



WHO TO CONTACT ?

Who to contact ?

1) regarding your child's education.

To contact your child's French teacher, please write a note in the « cahier de correspondance » (the home school notebook).

To contact a subject teacher (English, German, Spanish, Sport or Art) please write a note in the « cahier de correspondance » clearly stating who the message is for, and the former teacher will pass on the message.

2) To organise a meeting with...

... the french teacher. Please write your request in the « cahier de correspondance » explaining the reason for the meeting and give the dates/times you are available. Please give 24 hours notice if you are unable to attend the meeting.

... a subject teacher (English, German, Spanish, Sport or Art). Again, you may write your request in the « cahier de correspondance », specifying who you wish to meet with and your availability. The french teacher will contact the subject teacher involved.

The following coordinators are also at your disposal for further enquiries.

Mme Birgit WISSEL, languages coordinator

M. Daniel POURRIAS, primary School Coordinator

3) Regarding an organisational query

You may phone 01 40 70 12 81

- Mme Mary-Lisa Trufanow, assistant to the headmistress, will answer your administrative questions regarding inscriptions, certificates, etc...
- Mr Bertrand Abrantès situated at the front desk will answer your questions regarding school life and concerning times of drop off and pick up. Please notify Mr Abrantès if your child will be absent through illness or for any other reason.
- Mme Barbara Bancalà, accountant, will answer all your questions regarding invoices, fees or any other school related accounting queries.