

WELCOME

PRACTICAL

INFORMATION FOR PARENTS

GUIDE

2026-2027



LYCÉE
FRANCO • CHYPRIOTE

THE INTERNATIONAL FRENCH SCHOOL OF CYPRUS



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GENERAL INFORMATION ABOUT THE SCHOOL

02

Address

Ptolomeon & Vragadinou, 3041 Limassol, Cyprus

Phone

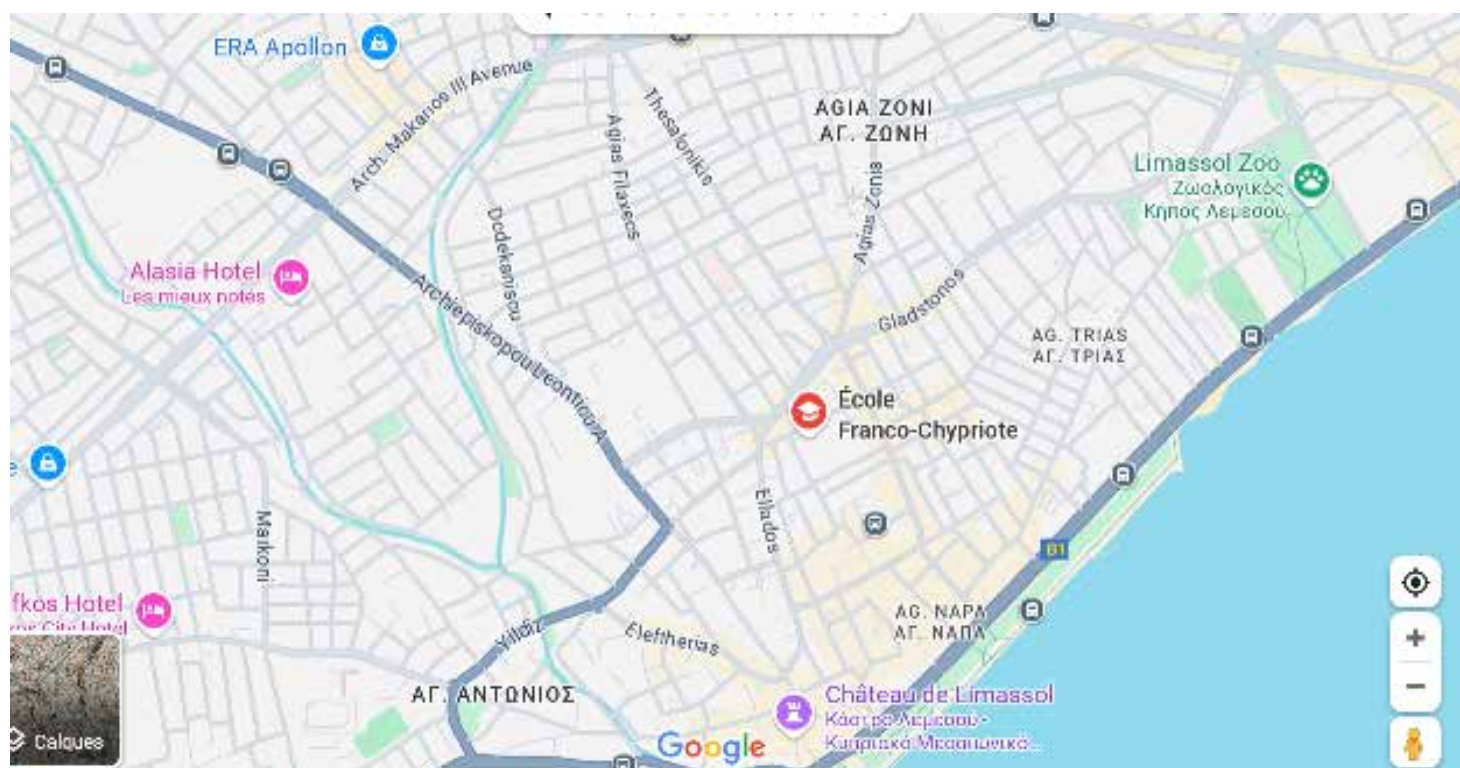
(+357) 25 35 59 00

Email

secretariat-lim@efchypre.com

Website

www.efchypre.com



<https://maps.app.goo.gl/3CgaPZyhdomJz5MR9>

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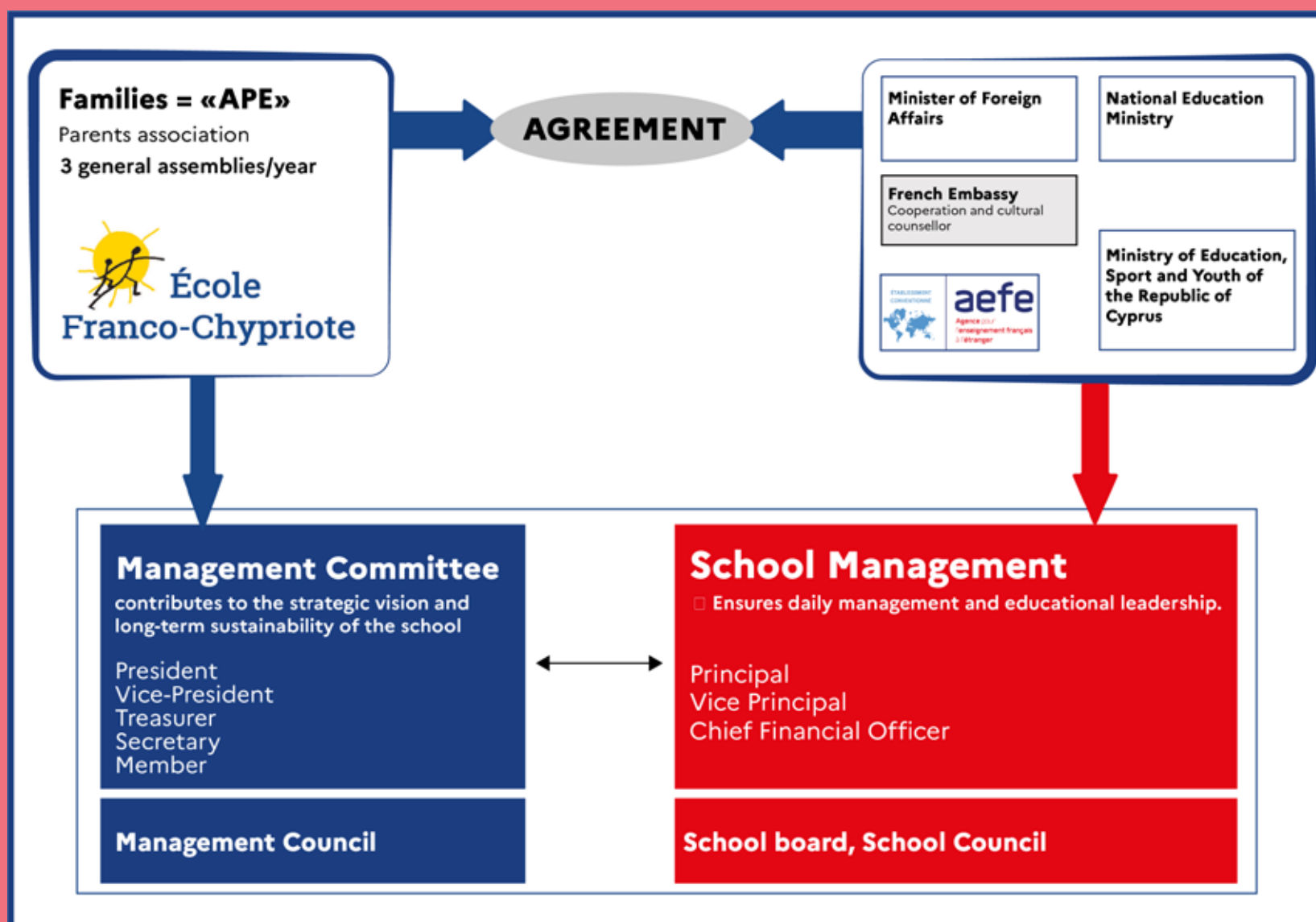
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General Maintenance Manager
Demetris Kyriakides
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GOVERNANCE & REPRESENTATIVE BODIES

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The French-Cypriot School operates under an agreement between the Parents' Association (APE) and the Agency for French Education Abroad (AEFE), which defines the respective responsibilities of each party in the governance of the school.

The school's governance therefore combines management by the APE Executive Committee with the leadership of the Head of School, who represents the AEFE.





A SCHOOL MANAGED BY THE PARENTS' ASSOCIATION

The EFC Parents' Association (APE)

The Association includes all parents of enrolled students. It is the legal entity that signs the agreement with AEFE. All parents are encouraged to take part in the general meetings, which are held at least three times a year:

At the beginning of the school year; this is also when the 7 committee and board members are elected for a two-year term.

At the end of the first term, this meeting is mainly focused on approving the school budget.

At the end of the school year.

This democratic structure is at the heart of the school's values and governance model. It enables each parent to actively participate in the school's life and its key decisions.

Access the APE official statutes here : <https://efchypre.com/en/gouvernance-en/>

The AEFE-APE Agreement

This agreement defines the relationship between the school's stakeholders: parents (the APE board), AEFE (the French Ambassador), and the school leadership appointed by AEFE.

It ensures sound management and operational clarity in order for everyone to focus on delivering quality education..

Access the agreement : <https://efchypre.com/en/gouvernance-en/>

The Management Committee – The APE’s Executive Body

ELECTION	MANDATE	ROLE
● Biannual election of 7 members: 5 voting and 2 non-voting ● Held during the first General Assembly	● Two-year term ● All roles are voluntary	● Represents all parents ● Helps define the school’s strategic direction ● Acts as the legal representative of the school via its President

CONTACT
comitegestion@efchypre.com





B/ EDUCATIONAL AND ACADEMIC LEADERSHIP

The Head of School

The Head of School holds both educational and operational responsibilities :

Educational Role:

- Oversees the school's organisation and day-to-day functioning
- Chairs the teachers' council
- Coordinates the teaching team
- Ensures ongoing teacher training
- Promotes pedagogical innovation
- Leads the development of the school project
- Facilitates connections for curriculum continuity

Operational Role:

- Manages admissions, supervision, and student safety
- Oversees the internal school rules
- Allocates teaching resources and class repartition
- Convenes and chairs the school council

Safety Responsibilities:

- Organises emergency drills and safety plans (fire, earthquake, etc.)
- Works with relevant authorities to ensure child protection
- Identifies at-risk students and coordinates dedicated team discussions
- Maintains close collaboration with parents and external partners (Management Committee, local officials, embassy, AEFÉ representatives, partner schools...)
- Organises parent elections
- Listens and responds to family needs
- Encourages the parents' involvement in school life



School Council

The School Council addresses all educational and pedagogical matters at both primary and secondary levels. It adopts key documents and policies, including:

- The school project
- Internal regulations
- School hours and academic calendar
- Staff structure and job profiles
- Extracurricular activity programme
- Parent communication and welcome plans
- School trips and budgets

The council meets three times per year: in October, March, and June.

Meeting minutes are available via the following link: : <https://efchypre.com/en/gouvernance-en/>

Pedagogical Council

This council prepares pedagogical topics for the School Council. It advises on secondary-level teaching and specifically addresses matters such as:

- Educational projects linked to the school curriculum
- Teaching materials
- Organisation of the school day
- Guidance procedures





SCHOOL LIFE

03

01. Opening hours and school access

02. 2026–2027 School calendar

03. School supplies and textbooks

04. Internal regulations

05. School life – practical information

Student entry and exit are only made through the main gate :

07:15–08:15

11:30–12:30 (and 12:00 on Wednesdays for Primary)

14:30–16:30

PRESCHOOL

Classes start at 7:55

Student arrival: until 08:15

Classes end at 14:30 (12:00 on Wednesdays)

ELEMENTARY

Classes start at 07:55

Arrival at 07:55

Classes end at 14:30 (12:00 on Wednesdays)

SAFETY AND TRAFFIC AROUND THE SCHOOL

The street in front of the school gate is a one-way street. To ensure everyone's safety, maintain a smooth traffic flow, and foster good relations with both other families and local residents, we kindly ask that your child be ready to leave the vehicle as soon as you arrive at the school entrance, with their school bag, lunch box, and personal belongings prepared in advance.

Whenever possible, we encourage families to park nearby and walk the last few metres to the school, to carpool whenever practical, and to leave the area promptly after dropping off or collecting their child.

Thank you for your cooperation and for helping ensure safe and efficient arrivals and departures for all students.

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2026-2027 CALENDAR

SCHOOL CALENDAR 2026/2027

Teachers' first day back to school: Tuesday, September 1, 2026

Students' first day back to school: Wednesday, September 2, 2026

Holidays	Date
Autumn	From Friday, October 16 to Monday, November 2, 2026
Christmas	From Friday, December 18, 2026, to Thursday, January 7, 2027
Winter	From Friday, February 26 to Monday, March 8, 2027
Spring	From Friday, April 23 to Monday, May 10, 2027
Summer	Wednesday, June 30, 2027

Holidays begin on the indicated dates, after classes. Classes resume on the morning of the indicated dates

* Public holidays included during school breaks

Public holidays	
Independence Day	Thursday, October 1, 2026
"No" Day*	Wednesday, October 28, 2026
Epiphany	Wednesday, January 6, 2027
Clean Monday	Monday, March 15, 2027
National Day	Thursday, March 25, 2027
National Day	Thursday, April 1, 2027
Good Friday*	Friday, April 30, 2027
Easter Monday*	Monday, May 3, 2027
Pentecost Monday	Monday, June 21, 2027

03

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SCHOOL SUPPLIES AND TEXTBOOKS

Preschool : No textbooks are required. Families receive a supply list (e.g. towels, aprons, basic items) before the start of the school year.

Elementary and Secondary : a detailed list of textbooks and supplies is shared with families before the beginning of the school year.

You can find the full list of supplies and textbooks via this link: : <https://efchypre.com/en/infos-pratiques-en/#Manuels-en>

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INTERNAL REGULATIONS

The school's internal regulations can be accessed via the following links:

Primary : https://efchypre.com/wp-content/uploads/2024/09/RIPrimaireFR_FINAL.pdf

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SCHOOL LIFE : PRACTICAL INFORMATIONS

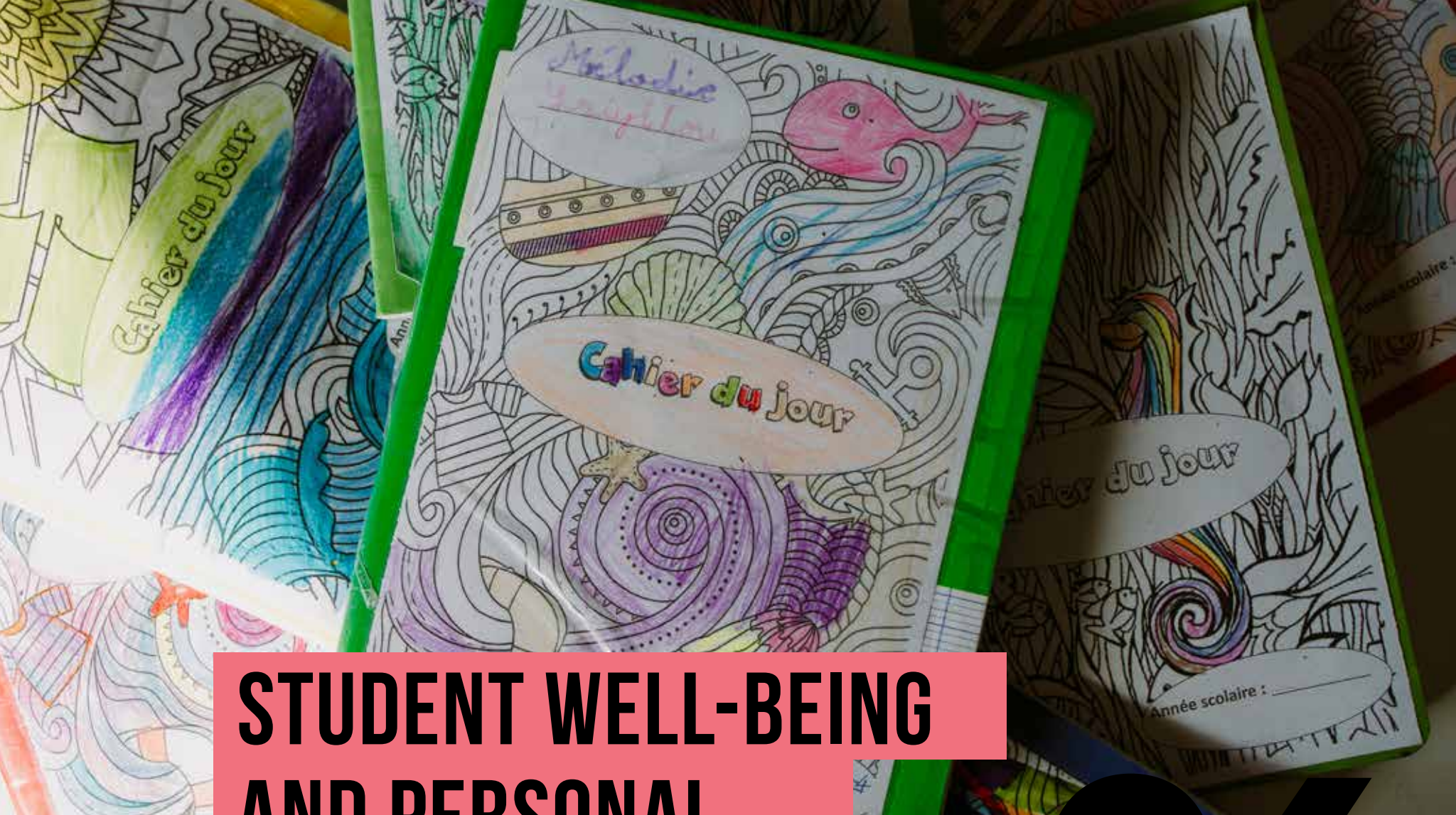
Library Book Loans

Students may borrow books from the school library. They are responsible for treating books with care and returning them on time.

A fee ranging from 15€ to 50€ will be charged for lost or heavily damaged books.

Mobile Phones

Mobile phone use is strictly prohibited on campus.



STUDENT WELL-BEING AND PERSONAL DEVELOPMENT

04

- AN INCLUSIVE SCHOOL
- ANTI-BULLYING PROTOCOL
- LIBRARY
- EXTRACURRICULAR SERVICES: ACTIVITIES, AFTER-SCHOOL CARE
- AUTUMN, WINTER & SUMMER SCHOOLS
- PROJECTS AND ENRICHMENT ACTIVITIES



AN INCLUSIVE SCHOOL

For several years now, the EFC has been committed to a genuine inclusive education policy. Our goal is to support all students—regardless of their learning profiles—so they can progress harmoniously, ensure continuity in personalised pathways from preschool through high school, and provide ongoing support throughout their schooling. The central aim is to ensure that no child is left behind.

EBEP : Students with Special Educational Needs

IMPLEMENTING SUPPORT MEASURES

When the student's needs are known at the time of enrolment

For French families:

Families are responsible for submitting all relevant information and documents (medical or academic) through EDUKA during the enrolment process, including MDPH notifications, PAP, PAI, PPS, PPRE, medical reports, and GEVASCO, among others.

The EBEP coordinator will organise a meeting as early as possible with the family, the Headteacher, the CPE (for secondary), and a member of school leadership (Head of School or Deputy Head of School).

The goal: to implement all necessary accommodations as soon as possible.

For students from other educational systems:

Children must undergo admission tests. Families are asked to contact the school leadership and provide all necessary documentation. Test conditions may be adapted accordingly.

When difficulties are identified during the school year

Learning difficulties may be identified by the family and/or staff members (teachers, EBEP coordinator). Clear and open communication is essential. Any identification leads to a meeting with the family and a member of school leadership. In primary school, observation in class may follow. Following the meeting, families can be referred to specialists (speech therapist, occupational therapist, neuropsychologist, etc.) to establish a diagnosis.

Based on this diagnosis, tailored support plans and accommodations can be developed in collaboration with the educational team and in agreement with the family.

Official examination accommodations may also be implemented.

EBEP Coordinator: Charlotte Harelle – ebep@efchypre.com



BULLYING RESPONSE PROTOCOL

This protocol is designed to support educational teams when addressing bullying situations between students. It outlines a clear process for intervention and can be adapted based on the context, the individuals involved, and the school's environment.

RECOGNISING AND REPORTING

Bullying situations may be disclosed in three ways, each requiring a tailored approach:

The victim confides:

- **In another student:** the adult should acknowledge the student's courage and explain that the situation needs to be shared with school leadership or the support team.
- **In a staff member :** the adult should inform the student that the information will be shared with school leadership or the support team for appropriate handling.
- **To their parents:** parents then inform the school or the School Life staff. They will be listened to and referred to the leadership or the support team.

• **A peer, staff member, or parent becomes aware of a bullying situation :** They should be referred to the school leadership or the support team.

INITIAL SUPPORT: LISTENING TO THOSE INVOLVED

The Shared Concern Method (Méthode de Préoccupation Partagée - MPP) is used by the anti-bullying support team. It is a non-judgmental, non-punitive method designed to gather insights and encourage resolution.

The same interview framework is applied for:

- the victim,
- the witness(es),
- the alleged perpetrator(s),
- and their parents.

The goal is to hear each child's perspective in order to understand and take appropriate action.

School leadership or a member of the support team conduct interviews in the following order. A written record is created (who? what? when? where?) to ensure appropriate follow-up and accountability.

- **Meeting the Victim** : the student needs support.

Depending on the context:

- Assess their coping ability
- Determine how often the bullying occurred
- Ask how they're feeling
- Reassure and offer safety if needed
- Ask what support they need
- Inform them that regular follow-up will occur

- **Meeting the Witness(es)** : Each witness is seen individually, regardless of how they reacted to the bullying. The focus is on educational support and reassurance, especially if they feel unsafe.

- **Meeting the Perpetrator(s)** :

Interviews are brief and may occur over several weeks.

The tone remains non-accusatory to encourage empathy and engagement in finding a solution.

A typical structure:

Introduction: "I'm part of a group that supports students who may be struggling. I'd like to talk with you. Don't worry, I'm not here to punish you."

Express concern empathetically: "I'm worried about something that's been happening. Have you noticed anything?"

Invite them to be part of the solution: "What do you think you could do to help improve the situation?"

Even if no solutions are suggested right away, thank the student and propose a follow-up meeting:

"Thanks, I appreciate your thoughts. Let's check in again next week."

Often, attitudes shift after some reflection.

Meeting the Parents

- Parents of the victim are heard, reassured, and included in the response process. They are reminded not to try to resolve the issue alone.
- Parents of the perpetrator(s) are informed of the situation, consequences, and potential educational responses.
- Their views may be taken into consideration when deciding on actions. Teamwork is strongly encouraged.

Follow-up

- Offer a safe space to talk (in or outside school)
- Meet the victim and family after measures are in place; schedule follow-ups
- Reflect this priority in the school project:
 - "Children's protection and safety within and beyond the classroom, particularly from violence and discrimination, including bullying" (Article D 411-2 of the French Education Code)
- Provide an anonymised report to the School Council
- Review the school's handling of the case



SCHOOL LIBRARY

The school library is a welcoming space dedicated to discovery, study, reading, learning, teaching and sharing. Pupils are welcome every day of the week, including during break times.

They may borrow books or consult them on site. In Nicosia, the library holds a rich collection of more than 4,000 books, including novels, children's picture books, comics, manga, non-fiction books, historical works and many other resources suited to pupils of different ages and interests.

In Limassol, the library also has its own collection of books. To complement and regularly renew the resources available to pupils, the teacher-librarian based in Nicosia organises the circulation and sharing of books between the two campuses. Pupils in Limassol therefore benefit from the richness and diversity of the Nicosia collection, in addition to the books available locally. The teacher-librarian also visits the Limassol campus regularly to support pupils and staff with reading-related activities and projects.

Each week, classes from the very youngest preschool group through to Year 6 attend library sessions lasting between one hour and one and a half hours. The main objectives are to foster a love of reading among pupils and to develop literary projects.

From an early age, children are introduced to reading and literature through practical projects and activities. These are always aligned with the French national curriculum and based on age-appropriate literary resources.

We kindly ask families to ensure that borrowed books are kept in good condition and returned by the due date.



EXTRACURRICULAR SERVICES

— EXTRACURRICULAR ACTIVITIES (PAID SERVICES)

A wide variety of extracurricular activities are offered to students of all levels, as well as parents, by the French-Cypriot School. These are led either by external professionals—specialists in their fields—or by members of the teaching team.

The activity catalogue is available [here](#).

From the start of the 2026 school year, the school will also offer a homework support programme.

Registration for activities will take place exclusively via the Eduka platform, until **September 4th**.

N.B : Please note: the confirmation of an activity depends on a minimum number of students enrolled. If enrolment is too low, the school may be required to cancel the activity.

Contact : perisco@efchypre.com

— MINI-CLUB & GARDERIE (PAID SERVICES)

After classes, an after-school care service is available (independent fee) at the EFC for preschool and primary school students:

- **Monday to Friday: from 2:30 p.m. to 4:30 p.m.**
- **Wednesday: from 1:00 p.m. to 4:30 p.m.**

Fees can be checked in the school's financial regulations.

Registration for after-school care is also done via the Eduka platform.



AUTUMN, WINTER, SUMMER SCHOOLS

During certain school holiday periods, the Franco-Cypriot School offers holiday programmes for preschool and primary pupils.

The Autumn School, Winter School and Summer School provide children with a safe, dynamic and welcoming environment, with an age-appropriate programme including sports and creative activities, games, workshops, outings and relaxation time.

These programmes allow pupils to continue learning, exploring and sharing enjoyable experiences during the school holidays.

Dates, schedules, fees and registration procedures are communicated to families before each programme.





ACTIVITIES & PROJECTS

Throughout the school year, the French-Cypriot School offers a rich program of activities and projects for students of all levels. These are integrated into the school's educational pathway and include scientific, athletic, musical, and artistic experiences.

The school librarian, in coordination with the teaching team, proposes a diverse range of initiatives, including:

Guest speakers : authors, cultural figures from local or international organisations (e.g. a presentation from the Japanese Embassy's cultural department on manga culture), author correspondence, Press Week...

Literary prizes: Sensei Manga Award, Prix des Incorruptibles...

Events, activities, and themed days: Reading Night, International Day for Tolerance, International Women's Day, Taste Week, Space Week, German Language Day...

Cultural outings: visits to museums, historical sites, and cultural venues

Clubs and workshops: high school newspaper, theatre club, bracelet-making club...

Field trips and school travel are regularly organised at the initiative of teachers.

The school also actively participates in numerous AEFÉ network projects, such as:

French Schools Abroad Week

AEFÉ Global Schools Orchestra

Juvenes Translatores translation competition

ADN exchange program (for 10th graders to attend another AEFÉ school for 4 to 8 weeks)

Dance Challenge

Ambassadeurs en herbe, a public speaking program

...

Finally, EFC benefits from a vibrant cultural network thanks to its ties with local and international Francophone institutions: French Institute of Cyprus and the French Embassy, Nicosie Accueil – Vivre à Chypre association (a school partner), Alliance Française of Limassol.

This network enables students and the broader school community to enjoy concerts, exhibitions, artistic projects, conferences, and other events.



COMMUNICATION & ACADEMIC MONITORING 05

— EDUCARTABLE, PRONOTE, EDUKA

Eduka is the school's online platform for all administrative and financial processes related to your child's education. Enrolment, payment, elective classes selection, and more are handled through Eduka.

It also serves as a communication channel between the school and parents. Please make sure that each parent creates a contact profile and provides a valid email address for school communications.

To create your Eduka account, visit: : <https://efchypre.eduka.school/register>

PRONOTE is the secondary school platform that allows parents and students to access: Timetables, homework, grades and report cards, absences and tardiness, detentions and disciplinary actions...

Login credentials (parent password) are emailed during the first two weeks of September. For support, visit the official tutorial page by Index-Education :

<https://www.index-education.com/fr/pronote-parents-eleves.php>

EDUCARTABLE Educartable is the primary school platform that allows parents and students to access: homework, parent-teacher communication, school records and progress reports.



COMMUNICATION & ACADEMIC MONITORING

05

— WEBSITE, SOCIAL MEDIA, NEWSLETTERS, COMMUNICATION

The official website of the French-Cypriot School is: : www.efchypre.com

There you will find all the practical information about the school, including tuition fees and enrolment procedures, the teaching and administrative teams, the pedagogical structure, as well as details about extracurricular activities, textbooks and supplies, the cafeteria, and school transportation. A section dedicated to school news is also available on the website.

In addition, a newsletter is sent regularly to parents to keep them informed about the latest updates from the school.

The school also maintains an active presence on social media, focusing mainly on activities carried out by students: academic projects, field trips, extracurricular initiatives, performances, and more.

Finally, all important information related to school life—such as meetings, guidance, outings, or projects—may also be sent to you by email. Please make sure to provide a valid email address that you check regularly (directly via the Eduka platform).

FINANCIAL INFORMATION

06

— 2026/2027 TUITION FEES

[Read full financial regulations here.](#)

School fees for the 2026–2027 academic year

First registration, annual re-enrollment fees & development fund

	Total amount	Due date
First registration fees	850 € (650€ registration + 200€ development fund)	within 15 days following confirmation of admission
Annual re-enrollment fees	262,50 € (162,50€ registration + 100€ development fund)	before 15 February of the preceding academic year

Annual tuition fees

	<u>1st trimester</u> due before 25/08	<u>2nd trimester</u> due before 15/01	<u>3^{ème} trimester</u> due before 15/03	Annual amount
Maternelle (TPS-GS)	1723 €	1291 €	1291€	4305 €
Élémentaire (CP-CM2)	2184 €	1638 €	1638 €	5460€
Collège (6 ^{ème} - 3 ^{ème})	2314 €	1736 €	1736 €	5786 €
Lycée (2 ^{nde} , 1 ^{ère} , Terminale)	2920 €	2189 €	2189 €	7298 €

Other Fees

- **Examination fees:**
 - Diplôme national du brevet (3^{ème}) : 120€
 - Epreuves anticipées du baccalauréat (1^{ère}) : 120€
 - Diplôme du baccalauréat (Terminale) : 400€
- **Sports Association membership:** 15€
- **After-school care (Mini-Club / Maternelle & Garderie / Elementary)**

		<u>MINI-CLUB (maternelle)</u>			<u>GARDERIE (élémentaire)</u>		
		1 st trimester	2 nd trimester	3 rd trimester	1 st trimester	2 nd trimester	3 rd trimester
Until 3:30 pm	Full package	220 €	160 €	160 €	130 €	100 €	100 €
	Wednesday only package	110 €	80 €	80 €	65 €	50 €	50 €
Until 4:30 pm	Full package	430 €	325 €	325 €	220 €	160 €	160 €
	Wednesday only package	215 €	163 €	163 €	110 €	80 €	80 €
Occasional use (per day)		13€/day until 3:30 p.m. 18€/day until 4:30 p.m.			13€/day		
Late pick-up fee		10€			10€		

- **Homework support (term-based fees):** fees are communicated by the school at the beginning of the academic year.
- **Extracurricular activities (term-based fees):** fees vary depending on the activity and are communicated by the school at the beginning of the academic year.
- **Other fees:**
 - Loss or damage of a book: **15€ to 50€ depending on the book**
 - Loss of locker key: **6€**
 - Damage caused intentionally or through negligence by the student: **replacement cost**
 - Duplicate copies of school reports or administrative documents: **1€ per page**



FINANCIAL INFORMATION

06

[Read full financial regulations here.](#)

— BURSARIES

AEFE/French government scholarships

Each year, the AEFE (Agency for French Education Abroad) offers need-based bursaries to French families who are registered with the Consulate and submit a request through consular services. These scholarships are awarded based on financial criteria.

Full information is available on the website of the French Embassy in Cyprus
<https://cy.ambafrance.org/Bourses-scolaires-3328>

Welcome !

**WE WISH
YOU A WONDERFUL START
TO THE NEW SCHOOL YEAR !**



**LYCÉE
FRANCO • CHYPRIOTE**

THE INTERNATIONAL FRENCH SCHOOL OF CYPRUS