Digital tools to communicate and work daily

September 2020

서울프랑스학교 학부모님들께
To Parents
Nos médias pour communiquer avec vous

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I. Email – Exchange information / 정보 교환하기

Last-minute and/or urgent announcements, individual communication, etc.

• Headmaster or Director’s emails
• Vie Scolaire (Student Affairs)’s emails

ATTENTION!

Sometimes, LFS email ends up in the Spam inbox, especially if you do not use Gmail.

• Please check your spam often so that you do not miss any important emails.
• Please "whitelist" our main emails address (Ref. Important Contact in the next page.)

주요 메시지, 긴급한 메시지, 개개인에게 보내는 메시지 등

• 교장선생님 이메일
• 학교 생활지도 팀 이메일

주의! Gmail을 사용하지 않는 경우 LFS 이메일이 스팸받은 편지함에 보관되는 경우가 있습니다.

• 중요한 이메일을 놓치지 않도록 스팸을 자주 확인하시기 바랍니다.
• 메인 이메일 주소를 "화이트리스트"로 지정하시기 바랍니다. (다음 페이지의 주요 연락처 참조)
I. Important Contacts / 학교 주요 연락처

- Student Administration, Ms. Duval
- Head of school, Mr. Hirm-Martin
- Health, Ms. Kwon Fischbach
- Primary school education, Ms. Boussard
- Secondary school education, Mr. Delabrosse
- Teachers, firstname.lastname
- Administration & finances, Ms. Lefranc
- Tuition and fees, Ms. Kwon
- Purchases & Providers, Ms. Son
- Student Affairs (Vie Scolaire), Ms. Calabresse, Drouard, Kim, Leseaute, Marchal, Regereau, Mr. Lapierre
- IT, Mr. Breda
- Extra-curricular activities, Ms. Kim
- Primary Documentation, Ms. John
- Secondary Documentation, Ms. Beurel
- Higher Education Orientation, Mr. Comtet
- Contact during school vacation

Contact details:
- secretariat@lfseoul.org
- proviseur@lfseoul.org
- infirmerie@lfseoul.org
- directrice@lfseoul.org
- cpe@lfseoul.org
- first.last@lfseoul.org
- daf@lfseoul.org
- intendance@lfseoul.org
- rac@lfseoul.org
- viescolaire@lfseoul.org
- informatique@lfseoul.org
- aes@lfseoul.org
- bcd@lfseoul.org
- cdi@lfseoul.org
- jeremy.comtet@lfseoul.org
- contact@lfseoul.org
II. Pronote – Stay updated / 정기적으로 체크하기

Connect to Pronote from our website
웹 사이트에서 Pronote에 연결이 가능합니다.

https://2300001c.index-education.net/pronote/
II. Pronote – Stay updated / 정기적으로 체크하기

PC에서: Pronote.net/ ‘Espace parents’: https://2390001c.index-education.net/pronote

Mobile Pronote / 핸드폰에서: Download the application, and follow the instructions
아플을 다운 받아, 학교 번호를 입력한 후, 부여받으신 ID와 비밀번호를 입력합니다
II. Pronote – Stay updated / 정기적으로 체크하기

Configure the language settings
원하는 언어로 변경가능
II. Pronote – Mobile Application / 핸드폰 어플

Or at the following address:
https://2390001c.index-education.net/pronote/
Now you can receive notifications on your mobile phone!

이제는 핸드폰에서도 알음을 받을 수 있습니다!
Do not miss any important notifications: Setting the alarm (1)

Pronote 앱 알림을 놓치지 마세요!

- Set your Pronote alarm settings *(préférences)* to “Receive notifications”* (Activer les notifications)*

- 핸드폰 설정에서 앱 알림 켜놓기 선택
Do not miss any important notifications: Setting the alarm (2)
II. Pronote - Stay updated (ENG)

Welcome Page for Pronote

If you have multiple children enrolled: Choose the name of the child concerned.

Personal Information: Settings, choice of language in the menu

Absences menu: Consult and provide supporting documents re: absence and tardiness

e-sidoc Portal: Access to library resources and more than 20 online magazines

Homework/Assignment
Weekly homework is found on: Student Diary (Cahier de textes) > Assignment (Travail), and the subject of the course on: Student Diary (Cahier de textes)/Contents (Contenu)

Latest grades: Latest scores and competences evaluated

Latest pedagogical resources

Daily/Weekly schedule
Daily/weekly schedule is found on: Vie Scolaire menu

Agenda:
Year's calendar, important information, surveys, daily Health Questionnaire
II. Pronote - 정기적으로 체크하기 (한국어)

Pronote 홈페이지

본교에 재학 중인 자녀가 여러 명인 경우:
해당 자녀 이름을 선택하세요

개인정보(Personal Information) 메뉴:
설정 변경, 언어설정 등 가능

결석 메뉴:
지각 및 결석에 대한 정보 확인 및 증빙서류 제출

e-sidoc 포털:
도서관 자료 및 다양한 온라인 저널 접속/검색 가능

본교에 재학 중인 자녀가 여러 명인 경우:
해당 자녀 이름을 선택하세요

오늘의 숙제
학생 별 숙제는 Student Diary (Cahier de textes)/ Work to be done(Travail à faire)에서 확인, 수업 주제는 Cahier de texts(Student Diary)/Contents(Contenu)에서 확인

최신성적:
가장 최근 성적 및 역량평가

Agenda:
한해 전체 달력, 주요정보, 학부모대상 주요 통신문, 설문지, 건강 질문지(Health Questionnaire) 등

매일/주간 시간표
주 전체/매일 시간표는 "Vie scolaire” 메뉴 시간표 (Emploi du temps)에서 확인

정보 & 설문조사
No new current event

Discussions
No new message

Cafeteria menu
No menu
II. Pronote - Stay updated / 정기적으로 체크하기

Regularly check the LFS annual calendar / 연간 스케줄 확인하기

<table>
<thead>
<tr>
<th>Student's name</th>
<th>Information &amp; Surveys</th>
<th>Personal information</th>
<th>Homework notebooks</th>
<th>Grades</th>
<th>Competence</th>
<th>Results</th>
<th>Student Administration</th>
<th>Orientations</th>
<th>Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Agenda</strong></td>
<td><strong>Calendar</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Institution's agenda</td>
<td>Chronological view</td>
<td>Weekly view</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Fri 09 Oct**
  - **ELECTIONS parents Conseil d'école/d'établissement**
    - the 9 October
    - No commentary
    - Elias, Violette

- **Mon 28 Sep**
  - **ELECTIONS 2020 - Limite dépôt des candidatures**
    - the 28 September
    - No commentary
    - Elias, Violette

- **Thu 24 Sep**
  - **Conseil de gestion - LFS Board**
    - the 24 September from 19h30 at 21h00
    - No commentary
    - Elias, Violette

- **Fri 18 Sep**
  - **ELECTIONS 2020 - affichage des listes électorales**
    - the 18 September
    - No commentary
    - Elias, Violette

- **Wed 02 Sep**
  - **Rentrée des élèves**
    - the 2 September
    - No commentary
    - Elias, Violette
II. Pronote - Stay updated / 정기적으로 체크하기

LFS information to be consulted regularly / Information & Survey 페이지 정기적으로 확인하기

All the information is communicated through here.
(meetings, orientation, events, etc.)
모든 정보는 이 페이지에서 전달됩니다.
(회의, 오리엔테이션, 행사 등)
**II. Pronote - Respond to forms / 허가서 확인**

Parent authorizations to be filled out at the beginning of the year / 학년 초 부모님 확인 후 제출해야 하는 허가서 등

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**Middle school students parental permission form**

*In compliance with Bulletin n°96-248 dated October 25th 1996 related to student supervision*

I have taken note of his / her school timetable and therefore, I authorize my son / my daughter to arrive at school later and / or leave school earlier if the teacher in charge of the first lesson of the day and / or the teacher in charge of the last lesson of the day is / are absent.

Please note the school is under no obligation to inform you of any class cancellation or timetable change by phone once consent is given.

- Oui / Yes
- Non / No
II. Pronote - Respond to forms / 허가서 확인

Health questionnaire to be filled out daily / 매일 제출 필요

To be filled out every day no later than 30 minutes before the child's arrival at school.

학생 등교 30분전까지 제출 해야 함!
II. Pronote - Discussion entre parents et délégués

Échanger individuellement avec les parents délégués de la classe

<table>
<thead>
<tr>
<th>Nom de l’élève</th>
<th>Lire</th>
<th>Informations personnelles</th>
<th>Cahier de textes</th>
<th>Notes</th>
<th>Compétences</th>
<th>Résultats</th>
<th>Vie scolaire</th>
<th>Orientations</th>
<th>Communication</th>
</tr>
</thead>
</table>

Informations & sondages

- Discussions
- Agenda
- Menu
- Calendrier

Informations & sondages

- Toutes
- Brouillons
- Corbeille

Nouveauté : vous pouvez solliciter via Discussion les délégués des classes de vos enfants. Les délégués peuvent effectuer un sondage auprès des autres parents de la classe.
II. Pronote - Justify absences, tardiness...

If your child is absent or late, enter the reason and attach the supporting document on Pronote. / 자녀가 늦거나 결석할 경우, 그 이유와 증빙서류 Pronote 통해 제출

1st step: report the delay or absence the same day by phone: 070 8892 7500 to: viescolaire@lfseoul.org
Indicating:
- name, first name and class of the student
- start date of absence
- expected or estimated return date
- reason for absence
- identity and telephone number of the person reporting the absence

2nd step: Regularize the delay or absence by entering the reason on Pronote and, if applicable, the supporting document

Supporting documents is send to Vie Scolaire for confirmation and validation: viescolaire@lfseoul.org
II. Pronote – Stay updated (ENG)

- Check for grades
- See competence evaluation
- Check for homework

If the subject is only evaluated by competence assessment, you will see here a placement between 1 to 4 instead of results.

If you want to see in detail of what your child has learned, place your mouse over the box.
II. Pronote – 정기적으로 체크하기 (한국어)

- 성적 열람
- 역량 평가 열람
- 숙제확인

과목이 역량 평가만 이루어지는 경우, 성적대신 1부터 4 사이의 위치를 보게 됩니다.

공부한 내용을 자세히 보고 싶은 경우, 마우스를 위로 올리십시오.
II. Pronote - Follow the courses and ‘work to be done’

Check your Student diary (Cahier de textes) / Contents & Resources (Contenu et ressources) to:
- learn about the subject of the course
- access the contents
II. Pronote - Follow the courses and ‘work to be done’

Check your Student diary (Cahier de textes) / ‘Work to be done’ (Travail à faire) to:
- the personal work to be done
- the estimated duration of the work
- the deadline

<table>
<thead>
<tr>
<th>Course</th>
<th>Work to be done</th>
</tr>
</thead>
<tbody>
<tr>
<td>Histoire-géographie</td>
<td></td>
</tr>
<tr>
<td>Latin</td>
<td></td>
</tr>
<tr>
<td>Mathématiques</td>
<td></td>
</tr>
<tr>
<td>Physique-Chimie</td>
<td></td>
</tr>
<tr>
<td>Français</td>
<td></td>
</tr>
<tr>
<td>Allemand LV2</td>
<td>Donné le 20/02 [18 jours]</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Accompagnement Orientation</td>
<td>Donné le 10/02 [28 jours] Site et articles à consulter sur l’élargissement : [link]</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
II. Pronote – Inform and communicate / 정보 교환하기

To start a chat or send an email to the LFS staff / LFS 직원과 ‘discussion’을 시작하거나 이메일을 보내기.
II. Pronote – Inform and communicate / 정보 교환하기

Teacher's email adress / 선생님 메일 확인

<table>
<thead>
<tr>
<th>Surname</th>
<th>Subject/Function</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>M. BAGARRE C.</td>
<td>EPS</td>
<td><a href="mailto:clement.bagarre@lfseoul.org">clement.bagarre@lfseoul.org</a></td>
</tr>
<tr>
<td>Mme BOULAY M.</td>
<td>Humanités, littérature et philosophie Latin</td>
<td><a href="mailto:marie.boulay@lfseoul.org">marie.boulay@lfseoul.org</a></td>
</tr>
<tr>
<td>M. BOUTTEMY F.</td>
<td>Enseignement scientifique Sciences de la vie et de la terre</td>
<td><a href="mailto:franck.bouttemy@lfseoul.org">franck.bouttemy@lfseoul.org</a></td>
</tr>
<tr>
<td>M. CORTES SURIS C.</td>
<td>Espagnol LVB</td>
<td><a href="mailto:alberto.cortes@lfseoul.org">alberto.cortes@lfseoul.org</a></td>
</tr>
<tr>
<td>Mme COUETTE M.</td>
<td>Enseignement scientifique</td>
<td><a href="mailto:marion.couette@lfseoul.org">marion.couette@lfseoul.org</a></td>
</tr>
<tr>
<td>Mme D’AMBRIERES R.</td>
<td>Histoire-géographie</td>
<td><a href="mailto:raphaele.dambrieres@lfseoul.org">raphaele.dambrieres@lfseoul.org</a></td>
</tr>
<tr>
<td>Mme LAW-LAÏ G.</td>
<td>Anglais LVA</td>
<td><a href="mailto:gaelle.lawlai@lfseoul.org">gaelle.lawlai@lfseoul.org</a></td>
</tr>
<tr>
<td>M. REZZIK R.</td>
<td>Enseignement Moral &amp; Civique Sciences économiques et sociales</td>
<td><a href="mailto:riad.rezzik@lfseoul.org">riad.rezzik@lfseoul.org</a></td>
</tr>
<tr>
<td>M. ZACCARO O.</td>
<td>Français Humanités, littérature et philosophie</td>
<td><a href="mailto:olivier.zaccaro@lfseoul.org">olivier.zaccaro@lfseoul.org</a></td>
</tr>
</tbody>
</table>
II. Pronote – Inform and communicate / 정보 교환하기

To start a “discussion” with the parent delegates
II. Pronote – Practical information / 유용한 정보

Les questions / réponses

Je découvre
- PRONOTE, c’est quoi ?
- Quelle est la différence entre PRONOTE et l’ENT ?
- Quelles informations puis-je trouver dans PRONOTE ?
- Existe-t-il un mode d’emploi ?
- Espace Élèves, Espace Parents : quelles différences ?
- Comment les données personnelles sont-elles protégées ?

Je me connecte
- Comment accéder à PRONOTE ?
- Comment installer l’application PRONOTE ?
- J’ai perdu mon mot de passe. Que faire ?
- Mon enfant a perdu son mot de passe. Que faire ?
- Un message me dit que “Le site de l’Espace Parents est indisponible.” Que se passe-t-il ?

J’utilise
- Je reçois un SMS qui m’informe que mon enfant est absent. Dois-je répondre ?
- Le numéro de l’expéditeur des SMS n’est pas toujours le même. C’est normal ?

Click to check the FAQs & Tutorial videos!
Click to discover the web and mobile ‘space’!

PC와 핸드폰 사용법 가이드를 보기 위해서는 왼쪽 아이콘을 클릭해주세요!
III. Eduka - Administrative and Financial Data

A place of various services where you can visualize your administrative and financial situation, communicate with the school and register your child for extracurricular activities.
Check your data and those of your children
학부모와 학생의 정보 확인

Edit your information - address, phone number, passport, ...
정보 변경/업데이트: 주소, 휴대폰번호, 여권정보 등...

Bruno HIRM-MARTIN

Nom: HIRM-MARTIN
Prénom: Bruno
Civilité: M.  ❌ Mme
Situation familiale: infos

Adresse de résidence
Arrondissement (ex: Seocho-Gu)
Nom de rue (ex: Seoraenro)
N° de rue (ex: 7 ou 3 gallon 4)
Nom d'immeuble, n° d'appartement, étage
Code postal (ex: 06581)
Ville (ex: Seoul)
Pays: Corée du Sud

Nationalités et langues
Nationalité(s): Veuillez sélectionner
Langue(s) de communication: Français

Emploi
Profession: ADMINISTRATION
Employeur: LFS

Enregistrer
III. Eduka - Reference documents

Check the minutes of the governing bodies of the school / 학교를 구성하는 주요 회의/이사회 회의록 확인가능: Primary School Council (Conseil d’école), LFS Board (Conseil d’établissement), Management Board (Conseil de gestion), etc.

Check the reference documents / 학교 주요 문서 확인가능: LFS Rules and Regulations (학칙), Academic Calendar, Guide to digital spaces, Health Protocol ...
Find a summary of all your financial transactions with LFS and of remaining fees to be paid. 

Warning! payments need to be verified and input in EDUKA system: as a consequence, they are available on EDUKA with a short delay.

Find and print all financial documents (invoices, payment receipts).
IV. G Education - Access to the apps
IV. G Drive – Work, share and exchange with students

G Classroom
Teacher-student collaborative space
선생님-학생 간 공동 프로젝트 공간
firstname.lastname@lfseoul.org
IV. G Education - Work, share and communicate

**G Meet**

Participate and collaborate in videoconferences

firstname.lastname@lfseoul.org
their normal school day so that they can quickly adjust to the school program.
In secondary (from 6ème to Terminale), students must have at least a B1 level to enter LFS.
Support in French class is then offered to reinforce learning and mastery of French.
Find out more at Bridge Class.

THE LATEST NEWS FROM LFS

REINSCRIPTIONS OU RADIATIONS POUR 2021-2022

LA PLAINLISTE FRANÇAISE DU LFS SUR UNE CARTE INTERACTIVE

LATINISTES INCOLLABLES

INTERNATIONAL AL COMPETITIONS AND EVENTS IN 2020 / 2021

LA FÊTE DU COURT-METRAGE

TAKE THE CAMBRIDGE ENGLISH AT LFS!

Lycée Français de Séoul (LFS) brings together caring French, Korean and international communities which are committed to the well-being of all.

In the Parent Portal, you will find all the information and platforms you need to keep track of your child’s academic progress and find out more about getting involved in school life.

**ACADEMIC CALENDAR**

Download the current academic calendar showing the start and end date of the school year, as well as the school vacation periods.

Download the Academic Calendar here.

**PRACTICAL INFORMATION**

Learn about the school hours, information and conditions to access the...
As part of a program known as Parcours Avenir, the Lycée Français de Séoul (LFS) assists middle and high school students to prepare for their career paths through an introduction to the professional world, the selection of courses for the Baccalaureate and the planning of their university studies.

LFS organizes many events and meetings dedicated to university counseling and career guidance throughout the year thanks to a committed team made up of an Appointed University Guidance Teacher (Personnel Référent en Information et Orientation), the Secondary School Academic Advisor (Conseiller Principal d’Education) and the CDI Librarian and Head Teachers in secondary school.

AN INTRODUCTION TO THE WORKPLACE IN MIDDLE SCHOOL

In middle school, the development of the university guidance program is based on skills transmitted in the common core such as autonomy, initiative, social and civic skills. Depending on the grade, the activities meet different objectives:

- In 6ème and 5ème (grade 6 and 7): explore the nature of various jobs, gather information, identify one’s interests, imagine one’s future;
- In 4ème (grade 8): adopt a rational approach, acquire methods of analysis and data processing, develop one’s critical sense and one’s capacity for questioning;
- In 3ème (grade 9): weigh and integrate personal preferences, use one’s knowledge to make informed choices.

VI. Social media – Stay updated / 팔로우 하기

@lfseoul
@lyceefrancaisdeseoul
@lfseoul1981
@ProviseurSeoul
VII. Make an appointment – To meet / 약속잡기

In case you need interpretation service for your individual meeting with the teacher, contact the administration staff via secretariat@lfseoul.org

선생님과의 개별 면담 시 통역 서비스가 필요하시면 여기로 연락주세요: secretariat@lfseoul.org
LFS Tel. / 대표전화: (02) 535-1158
Automatic system / 자동 응답 시스템으로 연결됩니다

Choose your language
언어를 선택해주세요
(1): français
(2): 한국어
(3): English

Choose the office
원하시는 분야를 선택해주세요
(1) Secretary / 학교비서, 입학 등
(2) Accounting and finances / 재정, 등록금 등
(3) Nurse / 양호교사
(4) Vie scolaire / 학교 생활지도 담당
(5) Extra-curricular activities (AES) / 방과후 활동
In summary / 학교 커뮤니케이션 채널 요약

I. Email / 이메일
- Important and/or urgent messages (e.g. from proviseur@lfseoul.org, secretariat@lfseoul.org, viescolaire@lfseoul.org)

II. Pronote
- General information about student’s school life (e.g. Class schedule change, cafeteria menu, field trips, sports events, grades, etc.)

III. Eduka
- Administrative and financial files, reference doc, etc. (e.g. Tuition invoice, AES registration, major reference documents etc.)

IV. Google Education
- Online tool for distance learning, pictures etc.
  - G Drive: Pictures from day to day life in classes
  - G Meet & G Classroom: course contents, individual and collaboration work, distance learning

V. Website / 웹사이트
- Getaway to the general public with links/programs
- News (under “School Life” menu tab) highlights major events with pictures

VI. Social Media / 소셜 미디어
- Key snapshots of the school life
  - Instagram @lyceefrancaisdesseoul, Facebook @lfseoul, Naver @lfseoul1981, Twitter @ProviseurSeoul

VII. Appointments / 약속잡기
- In-person or online appointments
  - Schedule appointments with a teacher
MERCI BEAUCOUP 감사합니다 THANK YOU