



WELCOME BOOKLET

2026/2027



Principal's Welcome Message



Mr. Vincent BONNEFILLE

Dear Parents,

The teams at the French School Jakarta (FSJ) are delighted to welcome you and your family.

By enrolling your child in our school, you have chosen an institution accredited by the Agency for French Education Abroad (AEFE), a global network of 612 schools across 138 countries. At FSJ, we offer students a rigorous and ambitious academic pathway, with high-quality teaching from kindergarten through to high school. Our students are prepared for the French Baccalauréat (with an English section), which opens doors to universities around the world.

We are also continuing to develop our American International Section in primary school. Further information is available on our website. The excellent results achieved in Cambridge certifications, IELTS, and the French Baccalauréat reflect the recognized strength of our modern language programs. In addition, a major redevelopment and renovation project of the high school has recently been completed, providing students with more space and newly designed learning and communal areas.

Safety is our top priority, we also have implemented a strict health and safety protocol recommended by the Indonesian authorities and we regularly conducted safety drills (fire drill, earthquake drill, intruder drill) in collaboration with local authorities and the French Embassy's security services. We mobilize all the resources available within the school to ensure a safe environment for welcoming and caring for our students.

On behalf of the entire leadership team, we warmly welcome you to our community.

Welcome Committee

The French School Jakarta Welcome Committee, a group of volunteer parents, is pleased to welcome you.

Our mission is to help you understand how FSJ operates and to make your transition to life in Jakarta as smooth as possible.

At the beginning of the school year, a Welcome Morning is organized at FSJ for new families (parents and children). This event includes a presentation by the school leadership team and a guided tour of the campus, followed by a friendly welcome coffee.

We look forward to meeting you and your children on this occasion.

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CHAPTER I
**PRACTICAL
INFORMATION**

1. School Hours

IN PRIMARY

Monday to Thursday: 7:45 AM - 2:30 PM | Friday: 7:45 AM - 11:45 AM

- 7:15 AM** Primary School gate opens
- 7:35 AM** Students welcomed into classrooms
- 7:45 AM** Classes begin
- 11:15 AM** Lunch break (TPS only)
- 11:45 AM** Lunch break (PS to CM2)
- 12:50 PM** Gates open for external students
- 1:00 PM** Afternoon classes begin
- 2:20 PM** School gates open
- 2:30 PM** End of classes

IN SECONDARY

Monday to Friday: 7:45 AM - 5:50 PM.

Schedules vary depending on each class timetable, distributed in September (see your child's correspondence book).

- 7:30 AM** Gates open and students gather in the courtyard
- 7:45 AM** Classes begin
- 12:55 PM** Lunch break
- 1:45 PM** Afternoon classes begin
- 6:00 PM** End of classes

STUDENT DISMISSAL

**ALL PRIMARY SCHOOL STUDENTS
EXIT THROUGH THE MAIN ENTRANCE.**

On Friday, the primary school students who do not have lunch at the school finish at 11:45 a.m. Students who have lunch at school are dismissed at 12:30 p.m. If parents do not pick-up non-canteen students by 12:00 p.m., they will have lunch at the canteen and it will be charged by an exceptional price to the family.

The secondary school students who do not have lunch at the canteen are dismissed at 1:00 p.m., while those who have lunch at the canteen are dismissed no later than 01:45 p.m.

Students must leave the school premises at the end of the school day, unless special authorization has been granted by the Head of School for the primary school students.

Parents are expected to pick up their children on time and anticipate traffic conditions, which can be challenging in Jakarta. The school cannot be held responsible for students outside school hours.

2. Reception

Reception is open from **7:00 AM to 4:00 PM** and is managed by reception staff and security services. All individuals entering the campus must present identification, with their badge or ID card.

After 4:00 PM, a minimum service is maintained.

Reception cannot accept forgotten items (homework, materials, etc.).

Access and Circulation on Campus

Access beyond the black gate near the Vie Scolaire Office is strictly prohibited unless you have an appointment and are accompanied by a staff member or security personnel.

Absence or Late Arrival

- Primary School: Please refer to the school rules on **Eduka**.
- Secondary School: Please refer to the rules in the **correspondence book**.
- In case of absence or lateness, please call **(+62) 21 750 30 62** and ask for the Vie Scolaire Office.
- In case of a confirmed or suspected contagious illness, please also inform the nurse's office by email: **infirmierie@frenchschoolljakarta.com**

Receptionist

Ms. Oktaviana

Contact

 **accueil@frenchschoolljakarta.com**

 **(+62) 21 750 30 62**

Main Telephone Line

3. Communication

Communication manager

✉ communication@frenchschooljakarta.com

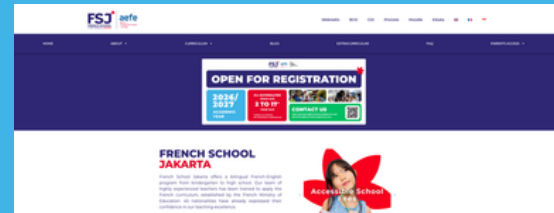
Available for meetings by appointment

The Communication department promotes FSJ externally and ensures effective internal communication with families. They also coordinate events and support communication with non-French-speaking parents.

Newsletter

At the end of each week, a newsletter is sent to parents to keep them informed about the latest school news and updates.

The website is the main source of information. Its weekly consultation highlights the main events held at French School.



Website : www.frenchschooljakarta.com



Facebook :
French School Jakarta



LinkedIn :
frenchschooljakarta



Instagram :
@frenchschooljakarta



YouTube :
@frenchschooljakarta

4. Traffic and Parking

DROP OFF ZONES

Drop-off lanes are available near the kindergarten area and the main building. Please use these designated areas.

For safety reasons, stopping, even briefly, in front of the school gate or on pedestrian crossings is strictly prohibited.

To improve traffic flow, drivers are asked to remain in their vehicles.

PARKING

For information, paid parking is available at the mosque on Cipete Dalam.



5. Books and School Supplies

Textbooks for both Primary and Secondary students are distributed at the beginning of the school year and collected at the end of the year.

Some supplies for middle and high school students are provided free of charge by the school. These are indicated in the supply lists available on the FSJ website and are distributed at the start of the school year. Additional supplies can be requested from the Finance Office during the year if needed.

6. Essentials

Before leaving home, please ensure that Primary School students have the following in their school bag: a water bottle, a hat, a spare T-shirt. Please also ensure that towels and swimwear are regularly changed.

Lost items are collected daily and placed in 4 different bins located in the outdoor courtyard.

For hygiene reasons, unclaimed items are donated or disposed of at the beginning of each school holiday period.

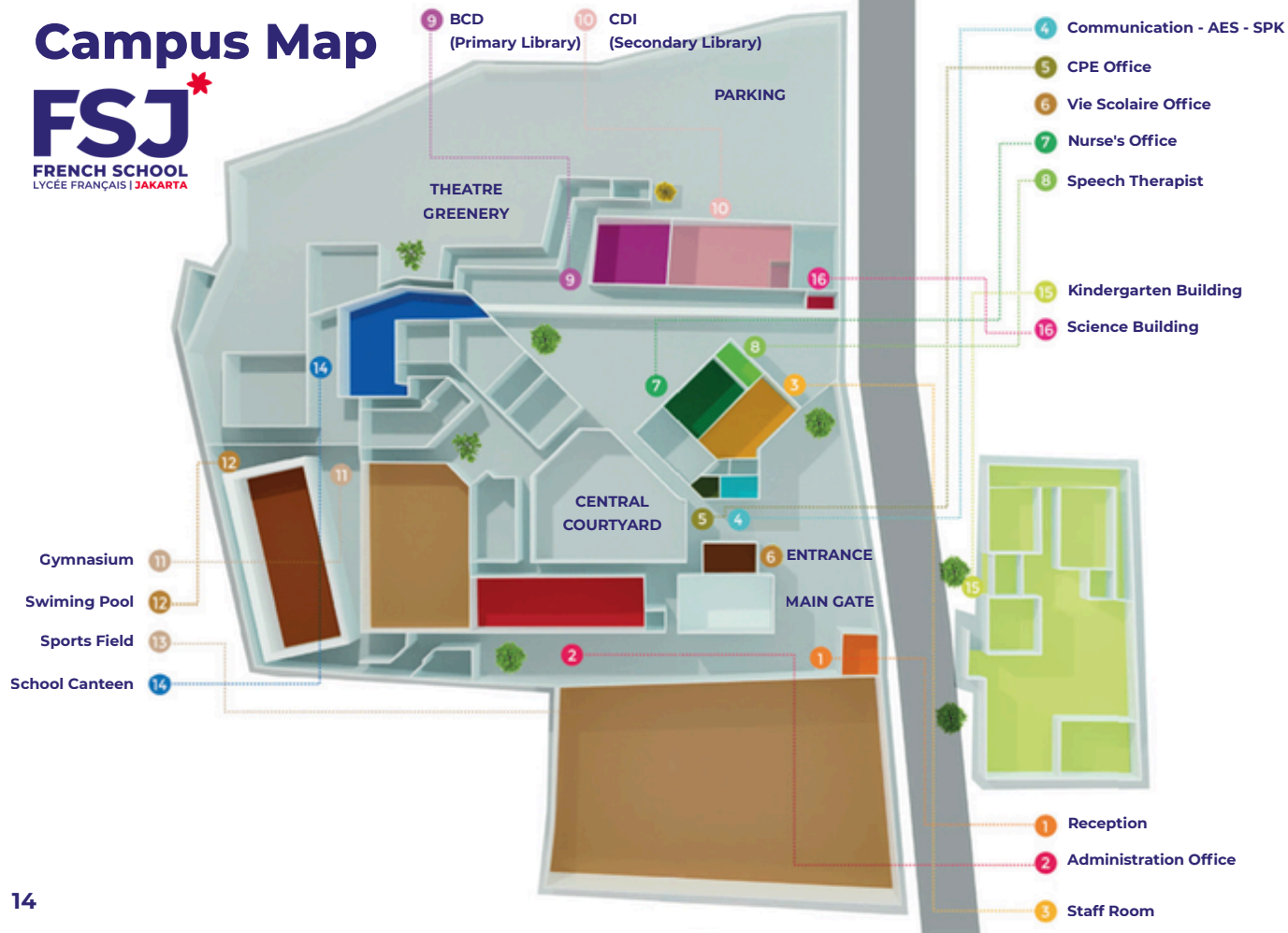


CHAPTER II

DAILY SCHOOL LIFE AND SERVICES

Campus Map

FSJ
FRENCH SCHOOL
LYCÉE FRANÇAIS | JAKARTA



1. Vie Scolaire Office

Educational Advisor (CPE)

Mrs. Marie CUVÉ

 cpe@frenchschooljakarta.com

Vie Scolaire

 **Monday - Friday (7:15 AM - 6:00 PM)**

 viescolaire@frenchschooljakarta.com

 **(+62) 21 750 30 62**

The Vie Scolaire Office contributes to the overall operation of FSJ as part of its educational supervision mission and serves as the primary point of contact for parents regarding all matters related to their children's schooling. As such, it provides welcoming, informational, and advisory support for both parents and students.

The Secondary Vie Scolaire Office, under the supervision of the Education Advisor, provides support to students in the following ways:

1. Supervise and monitor students during school hours:
 - school entrances and exits
 - throughout the school day (transition periods between classes, recess, etc.)
 - the lunch period
 - study sessions
 - school trips and outings
2. Ensure the individual and collective educational follow-up of students in liaison and collaboration with teachers.
3. Participate in supporting educational teams (reception, supervision, and monitoring) and assist with educational and training initiatives aimed at students.

2. Extracurricular Activities (AES)

The AES - FSJ offers sports, cultural, academic and artistic activities to all of its students, parents, and teachers: more than 50 activities, 145 hours of supervised activities per week, more than 50 professional instructors, and more than 1,200 participants per week.

General Information :

- Activities are designed based on the RIASEC Model—Realistic, Investigative, Artistic, Social, Enterprising, and Conventional—to support and nurture students' diverse interests and talents.
- All activities are led by qualified teachers and coaches with relevant expertise to ensure high-quality implementation and effective student development.
- Daily supervision is provided by the AES team to ensure that all activities remain safe, structured, and meaningful for students.
- Daycare is available for Primary students between activities when they are enrolled in multiple AES sessions on the same day.
- Activities are offered to Kindergarten, Primary, and Secondary students after school dismissal, operating from 2:30 PM to 8:00 PM.
- Internal performances, showcases, home tournaments, and friendly matches are scheduled each semester to give students opportunities to strengthen their skills, discipline, and confidence.
- An activity report is shared at the end of each AES period to highlight each student's progress and provide recommendations for further improvement.

CAP'AES! is the annual extracurricular activities fair, held at the beginning of the school year, usually on the weekend of the second or third week of September. It provides families with the opportunity to explore the wide range of AES activities and meet the teachers and coaches. During the event, families can learn about each program's objectives, curriculum, schedules, and other key information to help them choose the activities that best suit their children.

Students can register for activities online through their individual EDUKA portals.

3. Primary School Library (BCD)

The BCD (Bibliothèque Centre de Documentation) is the primary school library and media center. It is a welcoming space designed to promote student well-being, offering high-quality children's literature in French, as well as in English and Indonesian. Its goals are to instill a love for reading, encourage intellectual curiosity, and foster cultural openness.

In every class schedule, a dedicated slot is reserved for the BCD. The librarian offers reading sessions and activities in collaboration with the teachers. Additional sessions may be scheduled based on class projects, such as participating in a literary award, introduction to documentary research, or media and information literacy.



Students can borrow up to 3 books at a time during their weekly session, offering them exciting reading moments at home, either independently or shared with parents for younger children. Elementary students also have the option to exchange their books during recess if they wish.

The CDI documentary portal allows users to browse the catalog, new arrivals, and updates for the BCD:

<https://2319999n.esidoc.fr/>

The BCD staff:

- A librarian teacher
- A BCD assistant librarian

BCD



Monday - Thursday (7:45 AM - 2:30 PM), Friday (7:45 AM - 11:45 AM)



bcd@frenchschooljakarta.com

4. Documentation & Information Center for Secondary School (CDI)

The Information and Resource Center (Centre de Documentation et d'Information - CDI) is a space for cultural enrichment, learning, research, and resource discovery. Open to all students and teachers, the CDI offers a wide range of updated resources tailored to its users' needs, fostering curiosity, independence, and the joy of reading.



The teacher-librarian works in close collaboration with teachers across different disciplines to implement educational projects centered on reading and Media and Information Literacy (MIL). These initiatives aim to develop students' documentary research skills, critical thinking, and intellectual curiosity.

Students can borrow materials for a period of 15 days, which can be renewed if necessary. The CDI is open continuously throughout the day, offering broad and convenient access hours.

CDI Resources

The CDI provides the entire educational community with nearly 18,000 resources, available in various formats:

- Books (novels, non-fiction/documentaries, comic books, manga)
- Magazines
- Digital resources

The CDI documentary portal allows users to browse the catalog, new arrivals, reading selections, and updates from the CDI:

<https://2310003y.esidoc.fr/>

CDI Staff

The CDI is managed by:

- A teacher-librarian
- A library assistant

CDI



Monday - Thursday (7:45 AM - 5:00 PM)

Friday (7:45 AM – 1:00 PM)



cdi@frenchschooljakarta.com

5. School Canteen

For lunch, service is open to students starting at 11:45 a.m. for primary school and starting at 12:55 a.m. for secondary school.

Menus consist of a starter, a choice between a Western or Asian main dish, and a dessert. For kindergarten, the main dish is determined daily by the team (in addition to the starter and dessert). Menus can be viewed on the FSJ website and on the bulletin boards.

Registration takes place at the beginning of the school year via the parent portal on Eduka, and invoices are issued at the start of each term.

Unless medically indicated under an Individualized Care Plan (Projet d'Accueil Individualisé - PAI), no outside food is permitted.

Please inform us of any medical contraindications or dietary restrictions due to health reasons.

The FSJ canteen does not serve pork.



School Canteen



restauration@frenchschooljakarta.com



www.frenchschooljakarta.com/restauration

6. Communication in Primary School

The "home-school" connection is essential to a child's successful education. It relies on the consistency shown to the child by parents and teachers alike over the days and years. An information meeting with parents takes place in the classrooms during the month of September. On this occasion, we address the general organization of the school, the broad outlines of each class curriculum, educational projects, class-specific arrangements, and any questions you may have. Should the need arise, you can meet with teachers by appointment to discuss your child's progress or difficulties, or for any other questions. Mr. Frédéric TAVERNIER, Director of Primary School, is also available to meet with you by appointment for more general inquiries.

Parent Representatives: Any parent may volunteer during the back-to-school class meeting to become the class representative, serving as a liaison between families and the teacher. Parent representatives, or their alternates, also participate in the School Council, an institutional educational body that addresses broader topics (one representative per class sits on the School Council).

Email Address List: This list is updated every year using the addresses you provide upon registration. Please make sure to provide an email address that you check and use frequently. It will be used to communicate important information (health updates, teacher messages regarding upcoming events, newsletters, etc.).

School Report Card: For elementary school, it is produced on the online platform Pronote.

It is strongly advised to properly archive these report cards.

Kindergarten uses progress notebooks (*cahiers de progrès*) to report on student learning in accordance with the official curriculum.

School Trips and Events: The school year is punctuated by events and celebrations in which families are regularly invited to participate. Teachers may call upon willing parents to help supervise field trips, school journeys, or class projects. For all school-organized outings, students must wear the FSJ polo shirt.

7. Guidelines for Kindergarten

Arrival

The first moments of the day are precious in kindergarten. By arriving on time, your child takes full advantage of the welcome period, ensuring a smooth and serene start to the day for both themselves and their classmates.

Parents are not permitted to enter the kindergarten during school hours.

Dismissal

To ensure the safety of every child, only adults authorized by legal guardians and registered in Eduka will be permitted to pick up children at dismissal. Any changes must be made in advance or reported to the school administration.

In *Toute Petite Section* (TPS) and *Petite Section* (PS), a spare change of clothes is strongly recommended, along with a pillow and a light sleeping bag for children who take a nap.



8. Health Services

Nurse's Office

 Monday to Friday (7:45 AM – 8:30 PM)

 infirmierie@frenchschoolljakarta.com

 (+62) 21 750 30 62

 (+62) 821 30 23 59 91

Area reserved for FSJ students and staff. The health service organizes annual medical check-ups for final-year classes, implements the health education project, and welcomes students to the infirmary for medical care and guidance. Appointments are available upon request.

School Psychologist / Counselor

 counselor@frenchschoolljakarta.com

 (+62) 21 750 30 62

A school psychologist is employed by FSJ to provide individual support to students and their families, helping them navigate the various stages of their development (emotional, social, academic, etc.). To promote well-being, mental health, and self-awareness, she conducts group activities, workshops, and classroom interventions in collaboration with teachers.

Speech Therapist

 orthophoniste@frenchschoolljakarta.com

 (+62) 21 750 30 62

A speech therapist is available at FSJ to provide support for students on an as-needed basis. She organizes sessions based on incoming requests and her availability.

9. Administration Office

Executive Assistant to the Headmaster – Secondary School Secretariat

✉ secretariatdir@frenchschooljakarta.com

Ms. Elys SIAGIAN provides administrative support to the Headmaster and manages enrollments for language certifications. She also handles relations with the AEFE.

Assistant to the Primary School Director – Admissions Office – Scholarship

✉ secretariatprim@frenchschooljakarta.com

Ms. Christina PUJI provides administrative support to the Director. She manages admissions and withdrawals for primary and secondary students, and oversees scholarship applications.

10. Facility and Finance Office

✉ intendance@frenchschooljakarta.com

Available by appointment.

The Facility Office consists of two staff members, supervised by the General Director.

✉ comptabilite@frenchschooljakarta.com

Available by appointment.

The Finance Department consists of two accountants, supervised by the General Director.

When making any transfer (via ATM or online banking) to the school's account, it is essential to include the invoice number or, at a minimum, the associated student's name.





CHAPTER III
SCHOOL LEADERSHIP TEAM
(ADMINISTRATIVE AND
EDUCATIONAL)

1. Principal

Mr. Vincent BONNEFILLE



✉ **proviseur@frenchschooljakarta.com**

Available for meetings by appointment

The Principal is a member of the French National Education leadership body, appointed by the AEFE under the agreement between FSJ and the AEFE. He leads the school and oversees all staff. He represents FSJ in official bodies and works closely with the leadership team to develop and implement the school's strategic plan.

He works closely with the Management Committee and, as the AEFE's representative, liaises with the Counsellor for Cooperation and Cultural Affairs and the Ambassador of France in Indonesia.

2. Primary School Director

Mr. Frédéric TAVERNIER



✉ **directeur@frenchschooljakarta.com**

Available for meetings by appointment

Appointed by the AEFE, the Director of Primary School oversees the primary section as Deputy Head of School.

He develops and implements the primary school plan in collaboration with the educational community and ensures the smooth day-to-day operation of the primary school.

3. General Director

Mr. Firman MARBUN



✉ daf@frenchooljakarta.com

Available for meetings by appointment

The General Director is responsible for the school's financial and administrative management. He oversees administrative services and staff, prepares the budget in collaboration with the Principal and the President of the Board, and ensures its implementation in coordination with the Management Committee. He also reports on the school's financial management to the AEFE.

4. Education Advisor (CPE)

Mrs. Marie CUVÉ



✉ cpe@frenchooljakarta.com

Available for meetings by appointment

The CPE serves as an advisor to the school leadership and teaching team on educational matters. She also oversees the *Vie Scolaire* service, which consists of 6 education assistants.





CHAPTER IV **EDUCATION**

1. Academic Structure

Each year, the school's academic structure is adjusted according to student enrollment. These arrangements are reviewed and approved by the School Council, the Board of Directors, and the AEFE.

AGE	CYCLES	FRENCH SYSTEM	SCHOOL LEVEL	AMERICAN SYSTEM	KEY STAGE	BRITISH SYSTEM	SCHOOL LEVEL	INDONESIAN SYSTEM
2		TPS						
3		PS			FOUNDATION		TAMAN KANAK-KANAK	Pra-Sekolah
4	CYCLE 1	MS	PRE SCHOOL	Pre-Kindergarten		Reception		TK Kecil
5		GS		Kindergarten	KEY STAGE 1	Y1		TK Besar
6		CP		1st		Y2		SD Kelas 1
7	CYCLE 2	CE1		2nd		Y3		SD Kelas 2
8		CE2	ELEMENTARY SCHOOL	3rd	KEY STAGE 2	Y4	SEKOLAH DASAR	SD Kelas 3
9	CYCLE 3	CM1		4th		Y5		SD Kelas 4
10		CM2		5th		Y6		SD Kelas 5
11	(CYCLE 3)	6ème		6th		Y7		SD Kelas 6
12		5ème		7th	KEY STAGE 3	Y8	SEKOLAH MENENGAH PERTAMA	SMP Kelas 1
13	COLLÈGE	4ème	MIDDLE SCHOOL	8th		Y9		SMP Kelas 2
14		3ème		9th	KEY STAGE 4	Y10		SMP Kelas 3
15		2nde		10th		Y11	SEKOLAH MENENGAH ATAS	SMA Kelas 1
16	LYCÉE	1ere	HIGH SCHOOL	11th	KEY STAGE 5	Y12		SMA Kelas 2
17		Terminale		12th		Y13		SMA Kelas 3

A comparison of the French education system and the American, British, and Indonesian systems is available for reference.

2. School Development Plan

The School Development Plan defines FSJ's educational and pedagogical priorities over a three-year period. It is available on the school's website.

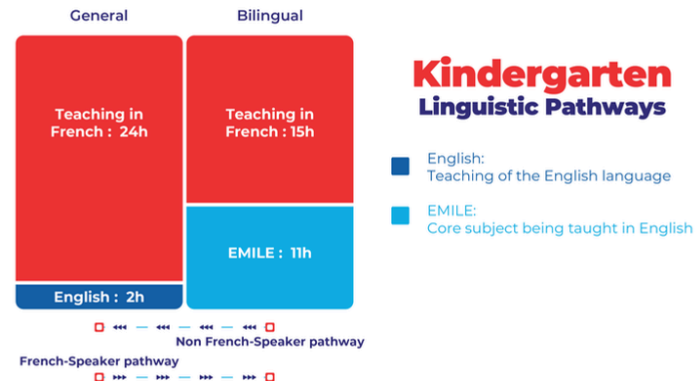
3. Language Pathway

Language instruction is one of the AEFÉ's primary pillars, reflecting our ambition to shape future global citizens.

All primary school classes are organized into streams. The principle of these streams is to provide a common curriculum for all students while offering several distinct pathways.

In **Kindergarten (Maternelle)**, the days are split between a common core taught in French and stream-specific instruction:

- **General Pathway:** Subjects are predominantly taught in French. However, students have the opportunity to practice English for two hours per week.
- **Bilingual Pathway:** Available strictly from *Petite Section (PS)* to *Grande Section (GS)*, daily classes are conducted in both English and French.



In **elementary school**, each student spends 17.45 hours per week on French instruction, 3 hours on English language instruction, and 45 minutes on Bahasa Indonesia, the host country's language. An additional 4.5 hours are then dedicated to the streams:

- **General Pathway:** 4.5 hours of subject instruction in French.
- **English+ Pathway:** 2.5 hours of subject instruction in French and 2 hours of American International Section instruction.
- **American International Section Pathway:** 2.5 hours of core curriculum subjects taught in English and 2 hours of American International Section instruction.

Elementary Linguistic Pathways

- **General:** Core subjects being taught in French (including 10 hours of French language for foreign students).
- **International Section:** Teachers that teach in the North American style. Children are learning about History, Geography, Literature and Culture from English speaking countries. Requested 85% success rate on Cambridge tests.
- **EMILE:** Some elements of the curriculum subjects being taught in English (Geometry, Geography, Arts, Sports...).
- **English:** Teaching of the English language.
- **Bahasa Indonesia:** Teaching of the Indonesian language.
- **Bridging Program:** for new non-French-speaking students who speak English, to facilitate their adaptation to the school. On arrival, they participate in the maximum possible number of classes offered in English (bilingual in Preschool or SI course in Elementary), then gradually reduce the amount of time spent in English until maximum exposure to French in the "Général Track".

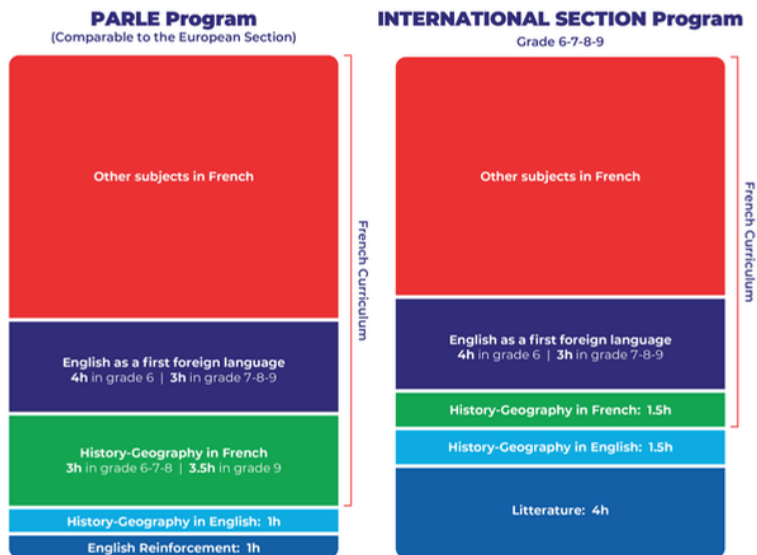
Course 1 General	Course 2 English+	Course 3 International Section
Teaching in French : 22h15min	Teaching in French : 19h45min	Teaching in French : 17h45min
		International Section : 2h
	EMILE: 2h30min	EMILE: 2h30min *Not compulsory to English-Speakers
English : 3h	English : 3h	English : 3h
Bahasa Indonesia : 45min	Bahasa Indonesia : 45min	Bahasa Indonesia : 45min
Bridging Program (French beginners)		

Regardless of the stream, the curriculum and learning objectives remain those set by the French Ministry of National Education. Student placement in a stream is determined by the teaching team, taking into account the family's educational plan, the student's academic background, and their language proficiency. A meeting with the Director is required to discuss the parents' goals and introduce the different options available.

French as a Foreign Language / Language of Schooling (FLE/FLSco)

FLE classes are designed for non-native French speakers. Small groups of 3 to 5 students attend two sessions per week, for up to a maximum of 10 hours of instruction per week. These classes are taught by a specialized teacher with advanced proficiency in French.

Middle School



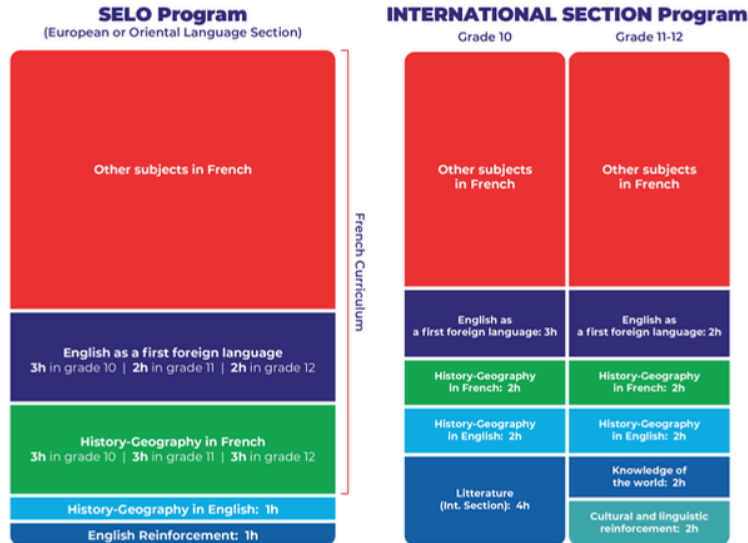
Starting in the 2025–2026 academic year, French School Jakarta is enhancing its secondary school language offerings in **middle school (*collège*)** by introducing two complementary English pathways:

- **PARLE** (Adapted and Reinforced Foreign Language Pathway)
- **American International Section**

The **PARLE** pathway is designed for all middle school students who are not enrolled in the International Section.

The **American International Section** provides a bilingual academic environment, combining in-depth English language study with an immersive focus on English-speaking cultures and societies.

High School



In **high school**, the language learning pathway is organized into two complementary pathways, building on the language learning pathway begun in middle school:

- **SELO** (European or Oriental Language Section)
- **American International Section**

As a continuation of the PARLE pathway, **SELO** is offered in high school for students who are not enrolled in the International Section. At the end of Grade 12 (Terminale), students can earn the "European Section" distinction on their High School Diploma (Baccalauréat)—an official recognition valued by higher education institutions.

The **American International Section** leads students toward the Baccalauréat Français International (BFI), a demanding and internationally recognized diploma. Designed for rigorous and inquisitive students with strong English proficiency, this pathway offers high-level bilingual education and provides excellent preparation for higher education both in France and abroad.

4. Student Support

Organization of Complementary Educational Activities (APC) in Primary School

Teachers establish an individualized support plan targeted at specific skills that require further development, helping to address temporary or persistent learning difficulties experienced by the student. At the end of each term, the pedagogical cycle board meets to review the actions taken and reorganizes the student groups based on individual needs.

Homework Support and Personalized Learning Support in Middle School

In middle school, students can benefit from dedicated time for homework support or personalized learning support. These support sessions are included in students' timetables and may be attended on a voluntary basis, sometimes upon the recommendation of teachers (for homework support), or may be compulsory in the case of personalized learning support.



GAS Framework (Student Support and Assistance Group)

In primary school, the GAS (Student Support and Assistance Group) framework intervenes when learning difficulties arise, implementing a PPRE (Personalized Educational Remediation Plan) or a PPS (Personalized Schooling Plan) in coordination with the speech therapist.

In secondary school, the GAS establishes the necessary instructional accommodations for students with special educational needs (PAP, PAI, PPS) and prepares requests for exam accommodations in collaboration with the teaching staff, leadership team, family, and student.

5. Academic & Career Guidance

The Guidance Resource Officer manages academic and career guidance at FSJ, in coordination with the Head Librarian.

Information sessions regarding academic guidance and post-secondary admission procedures (Parcoursup / "Post-Bac" admissions) are organized at the high school level for both students and parents.

6. Exams and Certifications

National Diploma of the Brevet (*DNB*) and High School Diploma (*Baccalauréat*)

FSJ serves as an official examination center for the National Diploma of the Brevet (DNB) and the International National Diploma of the Brevet (DNBI) in Grade 9 (3ème), as well as the Baccalauréat with European Section honors in English and the Baccalauréat Français International (BFI) in Grades 11 and 12 (Première and Terminale), depending on the language pathway chosen by the students.

The exam schedule and dates are established by the Rector of our affiliated educational authority : Académie de Montpellier.

Language Certifications

Cambridge Assessment English qualifications, as well as certifications for second foreign languages (LV2, such as Chinese or Spanish), are offered in secondary school. These certification exams incur an additional fee, with the exception of the Cambridge exam, which is included in the tuition fees for specific grade levels (Grade 6 / 6ème, Grade 9 / 3ème, and Grade 11 / 1ère).

7. Scholarships

School Scholarships

Students of French nationality may submit an application for a school scholarship, subject to the strict requirement of registration with the Consulate General of France in Jakarta (*immatriculation consulaire*).

Parents will be notified of the schedules and deadlines for the two annual scholarship campaign periods.

Excellence Scholarships

Excellence scholarships (such as the AEFE Bourses Excellence-Major) are intended for international (non-French) students to pursue higher education studies in France.



8. Annual School Projects

Each year, primary and secondary school teachers implement a wide variety of specialized educational projects and field trips.

To cover costs associated with accommodation, transportation, and activities, a financial contribution is requested from parents to supplement the educational project budget allocated by the Board (*Conseil d'Administration*).





CHAPTER IV **SCHOOL BODIES**

Parent Representation Structure Within FSJ Bodies



Secondary School Council

2 seats for parents, elected within the School Board.

Prepares the School Board on secondary school matters.

Class Council (Middle/High School)

2 parent representatives per class.

May escalate specific requests to the various governing bodies.

Committees

No elections, based on parent proposals.

Report on their work to the various governing bodies.

Primary School Council

1 parent representative per class.

Prepares the School Board on primary school matters.

1. The Parents' Association, The General Assembly, and The Board

1. The Parents' Association "For the French School of Jakarta"

Established in 1967 through the initiative of parents, the French School Jakarta (formerly Lycée Français de Jakarta Louis-Charles Damais) is a parent-managed private educational institution: it is constituted as a non-profit association (with Yayasan status under Indonesian regulations) of which parents of students are members by right (1 vote per child), with the corporate purpose of:

- ensuring the sustainability of a French-model education in Jakarta,
- promoting cultural meetings and exchanges within the Francophone community in Indonesia.

As owner of the School and responsible for its management, particularly in compliance with local legislation, the Parents' Association "For the French School of Jakarta" operates under its own statutes.

The FSJ reached an important milestone in its development following the signature in 2002 of a Partnership Agreement (Conventionnement) with the Agency for French Education Abroad (AEFE), under the Ministry of Foreign Affairs.

2. The General Assembly

As the decision-making body of the association, the General Assembly of parents meets at least twice a year (June and December) to address major school policy decisions (in particular to approve the annual operating budget as well as tuition fees).

Parent attendance is essential. The General Assembly also elects the association's board, whose president serves as the legal representative.

3. Board of the Parents' Association

The APE Board, also known as the Management Committee, is composed of 7 elected parent volunteers and an Indonesian prominent figure. Each member is elected for a 3-year term.

Board members work in partnership with the school leadership team in the following areas:

- strategy
- budget and finance
- human resources
- security
- facilities and maintenance

It also relies on the participation of parent volunteers who contribute their expertise in areas such as safety, school catering, facilities, etc.

Do not hesitate to contact us directly:
cdg@frenchschooljakarta.com

4. The Board

The Board is composed of a total of fourteen members, including:

- 7 voting members (voting rights) corresponding to the elected parents of the Association's Board;
- 7 non-voting members (advisory capacity): the Counselor for Cooperation and Cultural Action in Indonesia, the Principal of the FSJ, the Primary School Director (appointed by the AEFÉ), the General Director, two FSJ staff representatives, and an Indonesian prominent figure.

The essential role of the Board is to manage the French School, under the supervision of the General Assembly and within the framework of the agreement with the AEFÉ.

The Board of Directors has the following permanent functions in particular:

- to prepare, present, and submit for approval to the General Assembly the school budget, and to manage this budget as adopted.

- to ensure the recruitment and retention of a competent teaching staff aligned with the objectives of the French School.
- to ensure the enforcement and compliance with the statutes, internal regulations, and all specific safety rules.
- to ensure the sustainability, maintenance, potential replacement, and equipping of the school premises.

The Board works in conjunction with the School Board, which formulates all pedagogical proposals aimed at improving teaching and daily life at the FSJ. In addition, the Board may establish any other special committees or study groups to assist in resolving specific non-pedagogical issues.

2. Pedagogical Bodies

1. School Board (CET)

Composition

- the executive leadership team, chaired by the Principal
- staff representatives
- student parent representatives
- elected students
- the elected parent representative
- the Embassy's Cultural Counselor
- the Consul
- the three consular advisors

Elected members serve a one-school-year term. The CET meets three times a year to discuss various topics related to school life and to contribute to the improvement of the institution's operations.

Powers and Duties

It has jurisdiction over all matters concerning the school's pedagogical and educational issues. The School Board adopts:

- the school progress plan (projet d'établissement), upon proposal by the primary school council and the secondary school council
- the school's internal regulations, after consultation with the primary school council and the secondary school council
- the school calendar
- the proposed staffing plan for expatriate and resident staff

It issues an opinion on:

- proposed developments in pedagogical structures and class composition
- pedagogical action plans and projects
- the program of activities for associations and clubs operating within the school
- issues related to the welcoming and informing of student parents, as well as the general framework for their participation in the school
- the scheduling and funding of school trips
- the organization of school life
- matters regarding hygiene, health, safety, and facilities work to be carried out in these areas
- the welcoming and inclusion of students with disabilities
- school catering and transportation services
- service delegations or procurement contracts related to school life
- the school's budgetary needs and the allocation of resources when the school budget is presented
- the professional development training plan, upon proposal by the continuing education unit

2. Primary School Council (Conseil d'école)

Composition

- the Primary School Director, Chair
- the Principal (Proviseur)
- the Primary Education Inspector (IEN) or their representative
- primary school teachers
- official parent representatives

The Chair, following the advice of the Primary School Council, may invite one or more individuals whose consultation is deemed helpful based on the agenda.

By Invitation

- medical and paramedical partners involved in integration initiatives
- any expert qualified on a specific agenda item

Powers and Duties

The Primary School Council is a decision-making body that:

- votes on the primary school's internal regulations
- adopts the school plan (projet d'école) prepared by the teaching staff
- may establish a proposed schedule for the school week (to be submitted to the Primary Education Inspector)

The Primary School Council is an advisory body that provides opinions and suggestions on:

- the operation of the school and all matters affecting school life
- pedagogical initiatives undertaken
- the use of resources allocated to the primary school
- inclusion conditions for students with disabilities
- extracurricular educational, sports, and cultural activities
- school catering
- school hygiene and health
- student safety and protection

The Primary School Council serves as an information body regarding:

- the choice of textbooks or educational materials
- the organization of specialized student support
- the framework through which teachers organize meetings with parents, particularly back-to-school meetings, academic guidance, and student progress tracking

The Primary School Council is established for a one-year term and meets at least once per term.

3. High School Students Council (CVL)

The CVL is composed of 10 high school students elected for a two-year term. They are consulted on issues affecting high school students (e.g., school calendar, internal regulations). The Vice-President of the CVL sits on the School Board (Conseil d'Établissement).

4. High School Students Club (MDL)

The MDL is an association created and managed by and for high school students. Its aim is to enrich school life by encouraging students to take ownership of project-based initiatives. It is managed by an executive board comprising a President, a Treasurer, and a Secretary.

5. Student Delegates' Assembly

It brings together the student delegates from all secondary classes (middle school and high school) once a term with the Principal (Proviseur) and the Student Life Advisor (CPE). It is co-chaired by the Principal and a student elected by the delegates. A representative from this assembly sits on the School Board (Conseil d'Établissement).



3. Parent Representation & Committees

1. Parent Representation

Elections for parent representatives to the Primary School Council (Conseil d'École) and the School Board (Conseil d'Établissement) take place in October. Information regarding these elections is sent by letter to all parents at the start of the school year.

Parent representatives elected to the Primary School Council and the School Board are full members of these participatory bodies, holding voting rights (voix délibérative).

Parent representatives help facilitate communication and build strong relationships between parents and the educational team.

As a result, they are notified of new student arrivals throughout the school year. They can liaise with the Primary School Director to raise specific concerns and provide mediation at the request of the parent(s) involved.

A student's learning difficulties should primarily be discussed directly between the teacher and the student's parents.

However, at the parents' request, the parent representative may intervene and assist in finding solutions.

The school must inform representatives if a document cannot be distributed to all parents of a class. The use of mailing lists must comply with confidentiality rules.

Under all circumstances, parent representatives are bound by a duty of confidentiality regarding any personal information brought to their attention.

Consequently, a copy of all documents distributed by parent representatives to the class parents must be submitted to the Primary School Director or the Principal (Proviseur).

Parent Representatives on Secondary School Class Councils (Conseils de classe)

In secondary school, another way to get involved is by representing class parents on the class council (conseil de classe).

Two parent volunteers per class sit on the class councils at FSJ, which are held once per term. These meetings are coordinated by the lead teacher and chaired by the Principal (Proviseur) or the Education Advisor (CPE). Parents draft a written report, which they submit to the council chair for approval before distributing it to the class families.

Parent representatives serve as key information links for communication coming from FSJ.

2. Current and Upcoming Committees

Committees are working groups established as needed by the Board of the Parent-Teacher Association or the Principal (Proviseur).

Committees consist of staff members, parent volunteers, and experts. They work on a project basis and submit their findings to the School Board (Conseil d'Établissement) and The Board (Conseil d'Administration). The Head of School must be represented on every committee.

Committees may carry their work over multiple school years or limit their mandate to a specific project.

Minutes (compte rendu) must be drafted for each committee meeting (held 3 to 4 times a year).

Every committee is systematically assigned two main liaisons: a member of the leadership team and a member of the Parent-Teacher Association Board.

To join a committee, please contact the Principal (Proviseur):

proviseur@frenchschooljakarta.com

- Health and Safety Committee (Commission hygiène et sécurité - CHS)
- Welcoming Committee (see page 2)
- School Catering and Taste Education Committee (Commission restauration scolaire et projets liés à l'éducation du goût)
- Building and Infrastructure Committee (Commission travaux)



CHAPTER VI
FSJ
PARTNERS

1. AEFE

Agency for French Education Abroad

Created in 1990, the Agency for French Education Abroad (AEFE) is a French public institution under the supervision of the French Ministry for Europe and Foreign Affairs. The AEFE oversees public service missions related to education for French children living abroad and contributes to promoting the French language and culture, while strengthening cooperation between French and international education systems. The AEFE's mission is to support and develop a unique worldwide network of French schools, which currently includes more than 500 institutions in numerous countries around the world.



www.aefe.fr

2. Ambassade de France

The French Embassy and its various departments ensure the proper implementation of the agreement between FSJ and the Agency for French Education Abroad (AEFE). The Counselor for Cooperation and Cultural Action (COCAC) acts as the main French educational authority in Indonesia and works closely with the Head of School. The COCAC is also the AEFE's local representative and participates in examination boards, appeal committees, and recruitment committees. The COCAC is an official member of the FSJ Board of Directors. The French Consul chairs the local scholarship committee and supports the organization of the French National Defence and Citizenship Day (Journée Défense et Citoyenneté) for eligible students.



(+62) 21 235 57 600

<https://id.ambafrance.org>

3. IFI

Institute French of Indonesia

The French Institute of Indonesia (IFI) supports FSJ in developing cultural, scientific, and educational projects. This partnership includes opportunities such as meetings with invited artists, cultural events, educational activities, and access to performances organized by IFI. As part of the French cooperation network in Indonesia, FSJ benefits from the cultural and educational exchanges promoted between France and Indonesia.



www.ifi-id.com

4. IHS

Indonesian Heritage Society

The French section of the IHS (Indonesian Heritage Society) organizes a monthly lecture and a guided tour of Jakarta and its surrounding areas, with a constant focus on discovering Indonesian culture. Two- to three-day trips are also included in the program. Every third Wednesday of the month, volunteer guides from the French section offer thematic tours at the National Museum of Indonesia. These guides work closely with both the primary and secondary schools to provide tailored, child-friendly visits to various museums across the city.



Indonesian
Heritage
Society



<https://heritagejkt.org/>
ihsfr2@gmail.com

5. PER

Pour les Enfants de la Rue

The association "Pour les Enfants de la Rue" (For Street Children) provides financial, material, and hands-on support to reception centers for street children and orphanages in Jakarta. It organizes annual fundraising events and initiatives, which FSJ actively supports.



<https://perjakarta.com/>
per.jakarta@gmail.com

6. JAKARTA ACCUEIL

Jakarta Accueil is a non-political French-speaking association affiliated with FIAFE (International Federation of French Language Welcoming Committees) and run by volunteers. Its mission is to welcome newcomers to Jakarta, facilitate their integration, and organize activities and events to foster community spirit while encouraging engagement with Indonesian culture. In 2014, they published a highly practical directory of recommended local spots for the community, titled "Le Grand Durian."



accueiljakarta@gmail.com



www.jakarta-accueil.org



Jakarta Accueil

7. UFE

The Union des Français de l'Étranger (UFE) is a French association founded in **1927** and officially recognized as acting in the public interest since **1936**. Its main mission is **to support, represent, and defend the interests of French citizens living outside France**.

Today, it has **over 100 chapters worldwide**. The UFE assists French expatriates **before, during, and after their relocation**. It offers guidance with administrative procedures, social security, healthcare, taxation, education, safety, as well as their return to France.

It also serves as a key point of contact with **embassies, consulates, and French public authorities**.

Beyond administrative support, the UFE provides **a strong human and professional network**, organizing social gatherings, events, and activities to help French expatriates connect within their host country.

In line with this mission, economic initiatives such as **UFE GoBusiness** complement the UFE's core activities.

"The Union des Français de l'Étranger is the global network that supports, connects, and represents French citizens living abroad, while maintaining their link with France."

UFE INDONESIA JAKARTA is part of this network and invites you to visit its website.



<https://ufe.org/>
info@ufe.org





CHAPTER VII **USEFUL CONTACTS**

French Embassy**(Consulate of France)**

(Access through Jl. Sunda)

Jl. MH Thamrin No. 20, Jakarta Pusat 10350

 (+62) 21 23 55 76 00 (+62) 21 23 55 76 01 www.ambafrance-id.org contact@ambafrance-id.org**French Institute in Indonesia**

Jl. MH Thamrin No. 20, Jakarta Pusat 10350

 (+62) 21 23 55 79 00 www.ifi-id.com/fr/jakarta**Jakarta Accueil** www.accueiljakarta.org accueiljakarta@gmail.com**SOS International**

Jl. Puri Sakti No. 10 (Arteri Cipete), Jakarta Selatan 12410

 **Receptionist : (+62) 21 750 59 80** **Emergencies : (+62) 21 750 60 01 (24h/24)** www.internationalsos.com jakarta@internationalsos.com**Global Assistance & Healthcare**

Cilandak Commercial Estate,

Unit 111 GC Jl. Cilandak KKO Raya, Jakarta Selatan 12560

 (+62) 21 299 78 997  (+62) 21 782 93 32 (+62) 21 299 78 999 (24 hour alarm centre) www.global-assistance.net ops@global-assistance.net**Rumah Sakit Pondok Indah**

Jl. Metro Duta kav UE Pondok Indah Jakarta Selatan 12310

 (+62) 21 765 75 25 www.rspondokindah.co.id

FRENCH SCHOOL JAKARTA CONTACTS

Principal : Vincent BONNEFILLE
proviseur@frenchschooljakarta.com

Director of Primary School : Frédéric TAVERNIER
directeur@frenchschooljakarta.com

General Director : Firman MARBUN
daf@frenchschooljakarta.com

Secretary of the Principal : Elys SIAGIAN
secretariatdir@frenchschooljakarta.com

Secretary of the Director of Primary School and Admissions : Christina PUJI
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