellectual, moral and technical).

Tolerance: This is the cornerstone of living together. It enables the student, the future citizen, to develop a conciliatory spirit and a collaborative approach.

Humanity: For our students, it's an awareness of what it means to be human (a global biological, cultural, historical, geographical and social process), but it's also a strong sense of benevolence and empathy towards others.

Independence: This translates into autonomous judgment, the freedom to make one's own choices, express one's own opinion and build one's own personality.

Cultures: Knowledge of different cultures gives each of our students a better understanding of the world and its people.

2. Contacts

General Management	Jean-François Lopez direction@ecolemosaic.ch
Management Assistant	Marine Sanso marine.sanso@ecolemosaic.ch
Administrative management	Florent Ménétrier administration@ecolemosaic.ch
Pedagogical direction	Helen Fleet Florence Dauriat pedagogy@ecolemosaic.ch
Admissions department	Heather Guenther admission@ecolemosaic.ch
School Life Department	<p>Camps Elvira Innocenzi : camps@ecolemosaic.ch</p> <p>Clubs and activities Tommaso Carifi : clubs@ecolemosaic.ch</p> <p>Absences and lateness Aneta Tashkoska : tel@ecolemosaic.ch</p> <p>Wednesday activities Maria Scala clubs@ecolemosaic.ch</p> <p>Canteen lunch@ecolemosaic.ch</p>

Billing department	Finances Service finances@ecolemosaic.ch
Organization Department	Elodie Liot organisation@ecolemosaic.ch
Pastoral care	Guislaine Pickering health@ecolemosaic.ch

3. A day at school

The school grounds are non-smoking areas.

It is strictly forbidden to ride scooters, bicycles or skateboards inside the various courtyards. Bicycles and scooters must be stored in the designated parking areas. They may be protected by a padlock provided by the student. The school is not responsible for theft or damage.

3.1 Badges

For security reasons, only people with badges will have access to the building. Visitor badges are available from reception at 21 Dumas.

All badges must be worn visibly by all Mosaic staff and other adults.

3.2 1.1 Student entry and exit

The school is open to students from 7:30 a.m. to 6:00 p.m., Monday to Friday. Beyond these hours, pupils are not allowed to be in the school, except with exceptional authorization (cultural or sporting activities, etc.)...



Depending on the class level, students enter and leave at different points as shown on the map above.

3.3 1.1 Schedules and organization

For toddler classes (pink and yellow classes)

Parents of children in the toddler classes can drop off and pick up their child(ren) directly in the classroom at the following times :

- mornings: from 7.30 a.m. at the day-care centre (registration required)
- in class from 8:00 to 8:30, classes start at 8:30
- lunch: departure at 12.00 pm, return by 1.30 pm
- afternoon: 4:00 pm

Classes are located on the first floor of 20, 23 and 21A Dumas.

Parents bring students directly to the classroom door in the morning.

They pick them up at the same door when the students leave in the afternoon or during the lunch break.

For 1P classes

Parents of pupils in 1P classes can drop off and pick up their child(ren) directly in the classroom, at the following times :

- mornings: from 7.30 a.m. at the day-care centre (registration required)
- in class from 8:00 to 8:30, classes start at 8:30
- lunch: departure at 12.00 pm, return by 1.30 pm
- afternoon: 4:00 pm

Classes are located at 23 and 23A Dumas

Parents bring pupils directly to the playground at 23A Dumas.

In 1P, they collect them from the classroom door when the pupils leave in the afternoon or during the lunch break.

For 2P classes

Parents of 2P pupils can drop off and pick up their children at the following times :

- mornings: from 7.30 a.m. at the day-care centre (registration required)
- At the door of Building 21A from 8:00 to 8:20 a.m., welcome in the classrooms, classes start at 8:30 a.m
- lunch in the courtyard: departure at 12:00, return to the assistant by 13:30
- afternoon in the courtyard of 23 Dumas: 4:00 pm

Classrooms are located at 21 Dumas on the second floor.

For 3P and 4P classes

Parents can drop off and pick up their children in the courtyard of 21 Dumas at the following times :

- mornings: from 7.30 a.m. at the day-care centre (registration required)
- at the door of Building 21A, reception in the classrooms from 7.45 a.m., classes start at 8.15 a.m
- Lunch: departure at 12:30, return by 2:00 p.m
- afternoon: 4:00 pm

4P classes are located at 21 Dumas on the third floor

3P classes are located at 21 Dumas on the second floor

For 5P to 8P classes

Parents can drop off and pick up their children in the courtyard of 21 Dumas at the following times :

- mornings: from 7.30 a.m. at the day-care centre (registration required)
- at the door of Building 21A, reception in the classrooms from 7.45 a.m., classes start at 8.15 a.m
- Lunch: departure at 12:30, return by 2:00 p.m
- afternoon: 4:00 pm

Classes are held at 21 Dumas.

Students may go home alone if parents give permission. Please go to the parent portal to authorize your child to go home alone.

3.4 Departure from school at 4pm

If a student is not collected by 4pm, he/she will be sent directly to the Mosaic Club.

Families are responsible for calling us to report any delays. The Clubs Department can be reached on: 022 404 41 82

In the event of a child joining the club without the school having been notified by the family, the family must ensure that he/she has joined the club.

Families will be billed at the price indicated in the financial regulations.

Any hour started will be billed in full.

4. Extra-curricular activities

4.1 Mosaic Extra-Curricular

A program of extra-curricular activities is offered to students after school, as well as on Wednesday mornings and afternoons.

The activities on offer can be found on the parent portal, as can registrations for the various activities.

Please respect the registration dates and deadlines to avoid any disappointment.

4.2 Mosaic Camps

Cultural, sporting and artistic activities, as well as a day-care service, are offered during the school vacations. Programs and details are available on the ecolemosaic.ch website. You will receive a notice to register a few weeks in advance. Please respect the dates and deadlines to avoid any disappointment.

5. Catering

Students may be registered as :

- Day student (leaves school at the end of morning classes and returns for the first class of afternoon. This option is only available if the student is picked up by parents or a responsible adult.
- Supervised lunch (hot meal provided by the school)
- Picnic with supervision (meal brought by the student, taken in the canteen under supervision from Mosaic staff). **It is requested that food be placed in containers that keep the food warm** as there are no microwave ovens available to students in the lunchrooms.
- Occasional meal with supervision : Notify the school by sending an e-mail to lunch@ecolemosaic.ch

Any restrictions (allergies, etc.) or special dietary requirements must be entered on the parent portal and reported to School Health. (health@ecolemosaic.ch)

Any change of diet for the following month must be notified in writing to School Life during the first fortnight of the current month.

Students must remove their headgear (caps, hats, etc.) and coats as soon as they enter the dining rooms. They will respect the canteen rules.

6. Absences and lateness

A student's enrolment at Mosaic implies an obligation to participate in all the lessons listed in the program, as well as any extra-curricular activities, private lessons and tutorials in which the student is enrolled.

Participation in all courses means attending classes regularly, in accordance with the school calendar and the student's timetable communicated at the beginning of the school year.

The student's participation in the course is necessary to ensure his or her development and to enable the teacher to establish a complete and accurate assessment.

6.1 Absence management

Absences and late arrivals are managed by the School Life department. Absences must be reported by email to the Vie Scolaire (tel@ecolemosaic.ch) with a copy to the class teachers

All foreseeable absences must be anticipated. Medical appointments should preferably be scheduled outside school hours. If this is not possible, the child must present proof of attendance on his or her return. Any unforeseen absence (illness, accident, force majeure, etc.) must be excused in the morning before 8:00 a.m., stating the precise reason and the duration of the absence.

If an absence due to illness is prolonged, a medical certificate is required after 3 days' absence.

Any unjustified absence is immediately reported to the persons responsible for the pupil, who must state the reasons for the absence.

6.1.1 Mandatory attendance

In the event of absence for one or more periods without a valid reason, a procedure will be put in place, and initially Mosaic will contact the parents. In the event of a repeat offence or an unjustified absence of more than a week, a report may be made to the Direction de l'Instruction Publique (DIP).

Exceptional leave of absence may be granted for special reasons (sports competition, exam, audition, family reunion, etc.). A detailed request must be submitted to the Director in writing at least 15 days in advance, with supporting documentation.

Management is not authorized to grant periods of absence for personal reasons, particularly during school vacations.

As school schedules are published well in advance, this should enable everyone to organize their schedules so as not to encroach on school time.

6.2 Departure during the day

Departures during the day must be exceptional, justified and only authorized by School Life.

6.3 Managing delays

From 3P onwards, any pupils who are late will go straight to class. Late arrivals are recorded in our school life management software by our receptionist.

In the event of repeated lateness, the school will contact the parents.

6.4 Instructions in the event of a teacher's absence

If a teacher is absent, classes will continue as normal, with a substitute teacher. Children will still be welcomed at the school, and are expected to attend. Even in the event of extreme weather conditions, the school remains open and classes are maintained, unless parents are informed otherwise.

7. Health

Mosaic is equipped with an infirmary, open to all students and reserved for emergencies occurring during school hours. Qualified staff will be on hand to welcome students.

The school infirmary is not a substitute for the family doctor or pharmacy. If necessary, Mosaic will call in the emergency services or the school doctor.

At the start of each school year, families are asked to complete the parent portal medical questionnaire as accurately as possible. It will remain confidential and only the educational team will have access to it. Mosaic accepts no responsibility for incomplete forms. For your child's safety, any allergies or medical problems must be reported as soon as the child starts school. A medical certificate must be provided to justify any accommodation. The infirmary can be contacted by e-mail at : health@ecolemosaic.ch.

7.1 Medicines

If the child needs to take medication it must be supplied together with a medical certificate specifying the treatment. Our pastoral care team will monitor the treatment.

For safety reasons, students must not carry any medication in their schoolbags.

7.2 Contagious diseases

If your child is suffering from a contagious disease, or has been in contact with a contagious patient, please inform our pastoral care team as soon as possible. They can provide information on the protocols to be followed at the following address: health@ecolemosaic.ch. Students with a fever or contagious illness should not be sent to school.

7.3 Birthday cakes

Families are welcome to bring a cake to school for their child's birthday, so that they can celebrate with their classmates. However, a few rules must be observed :

- The cake must have been purchased in a store (supermarket, bakery, etc.) to comply with hygiene regulations: expiration date, cold chain, etc...
- Be accompanied by a list of ingredients.

If these two conditions are not met, the children will not be able to enjoy the cake in class.

For PTA Bake Sales held outside school hours and under the responsibility of parents, home-made cakes are accepted with a list of ingredients.

For students who stay after school for organized activities, please authorize them to buy pastries at the Bake Sale through the parent portal. Please tick the box "snack sale authorization".

8. Student dress code

Students are required to adhere to a dress code defined as follows:

- bottoms: pants, classic jeans without holes, dresses or skirts, or in very hot weather, Bermuda shorts, shorts not too short (mid-thigh).
- top: sweaters, sweatshirts, cardigans, polo shirts, shirts or blouses, T-shirts without provocative designs (indecent, violent, vulgar...) that cover the entire bust
- shoes and indoor shoes should be adapted to the child's age and activities.
- make-up (lipstick, mascara, etc.) is not tolerated.
- umbrellas are not permitted.

In accordance with the rules of etiquette, students are asked to keep their headgear (caps, hats, etc.) outside and to remove them as soon as they enter the building.

In cases of inappropriate attire, we reserve the right to provide the student with suitable clothing so that he/she can attend classes, or to telephone the parents to find an immediate solution.

8.1 Physical education and sports

The official Mosaic sports uniform (red sports polo shirt) and sports shoes are mandatory for physical education and sports classes.

On days when physical education and sports are part of the timetable, students will come to school in their sports clothes, and keep them on all day (tracksuit/shorts/t-shirt, depending on the weather).

Physical education requires specific clothing. Forgotten equipment may be penalized, and does not exempt the student from attending class.

9. Lost & Found

All objects must be inscribed with the child's name.

Lost and found items are stored at the reception desk at 21 Dumas. You can go there during the following opening hours:

- Mondays and Thursdays, 8:15 a.m. to 9:15 a.m.
- Tuesdays from 3:30 to 4:30 p.m.

Unclaimed items will be donated to charity at the end of each period .

10. Damage and loss

Any damage caused by a pupil is the responsibility of the parents through their civil liability insurance. The school is neither responsible for money, nor lost or damaged items of clothing.

11. Behaviour and attitude

Both in and out of school, children are expected to behave in an exemplary manner. In class, they are expected to have their materials, behave appropriately at work, and maintain order and cleanliness.

During the school day, students will behave in a respectful, non-violent manner and use language that is free from vulgarity, insolence and verbal violence. They will respect the cultural and/or religious sensitivities of their fellow students.

They will respect the premises and the materials they use, their own, those of their classmates and those of Mosaic. Any damage caused by students will be charged to their parents (personal liability insurance).

They should not bring large sums of money and/or games or valuables. In the event of theft or loss, Mosaic cannot be held responsible.

They must not bring dangerous objects: knives, screwdrivers, weapons, even fake weapons into school. The use of mobile phones and other connected objects is not permitted (watches, etc.).

11.1 The house system

The house system in our school serves to develop a sense of identity and belonging, and to celebrate achievement for our students from 3P to 8P.

It's important that students can play an active role and contribute to a community within the school, one that allows them to develop their skills and talents and recognizes their successes in a variety of ways. We encourage students to play an active role in the success of their house. Individual and team efforts are rewarded, and students are expected to contribute to inter-house competitions throughout the year.

11.2 Sanctions

Sanctions are given as consequences in response to the level of inappropriate behavior displayed. Sanctions will be proportional to the severity of a one-off incident or to the repetition of inappropriate behavior. Below is a list of the types of appropriate sanctions.

- Verbal reprimands
- Extra work (if submission does not live up to expectations)
- Loss of privileges
- Informal loss of free time
- Formal detentions: break, lunch or after school
- Internal or external fixed-term exclusions (suspension from activities or from school)
- Loss of access to afterschool

Category of behaviour	Examples of behaviour inside and outside the classroom
Level 1	
Small-scale disturbance	Talking in class - making disruptive noises - shouting - standing up all the time - not staying in line or behaving outside - throwing rubbish around
Level 2	
Repeated low-intensity disturbances	Similar level 1 behaviour repeated over time
Occasional incidents of bad behaviour	Aggressiveness - shouting - swearing - defiance - disruption of other students' learning - misuse of electronic devices.
Level 3	
Ongoing disruption to learning / the school and its atmosphere	Repeated negative behaviour, already dealt with in level 2, disrupts learning.
One-off incidents of very poor behaviour or repeated incidents of level 2 behaviour	Vandalism - School absenteeism - Physical or verbal violence - Violation of the acceptable use of information technology policy - - Bringing the school's reputation into disrepute.
Level 4	
Serious incidents	Continue to undermine learning or the school atmosphere despite interventions at level 3 - Repeated acts of vandalism, school absenteeism - Physical or verbal violence - Serious or repeated violation of the policy on acceptable use of information technology - Progression of defiance and/or aggression - Harming / degrading the school - Premeditated physical altercation - Physical violence towards a member of staff - Prohibited or illegal substances on the school site - Any action which contravenes Swiss law.

12. Communication

12.1 Book'info

Information about your child's schooling, activities and outings is provided in the Book'info. Parents are invited to read it regularly, and to participate in any of the questionnaires.

12.2 Parents' portal

This is the platform for updating your child's information (health, contact details...) and registering for various extra-curricular activities (canteen, clubs...). You can access it from the school website.

12.3 Website

The Mosaic website <https://ecolemosaic.ch> also grows from year to year. Numerous documents relating to students' daily lives are available online for consultation.

12.4 E-mails

Information about your child's schooling, activities and outings may be sent to you by e-mail. Parents are asked to check their e-mail inbox regularly, and to confirm their choice if the message requires a reply.

They should also ensure that both teachers in the class receive the message.

Parents, students and Mosaic staff are committed to respectful communication in line with the school's values. This cooperation fosters a climate of trust and respect, essential to the support and development of the student.

12.5 Social networking

You can follow our news and react to our publications on Facebook, LinkedIn and Instagram.

13. School trips and discovery classes

School trips are an integral part of the school's educational activities. They are compulsory and are billed separately from school fees.

13.1 Cancellation and refund

- Cancellation one month before departure due to 'force majeure': the school will reimburse the full amount of the stay to the parents.
- Cancellation up to 15 days before departure: individual costs are reimbursed by the school to the parents. Common expenses (transport, visits, etc.) remain the responsibility of the parents.
- Cancellation less than 15 days before departure: parents are liable for the full cost of the stay.

14. School vacations

1st Term: Monday, August 26 to Wednesday, December 18, 2024

Educational days* : Monday August 19 to Friday August 23
1st day for children : Kindergarten classes: back to school in 2 groups on Monday 26 and Tuesday, August 27

All other classes: Monday, August 26 Thursday, September 5 and Friday, September 6

Jeûne genevois: Thursday, September 5 and Friday, September 6

Autumn vacations: From Friday, October 18 after school to Tuesday, October 29

(included) Pedagogical days*: Monday, October 28 and Tuesday, October 29

Christmas vacations : From Wednesday, December 18 after school to Friday, January 3, 2025 (inclusive)

2nd Term: Monday, January 6 to Thursday, April 17, 2025

February vacation : Thursday, February 20 after school to Friday, February 28

Pedagogical days* : Friday, February 21

Easter vacation : Thursday April 17 after school to Friday May 2 (included)

3rd Term: Monday May 5 to Tuesday June 24, 2025

Ascension : Tuesday May 27 after school to Friday May 30 (inclusive)

Pentecost : Monday June 9

Summer vacation : Tuesday June 24 after school to Friday August 22 (included)

Pedagogical days* : Wednesday, June 25 to Wednesday, July 2

Classes resume on Monday, August 25, 2025

* Educational days for teachers only