



ENGLISH VERSION

Transmission to the AEFÉ of the application files for the financial support of AESH

Practical information for French or bi-national families and diplomatic posts

Reference: point 13 of the [instruction on school grants](#) dealing with "Assistance for the education of students with disabilities (Shadow Teacher/AESH grant)".

The **application files** (scanned files) for support for students with disabilities (AESH) must include the following four documents for each student:

1. Notification of a valid decision from a Departmental Persons with Disabilities Centre (MDPH).

- ✓ This notification must include the mention "**human assistance** to students with disabilities" and indicate the period of validity.
- ✓ It will detail the support missions and specify the number of hours granted.
- ✓ In the absence of this last indication, the local monitoring team (ESS) will specify the need in hours.

N.B.: If the family is waiting for a decision from the MDPH (first referral or renewal), the AEFÉ will make an advance payment via the administrative and financial department (DAF) of the school, and the family will have to reimburse the expenses incurred if the MDPH finally refuses to recognize the handicap and/or does not indicate the need for human assistance.

2. The personalized schooling project (PPS) for the current year, completed and signed by all members of the multidisciplinary educational team.

3. The convention for the support of the student with disability (Convention d'accompagnement d'élève en situation de handicap) (AESH)¹ completed and signed by the parents and the accompanying person without omitting the following elements:

The period of accompaniment (date to date),

The name and surname of the accompanying person,

The **hourly rate** of remuneration (in currency) which can be given by the DAF of the establishment according to the practices in force. In the absence of any local reference on the subject, the local hourly rate of gross pay for nursery school teachers (ASEM) at the beginning of their career constitutes a reasonable basis for calculation.

¹ It is recommended to use only the AEFÉ's model forms:

1 Model of accompaniment agreement established between parents and an AESH

2 Model of agreement authorizing the presence of an AESH in the school



Ευγένιος Ντελακρού
Lycée Franco-Hellénique

LYCEE FRANCO-HELLENIQUE EUGENE DELACROIX

B.P. 60050 - 15301 AGHIA PARASKEVI ATHENES -GRECE TEL (+30) 211 300 91 00 FAX (+30) 211 300 91 15
<http://www.lfh.gr>

N.B.: Any unjustified overrun of the number of hours prescribed by the MDPH will remain the responsibility of the parents and cannot be covered by the AEFÉ, which only pays for the hours of presence of the Shadow Teacher during the school period (36 weeks maximum), regardless of the number of children accompanied during the time slots in question.

The AEFÉ relies on the hourly rate decided locally, considered as a fixed basis for remuneration, for the only time spent accompanying the child in the school. It is therefore up to the family to determine contractually, with the accompanying person employed, the additional remuneration that it may wish to grant to ensure an income for the AESH during the school vacations.

It is also up to the family, in accordance with local regulations, to take charge of the social or insurance contributions related to the employment of the AESH. These issues vary greatly depending on the host country and do not fall within the Agency's competence. Finally, a lump sum payment for the participation of the support person in educational team meetings, and covering any training time agreed by the AESH, is also recommended.

4. The agreement authorizing the presence of the AESH in the school² completed and signed by the head of the school.

(... Points of vigilance for Diplomatic Posts)