



Bilingual Education Exchange

**Ecole de Roumagne
Au Bourg
47800 Roumagne**

**<http://www.bilingual.fr>
Tel : 06.08.85.87.60**

SIRET : 50516260200013

INFORMATION PACK

2010

English literacy classes for Anglophone pupils

- Primary, Secondary and iGCSE level**
- BEE Buzz and Choir**
- Current and new pupils**

What we offer

Bilingual Education Exchange, or BEE, offers English literacy classes and varied activities for Anglophone children living in the Vallée du Dropt area of South-West France. Classes and clubs are available from age 2 up to 16, including iGCSE in English literature and language. All information on all our activities is available on our website www.bilingual.fr.

Children attending BEE activities will usually be in **French school** or college the rest of the week, which is why our classes on Wednesdays are full of **fun, varied activities**, including lots of creative work, speaking and listening, and socialising while English literacy skills are worked on in a **non-pressured, friendly environment**. We are able to provide all the advantages of an international school - group work, international community - while enabling your child to remain **fully integrated** into their life at their French school.

All classes are taught by teachers who have **British teaching qualifications** and experience in teaching in classrooms in the UK. Some of them also have experience with bilingual or expat Anglophone children. BEE uses familiar **British classroom tools** and methods. With our younger learners, letter sounds are learnt partly through the use of the Jolly Phonics method. You can download an information document on Jolly Phonics on our website <http://www.bilingual.fr>. We follow the **Oxford Reading Tree** with our younger learners. We also complement this reading scheme with a wide range of fiction and non-fiction titles which are available for children to freely access in our new **library**, established this year to celebrate World Book Day 2009.

At higher levels, the pupils are introduced to **different types of texts** both in terms of reading and writing. By our Key Stage Three class, pupils are being familiarised with genres in both fiction and non-fiction to enable them to tackle the challenging iGCSE programme in English, which is largely based on **textual analysis and recognition** and use of different types of writing.

Lessons are taught with reference to the UK **National Literacy Framework**. This is a standardisation tool developed by the UK government. We aim to keep BEE children roughly on track with their UK counterparts in terms of reading and writing, so that by the time they reach adulthood they have a competent level of written English appropriate to **further work or study** in an Anglophone context. This is made possible by the quality and experience of our teachers and a sensitive learning programme where the **language background of every child is taken into account**.

Our aim is to provide a place where children who are lucky enough to be English-speaking and living in France can keep up their English while meeting and making friends with others in the same situation. This applies of course to parents too and there will be lots of opportunities throughout the year for parents to socialise!

Practical information

Our English Literacy classes are held on a **Wednesday morning** (Junior section), 9.30-11.45am, and **Wednesday afternoon** (Senior section), 2.15-4.30pm, in Roumagne school, a small village within easy distance of Miramont, Eymet, Duras, Lauzun, Marmande, Castillonès, Bergerac, and the surrounding areas.

You are very welcome to come and visit before enrolling your child.

The registration pack

We would like to ask you to print off and return the forms (downloadable in a separate file at www.bilingual.fr) to **Victoria Sauron, Bilingual Education Exchange, Ecole de Roumagne, 47800 Roumagne**, along with payment (see the relevant page of the form for details) as soon as possible please. **Places are allocated on a first-come, first-served basis.** You can arrange to meet Victoria or another committee member at any time to discuss anything you wish before you commit yourself.

We would be very happy to have your feedback on any aspect of what we offer, as well as answering any questions you may have. Please ring Victoria on 06.08.85.87.60 or email info@bilingual.fr. Please also do contact us if you have any problems printing off the pack. The website, <http://www.bilingual.fr>, will also become more and more useful as a source of information as the term progresses so do keep checking it for updates.

Term dates (subject to modification)

Summer term: First class 5th May 2010 – last class 30th June 2010 (9 week term)

GENERAL INFORMATION – BILINGUAL EDUCATION EXCHANGE

What is BEE's legal status?

Bilingual Education Exchange is a non-profit making association 'loi 1901', fully registered and insured (SIRET 50516260200013) BEE was founded in 2008, employing qualified teachers to provide English classes, and it is run **BY** parents **FOR** parents. With the exception of teaching staff and classroom assistants, all other posts are held by BEE committee members on a voluntary basis. If you would like to offer your skills please see the final page of the form for further information.

How do we spend the money?

BEE does not receive outside funding. As such every centime received really is crucial and BEE would like parents to understand that all the tuition fees received go directly toward payment of salaries of the teaching staff, teaching materials and resources in class, and administrative costs. BEE makes every attempt to put the maximum amount of money back into the loop exclusively for the benefit of the children who attend our classes.

As such, any shortfall of funds directly affects all resources available and is detrimental to all who benefit from the Association.

Members receive full accounts information every year at the Annual General Meeting and at this meeting members also approve a budget. The next AGM will be held in November 2010. Minutes will be made available to all members.

What are the fees?

The BEE fees are calculated on the basis of a 2 hour session with 15 minute break, at 15 euros per session (7.50€ an hour). Terms are usually approximately 12 weeks long and parents are asked to pay the appropriate amount for each term at the start of the term, with the possibility of staggered payment. You need to give 4 weeks notice to withdraw your child, because the committee members are required to finalise accounts with families that are leaving us and to obtain completed registration forms and open new accounts for members selected from the waiting list.

Will there be parents' meetings?

We will hold a parents' meeting for you to meet your child's teacher either once or twice in each term. You may arrange to speak to your child's teacher outside these times if you wish. We will communicate regularly with you via a regular electronic newsletter sent to your email address, and social activities will be organised throughout the year.



OUR TEACHERS – Primary classes

All our teachers are British qualified and experienced in the age group which they are teaching, fully interviewed, referenced and police checked by the French Casier Judiciaire National. All Classes are subject to change depending on numbers enrolled.

'Little Bees', approx ages 4-5 (MS, GS or Reception, Year 1)

Suzanne Butler (teacher) with Jill Harvey (assistant)

Suzanne moved to France two years ago with her husband, who has taken early retirement, and they have bought a small farm near Beaumont. Suzanne has fifteen years' state school experience in the UK, having taught the whole primary range. Her particular interest is in teaching very young children to read and write.

Jill moved to France in June 2007 with her husband who is a builder. They are renovating their house and barn. Jill worked as a classroom assistant and school secretary, and taught swimming for seventeen years in her village primary school in Norfolk until their move to France. Her interests are horses, cooking and making a new life in France.

Class 1 (Key Stage 1), approx ages 6-7 (roughly CP or Year 2)

Rebecca Jones (teacher) with Lynn Ward (assistant)

Rebecca has eight years' experience of teaching the English Curriculum in a Primary school in the UK with emphasis on 3-8 year olds. She has two young children of her own, so feels very strongly about the importance of maintaining and progressing in the English language as well as supporting bilingual language learning.

Lynn is a qualified Nursery Nurse (N.N.E.B.) with experience working as an assistant in primary schools in London as well as several years as a private children's tutor. She lives in Castillonès.

Class 2 (Key Stage 2) roughly CE1, CE2, CM1, CM2 or Years 3-6

Sue Steele and Stella Stilton (teachers) with Ann Hodge (assistant)

In this larger class group, rather than splitting the class – which would not have fairly represented the abilities of the children – Mrs Steele and Mrs Stilton work together as a team to offer targeted support in small and larger groups as well as enabling more individual attention.

Qualified at both primary and secondary level, Sue had over ten years of secondary English experience in the UK before moving to France in 2001, where she worked at Bordeaux International School in a Learning Support role from ages 5-19. She has extensive experience of tutoring children in English literacy at different ages and abilities.

Stella Stilton moved to a small village near Issigeac three years ago. She loves gardening, cooking and riding her bicycle. Stella has taught across the primary age range; firstly in Solihull then for the last twenty two years in Fowey, Cornwall. She is also TEFL qualified and teaches English to adults on a volunteer basis here in France.

Ann was a primary school classroom assistant for 5 years in the UK before her move to France. She has also worked with special needs children and with foreign students on an English as second language basis.



OUR TEACHERS – Secondary classes, music and English as a foreign language

Class 3 (Key Stage 3), Years 7, 8 and 9, ages 11-14 (roughly 6ème, 5ième, 4ième)

Mary Swift

Mary retired from teaching two years ago when she had been the SENCo for her school (2.5-16 years), Head of Year 7 and a class teacher for English, Years 7, 8, & 9 for the previous ten years. She also has a specialist qualification, RSA Diploma for Dyslexic Teaching, pre-school to adult. Mary has also been a tutor for the RSA Certificate course, training teachers in Hertfordshire. She is able to do assessments and suggest teaching programmes for children with mild learning difficulties. During her teaching, Mary has been an examiner for 'A' Level, GCSE and Key Stage 3. She enjoys working with children of all ages and says that seeing them succeed and prosper is an excellent reward.

Key Stage 4, IGCSE classes

Moira Stephen

Moira has taught students from reception to age 18 during her teaching career, her most recent post being as secondary Head of English. She has taught English and EFL in both the private and the maintained sector. As well as having tutored for the 11+ and examined for the Common Entrance, Moira has been an examiner for Edexcel at GCSE and GCE English including International GCSE. Moira also set up the iGCSE programme in a UK secondary school.

BEE Buzz music classes - French and English children – Choir, instrumental tuition

Vicky O'Neill

A professional musician and experienced music teacher in UK schools (Clarinet, Violin, Flute, Singing, Choir) Vicky has also run Kindermusik classes in the UK as well as choirs and recorder/handbell groups. She is in the midst of completing a level 2 TESOL course and also has experience in computing and graphic design.

English as a foreign language – 4-11 year olds

Katie Castanet

Katie is TEFL qualified with specialist qualifications for teaching children and business English. She has been giving tuition in English to children for the last 3 years, has taught French to adults, as well as working as a translator, interpreter and bilingual secretary. Katie has also worked as a classroom assistant in a Montessori school in London, and in a co-operative primary school in Montreal. She has four bilingual children and lives in Mouleydier.



iGCSE information

Why iGCSE English?

- Ensures that English-speaking and bi-lingual students maintain as high a standard of English as French.
- Teaches students to read with understanding and to write coherently for all purposes and for all audiences - to entertain and persuade, to inform and to argue, to describe and to advise.
- Proves fluency and commitment to universities and employers in the UK.
- Is taught in small groups in enjoyable, stimulating sessions designed to fit around the student's existing workload.

BEE prepares students for the iGCSE English from the Edexcel examination board. Students will be presented for examination in the spring/summer of 2011. BEE has an arrangement in place for pupils to sit the examination as external candidates at the nearest officially registered Edexcel examination centre, the International School of Toulouse. Further details will follow in due course.

The course is designed to enable students to read a variety of written material, with increasing understanding and appreciation and to develop their written skills. The written texts are produced as an anthology of fictional and non-fictional pieces and these are studied throughout the course. The course is usually delivered over 2 years and the examination comprises 2 written papers.

The qualification provides evidence that the student is a fluent reader and writer of English, who would be able to undertake further study where English is the means of communication.

Paper 1

- Section A Students answer all questions on an *unprepared* reading passage
- Section B Students answer two compulsory questions based on a passage from Section A of the anthology. (Non-fiction)
- Section C Students answer one question testing their ability to write to **inform, explain, describe**.

Paper 2

- Students answer one compulsory question set on Section B of the anthology (fiction)
- Students have one writing task from a choice of three, testing their ability to **explore, imagine, entertain** or **argue, persuade, advise**.



Music at BEE in 2010

What is BEE Buzz?

BEE Buzz is a **music class** for children aged 2-6. The classes are run by Vicky O'Neill, a professional musician and experienced music teacher in UK schools for both instrumental and group music activities. Vicky has also run Kindermusik classes in the UK as well as choirs and recorder/handbell groups.

More than just a singalong, the children work on reproducing tunes, understanding rhythms, and developing early musical concepts via simple songs and pieces, and collaborative group work on different instruments. As children get older Vicky will assess the children's abilities and will offer, through BEE, trials of musical instruments, as is normal practice in many UK schools.

BEE is thrilled to be working in partnership with Vicky to offer an opportunity to discover music at an early age - something UK schoolchildren are familiar with, but which is perhaps not so well known here in France.

We are offering two age groups and time slots this year:

9:30 – 10:00am – 2-3 year olds – children should be accompanied by a parent or guardian

13:00 – 13:45pm – 3½-6 year olds – no parent or guardian needed (though we will ask for volunteer helpers for 'crowd control' on a rota)

Classes are held in the Garderie (inside the door of the Salle des Fetes then left), Roumagne, near Miramont-de-Guyenne.

Classes for 2-3 year olds cost 2,50€. Classes for 3½-6 year olds cost 3€. Classes are payable on a drop-in basis – please enquire for information.



BEE Junior Choir

BEE runs a bilingual children's Choir from 11:55-12:40 every Wednesday. It is accessible for any child of primary school age. Choir costs 2,50 € a session. Children attending BEE in the morning can remain at BEE between 11:45 and 11:55 for a supervised break.

Musical instrument tuition

As BEE is an association which aims to offer familiar elements of a British education which are less easily available in France, BEE is starting up a new partnership in order to be able to offer music classes and instrument tuition.

Vicky and Jay O'Neill are BEE's partners for our musical offerings. Vicky, who already teaches a music session for French children at BEE and who runs BEE Buzz music for children under 6 (see page 8), teaches any level of clarinet and singing, also flute, violin, saxophone and keyboard from beginner level to Grade 5, and recorder and handbell in groups. She specialises in the younger age group from 3-12, but teaches any age for clarinet and singing. Jay teaches violin, viola, clarinet and saxophone to all ages. He was involved in running school bands and orchestras as well as assisting Heads of Music with various other tasks and leading groups on foreign tours. Jay has also run his own String Group professionally.

If you are interested in any of these musical offerings please email info@bilingual.fr.



BEE - IMPORTANT INFO - PLEASE READ

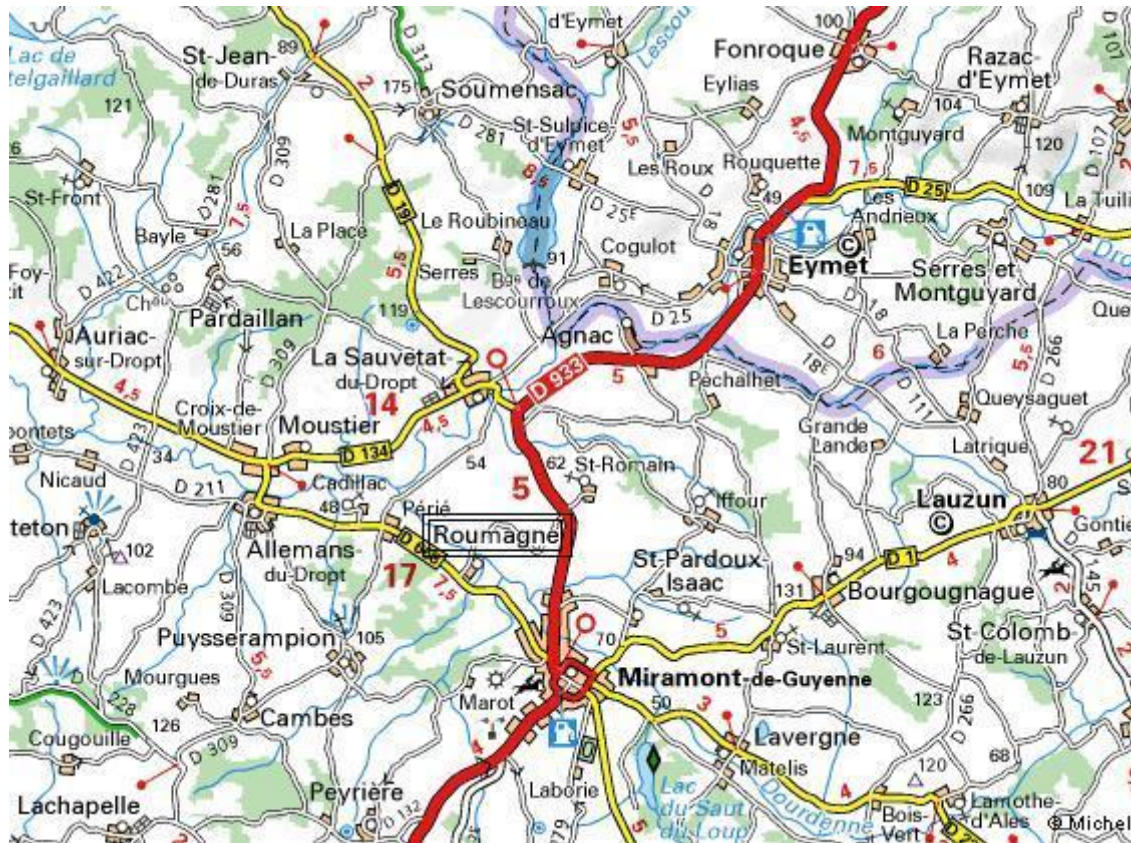
1. BEE classes take place on Wednesdays. The timetable is 9.30-11.45am for the Little Bees and Junior section (Classes LB, 1 and 2, held in the school classrooms), and 2.15-4.30 for the Secondary section (Class 3 and iGCSE).
2. The entrance to the school is in the centre of the village of Roumagne opposite the church (see map on separate page). Please arrive promptly as lessons will begin on time. Children must not walk in without being met by a teacher or committee member.
3. At the end of the session children will remain in the classroom until a parent or guardian has arrived to collect them. Please be punctual and be aware that before and after lessons you are completely responsible for your child/children. Please inform teachers if someone other than a legal guardian will be collecting your child.
4. Children attending the Little Bees class (4-5, MS/GS) should be toilet trained. (For special needs, please inform us on the registration form). There is no 'toute petite' or 'petite' section (but younger children may enrol in BEE Buzz music class).
5. The school year is roughly based on Zone C (Bordeaux) as for the French school (see details below), and there are no regular classes during the school holidays, although activities and workshops may well be arranged which you will be informed about separately, and for which you will be given the opportunity separately to reserve a place for your child.
6. Some text books and exercise books, as well as some specific writing materials appropriate to British style primary classes, may need to be purchased at the start of term: you will be given a list. Any other equipment required by each individual teacher will be communicated to you on the first day of term.
7. For classes, your children should be equipped with their books and pencil case, contained in a suitable bag. Children can bring a small piece of fruit or compote with them for the break if required.
8. If any reading books come home uncovered we would appreciate your taking the time to cover them as this will help them last longer. Please also make sure that books are duly returned, as losses are costly to replace.
9. Homework can be given for your child to do at home, or in your child's English classes at school the rest of the week, by arrangement with the French class teacher. If you would like your child to be given homework at BEE please speak to the teacher to arrange this on an individual basis. For iGCSE class, there will be regular assignments to do at home.
10. We require a photocopy of your child's school insurance certificate at the beginning of term. Please ensure that your child is correctly insured for BEE hours (activités extra-scolaires).
11. If your child is going to miss a class for any reason, please inform us by telephoning the President of the association on 06.08.85.87.60 who can inform your child's teacher. If your child is absent please contact us immediately by telephone or email to get homework from the teacher if required.



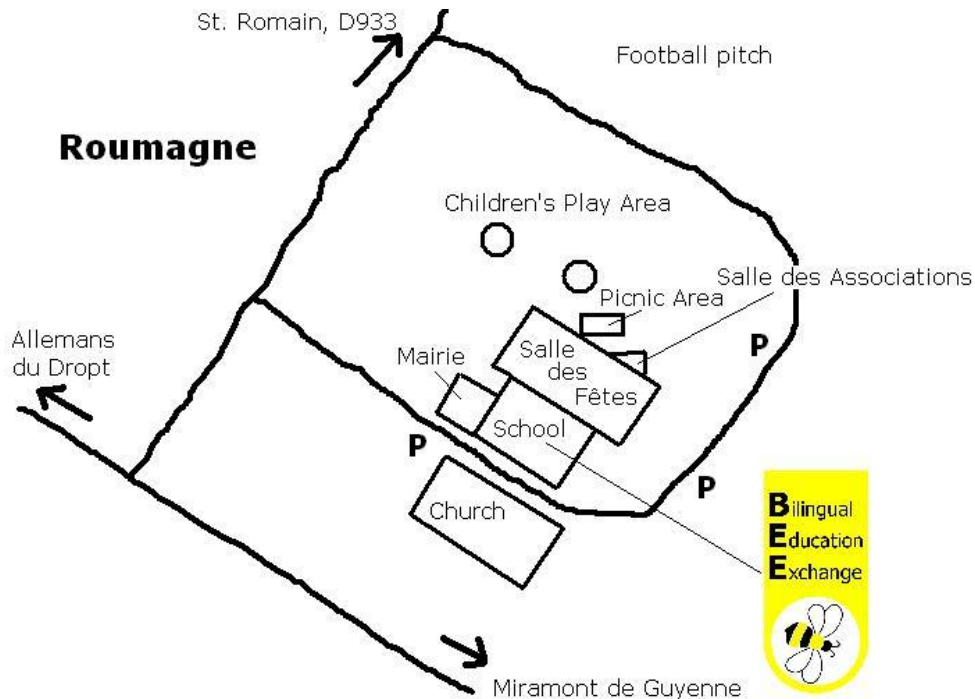
BILINGUAL EDUCATION EXCHANGE - TUITION FEES TERMS AND CONDITIONS

1. Tuition fees are invoiced termly. The cost of each class is 15 euros. The Spring term 2010 is 13 weeks long. The summer term 2009 is only 9 weeks long. You must re-register each term.
2. Fees for the Summer term are the same for all levels, 135 euros. Fees are payable in full at the beginning of the term by cheque, cash or online on our website, <http://www.bilingual.fr>. You may give us three cheques to pay by instalments if you prefer. In this case we will cash one cheque approximately once a month after registration. Cheques should be made payable to **Bilingual Education Exchange**. Staggered payment is not possible in cash or online. Failure to pay your child's fees will result in his/her place being offered to another child.
3. Where two or more children from the same family attend BEE classes, the first child will pay full fees but the other children's fees will be reduced by 20%. Termly reduced rate for Summer 2010 is therefore 108 euros. Children of BEE teachers pay 50% of fees.
4. Please see the fees page of the printable section of the form to calculate the fees for your family.
5. The BEE annual association membership fee from May to August 2010 is €10 per family (irrespective of the number of children) which is obligatory for our regular classes. It is payable separately from tuition. Membership fees are not refundable in the event that your child leaves during the course of the school year.
6. If you registered as a member in an earlier term, then you are already a fully paid up member of the association for this year and do not need to pay membership again.
7. If you wish to withdraw your child permanently from BEE during the school year, then you will need to give 4 weeks' written notice. A final statement will be issued and any amount still owing must be settled within 7 days of receipt.
8. In the event that BEE cancels classes for any reason, we will notify parents in advance and these dates **will be refunded**. However, we cannot take into account days when your child may miss an odd BEE lesson, whether it is due to school trips, other activities or sickness, and **we will be unable to refund** these lessons.
9. NB – Completing this registration form does not guarantee your child a place in BEE classes. This depends on numbers and teacher availability and we will contact you very shortly after registration to inform you whether your child has a place. In the unlikely event that we cannot offer you a place at the moment, we will return your payment in full and offer you the chance to take up association membership to give you a higher priority when a place becomes available.

LOCATION OF BEE CLASSES – ROUMAGNE SCHOOL



Roumagne is a small village located between Miramont and Allemans in North West Lot-et-Garonne. On entering the village there is a small square where the mairie, church and school are located. There is very limited parking here but children can be dropped off and collected from the school playground. For ample parking follow the P sign just after the church, down the hill, and park at the bottom.



Please now download and print off the registration form available at

www.bilingual.fr

or telephone

06.08.85.87.60

for more information.

Thank you and we hope to see you soon.