

Made  
for  
**Success**



## PRIMARY - PRACTICAL INFORMATION



**COLLÈGE DU LÉMAN**  
International School · Geneva

# WELCOME TO CDL

Dear Parents,

We would like to extend a warm welcome to you at College du Lemman Primary school.

This booklet provides important information regarding Primary which will be particularly useful during the first days and weeks as we all settle into the rhythm of the school environment.

We wish you and your children a rewarding and enjoyable school year and we look forward to working together for the development of your child.

Please feel free to contact the Primary Office if you need any further information at [fabienne.prieur@cdl.ch](mailto:fabienne.prieur@cdl.ch).

Mathieu Hartmann  
Primary Principal



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## SCHOOL CONTACTS

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### Primary Office

Principal Mathieu Hartmann	<a href="mailto:mathieu.hartmann@cdl.ch">mathieu.hartmann@cdl.ch</a>	
Deputy Principal Julie Burnell	<a href="mailto:julie.burnell@cdl.ch">julie.burnell@cdl.ch</a>	
Administrative Assistant Fabienne Prieur	<a href="mailto:primary@cdl.ch">primary@cdl.ch</a> (absences) or <a href="mailto:fabienne.prieur@cdl.ch">fabienne.prieur@cdl.ch</a>	+41 (0)22 775 55 31

### Absences

Any absence must be announced in advance by email to the teachers and the Primary office, afterschool, and bus service.

**Please specify the student's last name, first name and class (or teacher's name) for all CDL communication.**

Any absence on personal grounds must remain exceptional. Holidays should be planned accordingly to the school calendar.

### Other contacts

Reception	<a href="mailto:reception@cdl.ch">reception@cdl.ch</a>	+41 (0)22 775 55 55
Extracurricular service	<a href="mailto:extracurricular@cdl.ch">extracurricular@cdl.ch</a>	
Lunch service	<a href="mailto:lunch@cdl.ch">lunch@cdl.ch</a>	
Bus service	<a href="mailto:bus.cdl@alsa.com">bus.cdl@alsa.com</a>	+41 (0)22 775 55 83
Health Centre	<a href="mailto:healthcentre@cdl.ch">healthcentre@cdl.ch</a>	+41 (0)22 775 56 11
Admissions office	<a href="mailto:admissions@cdl.ch">admissions@cdl.ch</a>	
Accounting office	<a href="mailto:accounting@cdl.ch">accounting@cdl.ch</a>	



### OUR GUIDING PRINCIPLES

# RESPECT

WE RESPECT AND VALUE OTHERS

# INTERNATIONALISM

WE CELEBRATE  
OUR INTERNATIONAL DIVERSITY

# SPIRIT

WE DEVELOP SOCIAL RESPONSIBILITY  
AND TEAM SPIRIT

# EXCELLENCE

WE STRIVE FOR EXCELLENCE  
IN ALL THAT WE DO





# GOLDEN RULES



We are gentle



We are kind and helpful



We listen



We are honest



We work hard



We look after property



## MISSION AND VISION

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Our **Vision:** To shape generations that harness differences, changing our world for the better.

Our **Mission:** We open doors for our students by creating a diverse and inclusive learning community that flourishes.



**1.** We discover and develop individual strengths.



**2.** We make powerful, lifelong global connections.



**3.** As forward thinkers, we inspire our students to be their best selves.

We are guided by our core values Respect, Internationalism, Spirit and Excellence.



## STAY INFORMED

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- School website [cdl.ch](http://cdl.ch): In the [Parents Essentials section](#), you will find the school term dates, the menus, the Parent portals, information on afterschool activities, etc.
- **CDL News App**: All the information you can find in the "Parents Essential" section of the website is also available on our dedicated CDL News Parents app. You can download CDL News from your favourite Appstore. You can also read the news from Mr Hartmann and the Director General at a glance on your mobile device.
- **ISAMS**: You can access online report cards with your login details.
- **Class Dojo**: An app where teaching and learning content will be shared weekly. Find out more information from the class teachers at the beginning of the school year.
- **Bus App**: For CDL bus users

## PARENT FACULTY ASSOCIATION

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Our Parents Faculty Association (PFA) is a non-profit organisation, run by parent volunteers, which works in collaboration with the school to provide fun activities for children, parents and teachers. Among other events organised, a shared coffee is held once a term and everyone is invited to attend.

All staff and CDL Parents are welcome to join the PFA.

Co-Presidents: Natalie Webster and Laure Py

Contact: [pfa.pspr.comms@cdl.ch](mailto:pfa.pspr.comms@cdl.ch)

## PARENT-TEACHER MEETINGS

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### Individual parent-teacher meetings

No classes on **Monday 20<sup>th</sup> November 2023** and **Tuesday 12<sup>th</sup> March 2024**

These meetings are planned to discuss your child's progress and discuss together on how to help him/her succeed at school.

They take place from 8:00 a.m. to 5:30 p.m., which is why there **are no classes on these days**.

Our Extracurricular Department offers a "Childcare Plus" service on these days.

## ARRIVALS/DEPARTURES

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### Arrivals

Students may be dropped off in the playground from **8:00 a.m.** **The buildings open at 8:15 a.m.** **No supervision will be provided before 8:00 a.m. or after 4:00 p.m.** Grade 1 and 2 students arriving at school by bus are accompanied to the classrooms by a classroom assistant.





## Departures

Students should be picked up by their parents or a designated person at the blue barrier (pick-up) or the drive-by areas of Chemin du Lac / St-Exupery. Alternatively, they may take the CDL bus (accompanied by G1 and G2 assistants) or attend afterschool activities. Please note that for Level 1 & 2 students, the pick-up can only be done at Chemin du Lac.

For security reasons, **please inform the class teacher and the office by email** ([fabienne.prieur@cdl.ch](mailto:fabienne.prieur@cdl.ch)) **or telephone (+41 (0)22 775 55 31) before 12:00 p.m.** if possible, if someone other than you or the person mentioned at the beginning of the year is picking up the student, or if the student's routine changes exceptionally. The playground will be used exclusively for extracurricular activities after 4:00 p.m.

## Gate

The Primary campus is secured and only students, staff and people who have received exceptional permission can enter during and after school times.

The gate is opened for pick-up and drop-off only. All entries outside school times must be justified and requested in advance to the Primary office (school times) or to the Extracurricular department (afterschool times). **Students who are late should announce their presence at the office before going to the class after 8:25 a.m.**

## DAILY SCHEDULE

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### Arrival

08:00 **Campus open**

08:15 **Class time**

08:25 **Lesson start**

### Departure

15:40 **End of classes**

16:00 **1<sup>st</sup> bus leaves**

17:40 **2<sup>nd</sup> bus departure**

**Extracurricular activities and childcare** (until 6:45 p.m.) are provided from 4:00 p.m. (visit [cdl.ch/extracurricular](http://cdl.ch/extracurricular), the "Information" tile of your CDL News app or email: [extracurricular@cdl.ch](mailto:extracurricular@cdl.ch))

## LUNCH/SNACK

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Healthy, well-balanced hot lunches (including vegetarian meals) are available at CDL, provided by a professional catering company (Leman Cafeteria).

**Hot lunches Registration:** [lunch@cdl.ch](mailto:lunch@cdl.ch)

Students can also eat picnics (provided by the parents) in Espace Mandela under the assistants' supervision.

**Please contact the teacher, lunch service and medical center if your child has any allergies. Please provide a piece of fruit or vegetable as a morning or afternoon snack.** As we are a 'healthy school', sweets, crisps, popcorn, or chocolate are not appropriate, **neither are any snacks containing allergens.**



## PARKING

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Parents can park their car, for brief periods when they drop off or pick up the students in the main parking.

Drop-off and pick-up zone are also provided on Chemin du Lac and behind St-Exupery (avenue Louis Young).

## LOST PROPERTY

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Lost property left behind at the school is deposited in the 'Lost & Found' area in Mandela building.

**Please help us to look after the student's belongings by clearly labelling them at the beginning of the school year.**

## HEALTH

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There is a Health Centre with nurses located on School Campus. **Please ensure that the nurse AND class teacher know about any allergies or medical conditions that your child may have.**

**Contact :** [healthcentre@cdl.ch](mailto:healthcentre@cdl.ch) /+41 (0)22 775 56 11

- **A child with fever, conjunctivitis, diarrhea, vomiting or sick should stay home.**
- If your child is not feeling well (fever, stomach pain, sore throat...), we will contact you to come to pick him/her up.
- Medicines must be delivered in their original container, **clearly labelled with the student's name and with the doctor's prescription.**
- If a student has lice, please ensure the treatment has been successful before he/she returns to school. Treatment must be repeated until all lice disappear.
- Students present at school will go outside for recess breaks and cannot be kept inside, except in exceptional circumstances.

## CELEBRATIONS

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### Birthdays

Private invitations should not be handed out at school unless all classmates are invited.

Birthday cakes can be brought into class to share. It would be best if these cakes could be wrapped individually. Sweets and candies will however not be distributed in class.

Please contact the class teacher to coordinate this beforehand.

### Events

Some events are organised by the school or the PFA and you will be informed in due course.



## SCHOOL OUTINGS

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School outings or shows with pedagogical aims will be organized during the school year. A 100 CHF 'day trip package' is billed to the parents at the beginning of the year. Please note that residential trips are not included in this package.

## SUPPLIES

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Some supplies are provided by the parents (check our "school supplies" document). Other supplies are provided by the school, the cost of which is included in the school fees.

**The supplies and other properties must be clearly labelled with the student's name. Please check regularly that your child is correctly equipped.**

## SCHOOL UNIFORM

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**Uniform is compulsory.**

Please adapt the clothes to the weather. Unless it is raining or extremely cold, children go outside every day during recess time.

**On days when the children have sport, they come dressed in red and black CDL tracksuits.**

Our **Day** families can get the student's uniforms by ordering them on our e-shop and picking them up from the bookstore (as of the end of August only) or by visiting our bookstore directly (as of the end of August). You will find all the information you need on [cdl.ch/backtoschool](https://cdl.ch/backtoschool). For our **Boarding** families, everything is taken care of by the House Parents.



# SCHOOL UNIFORM

## For boys

- A white polo shirt with the CDL logo (c)
- Khaki trousers (a)
- Khaki shorts (f)

## For girls

- A white polo shirt with the CDL logo (c)
- A khaki pinafore dress (b)
- Khaki shorts or skirt (e)
- Khaki trousers (a)
- A Chambray blue summer dress (d)
- Plain Tights

## For boys and girls

- A red V-neck sweater with CDL logo (g) or a red fleece jacket with the CDL logo
- A red cardigan with the CDL logo (h) or a red fleece jacket with the CDL logo



## Sportswear for boys and girls

**When children have sport, they are expected to wear a red and black CDL outfit.**

Red shorts or black pants, with a white T-shirt and a red sweatshirt or a red fleece jacket with CDL logo



# CAMPUS MAP



## COLLÈGE DU LÉMAN

École Internationale · International School

- A Reception | Réception**
- General Management and Administration | Direction Générale et Administration
  - Finance | Finance
  - IT Department | Informatique
  - Admissions Office | Bureau des admissions
  - Bookstore | Boutique
  - Human Resources | Ressources humaines

- B Pre-school | Préscolaire**
- Pollux
  - Castor

- C Primary School | Primaire**
- Christina
  - Espace Mandela
  - Ferrari
  - Pagnol
  - Potter
  - Reagan
  - Saint-Exupéry

- D Middle & High School | Secondaire**
- Cervin
  - Eiger
  - La Fontaine
  - Mont-Blanc
  - Olympus
  - Picasso
  - Salève

- E Boarding Houses | Maisons de l'internat**
- Champ des Bois
  - Concha
  - Léman
  - New Portena
  - Old Portena
  - Olympus
  - Villa du Lac

- Health Centre**
- Panther's Café**
- Toilets | Toilettes**

- Locker keys & lost property | Clés des casiers & objets trouvés**
- Playgrounds | Terrain de jeux**
- Forest School | Ecole à ciel ouvert**

- Cafeteria | Cafétéria**
- Visitors parking | Parking visiteurs**
- Drop-off / pick-up | Zone de prise en charge & de dépose**





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