



**GUIDE FOR PARENTS:
CYCLE & SECONDAIRE 2
(MIDDLE SCHOOL AND
DIPLOMAS)**
2023-2024

INSTITUT

florimont

A. Overview

Introduction	p. 4
School organisation	p. 4
School community	p. 6
Affiliations	p. 7
Certification and accreditation	p. 7
Courses	p. 8
Results	p. 10

B. Curriculum

Florimont’s philosophy and mission	p. 11
Study programmes	p. 11
Transferable skills	p. 11
Reference documents	p. 11
Conditions for graduating to next school year and transferring section	p. 12

C. Languages policy

Introduction	p. 14
Methodological approach	p. 15
Homework and assessment	p. 15
Programme	p. 15
Foreign/exchange trips	p. 15
Language courses	p. 16
English levels	p. 16
German levels	p. 17
Bilingualism at Florimont	p. 17
Languages in French Baccalauréat section	p. 19
Languages in Swiss Maturité section	p. 19
Languages in International section	p. 20
External examinations	p. 20

D. The school year

School calendar	p. 23
Conseils de classe (teacher/section head meetings)	p. 23
School reports	p. 23
Assessment	p. 24
Careers Guidance Evenings	p. 25
Pronote app	p. 25
Learning spaces	p. 25
Organisation of school space	p. 25
Learning centre and library (CDI)	p. 25
Study support and coaching in secondary	p. 26
Special needs	p. 26
Prevention policy	p. 26
International merit	p. 26
Bullying prevention	p. 26

E. General conditions

Florimont values	p. 28
General regulations	p. 28
Digital tools	p. 28
PE (Physical education)	p. 28

F. Useful information

School opening times	p. 29
Phone calls	p. 29
Meetings with teachers	p. 29
Entering the campus	p. 29
Updating contact details	p. 29
Lunch and break times	p. 29
Lockers	p. 29
School bus	p. 29
Private lessons	p. 30
Dates of school holidays	p. 30
School organisation	p. 31
Key dates	p. 34

G. Appendices

Class tutors	p. 36
Key Careers Guidance dates	p. 37
Grade for effort	p. 38
Conditions for graduating to Swiss Maturité	p. 39

A. Overview

Introduction

Founded in 1905 by the Missionaries of Saint François de Sales, Florimont is a Catholic school that has had a lay management since 1995. Management continues to collaborate closely with the religious congregation, which still owns the Institut and ensures its values remain central to the school ethos.

School organisation

The school’s management is made up of the following roles: :

DIRECTOR GENERAL

- Sets priorities (3-year strategic plan), budgets and annual objectives (action plan).
- Reports to the Institut Florimont association committee which approves the strategic plan, budget and accounts.
- Supported by staff to manage finance, human resources, communications and development and the campus, and by general management consisting of Deputy Director and Head of Secondary School, Head of Maternelle and Primaire Schools (Kindergarten and Primary) and Head of Education.

DEPUTY DIRECTOR AND HEAD OF SECONDARY SCHOOL

- Acts as Director General in his absence.
- Defines the teaching policy priorities and targets in the “strategic plan”.
- Oversees implementation of the educational programme.
- Manages the secondary school.
- Oversees implementation of content and methodologies.

HEAD OF MATERNELLE AND PRIMAIRE SCHOOLS (KINDERGARTEN AND PRIMARY)

- Manages the primary school.
- Monitors educational development of students.
- Organises educational and cultural issues.
- Liaises between management, teachers, students and families with support of teaching staff.

HEAD OF EDUCATION

- Defines the systems, tools and processes to ensure high-quality education is provided at every level.
- Develops and implements educational programmes throughout the institution.
- Organises and monitors data management.

SECTION HEADS

- Manage the Cycle (Middle School) and Secondaire 2 (Diplomas) sections, including French Baccalauréat, Maturité and International/IB programmes.
- Monitor educational development of students and manage issues within their section.
- Responsible for educational and cultural issues.
- Liaises between management, teachers, students and families, supported by class tutors.
- In Cycle, section heads coordinate the year heads (6ème/11-12 yrs, 5ème/12-13 yrs and 4ème/13-14 yrs), head of bilingual track and head of Arts/Sports track.
- In the international section, head of section coordinates the IB (1ère /16-17 yrs and Terminale/final year).

DEPARTMENT HEADS

- Define teaching objectives for their department in line with management objectives.
- Support and coordinate subject teachers.

HEADS OF VIE SCOLAIRE (PASTORAL TEAM)

- Ensure teaching staff monitor student behaviour.
- Ensure school rules are being applied.
- Manage all non-educational aspects of school life (discipline, absence, school events).

CLASS TUTORS

- Responsible for monitoring all students in their class.
- Share information.
- Liaise between students and educational team, and between all teachers.
- Point of contact with students’ parents.

CHAPLAINCY

- Celebrates Catholic Mass and administers the sacraments.
- Prepares students for the sacraments of the Eucharist and Confirmation.
- Coordinates Catholic religion classes for primary and Cycle (Middle School) students; also organises events.
- Supports students and teachers on their spiritual journey.
- Spends much of their time listening and building relationships.



School community

L'APEF: ASSOCIATION DES PARENTS D'ÉLÈVES DE FLORIMONT (www.apef.ch)

APEF (Florimont students' parents' association) is an important point of contact within the Institut which helps create a nurturing atmosphere for learning and school life, by achieving three objectives:

- maintaining constant and constructive communication between parents, teaching staff and management;
- supporting the Institut, using its expertise to organise extra-curricular projects;
- enhancing the Institut's offering by organising social activities, conferences and other events.

APEF's involvement and activity strengthens the bonds of the Florimont community and upholds the Institut's core values.

The APEF Committee, chaired by Association President Gaëlle Gagnet, manages Committee projects, assigning tasks to all members.

Class representatives, APEF ambassadors for all school years - Maternelle (Kindergarten) to Terminale (final year) - represent the parents in discussions with class tutors/management, and are key to communication between the school's various stakeholders.

The Parent Volunteers Club is involved in projects such as the Geneva course de l'Escalade (annual fun run), Christmas Market, conferences, Junior Entrepreneur programme, the Forum des Métiers (Trade Fair), Human Rights week, final year graduation ball, etc.

For more information, go to www.apef.ch or email info@apef.ch

L'AAEF: ASSOCIATION DES ANCIENS ÉLÈVES DE FLORIMONT (www.floanciens.ch)

Florimont's former students' association maintains links between former students and keeps them connected with the Institut's traditions. Find out more at www.floanciens.ch

STUDENTS COUNCIL

9 to 15 members are elected to the Students Council for one year and represent all the secondary sections.

The Students Council meets with management to make proposals on behalf of students and organises events to enhance school life (with management approval).

FLO'SOLIDAIRE

In our world where life-changing events can occur with no warning, Institut Florimont believes in highlighting certain human values. Solidarity is one such value, and to mark the Institut's centenary, we set up the Flo'Solidaire fund to encourage everyone in the Florimont community to put the school's guiding principles into action (as described in the document Florimont: our core values). The fund's purpose is to make students aware of the real world; this translates to Flo'Solidaire supporting initiatives in developing countries or transitional economies aimed at improving education and training, and working as sustainably as possible to remove gender inequalities between children.

Florimont also works closely with local organisations such as Foyer Handicap, Aigues Vertes and other social healthcare facilities in the canton of Geneva to involve our students and provide ongoing support to people and institutions. The spirit of volunteering is the motivation behind a range of sporting and cultural events and community initiatives, including the Course de l'Escalade and work preserving and cleaning the lakeshores.

The Flo'Solidaire Fund is sustained by donations and fundraising and supports:

- ad-hoc small-scale initiatives (boosts to business or pilot projects) which can be replicated;
- initiatives actively involving members of the Florimont community;
- initiatives by teaching staff and chaplaincy in educational projects and awareness campaigns.

The Flo'Solidaire awarding committee reviews funding requests (committee consists of 1 member of management, 3 teachers, 2 students, 1 student parent, 1 former student and 1 member of the Congrégation des Missionnaires de Saint François de Sales).

The Flo'Solidaire support is limited to the resources available. There are many ways to help, whether you are a student, parent, teacher or former student. To find out more, please email smontessuit@florimont.ch:

- to nominate initiatives or projects;
- to organise fundraising events for particular causes;
- or donate to Flo'Solidaire.

Affiliations

Our school is affiliated with several organisations:

- AGEP: Association Genevoise des Ecoles Privées;
- KSS/ECS: Ecoles Catholiques de Suisse;
- GESBF: Groupement des Ecoles Suisses qui préparent au Baccalauréat Français;
- FSEP: Fédération Suisse des Ecoles Privées;
- SEBIQ: Société des Ecoles du monde du BI du Québec et de la francophonie;
- SGIS: Swiss Group of International Schools.

Certification and accreditation

Our school is certified by ProCert SA:

- ISO 9001: 2015;
- ISO 21001: 2018;
- QSC 2.0: 2016 (Quality School Certification).

Our school is a recognised:

- IB school;
- Cambridge English Language Assessment Centre.

Les cursus

Florimont	French system		Genevan system (Harmos)	
Cycle / Secondaire 1 (Middle School)	6 ^e	Collège	9 ^e	Cycle d'orientation (Middle School)
	5 ^e		10 ^e	
	4 ^e		11 ^e	
Collège / Secondaire2 (Diplomas)	3 ^e	Lycée	1 ^{re}	Collège (Diplomas)
	2 ^{nde}		2 ^e	
	1 ^{re}		3 ^e	
	Terminale		4 ^e	

SECONDARY SECTION

The table above shows how the French, Swiss and Florimont systems correspond. Secondaire 2 runs from 3ème to Terminale. For historical reasons, Florimont uses the French system to name the classes in all sections (see above).

By the end of Cycle (Middle School), every Florimont student who has met the conditions required (10/20 overall average, 10/20 average in French-Maths-German-English and minimum of 9/20 in all other subjects) can enter Florimont’s Swiss Maturité section without sitting an examination, or one of the collèges in Geneva. This is stipulated in the conditions required to enter 12ème year of the Maturité and post-compulsory secondary education diploma.

Students can join in 3ème of the French Baccalauréat or international section provided they have an overall average of 10/20 (for international section) and average of 10/20 in French-Maths-German-English / Chinese / Spanish (details on page 12).

Students may transfer from the Maturité section to the French Bac up to the end of 3ème, and to the international section up to the end of 2ème (it is not possible to transfer to Maturité).

1. Cycle / Secondaire 1 (Middle School)
Our programmes are based on the French and Swiss senior programmes (PER), but have been adapted so students can choose between the French Baccalauréat, International Baccalaureate (IB) or Maturité in 3ème. Students receive 5 hours of English (depending on level) and 4 hours of either German or Chinese, with the option to switch from German/Chinese to Spanish in 4th. Students working towards Maturité must study German (can switch to Italian in 3ème Maturité).

2. Secondaire 2 / Collège (Diplomas)
Florimont prepares for:

- **French Baccalauréat:** 2 foreign languages (LVA and LVB) which are compulsory up to the examination. From 2ème onwards, option to start a third modern language (LVC). Latin is the only other option. At the end of 2ème, students choose 3 specialist subjects along with the core subjects during 1ère. They drop one specialist subject in their final year.

- **Swiss Maturité:** 4-year course. The final result is made up of grades throughout the year excluding the 5 main subjects (French-Maths-German/Italian and English + option subject), with the final examinations accounting for half the final marks. In 3ème, students choose one of four options: bio-chemistry, physics and applied mathematics (PAM), economics and law, and Spanish. They start this option in 1ère. The Institut’s own Maturité rules determine the conditions for sitting and passing examinations.
 - **International Baccalaureate (IB),** in French or bilingual French/English.
- The International Baccalaureate diploma (IB) is a 2-year programme (first and Terminale (final)). It consists of a course in each of the following six groups: language A, language B, social science, natural sciences, maths and visual arts/music. Three groups are studied at higher level and three at ordinary level. Students also study the Theory of Knowledge, CAS (Creativity, Activity, Service) and write a journal.

NB: the international programme in 3ème and 2ème includes subjects from other sections to give a broad foundation, however the study methods, grading philosophy and scale are typical of the IB approach. 3i and 2i are bilingual. In 3i, students are introduced to the CAS programme (creativity, activity, service). In 2i, students continue their CAS studies and are introduced to Theory of Knowledge.



Results

FRENCH BACCALAURÉAT

Pass rate:	2022	2023	Global 2023
Overall	100%	100%	96%
With merit / distinction	93%	97%	57%

With a Baccalauréat pass rate of 100% for several consecutive years, the Institut is also proud to report 80-100% in merit/distinction. We are delighted with the 48.4% of “very good” and 32.3% of “good” grades achieved in 2023 (compared with 9% and 20% respectively for all French Bac candidates).

INTERNATIONAL BACCALAUREATE

	2022	2023	Global 2023
Pass rate	96%	95%	%
Bilingual diplomas	87%	90%	%

2016 was the first year Florimont students sat the IB examination. Our 18 students achieved a pass rate of 84% with an overall average of 34 out of 42, placing us among the top IB schools. This year, we achieved a 95% pass rate. In addition, 75% of our students achieved 32 points or more, while 38% got over 36 points.

SWISS MATURITÉ

	2021	2022	2023
Pass rate	98%	94%	94%
With merit/ distinction	35%	28%	35%
Bilingual diplomas	44%	42%	61%

Since our first session in 2018, our Swiss Maturité students have obtained a minimum pass rate of 95% and the rate of passes with merit/distinction (overall average of 5-6 out of 6) ranges between 25 and 50%. The number of bilingual diplomas ranges from 40-45%, with the 2023 cohort performing particularly well.

B. Curriculum

At every stage of their schooling, the Institut is helping students acquire knowledge and methods in each subject. The overall knowledge that students gain is not intended to be a layering of different areas of expertise, but the expression of a broad understanding of the world, combined with transferable skills.

Florimont’s philosophy and mission

Institut Florimont is a French-speaking Catholic school with a focus on languages, and a century-old tradition in helping students become the main actors in their lives, supporting and nurturing them as they build their identity and grow intellectually and spiritually.

- All teaching and non-teaching staff aim to bring out the individual strengths of every student.
- We prefer a flexible approach and use a variety of methods and educational tools.
- The educational team encourages students to do their very best at all times.
- While French has always been the teaching language, Florimont places great importance on languages in general (offering English, German and Chinese, bilingual tracks available).
- In the sciences, the Institut maintains relationships with universities so it can adapt its education and give priority to learning the scientific method.
- At Florimont we believe school is not just about academic subjects; education is a process made up of the art of learning, the art of living and the art of being oneself. We are also committed to nurturing the physical, social, cultural and spiritual aspects of a person. The heart of our mission is giving every student the attention they need, revealing the potential that will help them succeed throughout their lives.

Study programmes

- Education is separated into stages: Maternelle (Kindergarten), Primaire (Primary), Secondaire 1/Cycle (Middle School) and Secondaire 2/Collège (Diplomas) with three sections. Each stage has a study programme with specific objectives in terms of the knowledge and skills characterising each level, and methods adapted to suit the students’ age.
- Each discipline has its own key objectives: acquisition of knowledge, construction of skills, use of methodologies, resources available to students and assessment criteria.
- Students have access to a variety of extra-curricular activities in Geneva (theatres, partnership with Mamco, Ariana Museum, Orchestre de la Suisse Romande, etc.).

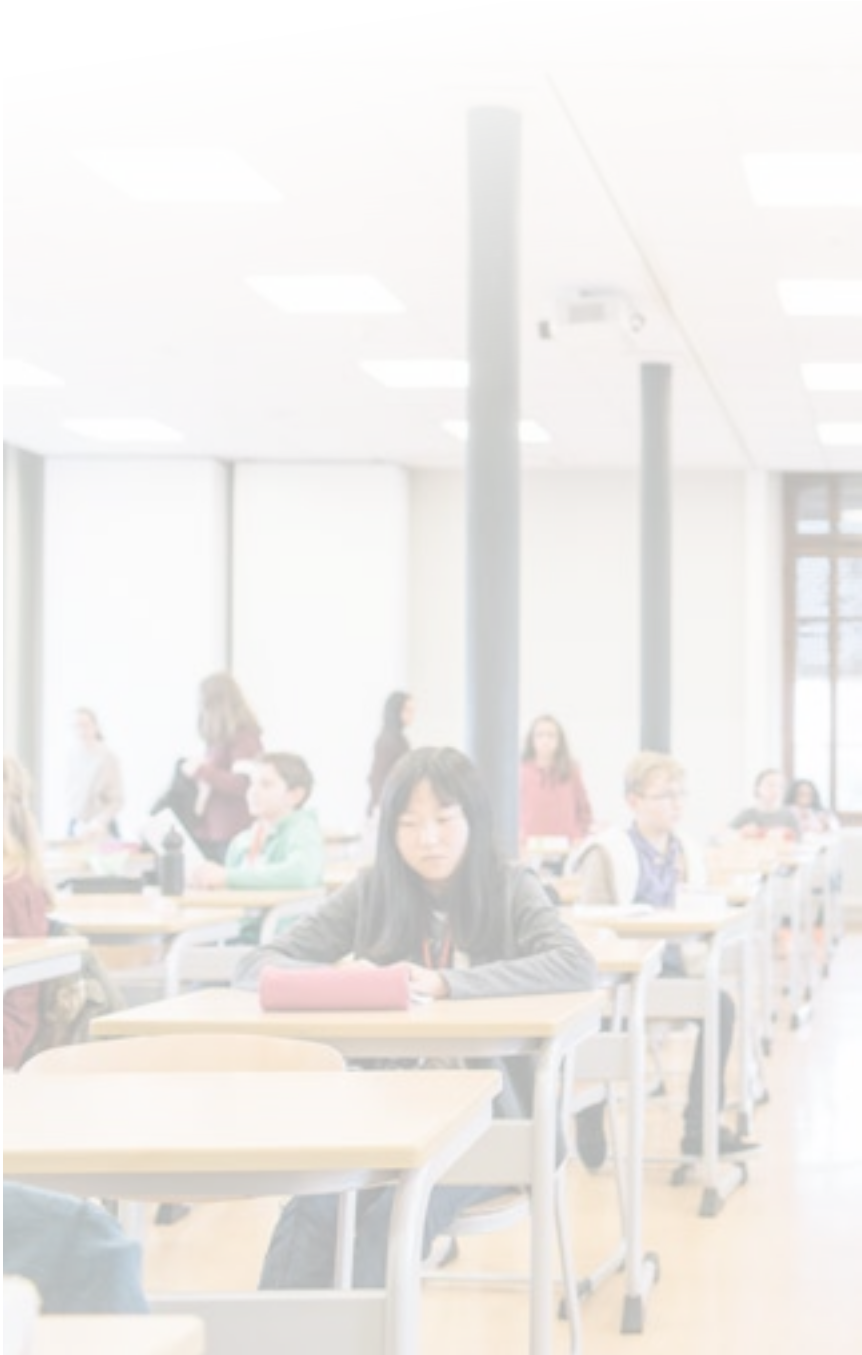
Transferable skills

STUDENTS

- **Acquire knowledge** (curiosity, love for learning, explore ideas, acquire different methods of working).
- **Construct their thinking** (different sources of information, critical mind, ability to synthesise information).
- **Communicate** (different forms of expression, develop reasoning, use ICTE).
- **Develop their personality** (independence, career objectives, beliefs and openness).
- **Become informed citizens** (show integrity, morals, respect, attachment to one’s origins, and openness to cultural diversity, solidarity and charity work, participate in school and community life, be aware of how they impact on the environment).

Reference documents

These are all available to download from the Florimont website and describe our educational guidelines:
<https://www.florimont.ch/en/downloads/>



Conditions for graduating to next school year and transferring section

The Institut has clear conditions for graduating to the next year or transferring from one section to another, and a process for choosing option subjects.

GRADUATING FROM CYCLE (MIDDLE SCHOOL) TO SECONDAIRE 2 (DIPLOMAS)

- 3Maturité
- overall annual average of 10 or above;
 - overall annual average of 10 or above for the subject group French/Maths/German or Chinese/English;
 - overall annual average of minimum 9/20 in French, Maths, German (or Chinese) and English.

NB: Intermediate level is required in German.

- 3Maturité bilingual track
- same conditions as entry to 3Maturité;
 - overall average of 4.8 or above (equivalent to 12.7) in French and English at mid-term 2 and for the year overall.

- 3IB
- overall annual average of 10 or above;
 - overall annual average of 10 or above for subject group French/Maths/German or Chinese or Spanish/English.

- 3French Bac
- overall annual average of 10 or above in **each subject in the group French/Maths/German or Chinese or Spanish/English**

MATURITÉ SECTION

See table on page 39.

FRENCH BACCALAURÉAT SECTION

Graduating from 3ème to 2nde

Overall annual average of 10 or above in each subject.

- Graduating from 2nde to 1ère
- The new Baccalauréat system applies to:
- theory-based subjects with a final examination and accounting for 60% of the mark (French, Philosophy, specialist subjects, final oral);
 - continuous assessment over two years accounting for 40% of the final mark (30% for languages, science, history-geography, 10% overall for all subjects).
- An overall annual average of 10 or above is required in each subject to graduate, plus:

- average of 13 or above in every specialist subject.
- if averages of one or more specialist subjects, except for Maths, range between 10 and 13, the last Conseil de classe will base its decision on the student’s work and behaviour through the year.

Graduating from 1ère to Terminale

One of the three specialist subjects must be dropped. The choice of the subjects is discussed with teachers.

An annual average of 13 or above must be attained to continue Mathematics as a specialist subject. If the average is between 10 and 13, the student can choose the Further Mathematics option.

INTERNATIONALE SECTION

To graduate from 3ème to 2ème, students must have a snapshot total of over 48. If this falls between 44 and 48, the decision to move the student up or transfer section is considered at the last Conseil de classe (meeting of teachers/ heads of section).

The same applies for graduating from 2ère to 1ère IB, where the minimum snapshot required is 48; if the result is between 44 and 48, a decision is made at the last Conseil de classe. In addition, the total for options must be 28 or above; the total of three best options (HL) must be 15 points minimum.

- Maths in 1ère IB is assessed according to the following criteria:
- at the end of 2ère IB, Maths level: end-of-year snapshot less than 4; average level (SL) 4-5 (confirmed in late October);
 - at the end of 2ère IB, Intermediate level (HL): end of year snapshot of 5.

There are two levels of English in 3ème IB/2ère IB: IGCSE A (language and literature) or B (language). Students sit examinations at the end of 3ème IB and 2ère IB according to the schedule below:

End of 3i:

- IGCSE A sit first English language exam
- IGCSE B sit second English language exam

End of 2i:

- IGCSE A sit literature exam
- IGCSE B option to sit first English exam to join English A in first year of IB.

TRANSFERRING SECTIONS

As the Swiss Maturité takes four years, it is not possible to transfer from 2ème French Bac or International Bacca-laureate to the Maturité section.

The decision to repeat a year in another section is made by management based on recommendations by the relevant section heads.

CRITERIA FOR TRANSFERRING FROM MATURITE TO FRENCH BACCALAUREAT	
Academic grades	Acceptable overall average and satisfactory results in main subjects
	French and Maths above average.
	Consistent achievement in sciences.
Abilities required	Independence: organisation and personal development
	High work capability
	Ability to follow teachers’ methods and instructions
	Socially integrated and settled at school
	Collaboration – group work.
Motivation for transfer	Positive and consistent behaviour
	Ability to present and justify a school project, training programme and personal project: level of understanding of findings, assessment methods, fields of study.
	Motivation interview (with head of French Bac section) alone or with parents.
Approval of both section heads	Approval of both section heads
	Final decision made by Deputy Director

CRITERIA FOR TRANSFERRING FROM MATURITE TO INTERNATIONAL BACCALAUREATE	
Academic grades	Acceptable overall average and satisfactory results in main subjects.
	French and Maths above average.
	English level may need to be assessed.
Abilities required	Independence: organisation, personal development and intellectual curiosity
	Flexible
	Integrity and consideration for others
	Socially integrated, settled at school, engaged
	Collaboration – group work – open-minded
Motivation for transfer	Shows camaraderie and responsibility
	Ability to present and justify a school project, training programme and personal project: level of understanding of findings, assessment methods, fields of study
	Motivation interview (with head of IB section) alone or with parents.
Approval of both section heads	Approval of both section heads
	Final decision made by Deputy Director

C. Languages policy

Introduction

Florimont promotes learning French (the language of instruction) and foreign languages (German, English, Chinese, Spanish and Italian), and offers a bilingual Cycle (Middle School) track in the Maturité and International sections (50% of students).

Non-French speaking students start learning French as a foreign language (FFL), gradually joining the ordinary classes taught in French.

There are two department heads responsible for foreign language teaching (one for English, Spanish and Italian and the other for Chinese and German). There is a dedicated bilingualism coordinator for Cycle.

The programmes come under the Common European Framework of Reference for Languages of the Council of Europe, which uses the following scale (A1 to C2):

A1

Can understand and use familiar and everyday expressions and very basic statements to satisfy concrete needs. Can interact simply as long as the other person speaks slowly and clearly and is patient.

A1+

Can introduce themselves and others, and ask and answer questions about personal details, such as where they live, their family, things they have, etc.

A2

Can understand sentences and frequently used expressions about most immediate areas (e.g. simple personal information about themselves and family, shopping, immediate environment, employment). Can communicate on simple and routine tasks requiring a simple exchange. Can describe in simple terms their education, immediate environment and matters of immediate need.

A2+

Has a basic vocabulary allowing them to handle common situations with predictable content. Can interact with ease in structured situations with some help. Can initiate, continue and end a simple one-to-one conversation on topics that are familiar or of personal interest.

B1

Can understand the main points of clear standard input on work, school or leisure-related topics. Can deal with most situations likely to arise while travelling in an area where the language is spoken. Can produce simple connected texts on topics that are familiar or of personal interest. Can describe an event as well as plans or an idea in brief.

B1+

Has sufficient command of the language to describe unforeseen situations, explain the main point of a problem or an idea with precision and express opinion on abstract or cultural topics, such as music or film. Can make brief comments on other people’s opinions in a discussion.

B2

Can understand the main ideas in a complex text on both concrete and abstract topics, including technical discussions in their field of specialisation. Can interact with a degree of spontaneity and fluency that makes regular conversation with a native speaker quite possible without strain for either party. Can express themselves clearly and with detail on a wide range of subjects, and explain a viewpoint on a topical issue.

B2+

Can contribute adequately to a discussion, using appropriate means of expression. Can express themselves clearly without seeming to limit what they say.

C1

Can understand a wide range of long, demanding texts, and recognise implicit meanings. Can express ideas spontaneously and fluently without much obvious searching for words. Can use language flexibly and effectively for social, professional and academic purposes. Can produce clearly and well-structured speech or text on complex subjects and show controlled use of organisational patterns, connectors and cohesive devices.

C2

Can understand with ease virtually everything heard or read. Can summarise facts and arguments from different spoken and written sources in a coherent presentation. Can express themselves spontaneously, very fluently and precisely, differentiating finer shades of meaning from even the most complex subjects.

Methodological approach

Our approach includes traditional (grammar, vocabulary, writing, studying texts) and modern aspects (digital tools, presentations, sketches, role-play, debates, openness to other cultures) and is based on students actively using their linguistic skills.

Homework and assessment

Homework (vocabulary, grammar, presentations, research, reading, studying texts) forms part of the continuous assessment and follows a range of criteria (correctness of language, degree of comprehension of a text, richness of vocabulary).

Programme

For each level, the programme is part of the relevant study programme and can be downloaded from the Institut’s website.

Foreign/exchange trips

Exchange visits are usually with the UK, Spain, Germany and Canada, and organised by the Institut or with ARPEL, which arranges 2-month exchanges in Canada or Germany (late August-late October).

The INstitut organises linguistic events over the school year (e.g. Latin-American film festival or Spanish poetry competition) as well as cultural trips.

Language courses

- **First modern language: English** (from Maternelle (Kindergarten), then 5 periods/week up to Cycle (Middle School), to achieve level B1-B2 at the end of Cycle and B2+/C2 at the end of Secondaire).
- **Second modern language** (LVB): level B2 on leaving school, **German** from 9ème in primary, then 4 periods/ week up to Cycle (two levels, Beginner and Higher) and Secondaire 2, or **Italian** (in Maturité) or **Chinese** from Cycle in French Bac and International sections, or **Spanish**, at Cycle from 4ème in French Bac and Inter-national sections.
- **Third modern language** (LVC, Chinese or Spanish) for French Baccalauréat for beginners, in 2ème Baccalauréat or 3ème Maturité (OS Spanish).

English levels

Students are separated according to level – Beginner, Inter-mediate, Upper Intermediate and Proficient – up to the end of 2ème, except in the Maturité and International sections.

BEGINNER

Group for new students with no English or reviewing the basics (A1 and A1+).

INTERMEDIATE

Details of proficiency: can use common expressions and find information in routine documents; understands the general meaning of a complex text; makes coherent pres-entation on familiar subjects.

UPPER INTERMEDIATE: INDEPENDENT USER

Can communicate without help; almost Proficient, but lacking in terms of writing.

Details of proficiency: can understand complex texts and implicit meanings; expression is fluent, spontaneous, clear and well-structured.
There is no Upper Intermediate level in the International section.

PROFICIENT

English mother tongue and/or English-speaking environ-ment.

Details of proficiency: complete understanding of everything heard or read; can coherently summarise facts and arguments from a variety of written and spoken sources; can express themselves spontaneously differen-tiating finer shades of meaning from even the most complex subjects.
There is no Proficient level in French-taught Cycle classes.

CHANGING ENGLISH GROUP LEVELS

- This is possible at the end of the first term or start of the academic year, depending on the following criteria and procedures:
- May: relevant department heads check student’s level;
 - June: assessment of next year’s students;
 - September (before the Jeûne Genevois holiday weekend): final approval of groups (written assessment taking account of potential improvement from foreign trip);
 - January: students with an average of at least 16/20 in English (and excellent annual average) may move up a level, following discussion with parents and final appro-val by a panel consisting of head of section, department head and relevant teacher (formally approved by depart-ment head).

German levels

In Cycle (Middle School), there are two levels with different objectives (according to European Framework of Reference for Languages):

In 6ème (11-12 yrs), there are two groups:

- A1 (Beginner) for beginners or students with very basic level;
- A2 (Intermediate) for students who have studied the language in primary school.

The table below summarises the levels available in Cycle (Middle School):

6 ^e		5 ^e		4 ^e
A1	→	A2	→	A2+/B1
A2	→	A2+/B1	→	B1

- NB:
- Students can switch level, as per the procedure for English.

Bilingualism at Florimont

The Institut offers a bilingual track in Cycle (Middle School), Maturité and the international section.

AIMS OF THE BILINGUAL TRACK

- command of English, a global lingua franca;
- to facilitate university learning (availability of courses in English);
- international recognition of CLIL/EMILE education (Content and Language Integrated Learning) established by Council of Europe;
- develop cognitive skills through learning in English (in Cycle, history or geography, sciences, music).

ADMISSION CRITERIA (SUBJECT TO AVAILABILITY)

- 1. Bilingual 6^e:**
- entry level A2+;
 - Upper Intermediate or Proficient English for students coming from Florimont’s primary section;
 - entry test for new students to confirm required entry level;
 - or at least 3 years of schooling in English;
 - or bilingual schooling in a bilingual section of an AGEP school.
- 2. Bilingual 5^e:**
- entry level B1;
 - Upper Intermediate or Proficient English for students coming from 6ème;
 - or overall average of 15 or above, and English average of 15 or above at Intermediate level;
 - entry test for new students to confirm required entry level;
 - or at least 3 years of schooling in English;
 - or bilingual schooling in a bilingual section of an AGEP school.
- 3. Bilingual 4^e:**
- entry level B1+;
 - Upper Intermediate or Proficient English for students coming from 5ème;
 - Intermediate English + PET (Preliminary English Test, Cambridge University);
 - entry test for new students to confirm required entry level or pass in certified language exam level B2 for students coming from outside;
 - or bilingual schooling in a bilingual section of an AGEP school.
- 4. Bilingual 3I (international section):**
- entry level B2;
 - Upper Intermediate or Proficient English for students coming from 4ème in Florimont, or Intermediate English or higher if student passes end-of-year English exam;
 - entry test for new students to confirm required entry level or pass in certified language exam level B2 for students coming from outside (PET with distinction or FCE level C).

5. Bilingual 2I (International section):

- entry level B2+;
- students coming from bilingual 3i A or B;
- FCE (Cambridge First Certificate in English) or B2 equivalent for students not coming from bilingual 3ème or from outside.

6. English options in 1IB:

The bilingual diploma is open to students with the following conditions:

- In 2i, students can sit the IGCSE Language + IGCSE Literature. Students who obtain IGCSE A*-C can go into Language A English SL or HL. If they get a C, the Institut recommends going into SL. Students from outside sit a written test (including an essay question) and oral test to determine whether they have the required entry level of C1. Students who get the IGCSE diploma with D or E can join English B HL. Students who fail IGCSE (U grade) may only join English B level SL.

7. Bilingual Swiss Maturité:

- One official language is compulsory: German or Italian (reading literature in 1ère and final year);
- Spanish as an option in 3ème (OS);
- Bilingual Maturité as an option which must start in 3ème (some science and humanities subjects in English) with the following conditions when entering 3ème : average of 4.8/6 or 12.7/20 or above in French and English (or equivalent depending on maximum relevant grade in previous school) in the second term and at enrolment.

NB: To remain in the bilingual track in 2ème, the student must achieve 4.5 in French and English at the end of the academic year.

8. Notes about bilingual classes:

Students may join the bilingual track at the start of the year if there is a place available and they meet the required entry level. Florimont students who achieve Upper Intermediate during the year may only join the bilingual class in the following academic year (except in the Maturité section where the course is taught over four years).

Florimont students may join the bilingual class during the academic year if places are available.

Languages in French Baccalauréat section

As a minimum, the required level is compliance with official French National Education programmes, although Florimont exceeds these requirements.

3^e FRENCH BACCALAURÉAT

Section classique (Classic section):

The first language studied is English (begun in primary) and the second is German or Chinese (begun in 6ème) or Spanish (begun at 4ème).

Section linguistique (Linguistic section):

2 periods of history/geography taught in English (out of 4 periods per week)

2 periods of English literature plus 4 periods of LVA.

SECONDAIRE 2 (DIPLOMAS)

Same language programme

- 3 periods per week (LVA, LVB, LVC – Chinese or Spanish);
- Continuous assessment of 8 areas in all languages.

Languages in Swiss Maturité section

- Second official language of German or Italian is compulsory on entering 3ème (studying literature in 1ère and Terminale (final year);
- Spanish as an option in 3ème (OS);
- Bilingual Maturité as an option (some science and humanities subjects in English) with the conditions above (see “Bilingualism at Florimont”). All languages at diploma level are assessed by written and oral exam. French, the official language of the Maturité, has the highest requirements.
- The study of literature is key to learning a language. Reading, comprehension and literary analysis is introduced to the programme in 3ème, increasing as the course progresses.

Languages in International section

- Along with English, students can study German, Chinese or Spanish up to the end of 2ème.
- Bilingual course from 3ème (one natural science and one humanities subject in English) according to the following conditions:
 - For students coming from 4ème at Florimont, Upper Intermediate or Proficient English.
 - For new students, English level B2 or PET with distinction or FCE.

NB: Preparation for IGCSE English Language and/or Literature examination over two years (3i and 2i).

BILINGUAL INTERNATIONAL BACCALAUREATE

In 1ère and Terminale (IB Diploma Programme), present either two A languages (equivalent to Proficient level) or Intermediate level in one A Language and one B Language, with one branch in Language B chosen from sciences, humanities, maths or arts (Groups 3, 4, 5, or 6).

External examinations

External examinations determine the acquired level of language.

In English (Cambridge examinations):

- KET (Key English Test), level A2 (obtained with distinction, level B1);
- PET (Preliminary English Test), level B1 (obtained with distinction, level B2);
- FCE (First Certificate in English), level B2 (obtained with grade A, level C1);
- CAE (Certificate in Advanced English), level C1 (obtained with grade A, level C2).

In Spanish (Instituto Cervantes examinations):

- DELE (Diploma de Español como Lengua Extranjera), levels A2/B1 and B2.

In Italian:

- CILS (Certificazione di Italiano come Lingua Straniera), levels B1 and B2.

In German (Goethe Institut examinations):

- Fit In Deutsch, level A2;
- Goethe Zertifikat, level B1.

3ÈME

In Baccalauréat and Maturité, at Beginner English level, students can opt to sit the PET.

In Baccalauréat and Maturité, at Intermediate English level, students start 2-year preparation for the FCE. They can opt to sit the Intermediate exam at the end of 2ème. They concentrate on the programme in their track, which includes FCE-type exercises.

In 3i, students prepare for the IGCSE Language and/or Literature over 2 years. This exam is part of the programme.

In Baccalauréat, at Proficient English level students start 2-year preparation for the CAE. They can opt to sit the Proficient exam at the end of 2ème. They also follow the programme of their respective track (language, literature and methodology).

In Maturité, students can prepare for the FCE or CAE depending on preference and acquired level.

2NDE

In Baccalauréat, at Beginner English level, students can opt to sit or resit the PET.

In Baccalauréat, at Intermediate English level, students continue the FCE preparation they began in 3ème. They can opt to sit the Intermediate exam at the end of 2ème. They continue the programme in their track, which includes FCE-type exercises.

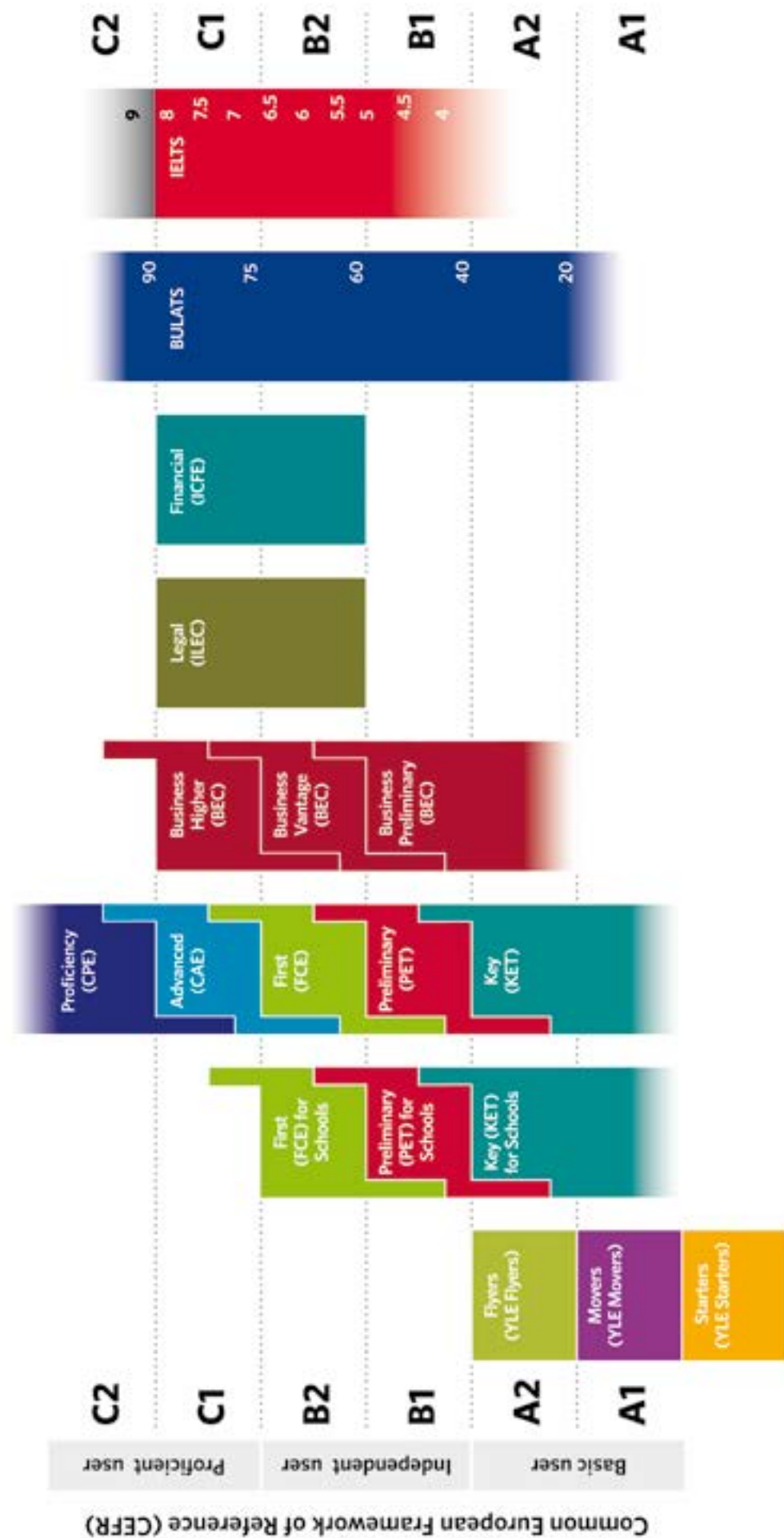
In Baccalauréat, students continue preparing for the CAE. Only candidates who wish to sit the exam do so. They follow the programme of their track (language, literature and methodology).

In Maturité, students can prepare for the FCE or CAE depending on preference and acquired level.



Cambridge English

A range of exams to meet different needs



D. The school year

School calendar

The school calendar includes the main events of the academic year, split into two terms with 4 grading periods. All dates are shown in **each parent's Pronote session**. The schedule of key meeting dates is included in this brochure and on the Institut website.

In addition to individual parent-teacher meetings arranged by appointment **which you are encouraged to attend**, there are three important information meetings in the Institut's calendar:

- in September, information meeting with Director General and relevant year and class tutor(s) to present objectives by school year;
- in November, after first school report is published, parents may request parent-teacher meetings;
- in March, Institut may offer parents a second meeting, depending on whether it is optional, advised or necessary.

Conseils de classe (teacher/section head meetings)

The Institut's academic year is split into two terms:

- Term 1: 28 August 2023 to 26 January 2024
- Term 2: 29 January 2024 to 28 June 2024

There are four Conseils de classe (meetings of teachers/ heads of section) in every academic year, except 1ère and Terminale (final year) which have three.

CONSEIL DE CLASSE NO. 1 MID-TERM 1

- Cycle (Middle School): end of grading period is 4 November, Conseil de classe held in week commencing 14 November.
- Secondaire 2 (Diplomas): end of grading period is 11 November, Conseil de classe held in week commencing 21 November.

Objectives: to **assess** class dynamic (atmosphere, general group attitude, behaviour in lessons, learning situation); to **identify** any problem areas; **approve** early actions to address situations on individual and collective basis.

CONSEIL DE CLASSE NO. 2 END OF TERM 1

- Cycle (Middle School): end of grading period is 19 January, Conseil de classe held in week commencing 29 January.
- Secondaire 2 (Diplomas): end of grading period is 26 January and Conseil de classe held in week commencing 5 February.

Objectives: to give **detailed update** on all students in class after one term; **put in place any strategies required**.

CONSEIL DE CLASSE NO. 3 MID-TERM 2

- Cycle: end of grading period is 24 March, Conseil de classe held in week commencing 3 April.
- Secondaire 2: end of grading period is 31 March and Conseil de classe held in week commencing 10 April.

Objectives: **update on problem areas**; make decisions and produce **roadmap**, communication to parents; **publish** any year repeats and section transfers; year head **coordinates** any action.

CONSEIL DE CLASSE NO. 4 END OF YEAR

- Cycle: end of grading period is 9 June, Conseil de classe held in week commencing 19 June.
- Secondaire 2: end of grading period is 9 June, Conseil de classe held in week commencing 24 June.
- Final year French Bac and Maturité: end of grading period is 17 May and Conseil de classe held in week commencing 22 May;
- 1ère French Bac: end of grading period is from 26 May, Conseil de classe held in week commencing 12 June (see end of year examination dates on pages 36-37);
- Final year IB: end of grading period is 31 March and Conseil de classe held in week commencing 3 April.

Objectives: **final decisions**; recap of past year; areas of improvement; awarding prizes. The Conseil de classe is followed by a **school year (promotion) meeting**.

School reports

At Florimont, we differentiate between the **official documents (reports 2 and 4)** and **working documents (reports 1 and 3)** to allow dialogue with families and more flexibility when producing the student's file. There are three reports in 1ère and Terminale (final year) to accommodate the end-of-year exam timetable.

CYCLE (MIDDLE SCHOOL), MATURITÉ AND FRENCH BACCALAURÉAT SECTIONS

Report 1, mid-term 1:

- average grade by subject;
- class tutor comments on student’s behaviour, organisation, work quality, learning and results + grade for effort.

Report 2, end term 1:

- average grade by subject + teacher comments;
- class tutor comments on 1st half of year, comparison with grades in report 1 + grade for effort;
- Christmas exam grade included when calculating subject averages.

Report 3, mid-term 2 (except in 1ère and Terminale French Bac):

- average grade by subject + teacher comments and recommendations;
- class tutor comments on student’s behaviour, organisation, work quality, learning and results + grade for effort.

Report 4, end of year (including term 2) for Cycle and Maturité:

- average grade by subject + teacher comments;
- class tutor comments on year overall and Conseil de classe decision approved by Director General;
- end-of-year exam grade.

Report 4, end of term 2 (with annual averages) for French Bac section:

- average grade by subject + teacher comments;
- class tutor comments on year overall and Conseil de classe decision approved by Director General;
- end-of-year exam grade (only in 3ème and 2ème French Bac).

INTERNATIONAL SECTION

Report 1, mid-term A:

- Snapshot (3I and 2I) or statement of grades (1ère and Terminale) by subject;
- class tutor comments on student’s behaviour, organisation, work quality, learning and results + grade for effort.

Report 2, end term A:

- Snapshot by subject + teacher comments;
- class tutor comments on 1st half of year, comparison with marks in report 1 + grade for effort;
- Christmas exam grade included in snapshots.

Report 3, mid-term B:

- Snapshot by subject + teacher comments and recommendations;
- class tutor comments on student’s behaviour, organisation, work quality, learning and results + grade for effort.

Report 4, end of year:

- Snapshot by subject + teacher comments;
- class tutor comments on year overall and Conseil de classe decision approved by Director General;
- end-of-year exam grade.

Assessment

- The Assessment Policy document describes the Institut’s assessment philosophy and objectives (and emphasis on **using all assessment methods**, particularly formative).

Careers Guidance Evenings

Overview of all courses available at Florimont (with options) and higher education/university options:

- Terminale (final year) Careers Guidance Evening → Thursday 28 September 2023;
- Parcoursup Evening → Tuesday 16 January 2024;
- 4ème year Careers Guidance Evening → Thursday 23 November 2023;
- Careers Guidance Evening for 2ème students → Thursday 30 November 2023.

Meetings with relevant heads of section and year heads.

Meetings with the Careers Guidance team are encouraged to discuss higher education options.

See the appendix for key dates regarding careers guidance and options available to students from 2ème to Terminale (final year).

Pronote app

- We use Pronote to communicate with parents and for real-time monitoring of the student’s education.
- Parents log in to the parent area to see their child’s results (school reports, grades, summaries of grades), current and upcoming classwork/homework, absence and discipline record.
- Pronote also shows documents such as memos, examination timetables and correspondence about school trips.
- Pronote displays the email addresses of their child’s educational team to request meetings with teachers/school contact. It is the **parents’ responsibility to log into Pronote regularly and check for updates (at least once a week)**. If you need help with technical issues, please contact cbaraffe@florimont.ch

Learning spaces

The Institut wishes to create a school experience where complete trust is placed in the students, and they are encouraged to be responsible and play their part in ensuring the school runs smoothly. To do this, different areas of the school are either designated ‘public’ or ‘educational’. Public areas are the spaces outside buildings, corridors, staircases, senior seating areas and dining hall/cafeteria. Educational areas are signposted and include:

- the Primary building,
- the Secondary building, including locker areas/ changing rooms, sports halls and music rooms,
- the Luyet building (Science & Arts).

Strict rules apply in educational areas. In public areas, Secondaire 2 (Diploma) students are permitted to use their phone or iPod with earbuds/headphones to avoid disturbing others. Secondaire 2 classrooms are located on the 3rd floor of the main building, forming the learning area.

Cycle (Middle School) students are not permitted to use their phone. Students must turn off their phone in the morning tutorial session and leave it off until they have left the school grounds at the end of the day.

Organisation of school space

Classes are usually grouped together by school year (except for lessons requiring specific area or equipment, e.g. art, sciences, sport).

- Terminale (final year): main building, 3rd floor
- 2ème and 1ème Maturité and Baccalauréat: Luyet building, 2nd floor (Sciences & Arts)
- 3ème and 2ème IB: annexe
- 3ème Maturité and French Bac: Luyet building, ground floor (Sciences & Arts)
- 4ème (13-14 yrs): Secondary building, 2nd floor
- 5ème (12-13 yrs): Secondary building, 1st floor
- 6ème (11-12 yrs): Secondary building, ground floor

Learning centre and library (CDI)

The learning centre and library (CDI/Centre de documentation et d’information) is a resource used to complement work done in class where students can study independently (individually or in a group), conduct research or just read and relax. Open from Monday to Friday 8.30am to 5.00pm (Wednesday 8.30am to 2.00pm). Students must comply with CDI rules.

Study support and coaching in secondary

Supervised study: the aim of supervised study is to support students to work independently and individually on their homework. Students are supervised and work in silence in one room for each school year (the cost of supervised study is included in tuition fees). Coordinated by the Vie Scolaire (pastoral team).

Study support: this is available to students wishing to work under the guidance of competent, qualified staff (one to 3-4 students) on written work and reading homework (there is an additional charge for study support). Organised by Mr. Clerc.

Coaching: this offers small groups of students who are struggling with mathematics and French the chance to address any gaps in their knowledge with the help of tutors (cost of coaching is included in tuition fees).

TIMETABLE:

- Study support:
- 6ème (11-12 yrs), 5ème (12-13 yrs), 4ème (13-14 yrs): Monday, Tuesday, Thursday and Friday from 3.30-4.45pm and Wednesday from 1.15-3.15pm;
- 3ème (14-15 yrs), 2ème (15-16 yrs), 1ère (16-17 yrs), Terminale (17-18 yrs): every day after classes for 1½ hours.
- Supervised study:
- 6ème, 5ème and 4ème: Monday, Tuesday, Thursday and Friday from 3.25-4.40pm;
- 3ème, 2ème, 1ère, Terminale: available until school bus leaves.

Special needs

The Institut aims to be inclusive at all times, and accommodates the needs of students with dyslexia, dysorthographia, dyspraxia, dyscalculia, attention deficit, etc. Some cases are known and documented while others are not. If the Institut discovers or suspects that a student has special needs, the parents will be invited to seek a diagnosis either with a specialist referred by the Institut (cost per session 150 CHF) or other specialist. If parents do not make an appointment for diagnosis within a reasonable period, the Institut reserves the right to take any child protection measures it deems necessary.

If the diagnosis shows substantial supervision and support needs, the Institut will apply an annual fee of 1,500 CHF.

Prevention policy

Every year, the Institut hold information sessions on its prevention policy appropriate to each school year. It aims to raise student awareness about important issues, such as diversity and inclusivity, relationships, violence, substance addiction (alcohol, tobacco, drugs), bullying, social media. The Institut recommends checking the Action Innocence website regularly for up-to-date information and advice.

International merit

The Institut is a member of The Duke of Edinburgh’s Award organisation. Working towards three levels of achievement (bronze, silver and gold), students can join and learn about working as a team, independence and testing their limits through activities that develop their social and physical skills. Course dates are sent out in late September.

The Florimont day

The table below shows how the school day is organised so class tutors can check on day-to-day conduct in their Cycle (Middle School) class. Secondaire 2 (Diplomas) students have weekly tutorial time. Students in 1ème and Terminale (final) of IB have regular timetabled tutor sessions. Extra-curricular activities take place in period H6. Additional options are offered in H6 and during study period.

Bullying prevention

As part of the action on encouraging health and well-being, living together and understanding difference, the Institut regularly organises workshops on bullying. The issue is growing, particularly through the growth in social media use, and regular presentations from experts (lawyers, police, etc.) can help students understand the impact of their actions.

We also apply the Pikas method in all secondary classes, which uses individual interviews (diluting the group effect) to enable the bullies themselves to resolve the problem they have created. These interviews involve the bully or bullies and witnesses and are moderated by a team member. The aim is to trigger concern and empathy for the victim and find solutions to stop the situation.

You will receive information and rules at the start of the year. All information is also available on the school website.

The Florimont day

Secondaire 1/Cycle (Middle School)	
8.10am	Tutorial
8.20am	H1
9.10am	H2
10.00am Break	
10.15am	H3
11.00am	H4
11.50am Lunch	
1.00pm	H6 (extra-curricular activities)
1.45pm	H7
2.35pm	H8
3.25pm	Study

Secondaire 2/Collège (Diplomas)	
8.20am	H1
9.10am	H2
10.00am Break	
10.15am	H3
11.00am	H4
11.55am	H5
12.40pm Lunch (H6)	
1.45pm	H7
2.35pm	H8
3.25pm Break	
3.35pm	H9
4.20pm	H10
5.10pm	H11
6.00pm	H12

Ask the right person!

If you have a question or need information about the school bus, please contact lrusso@florimont.ch

If you have a question about school lunches or need to let us know that your child is absent, please contact viescolairesec@florimont.ch

Please do not reply to emails we send you from Nepasrepondre@florimont.ch

E. General conditions

Florimont values

A humanist philosophy, combined with the school's Catholic roots, encourages students to develop values that will benefit them long after they have left Florimont.

- Respect - the capacity to understand and be mindful of different cultures and opinions.
- Solidarity - developed through Flo'Solidaire, a fund which gets students involved in projects that support education and children.
- Discipline - crucial for success in working life.
- Agility, or the capacity to evolve and adapt in all kinds of professional or personal settings.
- Entrepreneurial spirit - developing courage and creativity.

General regulations

The regulation document is based on two Florimont reference documents, 'Florimont: our core values' and 'Institut Florimont's Philosophy and Missions'. The purpose of this regulation is to foster a secure environment within Institut Florimont to encourage and support students as they learn and work. Everyone in the school community is committed to respecting the rules to ensure the Institut runs smoothly.

All parties concerned are asked to consent and commit to the contents of this regulation of their own free will. Any student enrolled in the school, whether by parents or guardians or the student him/herself if aged 18 or over, must comply with the rules described in this document.

Digital tools

Digital tools and technology are evolving rapidly. They help us carry out complex tasks quickly and give instant access to large amounts of information that is useful for learning, but also to material that can be dangerous or illegal. The Institut has applied filters and other controls to protect students. However many commercially available smartphones can compromise these controls. The Institut has produced a legal framework, the 'Regulation on technology and digital use at Institut Florimont', which takes account of the current technological environment.

It is essential that parents and children read and understand the content of this new regulation. The Institut regularly holds information sessions on the dangers of certain behaviour on social media and other platforms.

We urge you to be aware of social media use, in particular the minimum required legal age.

PE (Physical Education)

Students must comply with Florimont's principles regarding safety and absence from PE lessons. For safety reasons, appropriate sports footwear must be worn in the sports halls which students are advised to store in lockers. If a student is unable to participate in PE for an extended period, a doctor's certificate is required (a note from parents is not sufficient).

F. Useful information

School opening times

- Reception (main entrance): 7.45am to 6.30pm
- Accounts: 10.00am to 12.30pm and 2.00pm to 3.00pm except Wednesday

Phone calls

Students may not receive phone calls. Reception does not pass on messages to students except in emergencies.

Phone calls may not be made to teachers during lesson or meal times.

Meetings with teachers

Depending on the issue, parents can make an appointment to meet the Director General, Deputy Director, Head of Education, Admissions Officer, heads of section and teachers.

To make an appointment with:

- Management, please contact info@florimont.ch;
- other staff members, please use individual email (see Pronote for email addresses).

Entering the campus

The Institut's main gates are open from 7.30-8.30am and 3.30-4.45pm. Between 8.30am and 3.30pm, parents dropping primary and secondary students to school must exit the campus promptly as gates are locked during the day.

Outside these times, parents and other visitors are not allowed to enter school buildings unless accompanied by an approved school representative. Visitors must use the entrance via Avenue du Petit-Lancy 37 only to access the campus and sign in at reception where they will be given a visitor's badge. Parents who have meetings with teachers meet in designated areas. These measures ensure the smooth operation of the school and student safety.

Updating contact details

Families are asked to notify the Institut immediately of any change of address, phone number, email and/or fax.

All correspondence for the school office is to be sent to the general email address (secretariat.secondaire@florimont.ch).

Lunch and break times

The Institut organises supervision of students at lunch, break time, sports and other activities.

Students up to 3ème in Cycle (Middle School) may not leave the school grounds (parental authorisation may be given for students in 3ème). Only students with written authorisation from parents may leave the school at lunch time.

Students from 2ème to Terminale (final year) can leave school premises, but must remain in the neighbourhood.

Lockers

All students have the use of a locker, and they are responsible for looking after it. The Institut accepts no responsibility for theft from a locker which is not locked with a padlock. Any damage must be paid for.

School bus

Conditions for using the school bus can be obtained from the school office. TPG bus numbers 2, 14, 19, 21, 22 and 23 stop at the Institut.



Private lessons

To request private lessons, parents must contact heads of section using the correct form and return them signed to Accounts.
Parents are advised to read the rules and financial conditions before submitting a request.

Once parents have completed the lesson request form, it must be sent to the head of section who consults the student’s teacher to determine whether private lessons are required. The head of section is responsible for assigning the teacher to these lessons. Teachers may suggest a student has extra lessons, but it is never compulsory.

Teachers do not give private lessons to their own students unless specifically authorised by the head of section. Lessons are held at Institut Florimont between Monday and Friday unless specifically authorised by management.

Rates: 85 CHF for 45 minutes with Institut Florimont teacher (same duration as an Institut lesson). The rate for lessons given by student teachers is 45 CHF.

If a lesson is given jointly to several students, the fee for each student is the total amount divided by the number of students. If a student does not attend a lesson at the agreed place and time without a valid reason, the full cost of the lesson will still apply.

INVOICING AND PAYMENT

- On completion of 6 lessons, the teacher submits a private lesson statement and assessment form to Accounts.
- The teacher is paid by Institut Florimont and is not permitted to receive direct payment for classes.

Dates of school holidays

NB: Dates shown here are the last day of lessons and first day back to school.

ACADEMIC YEAR 2023-2024

- First day of term - Primaire (Primary) and Cycle (Middle School): Monday 28.08.2023.
- First day of term - Maternelle (Kindergarten) and Secondaire 2 (Diplomas): Tuesday 29.08.2023.
- Jeûne Genevois holiday weekend: Wednesday 07.09.2023 – Monday 11.09.2023.
- Autumn holidays: Wednesday 18.10.2023 – Monday 30.10.2023.
- Christmas holidays: Wednesday 20.12.2023 – Monday 08.01.2024.
- February holidays: Friday 16.02.2024 – Monday 26.02.2024.
- Easter holidays: Thursday 28.03.2024 – Tuesday 16.04.2024.
- INSET day, SCHOOL CLOSED TO STUDENTS – Monday 15.04.2024.
- Ascension: Wednesday 08.05.2024 – Monday 13.05.2023.
- Pentecost holiday: Friday 17.05.2023 – Tuesday 21.05.2023.
- School year ends: Friday 28.06.2024 (evening)

School Organisation

DIRECTOR GENERAL

Mr. Sean POWER, direction@florimont.ch

ADMINISTRATION

Deputy Director and Head of Secondary School

Mr. Samuel THOUVENIN, sthouvenin@florimont.ch

Head of Maternelle and Primaire (Kindergarten and Primary)

Mme Carine CAPEL, ccapel@florimont.ch

Head of Education

Mme Françoise HERRY, fherry@florimont.ch

Head of Administration and Finance

Mr. Christian ROUILLER, crouiller@florimont.ch

Head of Human Resources

Mme Cristina BOVIN, cbovin@florimont.ch

Head of Admissions

Mr. Brice CLERC, bclerc@florimont.ch

Head of Communications

Mr. Jonathan PEAKE, jpeake@florimont.ch

Campus/Maintenance

Mr. Patrice BLOCH, pbloch@florimont.ch

Campus Security

Mr. Pascal MARTI, pmarti@florimont.ch

Bursar

Mr. Nicolas STETTLER, nstettler@florimont.ch

Accounts

compta@florimont.ch

IT

Mr. Jean-Marc ROBYR, jmrobyr@florimont.ch

SCHOOL OFFICE

Assistant to Director General

Mme Lucile BOUTRUCHE, lboutruche@florimont.ch

Secretariat for Head of Education

Mme Christelle BARAFFE, cbaraffe@florimont.ch

Mme Yvonne BOADI, yboadi@florimont.ch

Admissions Office

Mr. Julien DUFOUR, jdufour@florimont.ch

SECTION HEADS

Head of Cycle

Mr. Franck NICOLAUD, fnicoulaud@florimont.ch

Head of Arts/Sports track

Mr. Paul WAROQUIER, pwaroquier@florimont.ch

Head of 6^e

Mr. Emin BEHAR, ebehar@florimont.ch

Head of 5^e

Mr. Abel DUARTE, aduarte@florimont.ch

Head of 4^e

Mme Carla VAN DEN BERGH, cvandenbergh@florimont.ch

Bilingual Course Coordinator

Mme Barbara INGHAM, bingham@florimont.ch

Head of Maturité section

Mr. Tibor PAZMANDY, tpazmandy@florimont.ch

Mr. Olivier SIEGRIST, osiegrist@florimont.ch

Head of Baccalauréat section

Mme Isabelle CHASSOT, ichassot@florimont.ch

Mme Anaëlle BARTHELON, abarthelon@florimont.ch

Head of International section and IB Coordinator

Mme. Noha BENANI, nbenani@florimont.ch

DEPARTMENT HEADS

German, Chinese

M. Malte STOCK, mstock@florimont.ch

English, Spanish, Italian

Mme Sylvie DRUET, sdruet@florimont.ch

Art

Mme Adriana HARTLEY, ahartley@florimont.ch

Humanities

Mme Emmanuelle MICHEL, emichel@florimont.ch

Mathematics

Mr. Hervé HOCQUARD, hhocquard@florimont.ch

Social Sciences

Mr. Olivier SIEGRIST, osiegrist@florimont.ch

Sciences

Mr. Luke HANDLEY, lhandley@florimont.ch

Sport

Mr. Paul WAROQUIER, pwaroquier@florimont.ch

CAREERS GUIDANCE

Switzerland and France

Mr. Sébastien MONTESSUIT, smontessuit@florimont.ch

English-speaking countries

Mr. Duncan LALLY, dlally@florimont.ch

VIE SCOLAIRE (PASTORAL TEAM) AND SUPERVISION

Secondary

Tél. 022 879 00 84, viescolairesec@florimont.ch

Contact: Mr. Thierry BAUER, tbauer@florimont.ch

Primary

Tél. 022 879 00 50, viescolaireprim@florimont.ch

Contact: Mme Julie VAUDAUX, jvaudaux@florimont.ch

STUDY SUPPORT

Cycle and secondaire 2

Contact: Mr. Brice CLERC, bclerc@florimont.ch

CHAPLAINCY

Chaplain, Primary and Secondary

Fr. Thadeus LAKRA, tlakra@florimont.ch

Chaplaincy Coordinator

Mme Sylvie RAMUSAT, sramusat@florimont.ch

Primary Section

Mme Muriel MIDROIT, mmidroit@florimont.ch

Primary Section

Mme Virginie SIMOND, vsimond@florimont.ch

RECEPTION

reception@florimont.ch

SCHOOL BUS

Contact

Mme Lina RUSSO, lrusso@florimont.ch

BOOK SHOP

Contact

Mr. Francesco ALVAREZ, falvarez@florimont.ch

LIBRARIES

Secondary

Mr. Arthur RAMBACH, arambach@florimont.ch

Mme Claire FISCHER, cfischer@florimont.ch

Primary

Béatrice CHARRIER, bcharrier@florimont.ch

Claire BORCARD, cborcard@florimont.ch

DOCTOR ON CALL

Dr Samuel AMSELEM, tél. 022 879 57 01

NURSE

infirmierie@florimont.ch, tél. 022 879 00 33

SCHOOL PSYCHOLOGIST

Mme Charlene COBARRO, ccobarro@florimont.ch

SPEECH THERAPIST

Mme Pascale AMBERGER, 079 637 59 93

CATERING

Entreprise NOVAE

institut.florimont@novae-restauration.ch

Association des Parents d'Elèves: www.apecf.ch;

Association des Anciens Elèves: www.floanciens.ch;

info@floanciens.ch

Key dates

Parents can see all dates relevant to their child on Pronote.

Key dates are as follows:

Date	Events
August	
Tuesday 29 August 2023	6ème (11-12 years) - Induction Day (Journée d'intégration) in Les Rousses
Wednesday 30 August 2023	TM - Induction Day (Journée d'intégration) in Les Glières
Thursday 31 August 2023	5ème (12-13 years) - Induction Day (Journée d'intégration) in Les Rousses
Thursday 31 August 2023 – 7pm	Terminales - Presentation of the year's learning objectives to parents *
September	
Friday 1 September 2023	4ème (13-14 years) - Induction Day (Journée d'intégration) in Les Rousses
Friday 1 September 2023	1IB - Induction Day (Journée d'intégration)
Friday 1 September 2023	TIB - Induction Day (Journée d'intégration)
Monday 4 September 2023	2i - Induction Day (Journée d'intégration)
Monday 4 September 2023 – 7pm	6ème (11-12 years) – Presentation of the year's learning objectives and Art/ Sport programme to parents *
Tuesday 5 September 2023 – 7pm	3ème (14-15 years) - Presentation of the years' learning objectives to parents *
Tuesday 5 and Wednesday 6 September 2023	3B – Teambuilding trip
Wednesday 6 September 2023	TB - Induction Day (Journée d'intégration) in Les Glières
Monday 11 September 2023 - 7pm	5ème (12-13 years) - Presentation of the year's learning objectives to parents *
Tuesday 12 September 2023 - 7pm	4ème (13-14 years) - Presentation of the year's learning objectives to parents *
Tuesday 12 and Wednesday 13 September 2023	3M1, 3M2 - Teambuilding trip
Thursday 14 and Friday 15 September 2023	3M3, 3M4 - Teambuilding trip
Thursday 14 to Saturday 16 September 2023	TM OS Biology-Chemistry – Field trip to Vallorcine
Thursday 14 September 2023 - 7pm	1ère (16-17 years) - Presentation of the year's learning objectives to parents *
Monday 18 September 2023 - 7pm	2nde (15-16 years) - Presentation of the year's learning objectives to parents*
Tuesday 19 and Wednesday 20 September 2023	3i - Teambuilding trip
Thursday 28 September 2023 – 6.30pm	Terminales – Careers Guidance evening *
Thursday 28 September to Monday 2 October 2023	1IB/TIB – German language trip to Berlin

* Parents required to attend

October	
Sunday 8 to 15 October 2023	3ème (14-15 years) – German language trip to Berlin
Sunday 8 to 15 October 2023	3ème (14-15 years) – English language trip to Bell, St Albans (UK)
Monday 9 to Friday 13 October 2023	1IB and TIB - CAS trip to Morocco (Amis des écoles)
Monday 30 October 2023	PSAT tests
Wednesday 11 to Wednesday 18 October 2023	Trips for Languages Week: - Santiago de Compostela route - Verona
Monday 30 October 2023	6ème (11-12 years) – Parent-teacher meetings on TEAMS *
Thursday 2 November 2023	5ème (12-13 years) – Parent-teacher meetings on TEAMS *
Monday 6 November 2023	4ème (13-14 years) – Parent-teacher meetings on TEAMS *
Wednesday 8 November 2023	3ème (14-15 years) and 2nde (15-16 years) – Parent-teacher meetings on TEAMS *
Monday 13 November 2023	1ère (16-17 years) and Terminale – Parent-teacher meetings on TEAMS *
November	
Saturday 11 to Tuesday 14 November 2023	TIB Geography field trip to Costa Brava
Wednesday 15 November 2023	Terminales – Trip to Auschwitz
Thursday 23 November 2023 – 6.30pm	4ème (13-14 years) – Careers Guidance evening *
Thursday 30 November 2023 – 6.30pm	2nde (15-16 years) – Careers Guidance evening *
December	
Monday 4 to 8 December 2023	Cycle 1 (Middle School) examinations
Thursday 7 to Wednesday 20 December 2023	Secondaire 2 (Diplomas) end-of-term examinations
January	
Thursday 11 to Friday 12 January 2024	1/1IB – Youth Forum Switzerland trip, Lucerne
Tuesday 16 January 2024 – 7pm	7ème (10-11 years) – Careers Guidance evening *
Tuesday 16 January 2024 – 6.30pm	Parcoursup information evening *
Friday 26 January 2024	St. François de Sales celebration
February	
Thursday 8 to Thursday 15 February 2024	4ème (13-14 years)/3ème (14-15 years) – Wells trip: English students visiting Geneva
March	
Monday 4 March 2024	Journée Bol de riz (World Hunger Awareness Day)
Monday 4 to Friday 15 March 2024	1IB/TIB – Mock examinations
Friday 8 to Friday 15 March 2024	4ème (13-14 years)/3ème (14-15 years) – Trip to Wells
Saturday 9 to Sunday 16 March 2024	Terminales Maturité, 1B and 1IB – Trip to UN, New York
Monday 25 to Thursday 28 March 2024	Terminales Maturité – Trip to Rome
Wednesday 27 to Saturday 30 March 2024	Terminales IB – Trip to Valais
Thursday 28 March 2024	University Fair
Thursday 28 March 2024	3ème (14-15 years)/2nde (15-16 years)/1ère (16-17 years) – Marking of tests complete, all sections

* Parents required to attend

April	
Monday 15 April 2024	Florimont INSET Day (school closed to students)
Thursday 25 April 2024	6ème (11-12 years), 5ème (12-13 years), 4ème (13-14 years) – Cambridge PET and KET written examinations at Florimont
Saturday 27 April 2024	6ème (11-12 years), 5ème (12-13 years), 4ème (13-14 years) – Cambridge PET and KET oral examinations at IFAGE
May	
Thursday 2 May 2024	IGCSE examination: First Language oral 0500/11
Thursday 2 May 2024	IGCSE examination: English as a Second Language 0511/21
Saturday 4 to 13 May 2024	Canada exchange trip
Monday 6 May 2024	IGCSE examination: English as a Second Language 0511/41
Monday 6 May 2024	IGCSE examination: First Language oral 0500/21
Tuesday 7 May 2024	IGCSE examination: Literature 0475/12
Wednesday 8 May 2024	IB – Examinations
Monday 13 May 2024	1B – French oral examinations
Monday 13 and Tuesday 14 May 2024	Terminales Baccalauréat – Oral language examinations
Tuesday 14 May 2024	IGCSE examination: Literature 0475/32 +42
Wednesday 22 and Thursday 23 May 2024	Terminales Baccalauréat – Mini Bac (mocks)
Friday 24 May 2024 – 5.30pm	Graduation Ceremony for all sections *
Monday 27 May to Wednesday 12 June 2024	Terminales Maturité – Swiss Maturité written examinations
Monday 27 May to Tuesday 14 June 2024	2M – Examinations
Thursday 6 June to Friday 21 June 2024	1M – Examinations
June	
Monday 3 to Friday 7 June 2024	1IB – English A oral examinations
Wednesday 5 to Friday 21 June 2024	3M – Examinations
Friday 7 to Tuesday 11 June 2024	3I/2I – Examinations
Friday 7 to Friday 14 June 2024	2B – Examinations
Friday 7 to Tuesday 11 June 2024	3Bac – Examinations
Sunday 9 to Saturday 15 June 2024	5ème (12-13 years) – Trip to Humboldt, Bad Schussenried
Monday 10 to Wednesday 12 June 2024	Cycle (Middle School) – Trip to Euro Space Centre, Transinne, Belgium
Thursday 20 to Wednesday 26 June 2024	Terminales Maturité – Swiss Maturité oral exams
Monday 24 June 2024	6ème (11-12 years) – Cycle (Middle School) Graduation Ceremony *
Monday 24 June 2024	5ème (12-13 years) – Trip to Edinburgh
Monday 24 June 2024	Trip to Camp RYLA, Texas
Monday 24 to Wednesday 26 June 2024	4ème (13-14 years) – Trip to Swiss or French Alps
Tuesday 25 June 2024	5ème (12-13 years) – Cycle (Middle School) Graduation Ceremony *
Thursday 27 June 2024	4ème (13-14 years) – Cycle (Middle School) Graduation Ceremony *
Friday 28 June 2024	Leavers' Ball
Friday 28 June 2024	Terminales Maturité – Presentation of Swiss Maturité
Friday 28 June 2024	Last day of school year (after lessons)
July	
Monday 1 July 2024	Terminales Maturité – Certificate Ceremony *

* Parents required to attend

G. Appendices

Class tutors

Academic year 2023-2024			
Head of Section	Franck NICOLAUD	Head of Section	Isabelle CHASSOT / Anaëlle BARTHELON
6ème	Emin BEHAR	3B1	Carlos DA SILVA
6B A/S	Laetitia SCALISI	3B2	Sylvain CHAMPEAUX
6B1	Valérie DERRIEN	2B1	Sylvie GALIA
6B2	Rosa STEWART	2B2	David MEYER
6B3	France DUBANCHET	1B1	Damien GENTON
6B4	Amandine SPAANS	1B2	Nicolas CERVEAUX
6F A/S	Manon VULLEMAN	TB1	Sandrine JACQUEMOUX
6F1	Carlotta D’AGUANO	TB2	Catherine GINDRE
6F2	Nathalie FERDINAND	Head of Section	Tibor PAZMANDY
5ème	Abel DUARTE	3M1	Miriam MANTHEY
5B A/S	Renaud BRAOUEZEC	3M2	Noémie CESCHIUTTI - Ludovic CHABBERT
5B1	Mohamed Ali BOUSSELMI	3M3	Javier RODRIGUEZ
5B2	David HUBERMAN	3M4	Christophe EYDAELENE
5B3	Jean Damien SONDAC	2M1	Anaïs DECUGIS
5B4	Antoine THEISEN	2M2	Cécile VON MANDACH
5F A/S	Marie VOIDE	2M3	Aurélie CAZE
5F1	Astrid STOCK	2M4	Catherine VERHAEGEN
5F2	Stéphane SARGE	2M5	Laure TASSION
4ème	Carla VAN DEN BERGH	1M1	Ludivine SOOBIAH
4 A/S 1	Eduard COBZARU	1M2	Etienne PIONNIER
4 A/S 2	Paul WAROQUIER	TM1	Kevin ARRANDEL
4B1	Didier RICHARD	TM2	Céline HAMPTON PERRIN
4B2	Hélène TROUPI BOURILLON	TM3	Anne Laure BURQUIER
4B3	Joris SERRE-COMBE	Head of Section	Noha BENANI
4B4	Alexander HANDLEY	3i1	Sébastien PERRAD
4F1	Audrey LECOQC	3i2	Thera VAN DOOREN
4F2	Sandra LASSERRE	2i1	Solène SAGNE
4F3	Alessandro COLLORA	2i2	Julien VASILIU
4F4	Paolo BARTALINI	1iB1	Maurice FAKOURY
		1iB2	Jacopo NARDULLI
		TiB1	Solène MOUGET
		TiB2	Suzanne DROUET

Key Careers Guidance dates

Date	Seconde	Première	Terminales
September	Presentation on work experience in zème (what is good work experience, important dates)		
Sept-october	Information meeting 1: what you need to know about careers guidance (step 1/3)		
Sept-january	Individual meetings with families and students to help guide decisions re UK or US or Canada		Individual careers guidance meetings (first term)
By end of year			Finalising and sending of UCAS applications.
January		Spring term: 2 x individual meetings with serious applicants to U.S., U.K. - provision of all documentation necessary.	Support for post-Bac applications (until March) and Swiss unis (until April)
	Information meeting 2: what you need to know about careers guidance (step 2/3)		
February			Common Application (US) - Mid-year report
March	Courses and professions fair		Boussole Programme, UNIGE
April-June		Individual careers guidance meetings (second term)	
	Information meeting 3: what you need to know about careers guidance (step 3/3)		
May		Personal statement workshop and 1st drafts	
June	Work shadowing placements		
Week before summer holidays	Workshops on work placement reports (learning and reviewing tools to create/ write an interesting work placement report)		
Week before summer holidays	Careers guidance workshops. Building your personal statement; who I am, what I want, etc.		Final reports for U.S.
During summer		Work on personal statements and writing tasks. Help re UCAS account.	

- Not included in this table:**

 - Meetings about Pronote and Teams (Student Fair, UNIGE Discovery Day, Open Days at UNIL, EPFL, etc.).
 - Visits to Florimont from universities, open to everyone.
 - “Business lunches” open to everyone, schedule depends on contributors and number of students registered.
- NB:**

 - Students are welcome to email or call the Careers Guidance team at any time to arrange a meeting. Our emails: smontessuit@florimont.ch; dlally@florimont.ch

Grade for effort

A+

This grade is only for students whose performance exceeds the criteria in grade A.

A

My behaviour is very good, I am never late and I always have the books and equipment I need. I always hand my work in on time and I try to follow my teachers’ recommendations on how to improve. I put in a lot of effort and I am positive and willing.

B

I usually do what is expected of me and I am rarely late. I usually have the right books and equipment and I hand most of my work in on time. I usually follow my teachers’ recommendations. I make a consistent effort and I am positive.

C

My teachers often talk to me about my behaviour. I am sometimes late and often don’t bring the right books or equipment to class. I sometimes hand in work late or not at all. I sometimes follow my teachers’ recommendations. I don’t always make an effort.

D

My teachers often talk to me about my behaviour. I am often late. I sometimes hand in work late or not at all and I don’t usually bring the right things to class. I don’t usually follow my teachers’ recommendations. I don’t really get involved in things at school and I make very little effort.

E

My behaviour is a problem. I am very often late. I never turn up with my books or equipment and I never hand work in on time. I don’t want to improve. I put in no effort and I don’t care about my work.

Conditions for graduating to Swiss Maturité

	Condition 1	Condition 2	Condition 3	Condition 4	Condition 5
To graduate to 2ème Maturité	Minimum overall average of 4/6	Maximum of 3 low averages	Total of differences between low averages is maximum 1pt	∅	∅
To graduate to 2ème Maturité bilingual	All 3 conditions are achieved			Minimum of 4.5/6 average in English	Minimum of 4.5/6 average in French
To graduate to 1ère Maturité	Minimum overall average of 4/6	Maximum of 3 low averages	Total of differences between low averages is maximum 1pt	Minimum average of 4/6 in specific option subject	Minimum of 16 between average of French, Maths, OS and Ger/Eng average
To graduate to 1ère Maturité bilingual	All 5 conditions are achieved and student has a minimum average of 4.5/6 overall in the language of instruction (English)				
To graduate to Terminale (final year) Maturité	Minimum overall average of 4/6	Maximum of 3 low averages	Total of differences between low averages is maximum 1pt	Minimum average of 4/6 in specific option subject	Minimum of 16 between average of French, Maths, OS and Ger/Eng average
To graduate to Terminale (final year) Maturité bilingual	All 5 conditions are achieved and student has a minimum average of 4.5/6 overall in the language of instruction (English)				
Graduating	All conditions for each year are achieved, no low overall average				
Graduating with dispensation	All conditions for each year are achieved but at least one overall annual average is low				
Graduating with certificate	All conditions are achieved and overall average is 5 or above with no low averages				
General	• Annual averages are to the nearest 10; • any average below 4/6 is low; • repeating a year is not automatic and only one year can be repeated in the course.				
Calculation of annual averages	Term 1 = 40% (70% continuous assessment, 30% Christmas examinations)	Term 2 = 40% (100% continuous assessment)	End of year examinations = 20%	∅	∅

Institut Florimont
37, avenue du Petit-Lancy
Case postale 616
1213 Petit-Lancy 1
Tel: + 41 (0)22 879 00 00
Fax: + 41 (0)22 792 09 18
www.florimont.ch
info@florimont.ch

I N S T I T U T *f* L O R I M O N T