



PRACTICAL INFORMATION

PRIMARY



COLLÈGE DU LÉMAN
International School · Geneva

WELCOME TO CDL

Dear Parents,

We would like to extend a warm welcome to you at Collège du Léman Primary school.

This booklet provides important information regarding Primary School which will be particularly useful during the first days and weeks as we all settle into the rhythm of the new school year.

For information about back-to-school arrangements and school procedures, please refer to our dedicated webpage cdl.ch/backtoschool for Day students and cdl.ch/backtoboarding for Boarding students, as well as information on our 'CDL News' Parents app under the 'Information' tile.

We wish you and your child(ren) a rewarding and enjoyable school year and we look forward to working together for the development of your child(ren).

Please feel free to contact the Primary Office if you need any further information at fabienne.prieur@cdl.ch.

Mathieu Hartmann
Primary Principal





PAGE SUMMARY

4. School Contacts

5. Vision and Mission

6. RISE – Our Guiding Principles

7. Golden Rules

8. Stay Informed

Parent Faculty Association

Parent-Teacher Meetings

Photo Consent

9. Arrivals/Departures

Daily Schedule

10. Lunch/Snacks

Parking

Lost Property

Health

11. Events

School Outings

Supplies

No Phone Policy

Supplies

12. List of School Supplies

13. School Uniform

14. Campus Map



SCHOOL CONTACTS

Primary Office

Principal mathieu.hartmann@cdl.ch
Mathieu Hartmann

Deputy Principal sarah.gomme@cdl.ch
Sarah Gomme

Administrative Assistant & Absence Notifications fabienne.prieur@cdl.ch +41 (0)22 775 55 31
primary@cdl.ch
Fabienne Prieur

Absences

Any absence must be announced in advance by email to the teachers and the Primary office at primary@cdl.ch, afterschool services, and bus service.

Any absence for personal reasons must remain exceptional. Holidays should be planned according to the school calendar.

Other contacts

Extracurricular office	extracurricular@cdl.ch	+41 (0)22 775 55 74
Lunch service	lunch@cdl.ch	+41 (0)22 775 56 60
Bus service	bus.cdl@alsa.com	+41 (0)22 775 55 83
Admissions office	admissions@cdl.ch	+41 (0)22 775 56 56
Accounting	accounting@cdl.ch	+41 (0)22 775 55 55
Reception	reception@cdl.ch	+41 (0)22 775 55 55
Health Centre	healthcentre@cdl.ch	+41 (0)22 775 56 11
Bookstore	bookstore@cdl.ch	+41 (0)22 775 55 55
(uniforms, sport kits)		

Please specify the student's last name, first name and class (or teacher's name) in all communications.



VISION AND MISSION



Our **Vision:** To shape generations that harness differences, changing our world for the better.

Our **Mission:** We open doors for our students by creating a diverse and inclusive learning community that flourishes.

1. We discover and develop individual strengths.

2. We make powerful, lifelong global connections.

3. As forward thinkers, we inspire our students to be their best selves.

We are guided by our core values Respect, Internationalism, Spirit and Excellence.





OUR GUIDING PRINCIPLES

RESPECT

WE RESPECT AND VALUE OTHERS

INTERNATIONALISM

WE CELEBRATE
OUR INTERNATIONAL DIVERSITY

SPIRIT

WE DEVELOP SOCIAL RESPONSIBILITY
AND TEAM SPIRIT

EXCELLENCE

WE STRIVE TO DO OUR BEST
IN ALL THAT WE DO





GOLDEN RULES



We are gentle



We are kind and helpful



We listen



We are honest



We work hard



We look after property

STAY INFORMED

- **School website:** www.cdl.ch : In the [Parents Essentials section](#), you will find the school semester dates, information on afterschool activities, and links to useful portals and apps.
- **CDL News App:** All the information you can find in the ["Parents Essential" section](#) of the website is also available on our dedicated CDL News Parents app. You can download CDL News from the Appstore. You can also find the **school menus** here.
- **iSAMS:** You can access online **report cards** with your login details received upon your arrival at CDL. Please upload and save them in your private files as soon as they are displayed.
- **Class Dojo:** An app where teaching and learning content will be shared weekly. You will find more information from the class teachers at the beginning of the school year.
- **ProvaParent Bus App:** For CDL bus users. You can find more information in the [Parent essentials section](#) of the website.
- **Schoolsbuddy:** The booking system for extracurricular activities and parent-teacher meetings. You can find more information in the [Parent essentials section](#) of the website.

PARENT FACULTY ASSOCIATION

Our Parent Faculty Association (PFA) is a non-profit organisation, run by parent volunteers, which works in collaboration with the school to provide fun activities for children, parents and teachers. Among other events organised, a shared coffee is frequently held once a term and everyone is invited to attend. All staff and CDL Parents are welcome to join the PFA.

PARENT-TEACHER MEETINGS

Back-to-school information meetings

Please note that the information meetings with the teacher(s) for the year ahead will take place in the classrooms on the following dates:

- CP/B01/G01: Wednesday 26th August, at 5:00 pm
- CE1/B02/G02: Thursday 27th August, at 5:00 pm
- CE2/B03/G03: Monday 31st August, at 5:00 pm
- CM1/B04/G04: Tuesday 1st September, at 5:00 pm
- CM2/B05/G05: Wednesday 2nd September, at 5:00 pm

Individual parent-teacher meetings

Friday, 6th November 2026, and Tuesday, 9th March, 2027.

These meetings are intended to review your children's progress and collaborate on ways to support their success at school.

They take place from 8:00 am to 5:30 pm, which is why there **are no classes on these days**.

The Extracurricular Department offers a "Childcare Plus" service on these days.

PHOTO CONSENT

At the time when you enrolled your child, you may or may not have given us permission to use photos of your child in our communications. You will have the opportunity to confirm your choice when you meet your child's teacher, and to change it at any time during the year.



ARRIVALS/DEPARTURES

Arrivals

Students may be dropped off at the playground from **8:00 am**. **The buildings open at 8:15 am.**

No supervision will be provided before 8:00 am or after 4:00 pm. Level 1 and 2 students arriving at school by bus are accompanied by a classroom assistant.

Please note that the parents should not enter the buildings without making an appointment with the teacher(s).

Departures

Students should be picked up by their parents or a designated person at the blue barrier (pick-up) or the drive-by areas of Chemin du Lac / St-Exupéry. Alternatively, they may take the CDL bus (accompanied by Level 1 and Level 2 assistants) or attend after-school activities. Please note that for Level 1 and 2 students, the pick-up can only be done at Chemin du Lac.

For security reasons, **please inform the class teacher and the Primary Office by email**

(fabienne.prieur@cdl.ch) **before 12:00 pm** if someone other than you or the person mentioned at the beginning of the year is picking up the student, or if the student's routine changes exceptionally. The playground will be used exclusively for extracurricular activities after 4:00 pm.

Gate

The Primary campus is secured and only students, staff and people who have received exceptional permission can enter during and after school times.

The gate is open for pick-up and drop-off only. All entries outside school times must be justified and requested in advance to the Primary office (school times) or to the Extracurricular department (afterschool times). **Students who are late should announce their presence at the office before going to class after 8:25 am.**

DAILY SCHEDULE

Arrival

08:00 am: **Campus opens**

08:15 am: **Class time**

08:25 am: **Lessons start**

Departure

3:40 pm: **End of classes**

4:00 pm: **First bus departure**

5:40 pm: **Second bus departure**

Extracurricular activities and childcare (until 6:45 pm) are provided from 4:00 pm (visit cdl.ch/extracurricular, the "Information" tile of the CDL News app or email: extracurricular@cdl.ch)

The Campus opening hours for parents are:

- 8:00 am - 8:30 am
- 3:30 pm - 6:45 pm at the latest.



LUNCH/SNACK

Healthy, well-balanced hot lunches (including vegetarian meals) are available at CDL, provided by a professional catering company (Scolarest) at the Leman Cafeteria. This contains a salad and/or vegetable with a protein, carbohydrate and dessert/fruit. A vegetarian meal is proposed every day. Children registered in hot lunches eat in Leman Cafeteria during one of our two sittings.

Hot lunches Registration: lunch@cdl.ch

Students can also eat cold or warmed up picnics (provided by the parents) in Espace Mandela under the assistants' supervision. Please note that meals brought from home are kept at room temperature until they are consumed.

If your child has any allergies, please contact the teacher, lunch service (lunch@cdl.ch) and health centre (healthcentre@cdl.ch) to notify it as well as the treatment.

The primary school is a nut-free environment, including sesame seeds. We ask that you provide a piece of fruit or a vegetable for the morning and afternoon snacks, rather than sweets, crisps, popcorn or chocolate, which are not recommended at our school. Snacks or lunches (for students bringing a packed lunch) containing allergens or nuts (including sesame) are not permitted.

PARKING

Parents can park their car for a short period when they drop off or pick up their children in the main car park.

Drop-off and pick-up zone are also provided on Chemin du Lac and behind St-Exupéry (avenue Louis Young).

LOST PROPERTY

Lost property left behind at the school is deposited in the 'Lost & Found' area.

Please help us look after the students' belongings by clearly labelling them at the beginning of the school year in order them to find them.

HEALTH

There is a Health Centre with nurses located on school campus. **Please ensure that the nurse AND class teacher know about any allergies or medical conditions that your child may have.**

Contact : healthcentre@cdl.ch / +41 (0)22 775 56 11

- **A child with fever, conjunctivitis, diarrhea, vomiting or sick should stay home.**
- If your child is not feeling well (fever, stomach pain, sore throat...), we will contact you to come to pick him/her up.
- Medicines must be delivered in their original container, **clearly labelled with the student's name and with the doctor's prescription.**
- If a student has lice, please ensure the treatment has been successful before he/she returns to school. Treatment must be repeated until all lice disappear.
- Students present at school will go outside for breaks and cannot be kept inside, except in exceptional circumstances.



EVENTS

Birthdays

Private invitations should not be handed out at school unless all classmates are invited. Birthday cakes can be brought into class to share. It would be preferable if these were individual treats (such as cupcakes, cookies, or doughnuts), and they must be nut-free. Sweets and candies will, however, not be distributed in class.

Please contact the class teacher to coordinate this beforehand.

Events

Some events are organised by the school or the PFA and you will be informed in due course via Class Dojo or via emails.

SCHOOL OUTINGS

School outings or shows with pedagogical aims will be organised during the school year.

A 120 CHF 'day trip package' is billed to the parents at the beginning of the year.

In addition, students in Levels 3, 4, and 5 will participate in overnight educational trips during the academic year. These experiences are designed to foster independence, confidence, teamwork, and social skills, while also supporting the curriculum through meaningful hands-on learning opportunities. We strongly encourage all students to participate in these trips, as they form an important part of the educational programme and contribute significantly to each child's personal growth and development. Further information regarding these trips will be shared by the class teacher at the beginning of the school year. A separate fee for residential trips will be invoiced during the relevant term.

NO-PHONE POLICY

CDL has introduced a no-phone policy. Primary students are not allowed to use Smart watches or mobile phones in the Primary Campus. We kindly ask for your support in setting a positive example for all our students by refraining from using your phone while on campus.

SUPPLIES

Parents are asked to provide a few supplies listed below. Other supplies are provided by the school, the cost of which is included in the school fees.

The supplies and other properties must be clearly labelled with the student's name. Please check regularly that your child is correctly equipped.



LIST OF SCHOOL SUPPLIES • PRIMARY

LEVEL 1: G01/B01/CP

- | | | | |
|----------------------------|------------------------------------|----------------------------|--|
| ☐ 1 | backpack to hold an A4 size folder | ☐ 1 | pencil sharpener with divider (2 in B01) |
| ☐ 1 | A4 whiteboard + markers (2 in B01) | ☐ 2 | highlighter pens |
| ☐ 1 | box of tissues | ☐ 3 | glue sticks (4 in B01) |
| ☐ 1 | empty pencil case (2 in B01) | ☐ 1 | pair of rounded scissors (2 in B01) |
| ☐ 1 | pack of colouring pencils | ☐ 1 | 20cm transparent flat ruler (2 in B01) |
| ☐ 2 | HB pencils | ☐ 1 | water bottle |
| ☐ 1 | eraser (2 in B01) | ☐ 1 | pair of indoor shoes with sole |

LEVEL 2: G02/B02/CE1

- | | | | |
|----------------------------|------------------------------------|----------------------------|--|
| ☐ 1 | backpack to hold an A4 size folder | ☐ 3 | glue sticks |
| ☐ 1 | A4 whiteboard + markers | ☐ 1 | pack of felt-tips |
| ☐ 1 | box of tissues | ☐ 1 | pack of colouring pencils |
| ☐ 2 | empty pencil cases | ☐ 1 | 30 cm flat transparent ruler |
| ☐ 2 | HB pencils | ☐ 1 | transparent set square |
| ☐ 1 | Frixion blue pen + refill | ☐ 1 | pair of scissors (13 cm) |
| ☐ 1 | Frixion green pen | ☐ 1 | pair of headphones (jack plug -no Bluetooth) |
| ☐ 1 | Frixion red pen | ☐ 1 | water bottle |
| ☐ 2 | erasers | ☐ 1 | pair of indoor shoes with sole |
| ☐ 1 | pencil sharpener with divider | | |
| ☐ 2 | highlighter pens | | |

LEVEL 3: G3/B03/CE2

- | | | | |
|----------------------------|--|----------------------------|--|
| ☐ 1 | backpack to hold an A4 size folder | ☐ 1 | pack of colouring pencils |
| ☐ 1 | A4 whiteboard + markers (G4 minimum 8 markers) | ☐ 1 | pack of felt-tip pens |
| ☐ 1 | box of tissues | ☐ 1 | pair of scissors |
| ☐ 2 | small pencil cases (one for coloured pencils/pens the other for writing materials) | ☐ 1 | pair of headphones (jack plug- no Bluetooth) |
| ☐ 2 | HB pencils | ☐ 1 | pack of self-stick labels |
| ☐ 1 | eraser | ☐ 1 | water bottle |
| ☐ 1 | pencil sharpener with divider | ☐ 1 | pair of indoor shoes with sole |
| ☐ 3 | highlighter pens | | |
| ☐ 3 | glue sticks | | |

LEVEL 4: G04/B04/CM1

- | | | | |
|----------------------------|---|----------------------------|--|
| ☐ 1 | backpack to hold A4-size folder | ☐ 1 | green FriXion pen with 1 pack of refills |
| ☐ 1 | A4 whiteboard + markers | ☐ 1 | red FriXion pen with 1 pack of refills |
| ☐ 1 | box of tissues | ☐ 3 | highlighters |
| ☐ 1 | pencil case containing felt-tip pens and coloured pencils | ☐ 3 | glue sticks |
| ☐ 1 | blue FriXion pen with 1 pack of refills | ☐ 1 | pair of headphones (jack plug - not Bluetooth) |
| | | ☐ 1 | water bottle |

LEVEL 5: G05/B05/CM2

- | | | | |
|----------------------------|--|----------------------------|--|
| ☐ 1 | backpack to hold an A4 size folder | ☐ 3 | highlighter pens |
| ☐ 1 | A4 whiteboard + markers | ☐ 3 | glue sticks |
| ☐ 1 | box of tissues | ☐ 1 | pack of colouring pencils |
| ☐ 2 | pencil cases (one for coloured pencils/pens the other for writing materials) | ☐ 1 | pack of felt-tip pens |
| ☐ 2 | HB pencils | ☐ 1 | compass |
| ☐ 2 | 4 colours pencil | ☐ 1 | pair of headphones (jack plug- no Bluetooth) |
| ☐ 1 | FriXion blue pen + 3 refills | ☐ 1 | pack of self-stick labels (optional) |
| ☐ 1 | FriXion green pen | ☐ 1 | transparent protractor |
| ☐ 1 | FriXion red pen | ☐ 1 | scotch tape |
| ☐ 1 | eraser | ☐ 1 | water bottle |
| ☐ 1 | pencil sharpener with divider | ☐ 1 | pair of non-slip socks for dance (optional) |

Individual equipment clearly labeled to be checked and renewed during the year if needed



SCHOOL UNIFORM

Uniform is compulsory. Please label each item with the name and the class of your child.

Please adapt the clothes to the weather. Unless it is raining or extremely cold, children go outside every day during recess time.

When students have sport, they are expected to wear a red and black CDL outfit.

Our **Day** families can get the students' uniforms by ordering them from our e-shop and picking them up from the bookstore or by visiting our bookstore directly. You will find all the information you need on cdl.ch/backtoschool.

For our **Boarding** families, everything is taken care of by the House Parents.

For boys

- A white polo shirt with the CDL logo (c)
- Khaki trousers (a)
- Khaki shorts (f)

For girls

- A white polo shirt with the CDL logo (c)
- A khaki pinafore dress (b)
- Khaki shorts or skirt (f)
- Khaki trousers (a)
- A Chambray blue summer dress (d)
- Plain tights worn under a dress or skirt from CDL

For boys and girls

- A red V-neck sweater with CDL logo (g) or a red fleece jacket with the CDL logo
- A red cardigan with the CDL logo (h) or a red fleece jacket with the CDL logo

Sportswear for boys and girls

Red shorts or black pants, with a white T-shirt and a red sweatshirt or a red fleece jacket with CDL logo



CAMPUS MAP





COLLÈGE DU LÉMAN
International School · Geneva