
Digital tools to communicate and work daily

September 2022

To Parents

서울프랑스학교 학부모님들께

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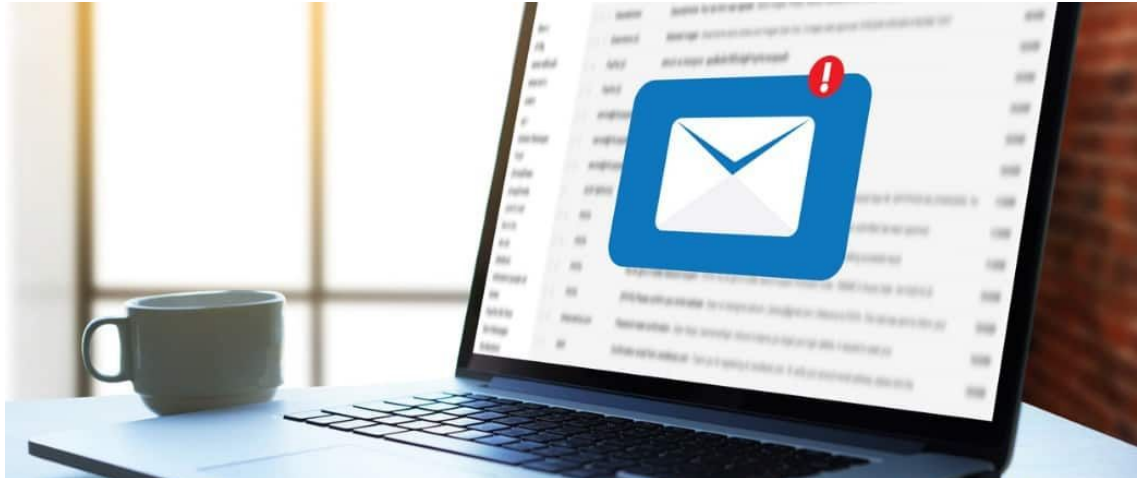


I. Email

I. Email – Exchange information



I. 이메일 - 정보 교환하기



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

- Headmaster's or Director's emails
- Vie Scolaire (Student Affairs)'s emails

주요 메시지, 긴급한 메시지, 개개인에게 보내는 메시지 등

- 교장선생님 이메일
- 학교 생활지도팀 이메일

I. Email – Exchange information



I. 이메일 - 정보 교환하기

ATTENTION!

Sometimes LFS emails end up in the **Spam inbox**, especially if you are not using Gmail.

- Please check your spam often so that you do not miss any important emails.
- To ensure that you receive all communications related to LFS, you should make sure to add the following addresses (if you receive emails from them in spam) to your email provider's **whitelist**.
 - admission@lfseoul.org
 - finance@lfseoul.org
 - proviseur@lfseoul.org
 - directrice@lfseoul.org
 - secretariat@lfseoul.org
 - viescolaire@lfseoul.org
 - cpe@lfseoul.org
 - aes@lfseoul.org
 - communication@lfseoul.org
 - ... and any other e-mail address you deem necessary
- You will also find links below the tutorials on how to whitelist the email addresses depending on your email provider.
 - Tutorial for [Gmail](#)
 - Tutorial for [Hotmail](#)
 - Tutorial for [Yahoo mail](#)

주의!

특히 Gmail을 사용하지 않는 경우 LFS 이메일이 스팸 메일함으로 전송되는 경우가 있습니다.

- 중요한 메일을 놓치지 않도록 스팸메일을 자주 **확인**하시기 바랍니다.
- LFS와 관련된 모든 이메일을 수신하려면 다음 주소를 **화이트리스트**에 추가하시기 바랍니다.
 - admission@lfseoul.org
 - finance@lfseoul.org
 - proviseur@lfseoul.org
 - directrice@lfseoul.org
 - secretariat@lfseoul.org
 - viescolaire@lfseoul.org
 - cpe@lfseoul.org
 - aes@lfseoul.org
 - communication@lfseoul.org
 - ... etc.
- 사용하시는 이메일 제공 서비스에 따라 위 이메일 주소를 화이트리스트에 추가하는 방법이 다를 수 있습니다. 아래 **튜토리얼**을 참고하시기 바랍니다.
 - [Gmail](#)
 - [Hotmail](#)
 - [Yahoo mail](#)

I. Email – Important Contacts



I. 이메일 - 주요연락처

Management & Administrative Team

- Student Administration, Ms. Duvalsecretariat@lfseoul.org
- Head of school, Mr. Toiron.....proviseur@lfseoul.org
- Primary school education, Ms. Zannier.....directeur@lfseoul.org
- Administration & finances, Ms. Lefranc.....daf@lfseoul.org
- Secondary school education, Mr. Delabrosse.....cpe@lfseoul.org
- Extracurricular activities, Ms. Kim.....aes@lfseoul.org
- Tuition and fees, Ms. Kwon.....intendance@lfseoul.org
- Purchases & Providers, Ms. Son.....rac@lfseoul.org
- Communication, Ms. Park.....communication@lfseoul.org

Teaching Faculty & Student Affairs Team





- Teachers, *firstname.lastname*.....firstname.lastname@lfseoul.org
- Student Affairs (Vie Scolaire), Ms. Delgado, Drouard, Cauchet, Jun, Leseault, Marchal, Regereau & Mr. Lapierre.....viescolaire@lfseoul.org
- Health, Ms. Kwon Fischbach.....infirmerie@lfseoul.org
- IT, Mr. Poisson.....informatique@lfseoul.org
- Primary School Librarian, Ms. John.....bcd@lfseoul.org
- Secondary School Librarian, Ms. Favre.....cdi@lfseoul.org
- Higher Education Orientation, Mr. Comtet.....jeremy.comtet@lfseoul.org
- **Contact during school vacations**.....contact@lfseoul.org



I. Email – Where to contact for specific inquiries



I. 이메일 - 주요연락처

<p>ADMIN</p>	<p>Follow-up on schooling administration</p> <ul style="list-style-type: none"> Admissions, requests for school documents (Proof of schooling etc.) Scheduling a meeting with the Management Team (Headmaster, Director..etc.) 	<p>Secretary of the School secretariat@lfseoul.org</p>	
<p> HEALTH</p>	<p>Health and monitoring of Health Protocol</p> <ul style="list-style-type: none"> Contact in case of Covid-19 symptoms : contact@lfseoul.org Recommendations / support for the steps to be taken with the local health centers 	<p>School Nurse infirmierie@lfseoul.org</p>	
<p> EDUCATION</p>	<p>General follow-up on Schooling</p> <ul style="list-style-type: none"> Organizational information by grade General follow-up of students' schooling 	<p>PRIMARY</p>	<p>Director of Primary School directrice@lfseoul.org</p>
	<p>Specific inquiries regarding each class (head teacher) or subject (secondary)</p>	<p>SECONDARY</p>	<p>Secondary Academic Coordinator cpe@lfseoul.org</p>
	<p>'American International Section (SIA)' related inquiries</p>	<p>Teacher of the Class firstname.lastname@lfseoul.org</p>	
	<p>Student attendance follow-up, School entry & exit</p>	<p>SIA Team international-section@lfseoul.org</p>	
<p> STUDENT AFFAIRS</p>	<p>Extra Curricular Activities (AES) related inquiries</p>	<p>Student Affairs Team viescolaire@lfseoul.org</p>	
	<p>Invoicing and Finance related questions</p>	<p>AES Team aes@lfseoul.org</p>	
<p> ADMIN</p>	<p>Purchasing & Supplies</p> <ul style="list-style-type: none"> School supplies, uniforms etc. 	<p>Finance Team finance@lfseoul.org</p>	
	<p>Digital and Technical Issues</p> <ul style="list-style-type: none"> Laptop loan, Pronote etc. 	<p>Purchasing Team rac@lfseoul.org</p>	
	<p>Bridge Class and non-French-speaking families support</p> <ul style="list-style-type: none"> Understanding the French education system 	<p>IT Team informatique@lfseoul.org</p>	
	<p>Communication Team communication@lfseoul.org</p>		

 PRONÔTE

II. Pronote



Connect to Pronote from our website

웹 사이트에서 Pronote에 연결이 가능합니다.

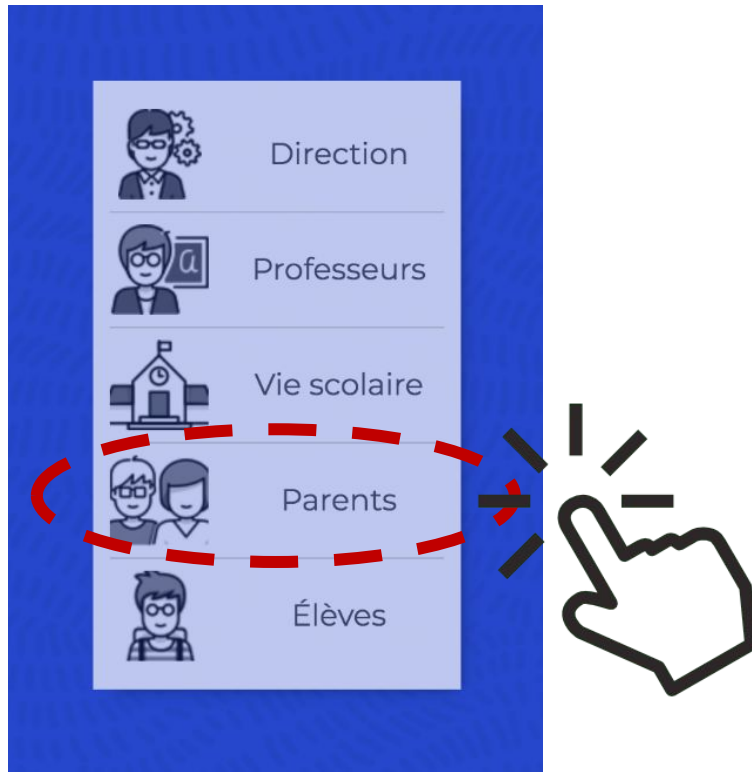


<https://2390001c.index-education.net/pronote/>

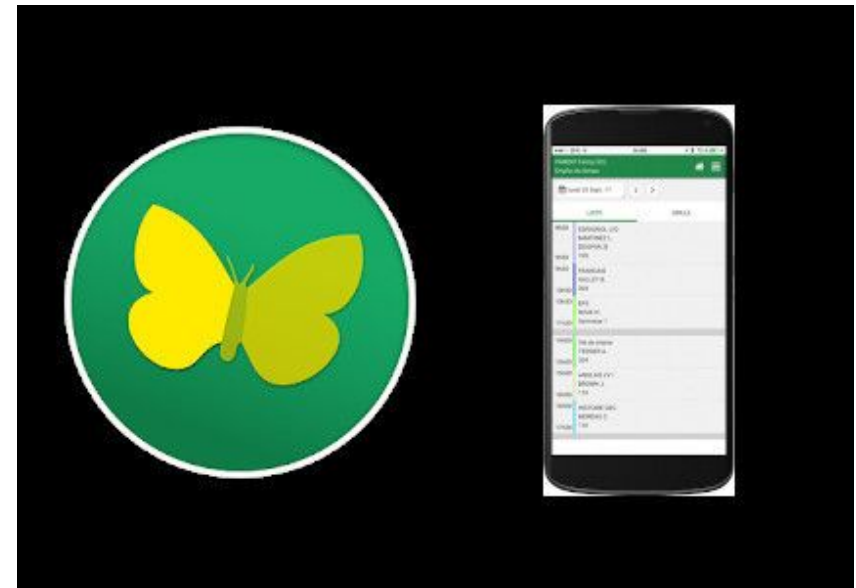
II. Pronote – Stay updated



II. Pronote - 정기적으로 체크하기



From your computer / PC에서 :
Pronote.net/ 'Espace parents'
<https://2390001c.index-education.net/pronote>



Mobile Pronote / 핸드폰에서:
 Download the application, and follow the instructions

어플을 스마트폰에 다운 받아, 부여받으신 ID와 비밀번호를 입력하여 로그인 합니다.



Configure the language settings

원하는 언어로 변경가능

Lycée Français de Séoul

English
Español
Français
Italiano

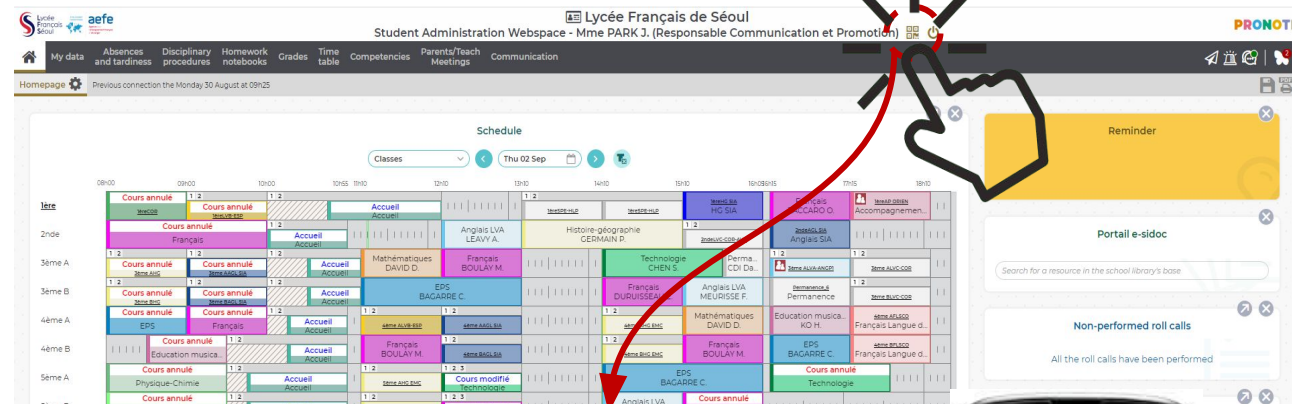
Direction
Professeurs
Vie scolaire
Parents
Élèves

Voir l'illustration !
Lila Moryas, élève de terminale FMA à l'Ecole Boule



How to connect your PC Pronote account to your mobile application

PC Pronote 계정을 모바일 애플리케이션에 연결하는 방법



QR Code for the configuration of the mobile application.

Please generate your QR Code, specify its 4 digit verification code. This code will be requested for the configuration of your mobile application, its validity period is 10 minutes.

Validate

<https://2390001c.index-education.net/pronote/mobile.viescolaire.html>

3:58


PRONOTE

Setup an account

Easily configure the PRONOTE application

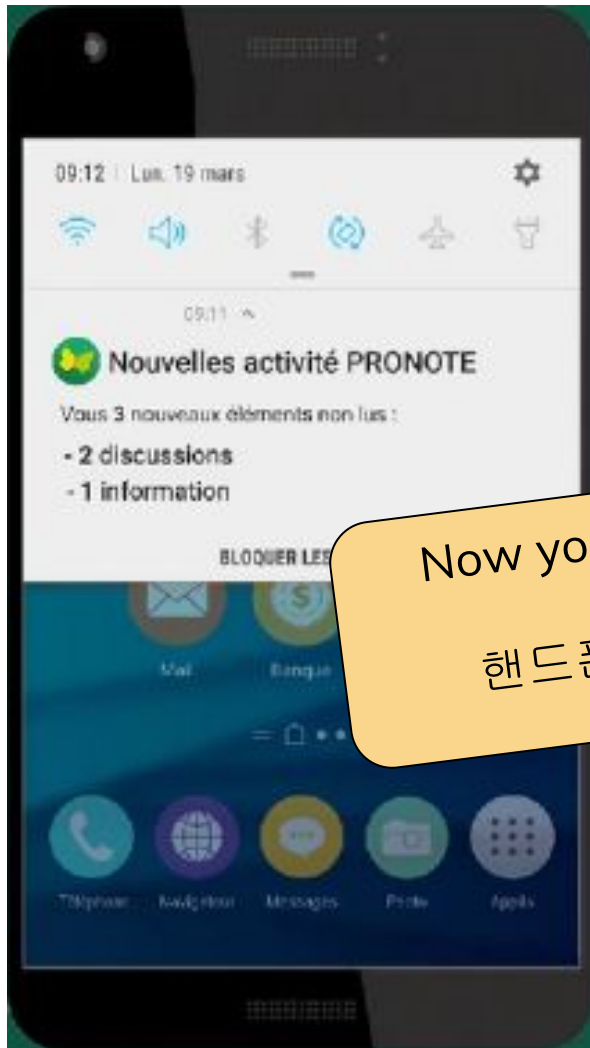
View the video tutorial

Flash the QR Code

To make the QR Code click on  at the top of your PRONOTE Webpage

See the other configuration modes.

Or at the following address : <https://2390001c.index-education.net/pronote/>

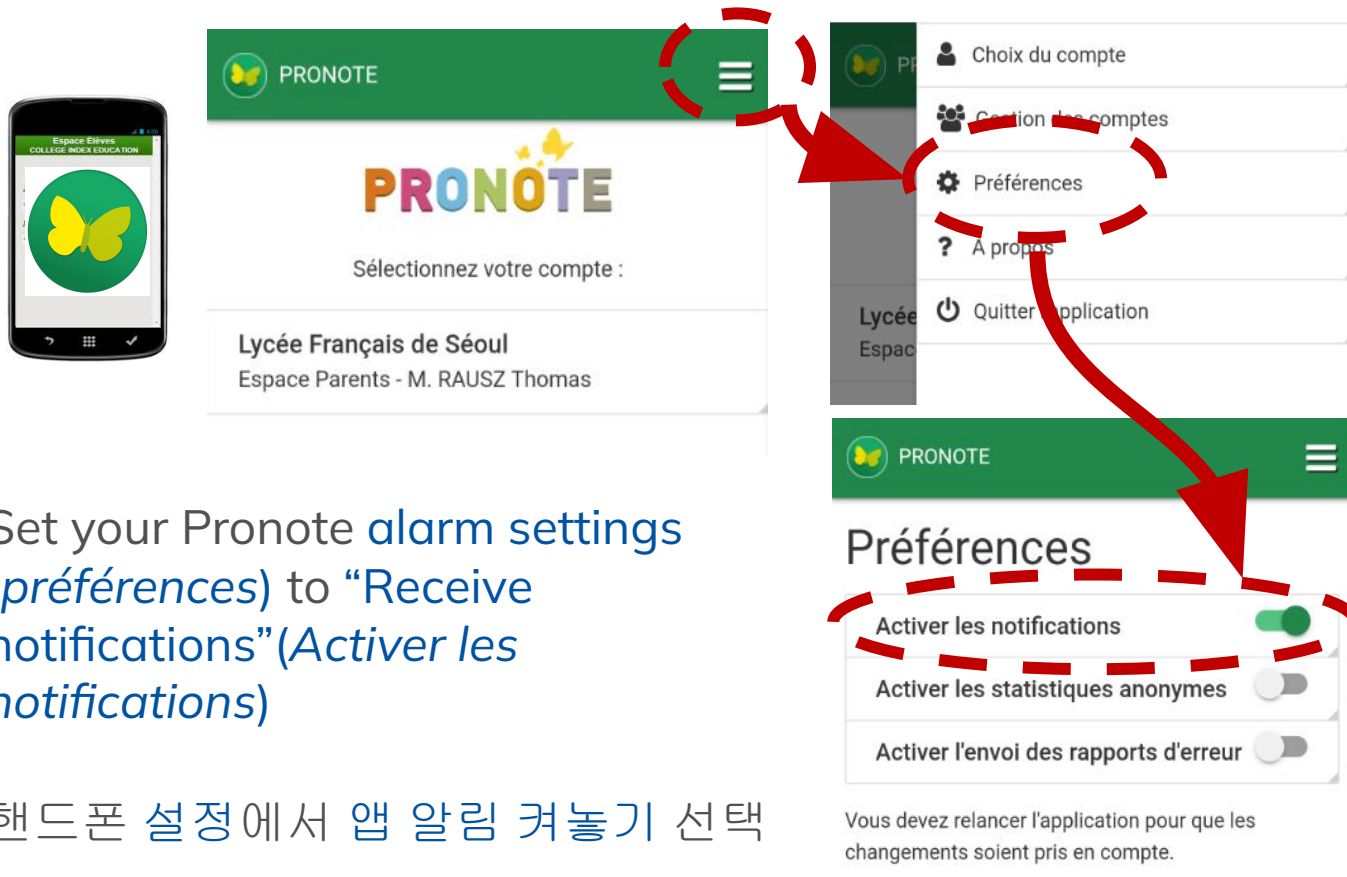


Now you can receive notifications on your mobile phone!
핸드폰에서도 알림을 받을 수 있습니다!



Do not miss any important notifications: Setting the alarm (1)

Pronote 어플리케이션 알림을 놓치지 마세요!



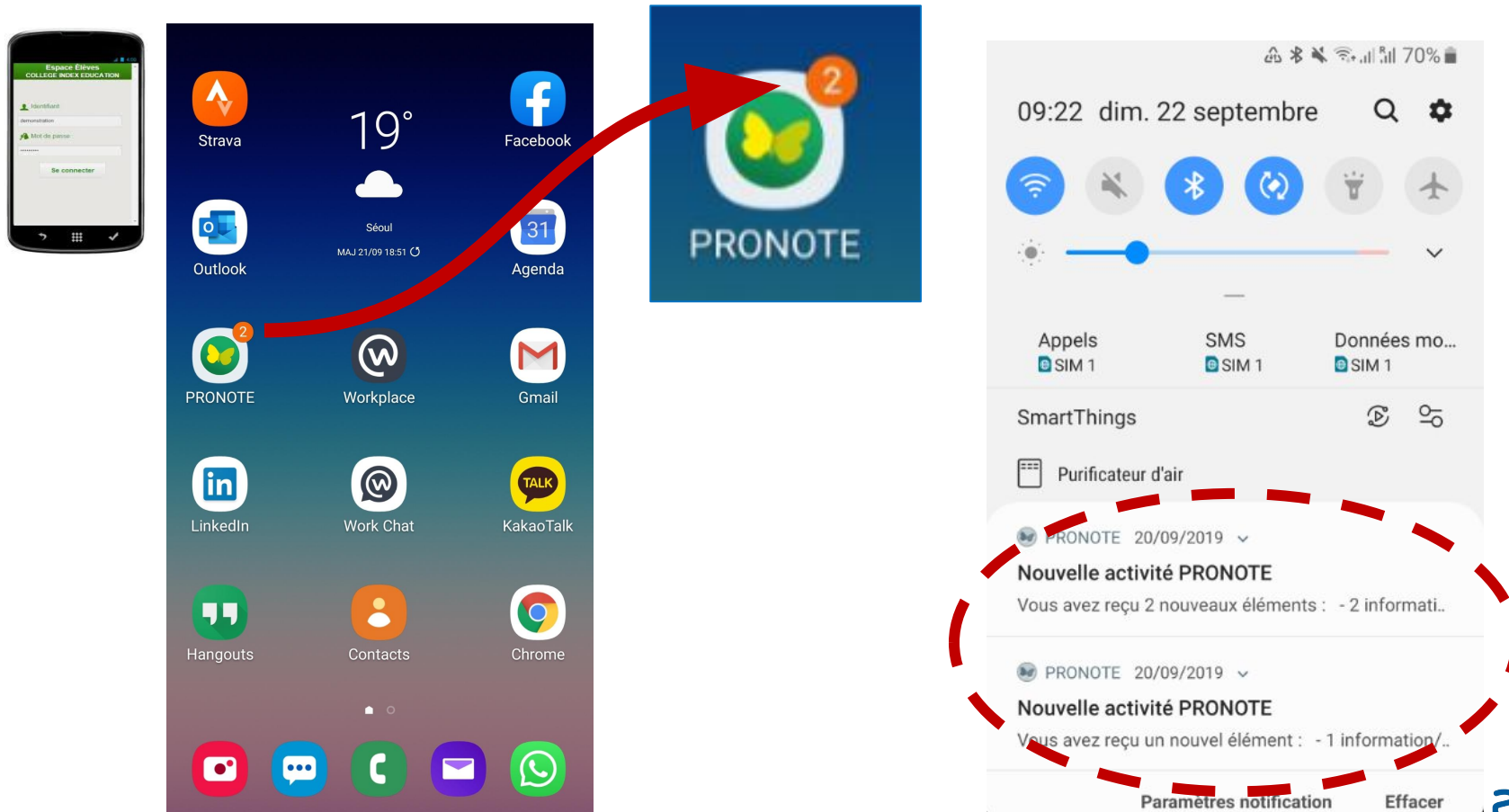
The image shows a sequence of three screenshots from the Pronote mobile application. The first screenshot shows the app's main interface with a green header and a yellow butterfly logo. A red dashed circle highlights the menu icon in the top right corner. A red arrow points from this icon to the second screenshot, which shows the settings menu. A red dashed circle highlights the 'Préférences' option in the menu. A red arrow points from 'Préférences' to the third screenshot, which shows the 'Préférences' settings screen. A red dashed circle highlights the 'Activer les notifications' toggle switch, which is turned on. Below the settings screen, there is a note: 'Vous devez relancer l'application pour que les changements soient pris en compte.'

- 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)

Pronote 어플리케이션 알림을 놓치지 마세요!



The image illustrates the process of setting an alarm for the PRONOTE mobile application. It shows a smartphone home screen with various app icons. A red arrow points from the PRONOTE app icon on the home screen to a larger, zoomed-in view of the PRONOTE app icon, which has a red notification badge with the number '2'. Below this, a notification shade is pulled down, showing two notifications from PRONOTE. The notifications are circled in red, indicating they are the focus of the instruction. The first notification reads: 'Nouvelle activité PRONOTE' followed by 'Vous avez reçu 2 nouveaux éléments : - 2 informati..'. The second notification reads: 'Nouvelle activité PRONOTE' followed by 'Vous avez reçu un nouvel élément : - 1 informatio/..'. At the bottom of the notification shade, there are options for 'Paramètres notification' and 'Effacer'.

II. Pronote – Stay updated PC

Welcome page on Pronote (ENG)

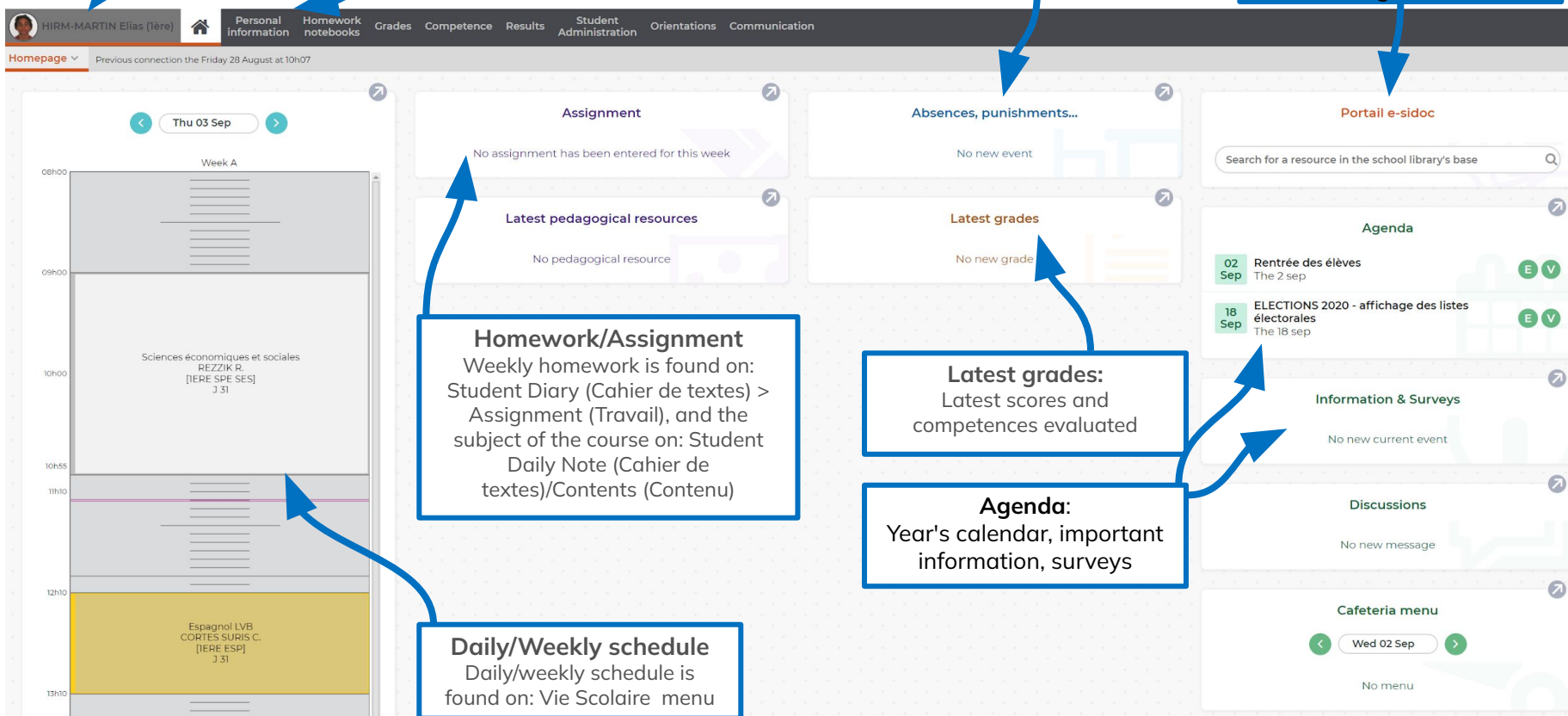


If you have multiple children enrolled:
Choose the name of the child concerned.

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



The screenshot shows the Pronote PC interface with the following callout boxes:

- Assignment:** No assignment has been entered for this week
- Absences, punishments...:** No new event
- Portail e-sidoc:** Search for a resource in the school library's base
- Latest pedagogical resources:** No pedagogical resource
- Latest grades:** No new grade
- Agenda:** Year's calendar, important information, surveys. Events include: 02 Sep Rentrée des élèves (The 2 sep) and 18 Sep ELECTIONS 2020 - affichage des listes électorales (The 18 sep).
- Information & Surveys:** No new current event
- Discussions:** No new message
- Cafeteria menu:** No menu
- Homework/Assignment:** Weekly homework is found on: Student Diary (Cahier de textes) > Assignment (Travail), and the subject of the course on: Student Daily Note (Cahier de textes)/Contents (Contenu)
- Daily/Weekly schedule:** Daily/weekly schedule is found on: Vie Scolaire menu

II. Pronote – 정기적으로 체크하기



Pronote 홈페이지 (한국어)

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

개인정보(Personal Information) 메뉴: 설정 변경, 언어설정 등가능

결석 메뉴: 지각 및 결석에 대한 정보확인 및 증빙서류 제출

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

The screenshot shows the Pronote homepage with a navigation bar at the top containing: HIRM-MAN, Home, Personal information, Homework notebooks, Grades, Competence, Results, Student Administration, Orientations, and Communication. Below the navigation bar, there are several main sections:

- Assignment:** No assignment has been entered for this week.
- Absences, punishments...:** No new event.
- Portail e-sidoc:** Search for a resource in the school library's base.
- Latest pedagogical resources:** No pedagogical resource.
- Latest grades:** No new grade.
- Agenda:** Shows events like 'Rentrée des élèves' (The 2 sep) and 'ELECTIONS 2020 - affichage des listes électorales' (The 18 sep).
- Information & Surveys:** No new current event.
- Discussions:** No new message.
- Cafeteria menu:** No menu.

On the left side, there is a calendar view for 'Thu 03 Sep' showing a schedule for 'Week A' with subjects like 'Sciences économiques et sociales' and 'Espagnol LVB'.

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

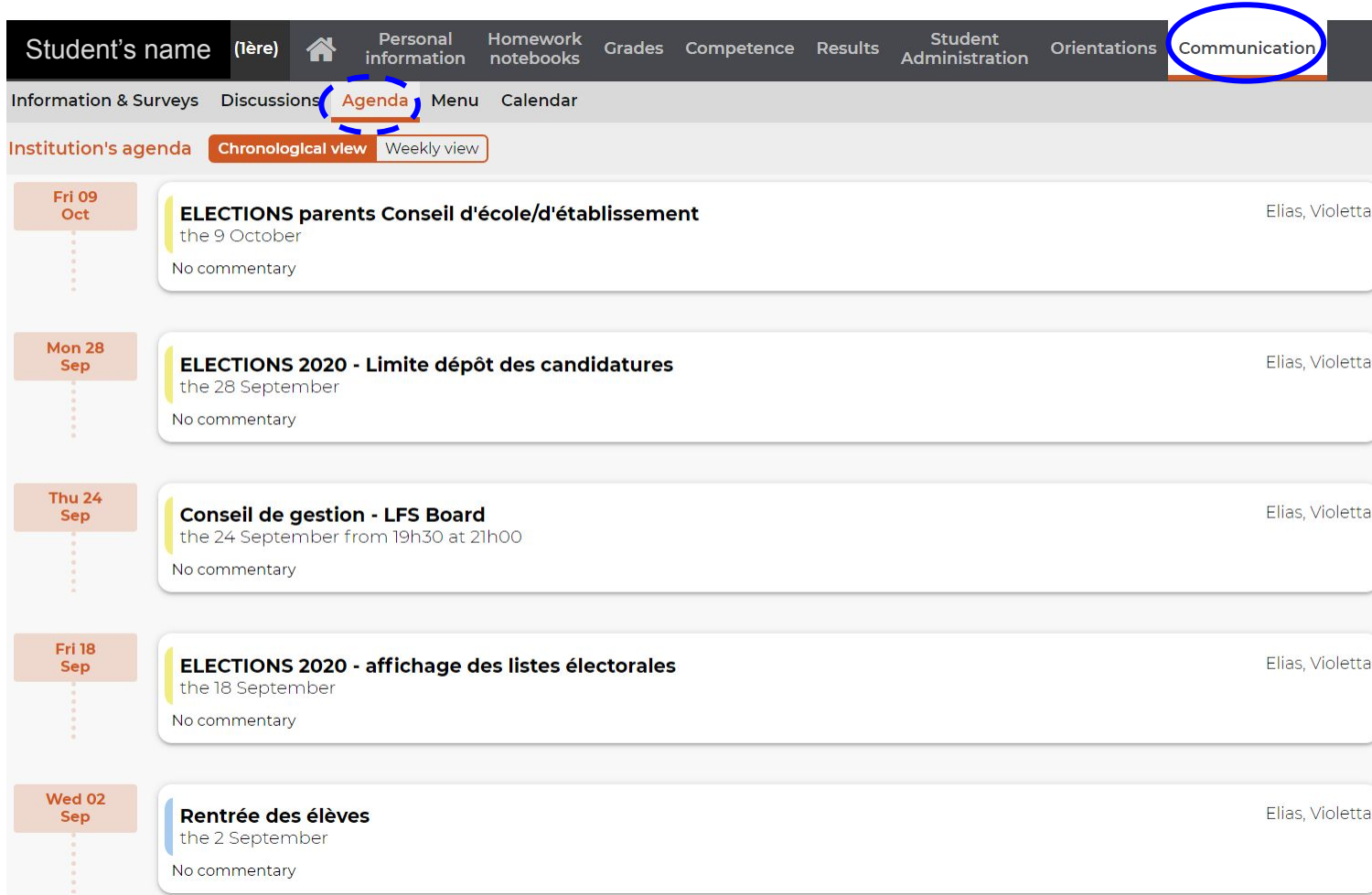
최신성적:
가장 최근 성적 및 역량평가

Agenda:
한해 전체 달력, 주요정보, 학부모대상 주요 통신문, 설문지

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



Regularly check the LFS annual calendar /연간 스케줄 확인하기



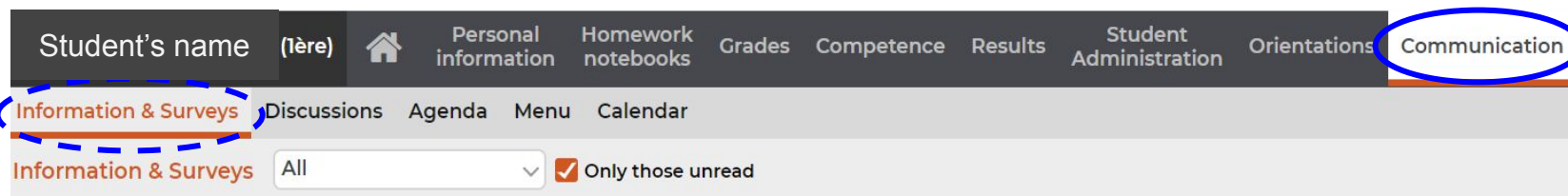
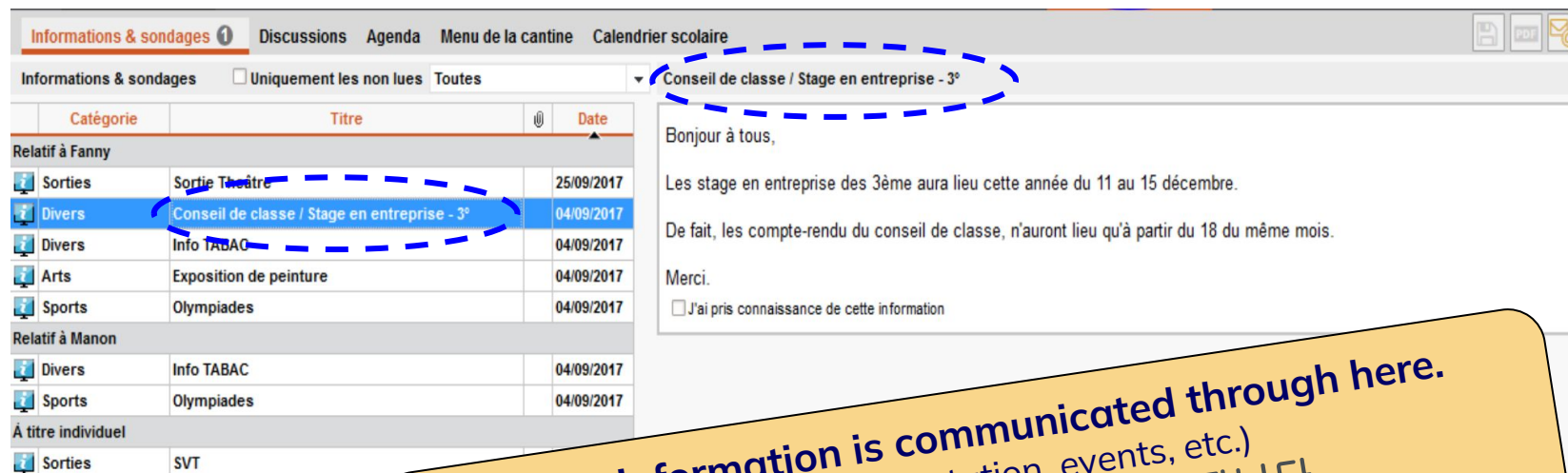
Student's name (lère) | Home | Personal information | Homework notebooks | Grades | Competence | Results | Student Administration | Orientations | **Communication**

Information & Surveys | Discussions | **Agenda** | Menu | Calendar

Institution's agenda | **Chronological view** | Weekly view

Date	Event Title	Time	Commentary	Organizer
Fri 09 Oct	ELECTIONS parents Conseil d'école/d'établissement	the 9 October	No commentary	Elias, Violetta
Mon 28 Sep	ELECTIONS 2020 - Limite dépôt des candidatures	the 28 September	No commentary	Elias, Violetta
Thu 24 Sep	Conseil de gestion - LFS Board	the 24 September from 19h30 at 21h00	No commentary	Elias, Violetta
Fri 18 Sep	ELECTIONS 2020 - affichage des listes électorales	the 18 September	No commentary	Elias, Violetta
Wed 02 Sep	Rentrée des élèves	the 2 September	No commentary	Elias, Violetta

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

Catégorie	Titre	Date
Relatif à Fanny		
Sorties	Sortie Théâtre	25/09/2017
Divers	Conseil de classe / Stage en entreprise - 3°	04/09/2017
Divers	Info TABAC	04/09/2017
Arts	Exposition de peinture	04/09/2017
Sports	Olympiades	04/09/2017
Relatif à Manon		
Divers	Info TABAC	04/09/2017
Sports	Olympiades	04/09/2017
À titre individuel		
Sorties	SVT	

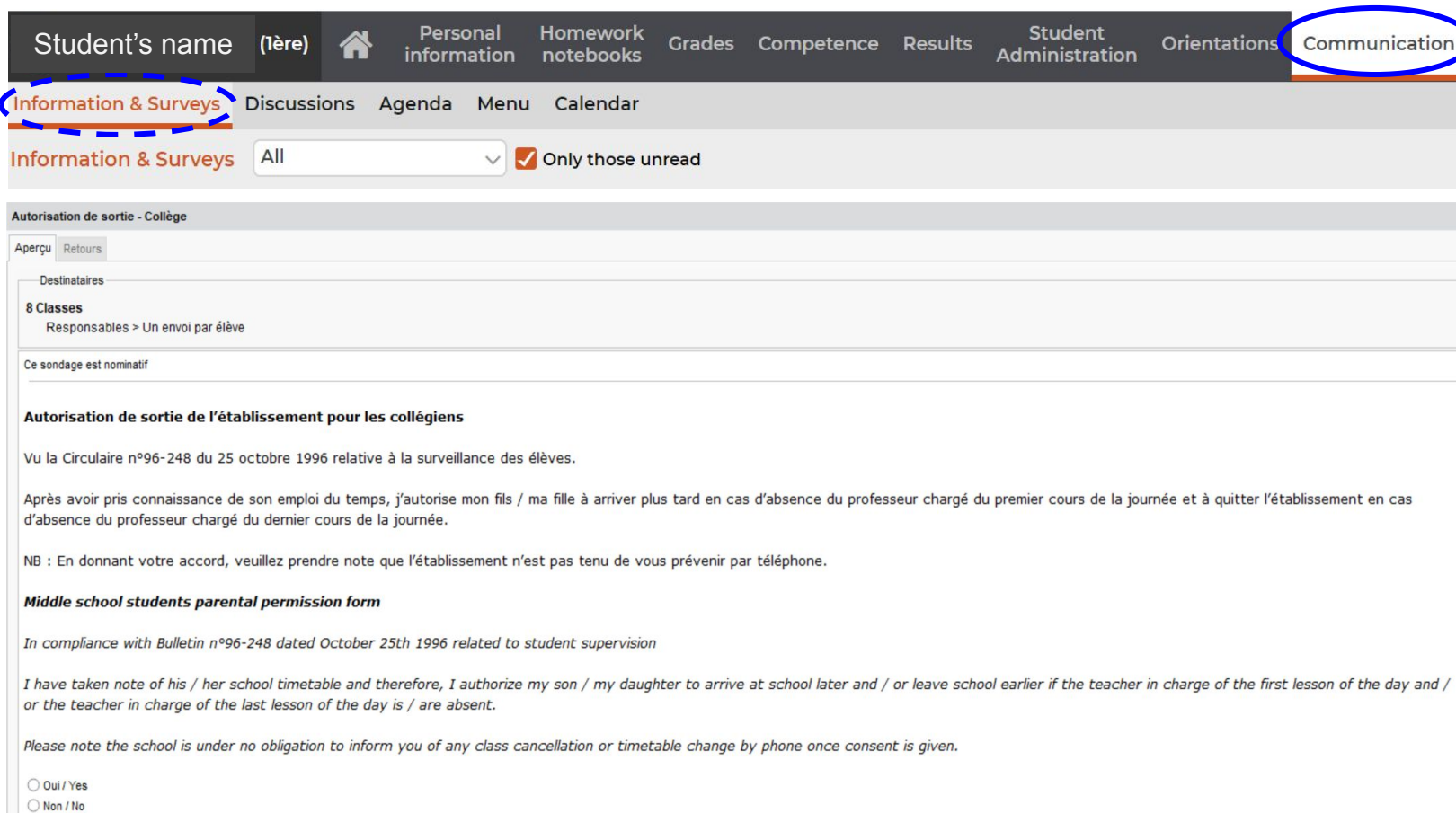
Bonjour à tous,
 Les stage en entreprise des 3ème aura lieu cette année du 11 au 15 décembre.
 De fait, les compte-rendu du conseil de classe, n'auront lieu qu'à partir du 18 du même mois.
 Merci.
 J'ai pris connaissance de cette information

All the information is communicated through here.
 (meetings, orientation, events, etc.)
 모든 정보는 이 페이지에서 전달됩니다.
 (회의, 오리엔테이션, 행사 등)



Parent authorizations to be filled out at the beginning of the year

학년 초 부모님 확인 후 제출해야 하는 허가서 등



Student's name (lère) Personal information Homework notebooks Grades Competence Results Student Administration Orientations **Communication**

Information & Surveys Discussions Agenda Menu Calendar

Information & Surveys All Only those unread

Autorisation de sortie - Collège

Aperçu Retours

Destinataires
8 Classes
 Responsables > Un envoi par élève

Ce sondage est nominatif

Autorisation de sortie de l'établissement pour les collégiens

Vu la Circulaire n°96-248 du 25 octobre 1996 relative à la surveillance des élèves.

Après avoir pris connaissance de son emploi du temps, j'autorise mon fils / ma fille à arriver plus tard en cas d'absence du professeur chargé du premier cours de la journée et à quitter l'établissement en cas d'absence du professeur chargé du dernier cours de la journée.

NB : En donnant votre accord, veuillez prendre note que l'établissement n'est pas tenu de vous prévenir par téléphone.

Middle school students parental permission form

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

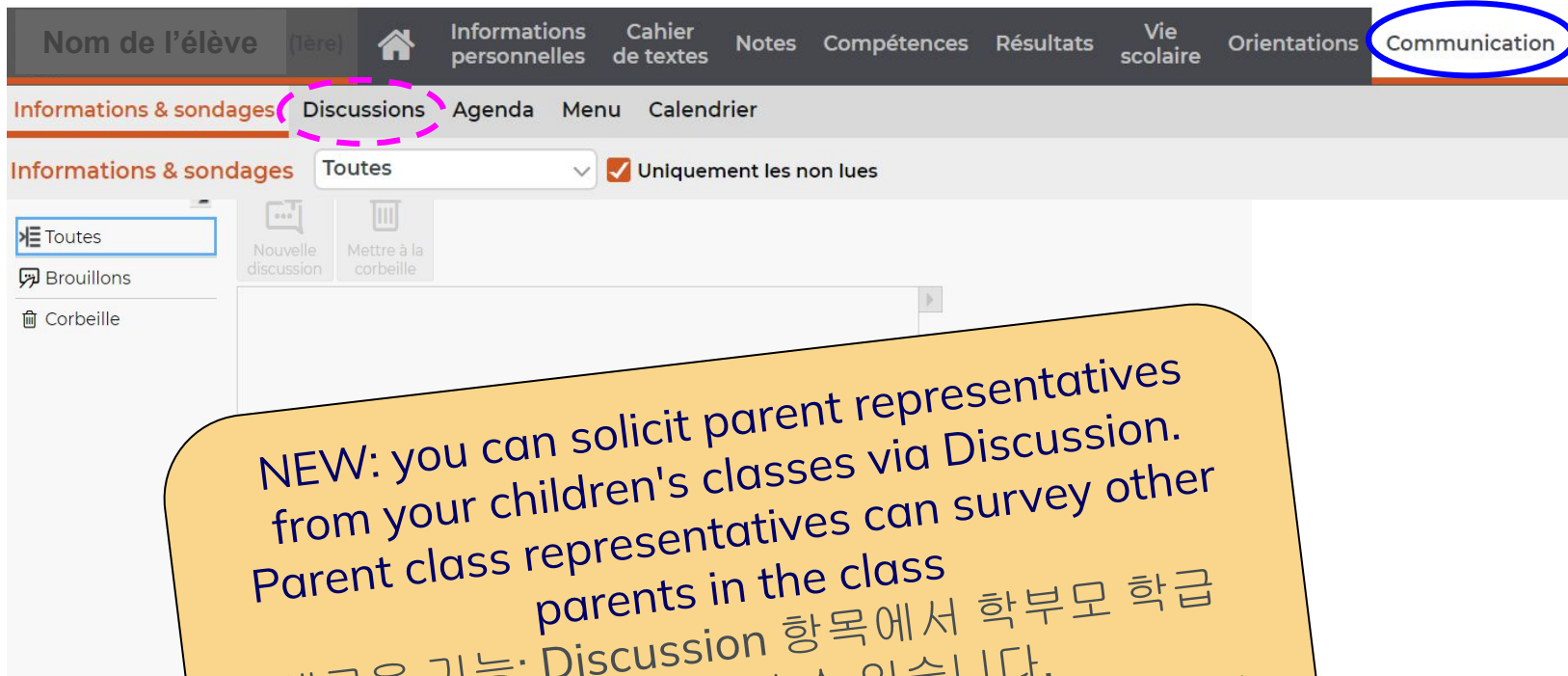
I have taken note of his / her school timetable and therefore, I authorize my son / my daughter to arrive at school later and / or leave school earlier if the teacher in charge of the first lesson of the day and / or the teacher in charge of the last lesson of the day is / are absent.

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



Discussion entre parents et délégués between parents and parent class representatives / 학부모 학급 대표들과 대화하는 방법



The screenshot shows the Pronote user interface. At the top, there is a navigation bar with several tabs: 'Nom de l'élève', 'Informations personnelles', 'Cahier de textes', 'Notes', 'Compétences', 'Résultats', 'Vie scolaire', 'Orientations', and 'Communication'. The 'Communication' tab is circled in blue. Below this, there is a sub-menu with 'Informations & sondages', 'Discussions', 'Agenda', 'Menu', and 'Calendrier'. The 'Discussions' option is circled in pink. Below the sub-menu, there is a dropdown menu set to 'Toutes' and a checkbox labeled 'Uniquement les non lues' which is checked. On the left side, there is a sidebar with 'Toutes', 'Brouillons', and 'Corbeille'. In the main area, there are icons for 'Nouvelle discussion' and 'Mettre à la corbeille'.

NEW: you can solicit parent representatives
 from your children's classes via Discussion.
 Parent class representatives can survey other
 parents in the class

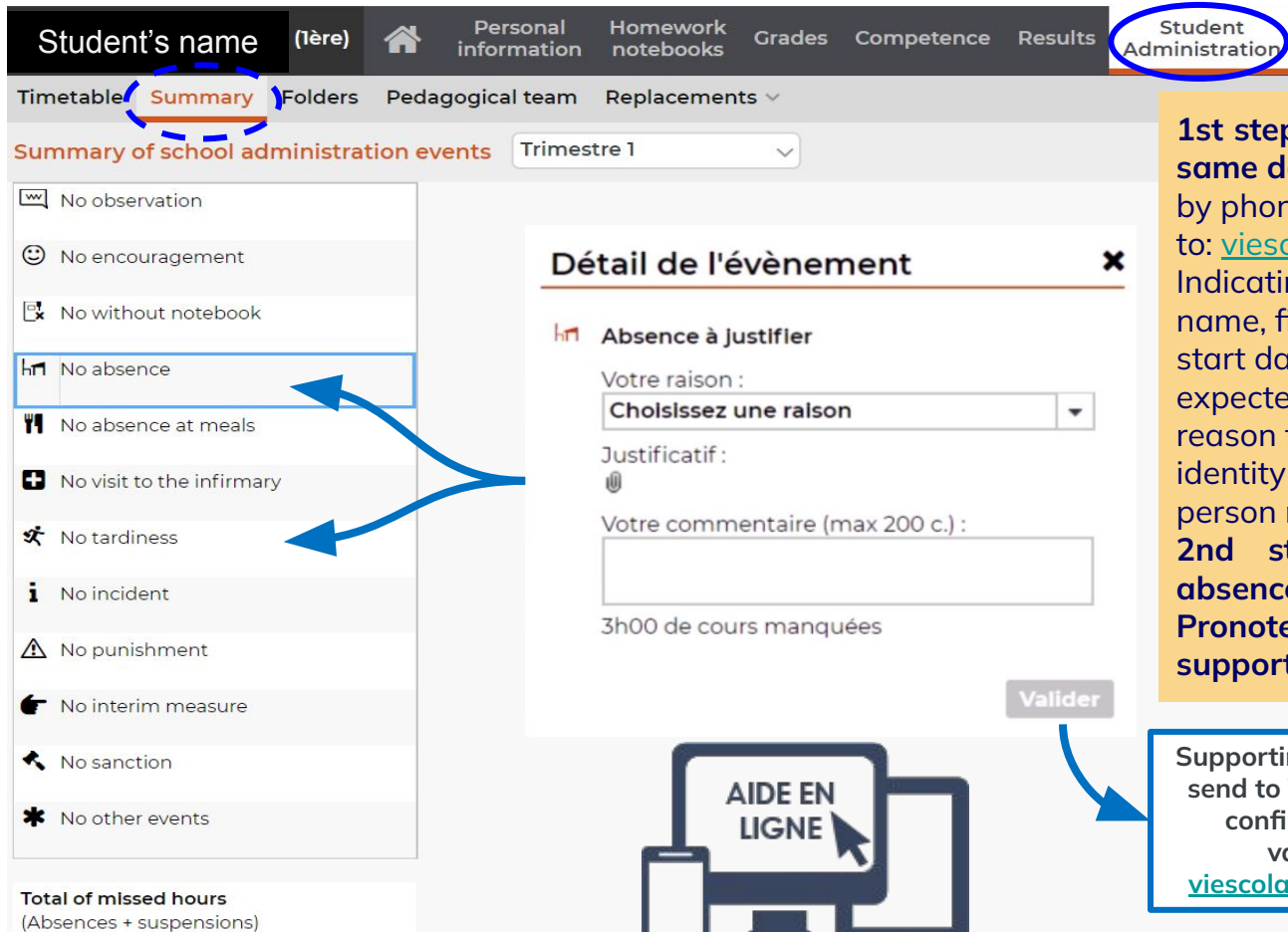
새로운 기능: Discussion 항목에서 학부모 학급
 대표와 연락하실 수 있습니다.
 학부모 학급 대표는 다른 학부모를 설문조사를 할
 수 있습니다.

II. Pronote – Justify absences, tardiness



II. Pronote - 결석, 지각에 대한 증빙서류 제출

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



Student's name (lère) Personal information Homework notebooks Grades Competence Results **Student Administration**

Timetable **Summary** Folders Pedagogical team Replacements

Summary of school administration events Trimestre 1

No observation
 No encouragement
 No without notebook
No absence
 No absence at meals
 No visit to the infirmary
 No tardiness
 No incident
 No punishment
 No interim measure
 No sanction
 No other events

Détail de l'évènement

Absence à justifier
 Votre raison :
 Choisissez une raison
 Justificatif :
 Votre commentaire (max 200 c.) :
 3h00 de cours manquées

Valider

Total of missed hours
 (Absences + suspensions)

AIDE EN LIGNE

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

Check the grades, evaluations and homework (ENG)

Les résultats de votre enfant

Outre le bulletin, retrouvez :

- les relevés de notes
(toutes les notes, sans appréciations)
- le bilan périodique
des compétences
- le bilan par domaine
(les compétences en détail)

To view the results in a graph form

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.

Matières	Moyennes		Éléments du programme travaillés durant la période	App. A : Travail	App. B : Avis Global
	Élève	Classe			
ANGLAIS LV1 Mme BROUIN J.	3		3 éléments du programme	Bon trimestre.	Assez bon trimestre. Du sérieux et de l'abnégation. Travail à poursuivre.
ARTS PLASTIQUES Mme MONIER C.	12,00	10,87	3 éléments du programme	Ensemble moyen.	Assez bon trimestre. Une participation aux cours permettra de progresser.
EPS Mme ROUX N.	16,00	12,86	4 éléments du programme	Bon trimestre.	Sérieuse, appliquée. Très bon trimestre.
ESPAGNOL LV2 Mme MARTINEZ L.	15,83	10,88	3 éléments du programme	Excellent travail.	Sérieuse, appliquée. Très bon trimestre.
FRANCAIS M. GALLET B.	17,56	12,57	3 éléments du programme	Bon trimestre.	Bon niveau. Excellent comportement.
HISTOIRE-Geo Mme MOREAU C.	15,67	11,22	4		Bon niveau. Excellent comportement.
Moyenne générale	15,35	11,84			

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

II. Pronote – 정기적으로 체크하기

성적, 평가, 숙제 확인 (한국어)



Les résultats de votre enfant

Outre le bulletin, retrouvez :

- les relevés de notes (toutes les notes, sans appréciations)
- le bilan périodique des compétences
- le bilan par domaine (les compétences en détail)

성적을 그래프 형식으로 볼 수 있습니다.

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

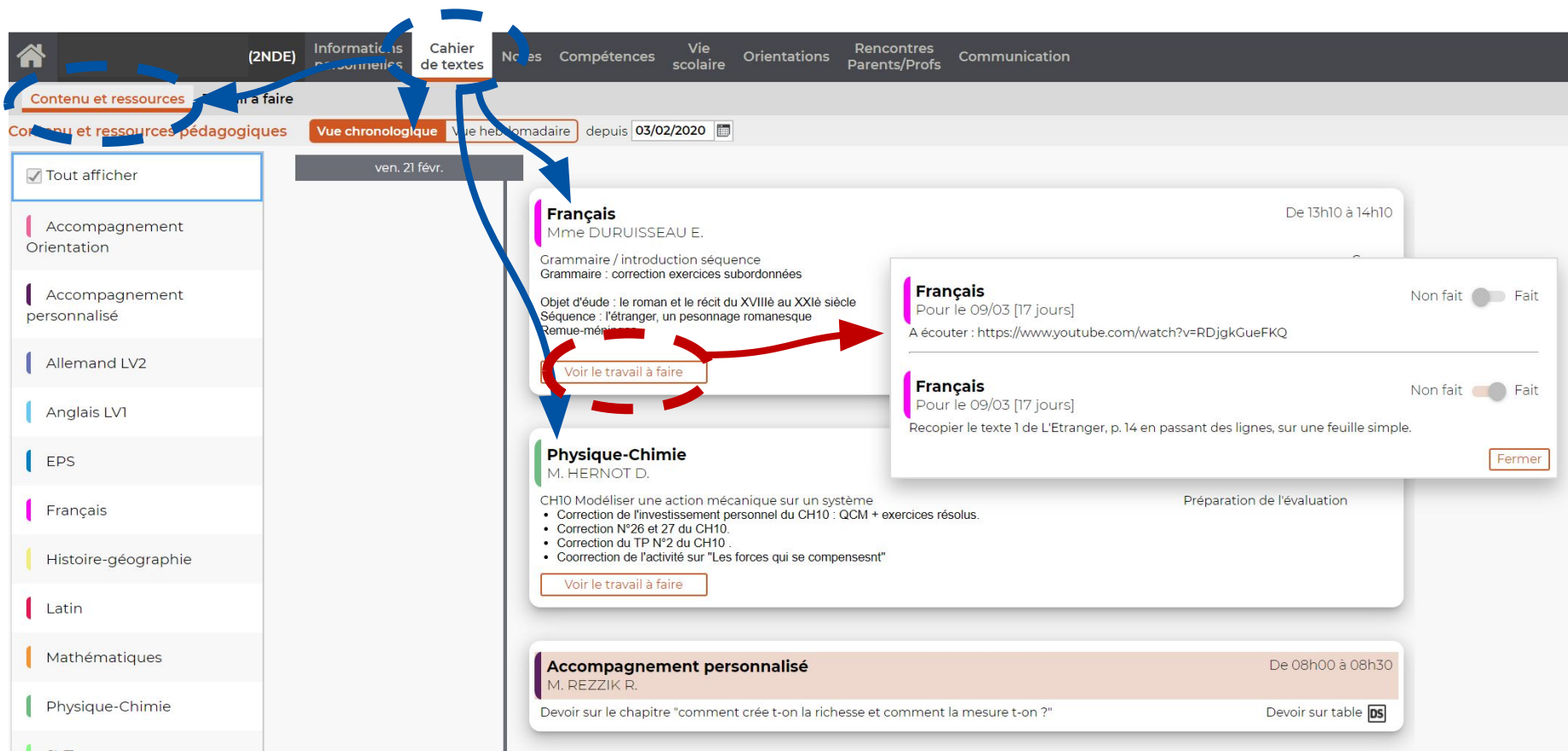
공부한 내용을 자세히 보고 싶은 경우, 마우스를 위로 올리시기 바랍니다.

Matières	Moyennes		Éléments du programme travaillés durant la période	App. A : Travail	App. B : Avis Global
	Élève	Classe			
ANGLAIS LV1 Mme BROUIN J.	12,00	10,87	3 éléments du programme	Bon bimestre.	Assez bon trimestre. Du sérieux et de l'abnégation. Travail à poursuivre.
ARTS PLASTIQUES Mme MONIER C.	12,00	10,87	3 éléments du programme	Ensemble moyen.	Assez bon trimestre. Une participation aux cours permettrait de progresser.
EPS Mme ROUX N.	16,00	12,86	4 éléments du programme	Bon bimestre.	Sérieuse, appliquée. Très bon trimestre.
ESPAGNOL LV2 Mme MARTINEZ L.	15,83	10,80	3 éléments du programme	Excellent travail.	Sérieuse, appliquée. Très bon trimestre.
FRANCAIS M. GALLET B.	17,56	12,57	3 éléments du programme	Bon bimestre.	Bon niveau. Excellent comportement.
HISTOIRE-ORG Mme MOREAU C.	15,67	11,22	4	<ul style="list-style-type: none"> • Adopter des stratégies et des procédures d'écriture efficaces. • Lire pour réfléchir • Exploiter des lectures pour enrichir son écrit 	Bon niveau. Excellent comportement.
Moyenne générale	15,35	11,84			

- 성적 열람
- 역량 평가 열람
- 숙제 확인

Check your **Student daily note (Cahier de textes) / Contents & Resources (Contenu et ressources)** to :

- learn about the subject of the course
- access the contents

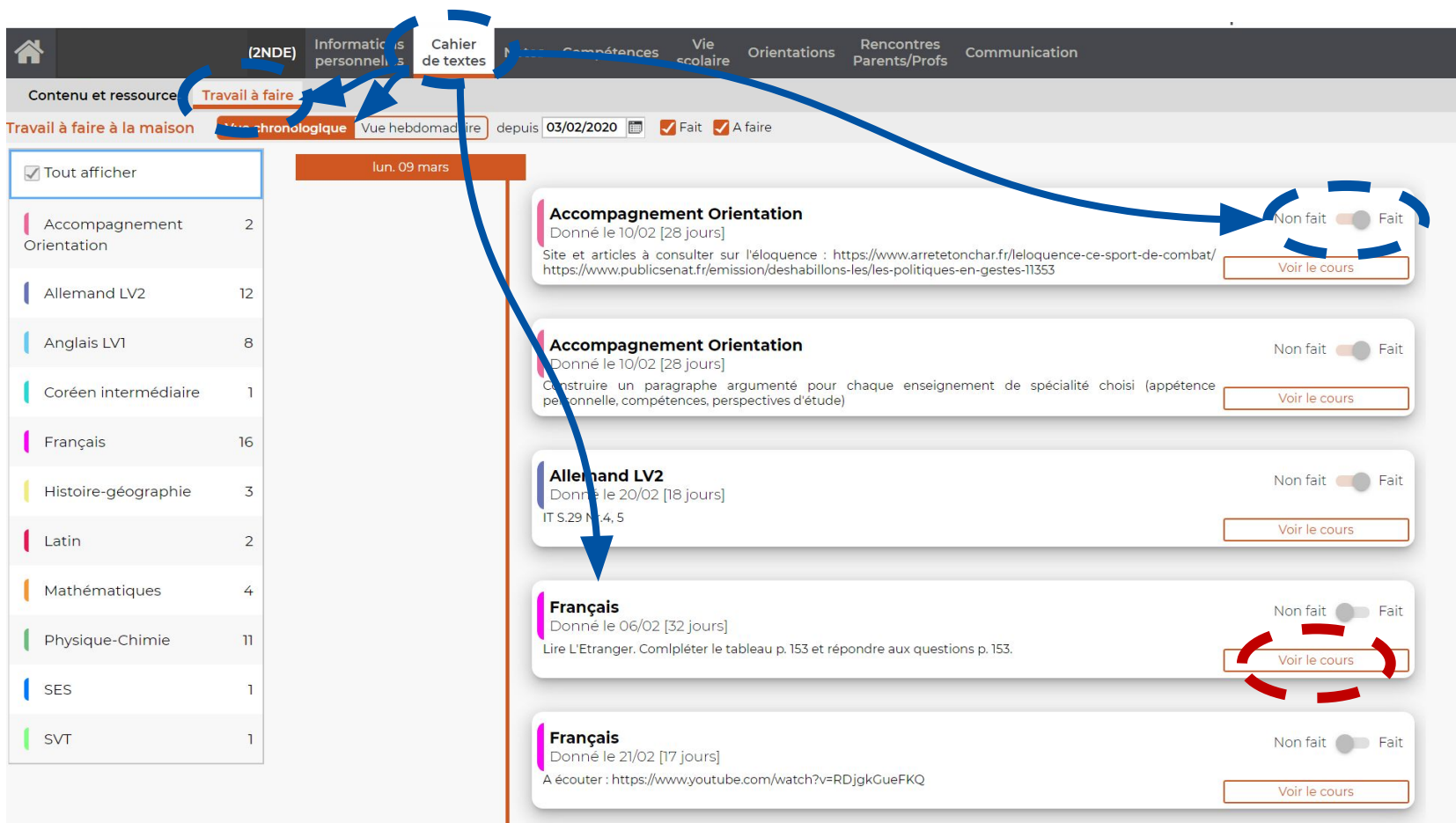


The screenshot shows the Pronote interface with the following elements:

- Navigation Bar:** Home, (2NDE), Informatique, Cahier de textes, Notes, Compétences, Vie scolaire, Orientations, Rencontres Parents/Profs, Communication.
- Section:** Contenu et ressources.
- Filters:** Tout afficher, Accompagnement Orientation, Accompagnement personnalisé, Allemand LV2, Anglais LV1, EPS, Français, Histoire-géographie, Latin, Mathématiques, Physique-Chimie, SVT.
- Course Card (French):**
 - Franglais** (Mme DURUISSEAU E.) - De 13h10 à 14h10
 - Grammaire / introduction séquence
 - Grammaire : correction exercices subordonnées
 - Objet d'étude : le roman et le récit du XVIII^e au XXI^e siècle
 - Séquence : l'étranger, un personnage romanesque
 - Remue-méninges
 - Voir le travail à faire** (button)
- Task Pop-up (French):**
 - Franglais** (Pour le 09/03 [17 jours]) - Non fait / Fait
 - A écouter : <https://www.youtube.com/watch?v=RDjgkGueFKQ>
 - Franglais** (Pour le 09/03 [17 jours]) - Non fait / Fait
 - Recopier le texte 1 de L'Etranger, p.14 en passant des lignes, sur une feuille simple.
 - Fermer** (button)
- Course Card (Physics-Chemistry):**
 - Physique-Chimie** (M. HERNOT D.) - Préparation de l'évaluation
 - CH10 Modéliser une action mécanique sur un système
 - Correction de l'investissement personnel du CH10 : QCM + exercices résolus.
 - Correction N°26 et 27 du CH10.
 - Correction du TP N°2 du CH10.
 - Coorrection de l'activité sur "Les forces qui se compensent"
 - Voir le travail à faire** (button)
- Course Card (Personalized Support):**
 - Accompagnement personnalisé** (M. REZZIK R.) - De 08h00 à 08h30
 - Devoir sur le chapitre "comment crée-t-on la richesse et comment la mesure-t-on ?"
 - Devoir sur table **DS**

Check your **Student daily note (Cahier de textes) / Contents & Resources (Contenu et ressources)** to :

- the personal work to be done
- the estimated duration of the work
- the deadline



The screenshot shows the Pronote interface for a student. The top navigation bar includes 'Cahier de textes' (selected), 'Compétences', 'Vie scolaire', 'Orientations', 'Rencontres Parents/Profs', and 'Communication'. Below this, the 'Contenu et ressources' section is active, showing 'Travail à faire' (Work to do) with filters for 'Chronologique' and 'Vue hebdomadaire'. The date is set to '03/02/2020'. A sidebar on the left lists subjects with their respective hours: Français (16), Allemand LV2 (12), Anglais LV1 (8), Histoire-géographie (3), Mathématiques (4), Physique-Chimie (11), SES (1), and SVT (1). The main content area displays a calendar view for 'lun. 09 mars' with several course entries:

- Accompagnement Orientation**: Donné le 10/02 [28 jours]. Site et articles à consulter sur l'éloquence : <https://www.arretetonchar.fr/leloquence-ce-sport-de-combat/> <https://www.publicsenat.fr/emission/deshabillons-les/les-politiques-en-gestes-11353>. Status: Non fait / Fait. Button: Voir le cours.
- Accompagnement Orientation**: Donné le 10/02 [28 jours]. Construire un paragraphe argumenté pour chaque enseignement de spécialité choisi (appétence personnelle, compétences, perspectives d'étude). Status: Non fait / Fait. Button: Voir le cours.
- Allemand LV2**: Donné le 20/02 [18 jours]. IT S.29 N.4, 5. Status: Non fait / Fait. Button: Voir le cours.
- Français**: Donné le 06/02 [32 jours]. Lire L'Etranger. Compléter le tableau p. 153 et répondre aux questions p. 153. Status: Non fait / Fait. Button: Voir le cours.
- Français**: Donné le 21/02 [17 jours]. A écouter : <https://www.youtube.com/watch?v=RDjgkGueFKQ>. Status: Non fait / Fait. Button: Voir le cours.

II. Pronote – Inform and communicate



II. Pronote - 연락 방법

Student's name Home Personal information Homework notebooks Grades Competence Results Student Administration Orientation **Communication**

Information & Surveys Discussions Agenda Menu Calendar

Information & Surveys All Only those unread

Communication [Close]

Teachers | Staff

<input type="checkbox"/>	HIRM-MARTIN Elias (1ère) ▾	@	Subjects	@
<input checked="" type="checkbox"/>	M. BAGARRE C.	@	EPS	<input type="text" value="Edit an e-mail"/>
	Mme BOULAY M.	@	Latin Humanités, littérature et philosophie	<input type="text" value="Begin discussion"/>
	M. BOUTTEMY F.	@	Enseignement scientifique Sciences de la vie et de la terre	<input type="text" value="Display the joint discussions"/>
	M. CORTES SURIS C.	@	Espagnol LVB	
	Mme COUETTE M.	@	Enseignement scientifique	
	Mme D'AMBRIERES R.	@	Histoire-géographie	
	Mme LAW-LAÏ G.	@	Anglais LVA	
	M. REZZIK R.	@	Enseignement Moral & Civique Sciences économiques et sociales	
	M. ZACCARO O. (Homeroom teach.)	@	Français Humanités, littérature et philosophie	

PRONOTE

|

To send an email to the LFS staff / LFS
LFS직원에게 이메일을 보내기

Student's name (tère) Home Personal information Homework notebooks Grades Competence Results Student Administration

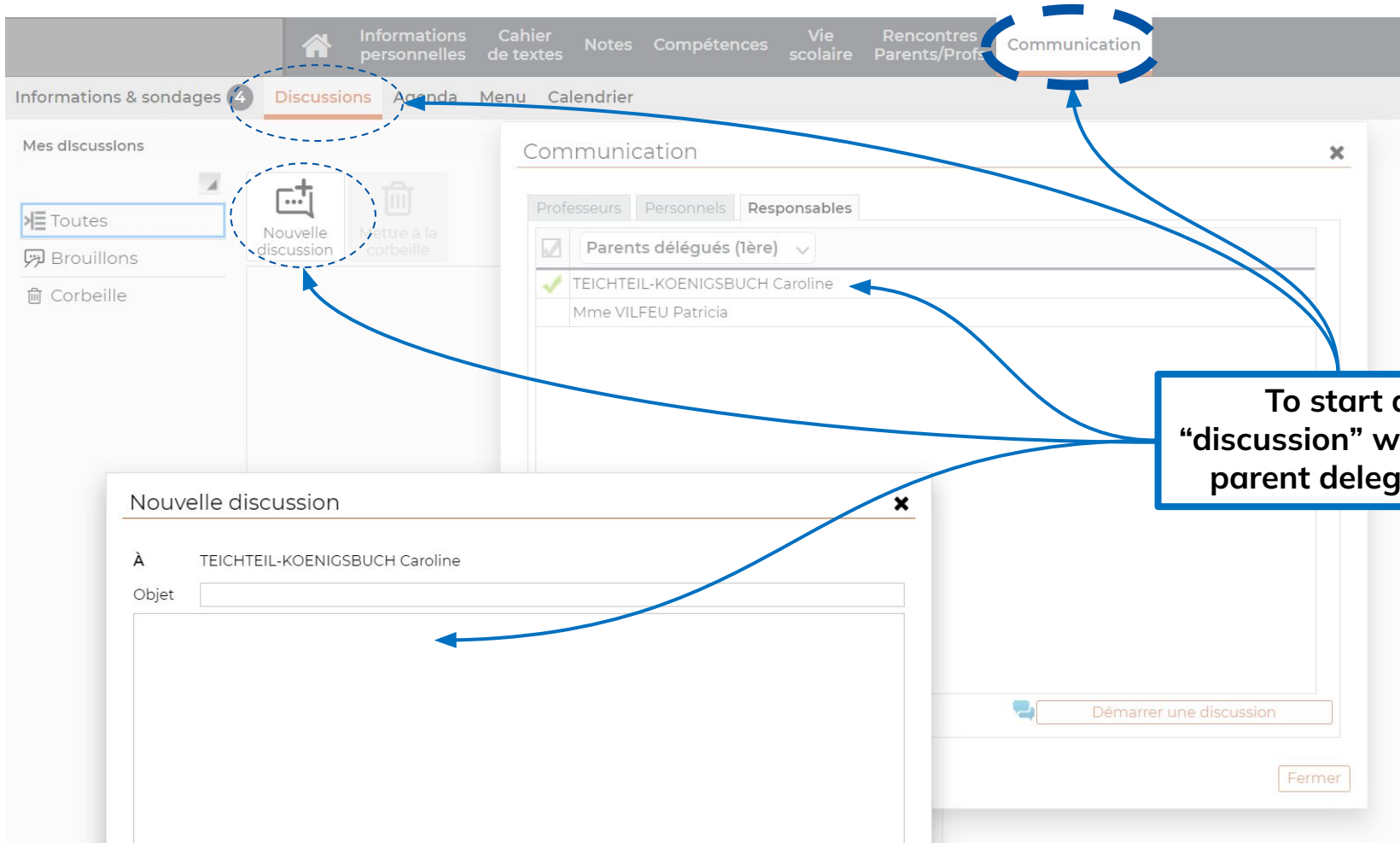
Timetable Summary Folders **Pedagogical team** Replacements

My child's pedagogical team

Homeroom teacher : M. ZACCARO O. Tutor :

Surname	Subject/Function	E-mail
M. BAGARRE C.	EPS 2h00	clement.bagarre@lfseoul.org
Mme BOULAY M.	Humanités, littérature et philosophie Latin 2h00 2h00	marie.boulay@lfseoul.org
M. BOUTTEMY F.	Enseignement scientifique Sciences de la vie et de la terre 2h00 4h00	franck.bouttemy@lfseoul.org
M. CORTES SURIS C.	Espagnol LVB 2h00	alberto.cortes@lfseoul.org
Mme COUETTE M.	Enseignement scientifique 2h00	marion.couette@lfseoul.org
Mme D'AMBRIERES R.	Histoire-géographie 3h00	raphaele.dambrieres@lfseoul.org
Mme LAW-LAI G.	Anglais LVA 3h00	gaelle.lawlai@lfseoul.org
M. REZZIK R.	Enseignement Moral & Civique Sciences économiques et sociales 0h30 4h00	riad.rezzik@lfseoul.org
M. ZACCARO O.	Français Humanités, littérature et philosophie 4h00 2h00	olivier.zaccaro@lfseoul.org

Teacher's email adress / 선생님 메일 확인



The screenshot shows the Pronote web interface. At the top, the 'Communication' menu is highlighted with a dashed blue circle. Below it, the 'Discussions' tab is also highlighted with a dashed blue circle. In the 'Communication' window, the 'Parents délégués (tère)' dropdown is selected, and the list of delegates includes 'TEICHTEIL-KOENIGSBUCH Caroline' and 'Mme VILFEU Patricia'. A blue arrow points from the 'Communication' menu to the 'Discussions' tab, and another points from the 'Parents délégués' dropdown to the 'Nouvelle discussion' button in the 'Mes discussions' sidebar. A third blue arrow points from the 'Nouvelle discussion' button to the 'Nouvelle discussion' form, which has 'À TEICHTEIL-KOENIGSBUCH Caroline' and an empty 'Objet' field. A blue box with white text and a blue border contains the text: 'To start a "discussion" with the parent delegates'. Blue arrows point from this box to the 'Communication' menu, the 'Parents délégués' dropdown, and the 'Nouvelle discussion' form.




 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 Elèves, 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 ?


 Les parents délégués peuvent désormais initier des discussions.




 L'application mobile pour les parents et les élèves







 Aide-mémoire à l'attention parents





Click to check the
 FAQs & Tutorial
 videos!
 눌러서 확인하세요!



II. Pronote – Discover your ‘space’

PRONOTE

II. Pronote - 계정 확인하기

Démonstration des Espaces Web et Mobile

Avec les Espaces Web (sur ordinateur ou sur tablette en version mobile) et l'application mobile (sur smartphone uniquement), chacun accède aux fonctionnalités nécessaires au quotidien.

Ordinateur

Mobile

Dans cette démonstration, identifiants et mots de passe sont déjà saisis et non modifiables. Vous pouvez tester la saisie mais pas la valider.



Click to discover the web and mobile 'space'!
 PC와 핸드폰 사용법 가이드를 보기 위해서는 왼쪽
 아이콘을 클릭해주세요!

Edu
ka

III. Eduka

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

행정 및 재정 상황을 확인하고 학교와 소통하며 자녀의 방과후 활동을 등록할 수 있는 다양한 서비스를 제공하는 온라인 포털

Language selection ✕












Select the language you wish to use from the list below:

 English / Anglais

 Français / French

Close

Parent

 New enrollment	 Re-enrollment	 Withdrawal	 Pronote
 Student and parent information	 Finance	 Extra-curricular activities	 Extra-curricular services
 Documents	 E-mails and contact	 LFS Website	

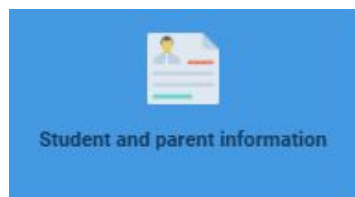
News



THURSDAY 02 SEPTEMBER 2021

Résultat d'inscription Garderie/Cantine mercredi Bus

[View all news articles](#)



Check your data and those of your children

학부모와 학생의 개인 정보 확인

Edit your information - address, phone number, passport, ...

새인 정보 변경/업데이트: 주소, 휴대폰번호, 여권정보 등...

Bruno HIRM-MARTIN
Navigation

Fiche responsable
Responsable
Documents
Famille

État civil

Nom:

Prénom:

Civilité: M. Mme

Situation familiale:

Communication

Adresse e-mail:

Souhaite recevoir les communications courantes de l'école par email

Veuillez saisir au moins l'un des numéros de téléphone :

Téléphone mobile:

Téléphone domicile:

Téléphone professionnel:

Téléphone à contacter en priorité:

Adresse de résidence COPIER Photo

Arrondissement (ex: Seocho-Gu):

Nom de rue (ex: Seoraero):

N° de rue (ex: 7 ou 3 galil 4):

Nom d'immeuble, n° d'appartement, étage:

Code postal (ex: 06581):

Ville (ex: Seoul):

Pays:

PHOTO D'IDENTITÉ



Nationalités et langues

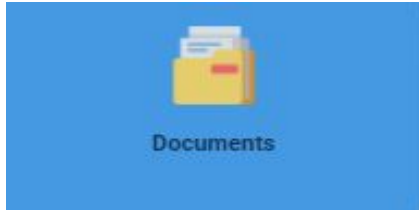
Nationalité(s):

Langue(s) de communication:

Emploi

Profession:

Employeur:



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.

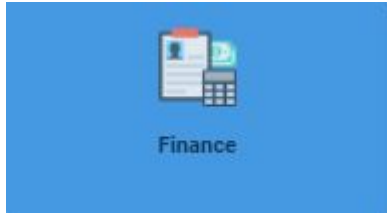
Check the reference documents / 학교 주요 문서 확인가능 : LFS Rules and Regulations (학칙), Academic Calendar, Guide to digital spaces, Health Protocol ...



Home **Public files** Personal documents

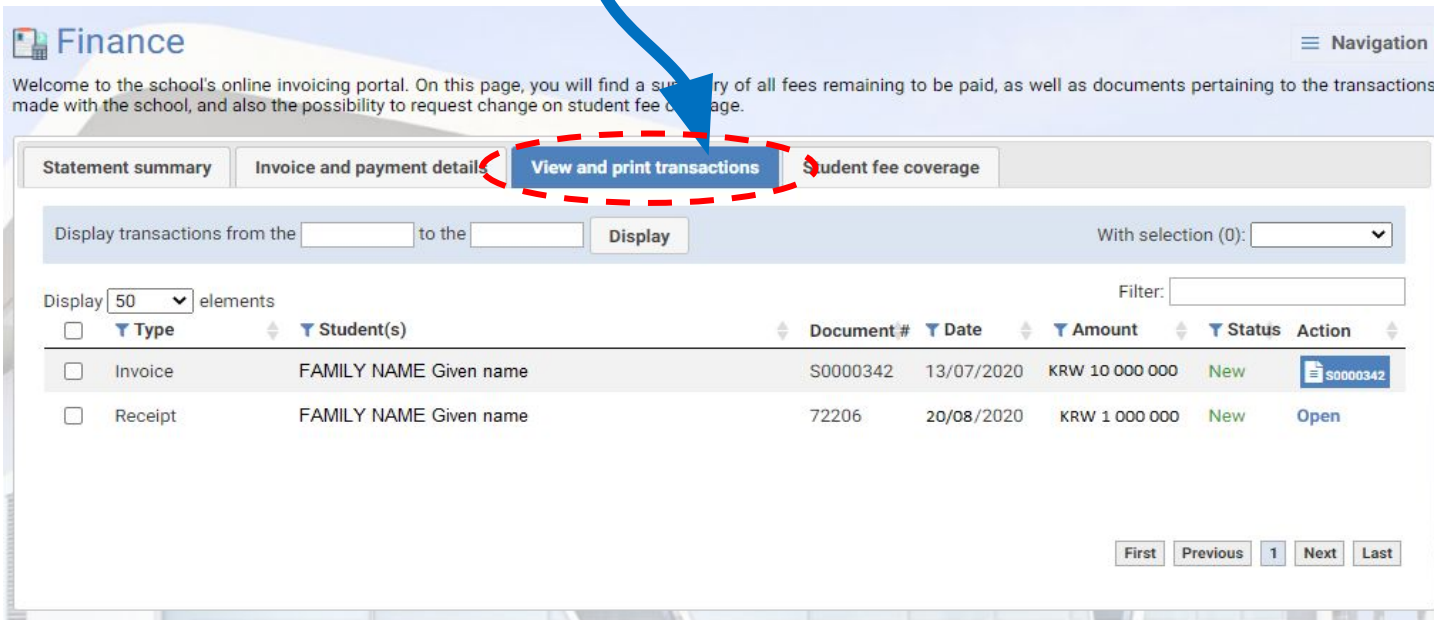
This section presents the files uploaded by the school and that are currently accessible to you. Click on a folder to open it, or click on a file to download it.

Label	Size	Upload date
CONSEIL D'ECOLE - PRIMARY SCHOOL COUNCIL MINUTES		24/07/2020 14:13
CONSEIL D'ETABLISSEMENT - LFS COUNCIL MINUTES		24/07/2020 14:11
CONSEIL DE GESTION - BOARD COUNCIL MINUTES		14/07/2020 13:42
DOCUMENTS DE REFERENCE - REFERENCE DOCUMENTS		14/07/2020 13:31
DOCUMENTS INSCRIPTION / REINSCRIPTION		03/06/2021 18:48
Primaire Plateforme TACIT Formulaires d'autorisation		12/10/2020 16:33
RENTREE 2021 - BACK-TO-SCHOOL		24/07/2020 17:44



Find a summary of all your financial transactions with LFS and of remaining fees to be paid / 학교와의 모든 재정 거래, 지불해야 할 비용 등 확인 가능
Warning! payments need to be verified and input in EDUKA system: as a consequence, they are available on EDUKA with a short delay. 비용 확인 절차에 따라 EDUKA에 정보가 업데이트가 되는데 시간이 걸릴 수 있음.

Find and print all financial documents (invoices, payment receipts) / 학교 관련 모든 청구서 확인 가능



Finance Navigation

Welcome to the school's online invoicing portal. On this page, you will find a summary of all fees remaining to be paid, as well as documents pertaining to the transactions made with the school, and also the possibility to request change on student fee coverage.

Statement summary | Invoice and payment details | **View and print transactions** | Student fee coverage

Display transactions from the to the With selection (0):

Display elements Filter:

<input type="checkbox"/>	Type	Student(s)	Document#	Date	Amount	Status	Action
<input type="checkbox"/>	Invoice	FAMILY NAME Given name	S0000342	13/07/2020	KRW 10 000 000	New	S0000342
<input type="checkbox"/>	Receipt	FAMILY NAME Given name	72206	20/08/2020	KRW 1 000 000	New	Open



Register for Extracurricular Activities (AES) and Extracurricular Services (SES) at the start of each semester.

Registration takes place twice a year.

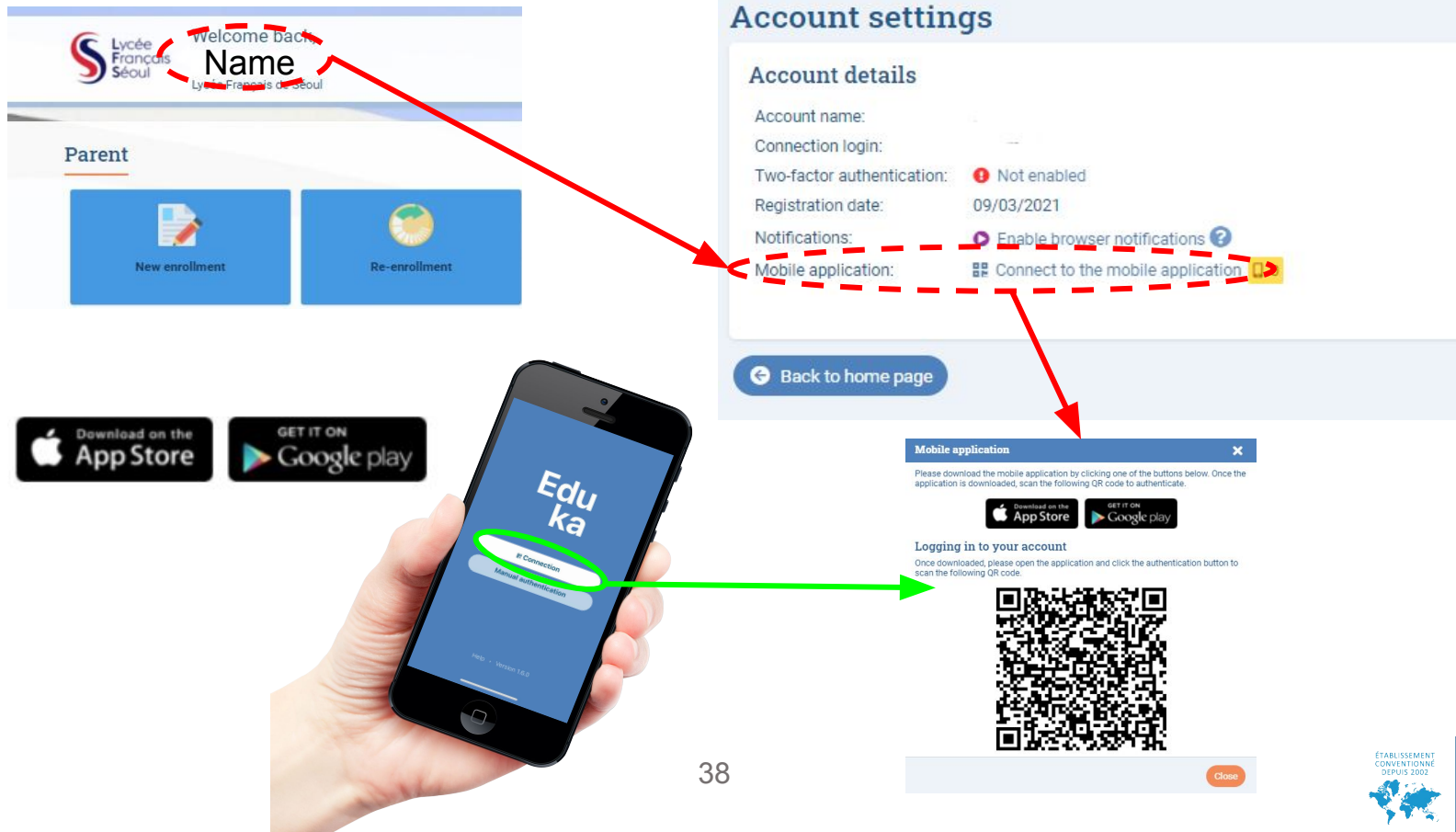
Extracurricular Activities (AES)


- Artistic activities / 예술
- Cultural activities / 문화
- Musical activities / 음악
- Sportive activities / 운동
- Supervised homework sessions (*'Étude surveillée'*) / 방과 후 숙제 감독 학습
- French as Second Language (FLE) / 외국어로서의 프랑스어 수업




Extracurricular Services (SES)

- Before & After school childcare (*'Garderie'*) / 아침 및 오후 돌봄서비스
- Wednesday Lunch for primary students (*'cantine mercredi'*) / 초등학교학생들을 위한 수요일 점심 서비스
- Optional Lunch Service for High School students (*'cantine lycéen'*) / 고등학교학생들을 위한 선택적 점심 서비스

Click on your name & “connect to the mobile application.” Flash the QR code with your mobile application. 성함 → “connect to the mobile application” 순으로 클릭. 모바일 어플로 QR 코드를 플래시 후 연결



Account settings
Account details
 Account name: [redacted]
 Connection login: [redacted]
 Two-factor authentication: ! Not enabled
 Registration date: 09/03/2021
 Notifications: ! Enable browser notifications ?
 Mobile application: ! Connect to the mobile application 

Mobile application
 Please download the mobile application by clicking one of the buttons below. Once the application is downloaded, scan the following QR code to authenticate.
 
Logging in to your account
 Once downloaded, please open the application and click the authentication button to scan the following QR code.


Download on the **App Store** GET IT ON **Google play**

Download on the **App Store** GET IT ON **Google play**

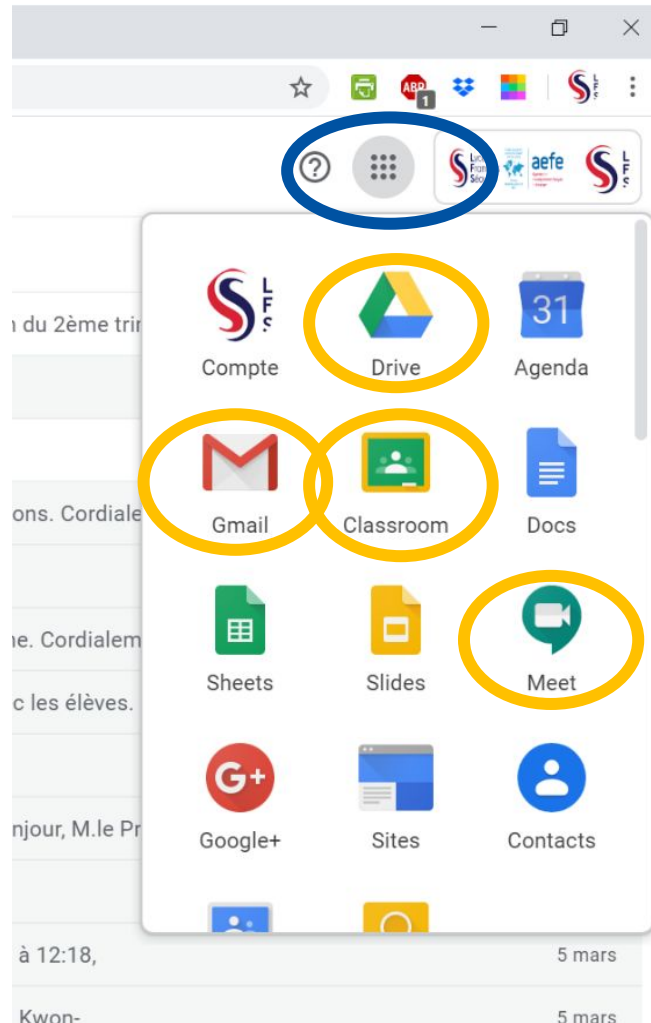
aefe
 Agence pour l'enseignement français à l'étranger

IV. G Education

IV. G Education - Access to the apps



IV. 구글 Education - 어플리케이션





G Classroom

Teacher-student collaborative space

선생님-학생 간 공동 프로젝트 공간

firstname.lastname@ifseoul.org





G Meet

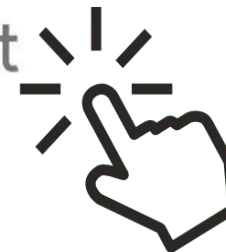
Participate and collaborate in videoconferences

비디오 회의 플랫폼

firstname.lastname@ifseoul.org



Meet



 **V. Website**



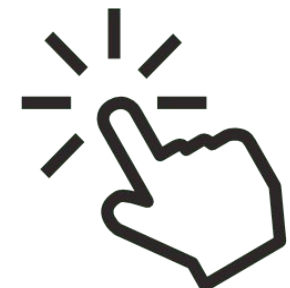
their normal school day so that they can quickly adjust to the school program.

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



TAKE THE CAMBRIDGE ENGLISH AT LFS!





PARENT PORTAL

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.



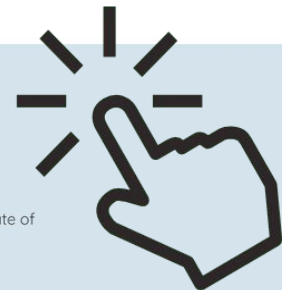
ACADEMIC CALENDAR

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.

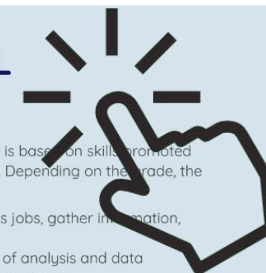
AN INTRODUCTION TO THE WORKPLACE IN MIDDLE SCHOOL



<https://lfseoul.org/en/university-counseling/>

In middle school, the development of the university guidance program is based on skills promoted 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.



around the world.

OUR EDUCATIONAL SYSTEM

> KINDERGARTEN

> ELEMENTARY SCHOOL

> MIDDLE SCHOOL

> HIGH SCHOOL

UNIVERSITY COUNSELING

Cycle 1

PS, MS, GS
Kindergarten

CP, CE1, CE2
grade 1,2,3

CM1, CM2, 6^{ème}
grade 4,5,6

5^{ème}, 4^{ème}, 3^{ème}
grade 7,8,9

Seconde
grade 10

Première, Terminale
grade 11,12

Age 6

Age 9

Age 12

Age 15

Age 16



DNB (National Brevet Certification)



Baccalaureate

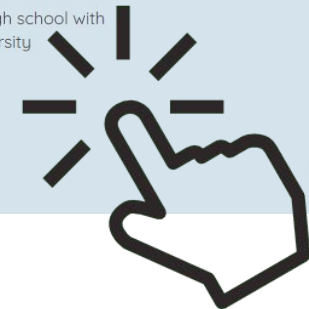
LFS BROCHURE

educational system from the LFS pedagogical brochure presenting the key figures, our curriculum from kindergarten to high school with national programs specific to LFS: the Bridge Class and the two English language courses. You will also find information on university or activities and collaborative projects in the Asia-Pacific zone.

BROCHURE PÉDAGOGIQUE

PEDAGOGICAL BROCHURE

교육 브로셔



French Education

with a Global Outlook






VI. Social Media


VI. Social Media - Follow us to stay updated!

VI. 소셜미이어 - 팔로우 하기







@lfseoul




@lyceefrancaisdeseoul



Lycée Français de Séoul



@lfseoul1981




@ProviseurSeoul

CONTACT US

Tel : +82-2-535-1158
Email : secretariat@lfseoul.org
Address : 7, Seorae-ro, Seocho-gu, Séoul
06581, Republic of Korea






[Contact us](#)

LOCATION







Kakao Map Naver Map

FOLLOW US

ACCREDITATIONS

LE LFS

Présentation
Le réseau AEFE
Gouvernance
L'équipe
L'établissement
Amis du LFS

ENSEIGNEMENT

Système éducatif
Maternelle
Elémentaire
Collège
Lycée
Orientation

NOS SPECIFICITES

Apprentissage des langues
Elève peu ou pas francophone
Projets des élèves
Approche de la technologie

VIE AU LYCEE

Actualités
Activités extra-scolaires
Santé et vie scolaire
Cantine, bus et fournitures
Protocole santé et sécurité

REJOIGNEZ-NOUS

Visite du LFS
Inscription
Frais de scolarité
Contact
Recrutement

ESPACE PARENTS

Calendrier
Informations pratiques
Eduka
Pronote
Parents volontaires



VII. In-person Appointment



In case you need interpretation service for your individual meeting with the teacher, contact the administration staff via

communication@lfseoul.org

선생님과의 개별 면담 시 통역 서비스가 필요하시면 여기로 연락주세요:

communication@lfseoul.org





VIII. Phone Call



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

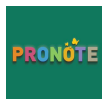
원하시는 분야를 선택해주세요

- (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



I. Email

- **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.)



VI. 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

- **Getaway to the general public with links/programs**
- **News** (under "School Life" menu tab) highlights major events with pictures



VI. Social Media

- **Key snapshots of the school life**
- Instagram [@lyceefrançaisdeseoul](https://www.instagram.com/lyceefrançaisdeseoul), Facebook [@lfseoul](https://www.facebook.com/lfseoul), Naver [@lfseoul1981](https://www.naver.com/lfseoul1981), Twitter [@ProviseurSeoul](https://twitter.com/ProviseurSeoul)



VII. In-person Appointments

- **In-person or online appointments**
- Schedule appointments with a teacher



VIII. Telephone

- Call the representative line



Q & A

Merci Beaucoup 감사합니다 Thank you

Type your questions in the Chat,
or turn on your microphone to ask us directly.