



Public schools

# 2023-2024 Back-to-school guide




## School enrolment

If your child is starting nursery school in September, or is changing school following a move, you will need to enrol them in a school.

There are two ways to take the first steps towards school enrolment:



complete the forms online at  
**NANTES  SERVICES.FR**  
 under the education-extra-curricular heading

or



with an officer at the City of Nantes' Department for School and Extra-curricular services on appointment by calling 02 40 41 94 42

If your child is already enrolled in a school and your address has not changed, you do not need to do anything, they will automatically be re-enrolled.

### DOCUMENTS REQUIRED

- a copy of your family record book or a copy of your child's birth certificate
- a house insurance certificate less than three months old (excluding professional premises) indicating your address or the last rent receipt issued by your social landlord or your sales agreement after expiry of the 10-day cooling off period.
- if you are being housed by another person: a certificate of personal liability insurance in your name at the address of the person housing you, a sworn statement of accommodation issued by the person housing you, a copy of their ID and of their house insurance certificate less than three months old
- if you receive benefits from the Loire-Atlantique family benefits fund (CAF): your beneficiary registration number
- if your child was already enrolled in another school: a certificate of de-enrolment from said school
- if you are divorced or separated: The divorce decree or, failing that, a sworn statement signed by both parents specifying the arrangements in place for the child regarding parental authority and custody

### COMPLETING ENROLMENT

Once your application for enrolment has been accepted, you will receive a certificate by post. **You will then need to contact the school's headmaster to complete the enrolment process.**

### FIND THE SCHOOL IN YOUR CATCHMENT AREA

According to school map rules, your child is assigned to a specific school based on your address.

To find out which school is in your catchment area, head to

**NANTES  SERVICES.FR**

under the education-extra-curricular heading or phone AlloNantes on **02 40 41 9000**.

### SPECIFIC PATHWAYS

Several schools in Nantes offer specific programmes:

- American international section at Anatole de Monzie.
- Franco-German education at Linot and Louis Pergaud.
- French-Breton bilingual classes at Baignolles, Marsauderies and Camille Claudel. Another programme is being developed for the start of the 2023 school year at Leloup-Bouhier.
- Freinet pedagogy at Ange-Guépin.
- scheduled music classes

If you're interested in taking scheduled music classes, please contact the Conservatoire de Nantes. For other programmes, please contact the relevant school directly.

# Extra-curricular care

During school times, your children are cared for by the French Ministry of National Education. In addition, the City of Nantes offers to take care of your children in the morning before school, during lunch breaks and in the evening after school on an occasional or regular basis.

**The City has entrusted Léo Lagrange Ouest (LLO) with the management and coordination of extra-curricular services for Nantes' public schools.**

## BEFORE-SCHOOL CHILDCARE

Monday, Tuesday, Wednesday, Thursday, Friday

Before school care starts **one hour before schools open**. You can drop off your child at any time. Coordinators organise calm activities and developmental play: reading, drawing, board games, etc. Depending on the time they arrive, your child may also be offered breakfast.

## LUNCH TIME CARE

Monday, Tuesday, Thursday, Friday

Lunch time care includes **school canteen meals, educational activities** and a **naptime** for younger children.

## WEDNESDAY LUNCH TIME CARE

Free childcare **Wednesday lunchtimes** lasts for half an hour after school and does not include lunch. Children enrolled for recreational activities on Wednesdays are taken care of by coordinators as soon as school ends.



## AFTER-SCHOOL CHILDCARE

Monday, Tuesday, Thursday, Friday

After-school care is provided at the end of classes at 6:30 pm.

It is free until 4:30pm, and a paid service after that. The time between 4:30 pm and 5:30 pm is spent doing discovery activities. Thus, children cannot leave during this time to allow for quality and uninterrupted activity time. After 5:30 pm, you may pick your child up at any time.

**For nursery school children**, from 4:30, after-school time is divided into two parts:

- **time to relax and have a snack** (to be provided by you)
- followed by **time for individual or collective activities** (games, story time, etc.).

**For primary school children**, after-school care is tailored by each school to the children's needs, how many children there are and the premises used. It is divided into three parts:

- **time to relax and have a snack** (to be provided by you) ;
- 4:30 p.m. to 5:30 p.m.: **time for educational activities.**
- After 5:30 p.m. **time for personal work** (homework, etc.).

## CARE FOR CHILDREN WITH SPECIAL NEEDS

If you are the parent of a child with special needs (e.g., with a disability), please contact the head of your school's extra-curricular care service for a personalised care plan.

## CONDITIONS FOR USE OF EXTRA-CURRICULAR SERVICES

Once your child is enrolled in school, they may use the extra-curricular services available on a regular or occasional basis. Every year, you will need to complete an information form provided by Léo Lagrange Ouest.

Extra-curricular services do not require prior reservation. Every morning, you must inform the teacher or coordinator if your child will be staying for lunchtime or after-school care (including for free childcare on Wednesday middays).

If you have not informed those concerned, your child cannot be cared for.

## RATES

The rates for extra-curricular services are applicable from 1<sup>st</sup> January to 31<sup>st</sup> December and are based on your family quotient (family income-size ratio). The rates are the same regardless of how long you use the service.

In 2023, rates for before-school and after-school care range between €0.37 and €3.34 per care period, per child and per day.

The rate for lunchtime care includes lunch and child supervision. It ranges between €0.85 and €6.66 per child, per day.

## BILLING

If the City's departments do not have your beneficiary registration number at the time you enrol your child in school, you will receive a rates form to complete in August.

We recommend completing said form even if your child is not currently using extra-curricular services.

If your family circumstances change mid-year (separation, lay-off, serious illness, death, arrival of another child), inform the CAF who will recalculate your family quotient. You must then send your new quotient to:

accueil.periscolaire@mairie-nantes.fr

You will receive a bill every two months issued based on your child's use of extra-curricular services.

Except for the first invoice which will be sent in December.



### Tip!

To learn about the rates applicable to you, head to the simulator at

**NANTES e SERVICES.FR**

under the education-extra-curricular care heading.



# School meals

The City of Nantes strives to promote healthy and sustainable food. Therefore, all meals at the canteen are developed by a dietitian in compliance with children's nutritional needs.

Every week, two vegetarian meals are served to all children.

On the other days of the week, a meatless option is offered to parents who do not want their child to eat meat.

This option must be selected when completing the extra-curricular information form provided by Léo Lagrange Ouest.

To cut paper waste, your child must bring a cloth napkin every week in a pouch or bag.

## SPECIAL DIETS

Substitute meals may be served to children with food allergies or medical conditions such as diabetes, at no extra cost.

If you would like to benefit from this service, please contact the children's general health division on: +33 (0)2 40 41 90 39.



**Tip!**  
School menus can be viewed at [metropole.nantes.fr/cantines](http://metropole.nantes.fr/cantines)  
And on the Nantes métropole dans ma Poche app.

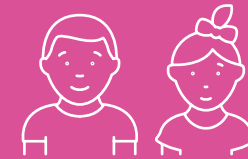
**89** school canteens



**2** vegetarian meals a week for all children



**7 out of 10** pupils eat at canteens



**40%** of organic products



**15,000** meals served a day on average



**16%** of local products



**5.8 tonnes** less of paper napkins with the rollout of cloth napkins

**5** catering meetings per year between children and professionals to discuss the meals served in school canteens.



# Recreational care on Wednesdays and during holidays

The City of Nantes has entrusted Accoord with the management of recreational care on Wednesdays and during holidays, as well as with trips.

## WEDNESDAY CARE

Wednesday recreational care starts after classes and ends at 5:30 pm. It includes transport to the recreational centre (if not located on school premises), lunch, naptime for younger children, activities and a snack. Evening care may be available, in addition, from 5:30 pm to 6:30 pm.

Your child is taken care of by the recreational centre linked with his/her school.

## HOLIDAY CARE

Recreational care is available during all school holidays. This care is provided from Monday to Friday, 8:30 am to 5:30 pm. You can register your child for a full week or for just a few days.

All centres provide additional care from 5:30 to 6:30pm on Monday, Tuesday, Thursday and Friday.

Some centres also offer care starting at 7:30 am.

**During school holidays, you can register your child for the care of your choosing.**

## GRAND AIR CENTRES

Grand Air recreational care is also offered by Accoord. These centres located near Nantes allow children to benefit from outdoors activities. Whenever weather conditions are favourable, coordination teams offer outdoors activities involving sports and team games.

## TRIPS

For all children aged between 4 and 15, trips are an opportunity to try new activities. At the seaside, in the forest or even in the mountains, trips last between 3 and 15 days depending on the child's age.



## CONDITIONS FOR USE

In order to register your child for recreational care, you will first need to create a family file number at the Accoord centre nearest to your home.

If your child has allergies, a chronic illness or a disability, a personalised care plan must be completed and returned to the Accoord centre.

You may download this plan when creating your file.

Once you have received your Accoord family file number, you may create your file at

**NANTES  SERVICES.FR**

under the Accoord recreational care heading. If you encounter problems when completing your online file, please contact the Accoord centre.

For Wednesday care, reservations are open during the month of June for the entire following school year; for holiday care, they are open one month before.

Nonetheless, you can still register your child online for Wednesday recreational care throughout the school year.

This enables you to reserve spots that have been freed up.

If you have already used Accoord services, you will receive an email before each registration period informing you of the dates.

Other recreational care is available in Nantes such as Loisirs Pluriels, Regart's, Mom'Nantes, Les petits débrouillards, Corto Loisirs, etc. You can find some examples of such care at [metropole.nantes.fr](http://metropole.nantes.fr)

Get the contact details for your Accoord centre from [www.accoord.fr](http://www.accoord.fr) or from headquarters on **02 40 74 02 52**.

## RATES

The rates for Wednesday recreational care are applicable from 1<sup>st</sup> January to 31<sup>st</sup> December and vary based on your family quotient.

The 2023 rate for Wednesday afternoon recreational care with lunch ranges between €1.93 and €15.40.

For additional care from 7:30 am to 8:30 am and from 5:30 pm to 6:30 pm, rates range between €0.39 and €3.20 per care period, per day and per child.

The 2023 rate for a day of holiday recreational care varies between €2.77 and €23.89.

You will receive a bill from the Accoord centre every month based on your child's use of recreational care services.



### Tip!

To learn about the rates applicable to you, head to: [www.accoord.fr/simulateur](http://www.accoord.fr/simulateur)



# A typical day at school

The City of Nantes has set out a common educational framework that suits children's pace, to ensure each school can set their own opening times.

The times indicated are provided for informational purposes and may vary by a few minutes from one school to another depending on educational plans and specificities:

- classes start at 8:45 at the earliest.
- in the morning, a 30-minutes playtime is offered to nursery school children, primary school children are allowed 15 minutes.
- lunch breaks last at least 2 hours.
- at the end of the school day, classes end at 4 pm at the earliest.
- on Wednesday, classes end at 12 pm at the earliest.



### Tip!

At the end of August, find your school's opening times at [metropole.nantes.fr](http://metropole.nantes.fr)

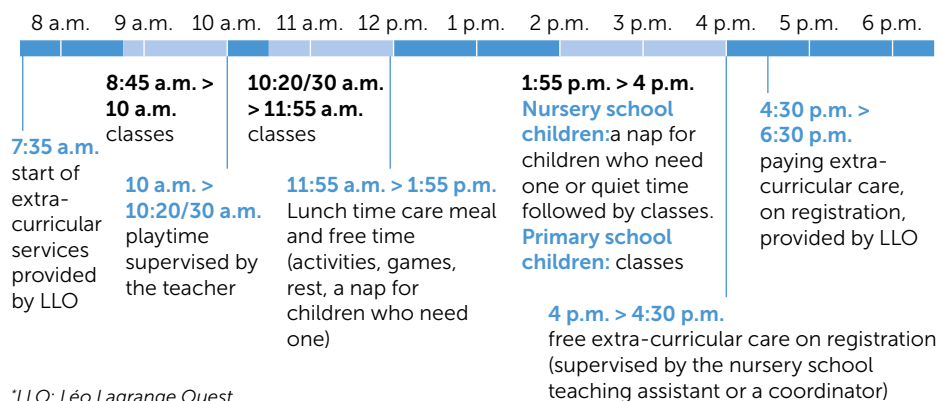
## THE NURSERY SCHOOL CHARTER

The nursery school charter was introduced at the start of the 2022 school year.

It sets out the roles played by the professionals in charge of children during school time, extracurricular periods and in recreational centres.

It was developed following several months of discussions between representatives from the educational community.

Distributed to all professionals, it can be read at: [metropole.nantes.fr](http://metropole.nantes.fr)



\*LLO: Léo Lagrange Ouest

In Nantes, school weeks are 4.5 days long: Monday, Tuesday, Wednesday morning, Thursday and Friday.



# Professionals

Many professionals are involved in the school day. Discover each of their roles.

## NATIONAL EDUCATION STAFF

**School headmasters and headmistresses** are responsible for ensuring the school's proper operation, pupil accommodation, relations with parents, and for coordinating teaching staff during school hours.

**Teachers:** in charge of their class and their lessons, they decide which educational activities to offer.

**Special needs teaching assistants (AESH)** help children with disabilities with their daily life, their lessons and their socialisation during classes.

## CITY OF NANTES STAFF

**Specialised nursery school teaching assistants (ATSEM)** assist nursery school teachers with the organisation of school activities, help children with their daily tasks (dressing, undressing, hygiene, using the toilet, changing nappies, nursing care), and help to prepare, tidy and clean equipment.

**Canteen staff:** maintenance and catering staff (AER) and technical catering staff (ATR) prepare meals and the eating hall where they accommodate welcome and assist the children.

**Caretakers** in primary schools ensure proper operation of the school by accommodating children and professionals, accepting deliveries, cleaning the premises and performing simple maintenance tasks.

**Site managers** coordinate, manage and oversee the maintenance of premises, restaurant services and contribute towards implementing the educational policy on a daily basis. They supervise all municipal officers working on the site.

## COORDINATION STAFF AT LÉO LAGRANGE OUEST AND ACCOORD, ASSOCIATIONS MANDATED BY THE CITY OF NANTES

The heads and coordinators of extra-curricular and recreational care services organise activities during extra-curricular time based on children's ages and needs. During this time, they help children with their daily tasks.

In addition **municipal or associative workers** may also take part in the school's educational plan: Sports educators, musicians-speakers from the conservatory, artists, gardeners, photographers, musicians, library owners, etc. They often organise activities during school times in collaboration with teachers or during extra-curricular times.







**NANTES**  **SERVICES.FR**

**Enrol your child in school.  
Create and track your  
extracurricular documentation.  
Manage your documentation for  
recreational activities.**

**Download**  
Nantes métropole  
dans ma Poche!

Access all information about your child's school:  
set meals served in the canteen, disruptions caused  
by strikes or health warnings.

**NANTES  
METROPOLE**  
*dans ma poche*



**ALL NANTES** 02 40 41 9000  
**metropole.nantes.fr**



**Contact us**

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**VILLE DE Nantes**