



HAMPTON COURT HOUSE

FORTITER IN RE SUAVITER IN MODO

CNED PARENTS HANDBOOK



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WHAT IS CNED?

1. The CNED (*Centre National d'Education à Distance*) is a department of the French Ministry of Education. It is dedicated to providing all necessary resources to be easily followed by children who either cannot attend a regular school, or whose school does not offer a specialised subject. The CNED follows the official French programme in all subjects from age 6 (*CP*) up to degree or mastery level.
2. Hampton Court House provides CNED lessons only for the subject of French. Students following these lessons will receive a learning of French as they would in a French school. This differs from our regular French classes that are teaching a foreign language. Children joining CNED will split from their form group during the timetabled French lessons to join their CNED class.
3. Only fluent French speakers will be accepted in CNED. We will also offer the option to skilled children who reach, according to us, a sufficient level.

ACCREDITATION

4. Hampton Court House has an accreditation from the CNED, allowing and trusting us to use their resources to deliver a specialised learning of French as a first language.

OFFICIAL ENROLMENT IN CNED FRANCE

5. HCH is already accredited by the CNED. However, some parents may wish for their children to also be officially enrolled with the CNED directly in France. We will provide the register forms that parents can send to France or the link to enrol online. There is an extra cost that can be found on the CNED website www.cned.fr or by asking the CNED team (around 250€ for the year).

This is a useful step for children who might join or re-join a French school in the future as it makes the whole process even more official. The difference is that we would then be sending all the tests to be marked by an official examiner in France, who will give his own extensive feedback on the child's work and level.

REGISTRATION, FEES AND NOTICE

6. Parents should register their children directly with the registrar (Sarah Carroll).
7. The CNED lessons are £565 per term for:
 - 5 lessons a week from Year 2 to Year 5
 - 4 lessons a week from Year 6 to Year 9
 - 3 lessons a week from Year 10 to Year 13
8. The fees are considered on a termly basis and the CNED lessons timetabled like any other subject. It may happen on occasions that a lesson is missed (activities day, concert...) but it cannot be recovered if that is the case.
9. If parents want to withdraw their children from CNED, they need to inform the director of CNED (Manon Tournier), the head of French (Caroline Géhin), and the Bursar (Louise Collins) as soon as possible.

SMALL GROUPS

10. Our CNED classes are taught in very small groups, usually around 5/6 pupils maximum. This enables the teacher to follow each and every single child very closely and it also creates a close bond within the teaching group.

CLASS CORRESPONDENCE AND MULTI-LEVEL GROUPS

11. The usual class correspondence is as follows:

CP = Year 2

CE1 = Year 3

CE2 = Year 4

CM1 = Year 5

CM2 = Year 6

Sixième (6ème) = Year 7

Cinquième (5ème) = Year 8

Quatrième (4ème) = Year 9

Troisième (3ème) = Year 10

Seconde (2nde) = Year 11

Première (1ère) = Year 12

Terminale = Year 13

Because of the age difference between France and the UK, we will accommodate the actual level of each child. For instance, if a child arrives from a French school in Year 8 having already done the *Cinquième*, then he/she will follow the *Quatrième* with us. Please note that this sometimes leads us in having multi-level CNED groups. However, the groups are so small it leaves more than enough time for the teacher to share the lesson between the groups and it does not impact on the student's work and progress in any way.

AGE OF ADMITTANCE

12. CNED generally starts in Year 2 with the *CP* class, however if a child starting in Year 2 already did the *CP* class, then they will follow the *CE1* programme.

HOMEWORK

13. In the Lower Years, children usually have a piece of CNED homework every day.
14. From Year 5, the CNED teacher will follow the weekly homework schedule, although CNED teachers are allowed to give a short homework even when it is not a French scheduled homework day.

DELFF

15. The *Diplôme d'Etudes en Langue Française* (English: Diploma in French Studies), or DELF for short, is a certification of French-language abilities administered by the International Centre for French Studies (*Centre international d'études pédagogiques*, or CIEP) for France's Ministry of Education. It is composed of four independent diplomas corresponding to the first four levels of the Common European Framework of Reference for Languages: A1, A2, B1 and B2. It is recognized around the world and is valid for life. The DELF is recognized in 165 countries. It helps students to enroll in a French speaking university. The DELF (B1 and B2) certifies that the holder has an autonomous knowledge of French and Francophone civilization and is able to analyze a text orally and in writing.
16. From Year 10 or 11, when the teachers think the students are ready, they will enter the CNED pupils to sit either the DELF B1, or B2 (University Level).

GCSE & A LEVEL

17. If the students are considered ready, they will sit the French GCSE in Year 9 and the French A Level through a lighter programme in sixth form (Year 12 & 13).

EXPECTATIONS

18. There is an implicit contract involving every student joining CNED regarding the behaviour and work expectations. The pupils must display an appropriate learning attitude during lessons and the books (*cahiers*) must remain very neat. For instance, the children should write using blue friction pens or erasable ink to avoid crossing out, the date is to be written at the start of every lesson and underlined in red. Also, the homework is considered very important and should always be completed in due time. The handwriting and presentation of the work is of high expectations and will be looked at by the teacher. As we have small groups, it is unacceptable for someone to waste the teacher's or the group's time and we keep the right to take measures against a student that does not take the CNED lessons seriously despite several warnings.

PROGRAMME

19. The teacher will follow the relevant curriculum using all the CNED resources (*CP, CE1... or sixième, cinquième* etc.) However, we sometimes add exercises needed to deepen the knowledge of specific skills : we are fond of the BLED book for expanding the grammar and we also regularly do dictations in order to maintain high spelling awareness. Pupils also all work on poetry, depending on their level and needs by either copying (presentation and handwriting work), reading (work on fluency and tone of voice), learning off by heart (memory) or even creating their own (writing skills and lexical work). When the classes have written enough poems, we compile them all together in a nice booklet called *Rêveries*.

BOOK REPORTS

20. The students will be given a list of age and level relevant books at the start of each school year. This will be kept in a plastic folder that will also hold all their book reports. They will be asked to complete at least 3 of them each term. The teacher will give out the deadline at the start of each term.

FRENCH LIBRARY AND “L'ÉCOLE DES LOISIRS”

21. Following point 20, pupils will read 3 books in French per term. Parents can buy them using the list given at the beginning of the year, or the students may freely have use of our French Library, situated in the CNED room. They can borrow as many books as they like, given that they fill in the “Borrowing books” sheet (next to the Library) before bringing them home.
22. Further to the French Library, HCH is also holding an *abonnement regroupé* with the company *L'école des Loisirs*. This programme is at an extra cost (around £35 for the year, depending on the age range selected, instead of £45 if you were to buy it on your own) and allows your child to receive his/her own book every month through the school. Over the year, this is a total of 8 books. The paperwork and the leaflet describing the upcoming books for the year are given in September.

END OF UNIT TESTS : “ÉVALUATIONS”

23. The *évaluations* are entirely compulsory and are always coming up at the end of a unit. They are allowing us to assess the learning and the skills of the child throughout the year. If the student is enrolled officially with the CNED in France (point 5), the *évaluation* is then sent there to be marked by an official examiner that will follow the child for the school year. If not, the teacher at HCH will mark the test him/herself. Parents are asked to sign the *évaluations* and work on them with the child if needed when they are given back. Then, the children bring them back to the teacher at HCH to be filed. They are kept in an individual folder for the year, which is then sent home at the end of the year with the HCH certificate letter of validation (point 24).
24. Depending on the class, there are overall each year 6 or 8 *évaluations* in primary, and about 10 in *collège*. However, the programme is extremely heavy and almost impossible to finish, so it may happen that a group does not complete every work unit, especially in *collège* or *lycée*. This is another reason why we constantly keep our expectations very high, because then not entirely completing the programme has never prevented in any way our students to go back to the French educational system. In that case, the teacher only makes sure that every student reaches the requirements needed to follow the next year's programme.

REPORTS AND END OF YEAR HCH CERTIFICATE

25. Three times a year, at the end of each term, the CNED teacher will write in the report a short comment, usually in French, assessing the child's progress. These are useful and looked at, especially in the case where a student is looking to go back to the French educational system.
26. At the end of the school year, each pupil will be given his folder of the year, which will hold all his *évaluations* (point 23) and a HCH certificate which validates the level reached in CNED. This establishes that according to us, the child could follow next year's French program if he/she were to go back to the French educational system. Pupils officially enrolled with the CNED in France (point 5) will also be given the letter stating that they officially followed the French programme of the year.

IMPORTANT CONTACT DETAILS

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