EDUCATIONAL PROJECT
2026 - 2028

Foreword:

Les ateliers FL is an independent private higher education institution and organiser of French language courses and study abroad programs.

Our schools welcome international students aged **13 and above** throughout the year. We also welcome international students aged **17 and over** to our adult programmes, with or without accommodation.For students who have requested an airport or train station transfer, arrival arrangements are organised by either their host family or our trusted transfer partner. Students are then taken directly to their accommodation.

Students aged **13 to 17** enrolled in our dedicated Junior Programme stay on either a **full-board** or **half-board** basis. For students staying with host families, full board includes a packed lunch, which is enjoyed in the city centre together with other students and our activity leaders. Students staying in residence receive their lunch collectively in the residence cafeteria.

Children under the age of **13** must be accompanied by a responsible adult. We do not provide accommodation for unaccompanied children under this age.

The mission of **Les ateliers FL** is twofold: to develop students' French language skills through high-quality French as a Foreign Language (FLE) teaching; to encourage the discovery of French culture through a varied programme of weekly cultural activities.

Organisation:

✓ Courses

Morning classes take place **Monday from 9:50 to 12:30 and Tuesday to Friday from 9:00 to 12:30** (excluding public holidays), with a **20-minute break from 10:30 a.m. to 10:50 a.m.**

Written placement tests are completed before students arrive whenever possible. Oral placement interviews take place on **Monday morning between 9:00 a.m. and 9:45 a.m.**

Language levels follow the **Common European Framework of Reference for Languages (CEFR)**. Teachers follow the CEFR progression and our internal syllabuses when planning and delivering lessons.

Our courses are based on an **action-oriented approach**, combining a wide range of activities designed to suit both learners' language levels and profiles. Particular emphasis is placed on developing speaking skills while consolidating essential written language competencies. Students explore a variety of themes that broaden their vocabulary and enable them to apply language in authentic communication situations.

For students aged **13 to 17**, classes are organised by language level, with a maximum of **12 to 14 students per group**. Our teaching and activity teams work closely together to develop common themes linking classroom learning with the discovery of French language and culture

Courses Outside School Holiday Periods

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For school groups requesting tailor-made programmes outside the French school holidays, classes take place **Monday to Friday from 9:00 a.m. to 12:20 p.m.**, with a **20-minute break from 10:30 a.m. to 10:50 a.m.**

✓ Activities

Students aged **13 to 17** enrolled in our Junior Programs benefit from an activity program included in their registration. Participation in all scheduled activities is included at no additional cost. The activity program operates on a **six-week rotation**.

The programme includes:

- A city tour for newly arrived students
- One cultural visit each week
- Daily social, recreational and sporting activities organised by our activity team
- A full-day Saturday excursion for students remaining at the school that weekend
- One evening activity each week

In addition, participants in our academic programmes are invited to join the weekly activities organised by ***Les ateliers FL*** for all students.

✓ Independent Outings

Unaccompanied outings are not permitted for students under the age of 13 .Students staying with host families may go out in the evening until 11:00 p.m. on weekdays and until 1:00 a.m. on Fridays and Saturdays, provided that Les ateliers FL has received a signed parental authorisation form.

✓ Transfers

Students who have booked an arrival transfer are met at the airport or train station by either their host family or our approved transfer partner.

Arrival transfers take place on Sundays, and departure transfers on Saturdays, except in exceptional circumstances.

✓ Facilities

- Classrooms
- An administrative office
- An indoor student lounge
- An outdoor relaxation area
- Toilet facilities

Introduction to Our Educational Objectives

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The educational objectives of **Les ateliers FL**

- Teaching French as a Foreign Language (FLE)
- Ensuring the physical, emotional and mental well-being of the minors in our care
- Encouraging openness to others and to different cultures
- Promoting collaboration between the teaching team and the activity team
- Providing a minimum one-week immersion experience in France

✓ Language teaching

Through an action-oriented teaching approach, language instruction develops the four core language skills defined by the Common European Framework of Reference for Languages (CEFR). This approach helps young learners gain confidence in using French in everyday situations and reinforces their understanding of French as a living language for communication.

✓ The Physical, Emotional and Mental Well-being of Minors

The ***Les ateliers FL*** team consists of an Activity Manager, an Accommodation Coordinator, teachers, activity leaders and a Centre Director.

The physical safety of our students is ensured through signed parental authorisations, the implementation of strict safety procedures, and regular inspections of all facilities used for classes and activities.

Students' emotional well-being is supported through the presence, attentiveness and empathy of all our staff. Throughout their stay, ***Les ateliers FL*** remains committed to creating a caring environment and to monitoring all factors that contribute to a safe, enjoyable and successful language immersion experience.

✓ Openness to Others and to Different Cultures

Students staying in **residence** have the opportunity to interact with French residence staff as well as students from a wide range of nationalities.

Students accommodated with **host families** experience authentic cultural immersion through daily contact with a French family while also meeting fellow students from different cultural backgrounds.

Our teaching team incorporates intercultural activities into the curriculum to encourage dialogue, mutual understanding and respect for different cultures. French is used as the language of communication throughout these activities, which are complemented by lessons exploring French culture and heritage.

Cultural visits and sports activities further encourage intercultural exchange, helping students discover new cultures while interacting with participants from around the world in an enjoyable and inclusive environment.

✓ Collaboration Between the Teaching and Activity Teams

To ensure the overall success of the language stay, the teaching team regularly follows up on the cultural and sports activities organised by the activity team during lessons.

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Detailed Presentation of Les ateliers FL's Educational Objectives

1. Language Teaching

○ The CEFR Framework

Courses are designed in accordance with the Common European Framework of Reference for Languages (CEFR) (displayed in the teachers' room). During their lessons, teachers develop the four language skills: listening and speaking, and reading and writing.

The written and oral placement test assesses the student's CEFR level and enables the Academic Manager to place students in a class corresponding to their level and register them on the class lists.

Courses in the French school follow the academic curriculum for the year. They cover all subjects taught to French students, both compulsory and optional, according to the choices made at the time of enrolment.

○ Enjoyment in Learning

The teaching team delivers engaging, enjoyable and stimulating lessons through interactive educational activities. The Academic Manager supports the teaching team in implementing this approach.

The courses are balanced and include modules covering the four CEFR language skills, together with the review and/or acquisition of new grammar points that reinforce language structures and build learners' confidence in spoken communication (the main focus of our teaching). This is achieved through whole-class, group and pair work, as well as interactions with other level groups during educational activities linked to school life.

The weekly teaching records outline the course content, and the Centre Manager ensures that it is consistent with our educational philosophy.

○ The Action-Oriented Approach

To distinguish its teaching from more conventional methods, **Les ateliers FL** implements an action-oriented approach. Learners are no longer simply language learners but social actors who carry out tasks in specific situations and environments.For this reason, **Les ateliers FL** promotes communication through the use of authentic materials and the activities organised in the afternoons. The entire teaching team embraces this approach through the training workshops organised within our institution.

○ Extending Learning Beyond the Classroom

Teaching at **Les ateliers FL** extends beyond the classroom. Activities linked to the group's progress incorporate the essential elements of immersion and contact with French, English-speaking and Spanish-speaking people and cultures. The Centre Manager approves the educational outing form and ensures that educational activities outside the classroom are carried out. In addition, teachers prepare the afternoon activities in collaboration with the activity team through the use of authentic documents about the region and thematic vocabulary development. The weekly teaching records describe the integrated activities.

2. The Physical, Emotional and Mental Well-being of Minors

○ Site Security and the Safety of Minors

To ensure that the whereabouts of each minor are known, **Les ateliers FL** records students' attendance during lessons using daily attendance registers completed by teachers and checked by the Centre Manager, and during activities using participant lists completed by the activity team.

Students arriving late must provide a justification to the Centre Manager. Repeated lateness beyond three occurrences will result in disciplinary action.

To ensure the ongoing safety of the minors in our care, no permission for independent outings will be granted unless **Les ateliers FL** has received a duly completed and signed parental authorisation form from the student's parents or legal guardians.

In addition, the safety of the ***Les ateliers FL*** premises is ensured through regular safety inspections carried out by the competent authorities. Safety instructions are displayed throughout the premises. ***Les ateliers FL*** also ensures that the premises, both indoors and outdoors, are kept clean.

○ Health Monitoring of Minors

A Health Officer is appointed by the ***Les ateliers FL*** Activity Manager to monitor the health of the minors in our care and provide first aid when necessary. If specialist medical attention is required, the Health Officer will contact the appropriate services using the signed parental consent form collected before the minors' arrival.

The Health Officer records all interventions involving minors at the ***Les ateliers FL*** centre in a health log.

The Health Officer also ensures that all persons concerned are informed of any allergies indicated in the student's file, monitors the administration of medication at ***Les ateliers FL***, and informs host families of the evening dosage. For students not staying in accommodation arranged by the school, the Health Officer explains the evening dosage of any treatment started during their stay.

○ Maintaining Contact with the Families of Minors

- ✓ Computers are available outside lesson hours so that students can communicate with their families via the internet.
- ✓ A scanner is available for documents that need to be sent to family members.
- ✓ A telephone is available for emergencies.
- ✓ Free Wi-Fi access is available in the school's common areas.

○ Accommodation with Host Families

Accommodation with host families complies with the required standards. Each family hosts between two and four students who are of a similar age. Students sharing the same room are of the same gender and, whenever possible and unless specific requests have been made, have different native languages in order to encourage interaction and the sharing of interests. Compliance with these accommodation arrangements may be verified through the host family placement schedule maintained by the Accommodation Manager.

The bedrooms are equipped with the necessary amenities: a single or double bed, storage space, a workspace, a window and artificial lighting. These standards are established and verified during visits to each host family before the students' arrival and through courtesy visits during their stay.

Bed linen is provided by the host family and changed weekly. It is for the student's individual use and is clean upon arrival.

Host families are responsible for cleaning the home. Students are, however, expected to help keep their bedroom tidy. Each student must ensure that their room is organised so that the host family can clean it.

Students who have requested an airport or station transfer are met on arrival by their host family or by the school's partner transfer company.

Host families show students around the home, introduce them to each room so that they become familiar with the surroundings and, to encourage integration into family life, introduce them to all members of the household.

Families and students can contact the Accommodation Manager at the **Les ateliers FL** centre, as well as the Academic Programme Coordinator, and may use the emergency telephone number provided to them before their arrival.

All accommodation arrangements are monitored through visits, regular communication between host families and the Accommodation Manager or accommodation contact at the centre, communication between the minors and the Accommodation Manager or accommodation contact at the centre, and the satisfaction questionnaires completed by students at the end of their stay.

- ### Accommodation in Residence

Accommodation in the residence complies with the required standards. Each room accommodates between two and seven students who are of a similar age. Students sharing the same room are of the same gender and, whenever possible and unless specific requests have been made, have different native languages in order to encourage interaction and the sharing of interests. Compliance with these accommodation arrangements may be verified through the room allocation schedule maintained by the Accommodation Manager.

The rooms are equipped with the necessary amenities: a single or double bed, storage space, a window and artificial lighting.

Bed linen is provided by the residence, **excluding towels.** The bedding is placed on the bed before the students' arrival. It is for the student's individual use and is clean upon arrival.

Cleaning of the rooms and common areas is carried out by the residence. Students are, however, expected to contribute by keeping their rooms tidy. Each student must tidy their room on Saturday morning within the time allocated to all students. Cleaning is carried out by the housekeeping team during the day on Saturday.

Students can obtain any information they may need from the residence reception staff.

Families and students may contact the Academic Programme Coordinator.

Supervision Ratios

- One teacher is responsible for a maximum of 14 students per class.
- One activity leader is responsible for a maximum of 12 students per group during excursions.
- One lifeguard and one activity supervisor are responsible for a maximum of 8 students during water-based activities.
- One Centre Director is appointed for every 100 students, with one Deputy Director for each additional 50 minors.

A weekly schedule is established, and the number of minors attending is monitored regularly.

Staff Qualifications

- At least 60% of staff hold the BAFA qualification.
- No more than 20% of staff are BAFA trainees.
- No more than 20% of staff are unqualified.
- Teachers hold higher education qualifications.

The Centre Manager keeps copies of the qualifications of all staff working at the **Les ateliers FL** centre, as well as the staff register.

Communication and Information Provided

Upon arrival, minor students are met at the airport or railway station by their host family or by **Les ateliers FL**'s partner transfer company.

Residence accommodation:

On Monday morning, students are welcomed by a member of staff who provides them with a welcome pack containing information about how the school operates (welcome letter, certificate of enrolment, pedagogical needs form, course timetable, class levels, centre map, staff organisation chart, practical information sheets and city map).

An information meeting is organised by the team, during which the Centre Manager presents the **Les ateliers FL** group, the general organisation of the school, the courses, including timetables and levels, the cultural and sports activities, and the school and host family rules. At the end of the meeting, students take part in a guided tour of the town centre to help them find their way around.

At the Biarritz school only: On Sunday afternoon, new students must complete a swimming assessment. An activity leader meets the students and accompanies them to the **Les ateliers FL** centre after the assessment.

Host family accommodation:

Host families accompany students to the school on their first day. Students are welcomed by a member of staff

At the Biarritz school only: On Monday morning, new students must complete a swimming assessment at Port Vieux Beach. Host families accompany the students to the beach. An activity leader meets the students and accompanies them to the **Les ateliers FL** centre after the assessment.

All of these arrangements relating to the welcome process and the information provided may be verified through the student satisfaction questionnaires completed at the end of the stay. The opening hours of the administrative offices are displayed in the centre, and the Centre Manager ensures that this information remains clearly visible and up to date.

3. Openness to Others and to Different Cultures

○ Diversity at *Les ateliers FL*

The Academic Manager forms the classes according to students' language levels and also ensures a mix of nationalities in French as a Foreign Language classes. Class lists provide evidence of this arrangement.

The Activity Manager pursues the same objective of diversity when organising groups for the cultural and sports activities. Participant lists provide evidence of the composition of these groups.

The Accommodation Manager places students of different nationalities with host families (unless specific requests have been made by certain students). The accommodation allocation records provide evidence of these placements.

○ Approaching Different Cultures

In the classroom, teachers use authentic materials from a variety of sources to explore the specific characteristics and general features of different countries, their heritage and their cultures. They also provide activities that promote intercultural understanding, where everyone can express themselves respectfully. The weekly teaching records make it possible to verify that intercultural learning is incorporated into the classroom.

Through games, cultural outings and sports activities, the activity team remains attentive to any conflicts that may arise between different cultures. Communication and humour during these activities help to manage such situations. Activity reports provide a record of how the activities have taken place.

The school's staff are attentive to any cultural specificities and act accordingly.

- **Open-mindedness**

Through its cultural activities, **Les ateliers FL** offers students the opportunity to discover French heritage and culture. The content of each excursion provides evidence of these cultural discoveries.

This experience is reinforced through collaboration between the activity team and the teaching team, by using authentic materials in a teaching context and by organising educational outings outside the school and the classroom. The weekly teaching records and the educational outing forms provide evidence of these activities.

- **Language of Communication**

The use of French as the language of communication is essential for our international students.

The staff of **Les ateliers FL**, including host families and residence staff, communicate in French during lessons, activities, and both formal and informal interactions with students.

Information displayed throughout the school is provided in French.

All members of staff encourage students to speak French with one another, including during their free time.

4. Interactive Collaboration Between the Activity and Teaching Teams

- **The staff of L*es ateliers FL***

The Academic Manager and the Activity Manager hold weekly meetings. Daily communication is also maintained.

The Academic Manager and the Activity Manager work together to integrate the teaching team into the life of the school.

- **Collaborative Working Time**

The Activity Manager and the teaching team organise weekly meetings to prepare their collaborative work, which may also be attended by the Centre Manager.

Shared break times also provide opportunities to develop ideas and exchange information about past and upcoming activities.

- **Collaborative Working**

The Activity Manager provides the teaching team with all the information necessary for their collaboration (activity programme) and maintains ongoing communication with them to coordinate the educational activities covered in class and the content of the activities organised by the activity team.

The Activity Manager and the teaching team work together to develop weekly themes, supported by displays of work completed in class and by projects produced by students during workshops organised by the activity team.

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