

ANSWERS TO FREQUENTLY ASKED QUESTIONS (FAQ)

1. When is the enrolment period for the next school year ?

Cycle	Year 2018
Nursery and primary cycle	From 09/04/2018 until 18/05/2018 (excepted from 09/05 until 11/05/2018)
Secondary school cycle	

- It is not possible to submit applications before the above dates or a year in advance by adding the child to a waiting list.
- An enrollment application only has to be set up if it is a new student.
- Only the application files published on the website of the European School from Luxembourg can be used and must not be reformatted under any circumstances.

2. What are the addresses for the enrolment ?

All requests shall be brought to the secretariat of the European schools. The contact person depends on the cycle and on the mother tongue of the language section. Please check the documents on this Website under “Inscriptions” and “Communication of the European Schools of Luxembourg” to find out this information.

3. Are European schools open for children of parents who are not staff of European Institutions ?

Yes, they are. Although priority is given to children of parents working for the European institutions, there are places available for other children. Subject to places being available and within the limits of the threshold fixed by the regulations (currently to 24 pupils per class).

The pupils of the European Schools are divided into three categories:

- Category I: Pupils whose parents are members of the staff of or seconded to a European Institution or an assimilated organization. The employer must certify that the duration of the contract lasts for a minimum period of one year. These pupils are exempted from school fees.
- Category II: Pupils whose parents are members of the staff of a company or an organization which has concluded a special agreement with the European schools and certifies that it will pay the school fees for the enrolled pupil.
- Category III: Pupils whose parents do not belong to categories I or II and pay the requested school fee themselves. These pupils can be admitted if places are available and if they fulfil other conditions as defined by the school.

For more details, check the documents under Enrolment on our website.

4. What is the difference between the ES Luxembourg I and Luxembourg II?

Two European schools exist in Luxembourg: Luxembourg I – Kirchberg and Luxembourg II – Bertrange/Mamer. Both follow the same curriculum and have the same administrative structure.

The ES Luxembourg I is located at Kirchberg and has the 3 cycles: nursery, primary, secondary. All the pupils of the following mother tongues and sections are automatically enrolled in the ES Luxembourg I: Bulgarian, Dutch, Estonian, Finnish, Latvian, Lithuanian, Polish, Portuguese, Spanish and Swedish.

The ES Luxembourg II is located in Bertrange/Mamer and has the three cycles: nursery, primary, secondary. All pupils of the following mother tongues and sections are automatically enrolled in the ES Luxembourg II: Czech, Danish, Greek, Hungarian, Italian, Maltese, Romanian, Slovenian, Slovakian and Croatian.

Both schools have an Anglophone (EN), Francophone (FR) and German speaking (DE) section and teach Irish.

The pupils are directed to one or the other school, when they join the European schools of Luxembourg.

5. How are the pupils of the DE, EN and FR sections allocated to both schools?

In 2004, the parents and the School Directions set up rules for the allocation. Please check the document “Enrolment policy at the ES of Luxembourg” and the map on this website, under Inscriptions. The rules have been agreed by the Administration Boards.

The allocation is intended to be final. The parents may however, submit a written request to the Director of the school their children attend asking for a change to the other school. This must be done by **18th May 2018** for the secondary, nursery and primary cycles. If places are available and provided that this does not create an imbalance in terms of numbers of pupils per class, the directors might agree a transfer for the following school year.

All such transfer requests relating to pupils in the nursery, primary or secondary cycles are dealt with by the Head of the school where the pupil is enrolled. Answers will be given latest by 29th June 2018.

6. When do the parents know if their child is admitted?

Pupils of category III will only be admitted if places are available. The final answers, including the class allocation, will be sent before **13th July 2018**. Please do not call the school; the correct and complete processing of the data is very time-consuming. The school staff is instructed not to give individual feedback before all applications have been considered.

7. Which language sections are available in the ES of Luxembourg?

- Luxembourg I:
Dutch, English, French, Finnish, German, Polish, Portuguese, Spanish, Swedish.
- Luxembourg II:
Czech, Danish, English, French, German, Greek, Hungarian, Italian.

8. What is the admission age of the children to the European school?

To be admitted to the Nursery school, children must have reached the age of 4 at 31st December of the school year. No exceptions are possible.

To be admitted to the first year Primary school, children must have reached the age of 6 at 31st December of the school year.

9. Which language II (second language) can be chosen?

All pupils choose one of 3 LII (Language II): English, French or German; LII must be different from the language of the section, except in case of SWALS* pupils. In 1st year primary, teaching of the language II begins after the holidays of All Saints. Language II will be used later as a vehicular language for several courses.

* SWALS = *Student Without A Language Section, attending one of the vehicular languages DE, EN or FR*

10. Does the school provide help for pupils whose language skills are not sufficient?

The SWALS pupils (**S**tudents **W**ithout **A** Language **S**ection) of category I and II in the European schools of Luxembourg (Mother tongues concerned: Bulgarian, Croatian, Estonian, Latvian, Lithuanian, Slovenian, Romanian, Slovakian) will normally be admitted to the DE, EN or FR section.

The School will provide intensive “**SWALS**” help, as much and as long as needed, to make the integration as easy as possible. The School also provides a remedial course for LII from the third Primary year. This concerns new pupils.

11. How are the school fees paid ?

Category II: The employer, who has a contract with the European School, will be invoiced by the school, and will pay the fees directly to the school.

Category III: The school will address invoices for the fees to the parents. The amount of 500 € has to be paid at the time of registration. A proof of payment must be attached to the enrolment file.

If the pupil is admitted and attends the school, this amount will be deducted from the final bill of school fees to be issued in November.

If the school refuses the admission, the family will be reimbursed of the 500 € paid.

If the pupil is accepted and the parents desist, this sum will be retained in school.

If the 25 % of the school fees are not paid by 15.08 the registration could be cancelled.

The remaining 75 % can be paid in one or three installments (details of this procedure will be added to the invoices).

12. What is the timetable of the school day ?

• **European School Luxembourg I**

The school starts at 8.40 for the primary school and it is very important to arrive at school in time. In the kindergarten, the pupils have to arrive at 8.45 at the very latest but a reception service is guaranteed from 8.35 by the teachers. The first welcome time is at 8 am. A second welcome time is organized by each corridor in a specific class each day from 8.20.

Kindergarten - The building is open as from 8.15				
Monday *	Tuesday	Wednesday	Thursday	Friday
8.35-16.20	8.35-12.50	8.35-12.50	8.35-12.50	8.35-12.50

* Lunch will be served between 12.00 and 13.00 in the classroom

Primary School 1 st and 2 nd year – The building is open as from 8.15				
Monday*	Tuesday	Wednesday*	Thursday	Friday
8.40 - 16.20	8.40 - 12.50	8.40 - 16.20	8.40 - 12.50	8.40 - 12.50

* Lunch breaks from 12.00 – 13.00 for P1 and from 12.30-13.30 for P2

Primary School 3 rd , 4 th and 5 th year – The building is open as from 8.15				
Monday*	Tuesday	Wednesday*	Thursday	Friday
8.40 - 16.30	8.40 - 13.00	8.40 - 16.30	8.40 - 13.00	8.40 - 13.00

* Lunch breaks from 13.00 – 14.00

Secondary School – The building is open as from 8.00				
Monday	Tuesday	Wednesday	Thursday	Friday
8.45 - 16.25	8.45 - 16.25	8.45 - 16.25	8.45 - 16.25	8.45 - 16.25

* Lunch breaks from 12.00 – 14.00 (uninterrupted service in the canteen)

Bell 08.40		
Lessons	From	Until
1 st lesson	08.45	09.30
2 nd lesson	09.35	10.20
3 rd lesson	10.25	11.10
Break	11.10	11.25
4 th lesson	11.30	12.15
5 th lesson	12.20	13.00
Break	13.00	13.10
6 th lesson	13.15	14.00
7 th lesson	14.05	14.50
8 th lesson	14.55	15.40
9 th lesson	15.45	16.25

- **Free afternoons in the Secondary School**

The presence of a number of pupils will be required during an afternoon when they are normally free. This is particularly true for those following courses in rattrapage, Learning Support, certain courses of religion and ethics, mother tongue for pupils without a language section and for pupil in sections where protected subjects exist, such as the Other National Languages (ONL) (Irish, Swedish, and Finnish).

1st years are free Tuesday and Thursday afternoons (excluding some support courses).

2nd years are free on Thursday afternoons.

3rd years are free Friday afternoons.

4th years are free Friday afternoon.

5th years are free Wednesday afternoon¹.

There is no guaranteed free afternoon in **years 6th and 7th**.

¹ For these pupils, there will be a bus departing at 13.10 Quai 1 – Centre-Gare

13. Does the school run a day nursery, a crèche ?

No, the European school does not accept children under 4. The ES also does not take care of the pupils outside school-time. The interinstitutional “Centre Polyvalent de l'Enfance” (CPE) offers a crèche service and a post school care for children of staff of the European Institutions only.

The crèche is managed by the European Parliament; the “Garderie” or the CPE are managed by the European Commission.

These structures are independent of the European School and register your child at the school does not mean an automatic enrollment to the CPE and vice versa.

For any questions regarding these three structures of the CPE, please visit the following websites:

- Crèche : http://www.creche.europarl.europa.eu/index_fr.htm
- Garderie and CPE :
http://myintracomm.ec.testa.eu/hr_admin/fr/creches_lux/Pages/index.aspx (intranet of the European Institutions) / <http://ec.europa.eu/oil/social-infrastructure-en.html> (external access)

14. Do buses go to the school site ?

Yes, there are buses that bring pupils to the schools and also drive them back “home”.

The ATSEE, i.e. the Parents’ Transport Association takes care of these transports: www.atsee.lu / mail: atsee@europarl.europa.eu / adresse postale: Bâtiment Schumann O1 B 006 L-2929 Luxembourg.

15. How and where do the pupils take their lunch ?

At the nursery cycle, a warm meal is served to the pupils in their classroom on Monday (which is the only long day). For the other days, the school does not provide any catering.

On Monday and Wednesday between 12 and 2 p.m., the pupils of the primary school eat in the school’s refectory. Pupils can choose to eat the warm meal offered by the school or to bring along a snack from home and eat it in the refectory (*tartinistes*). For the other days, the school does not provide any catering.

The meals are paid via a yearly or quarterly subscription system. Pupils bringing along their own meal will pay a reduced fee for the service done by the canteen’s provider [= private company]. New parents enroll online via a link available on our website (canteen) <https://sodexo-ecole-europeenne.moneweb.lu/>

In the secondary school, the subsistence expenses have to be paid via an electronic payment card.

16. Does the school organize extra-curricular activities ?

The FAPEEEL (Federation of European School Parents Associations in Luxembourg) organizes activities. Please check www.activitesperiscolaires.lu

17. Do pupils need a school uniform ?

No, there is no school uniform.

For the Sport and Swimming lessons, appropriate clothing is compulsory. Teachers of the primary and nursery cycles may ask for home shoes during class time, especially in winter.

For security reasons pupils are not allowed to move around the building without shoes or slippers.

18. Do pupils need books ?

- Primary school

Parents need to buy books. The book lists will be available on the schools' websites, European School Luxembourg I www.euroschool.lu, European Luxembourg II www.eel2.lu .

- Secondary school

Parents need to buy books. The book lists will be available on the schools' websites, European School Luxembourg I www.euroschool.lu, European Luxembourg II www.eel2.lu.

19. What is foreseen by the Convention of 16th May 2014 between the Ministry of Education of Luxembourg and the General Secretary of the Board of Governors of the European Schools ?

This convention is intended to facilitate the enrollment of the French-speaking and English-speaking children of the category III in the European Schools of Luxembourg.

It provides that the Government of Luxembourg contributes to the opening of an additional class each year in the French and English sections at the pace of one level per school year.






For the school year 2018-2019, the Convention applies to the P4 level.

The government contribution does not exempt the pupils category III concerned by this agreement of the payment of the normal school fees.

20. How to assess the language level of my child ?

Please check the evaluation grid attached (*Cadre Européen Commun de Référence pour les langues* - <https://europass.cedefop.europa.eu/fr/resources/european-language-levels-cefr>).

Common European Framework of Reference for Languages – Self-assessment grid

	A1 Basic User	A2 Basic User	B1 Independent user	B2 Independent user	C1 Proficient user	C2 Proficient user
Understanding	 Listening	I can understand familiar words and very basic phrases concerning myself, my family and immediate concrete surroundings when people speak slowly and clearly.	I can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (e.g. very basic personal and family information, shopping, local areas, employment). I can catch the main point in short, clear, simple messages and announcements.	I can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure, etc. I can understand the main point of many radio or TV programmes on current affairs or topics of personal or professional interest when the delivery is relatively slow and clear.	I can understand extended speech even when it is not clearly structured and when relationships are only implied and not signalled explicitly. I can understand television programmes and films without too much effort.	I have no difficulty in understanding any kind of spoken language, whether live or broadcast, even when delivered at fast native speed, provided I have some time to get familiar with the accent.
	 Reading	I can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues.	I can read very short, simple texts. I can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus and timetables and I can understand short simple personal letters.	I can understand texts that consist mainly of high frequency everyday or job-related language. I can understand the description of events, feelings and wishes in personal letters.	I can understand long and complex factual and literary texts, appreciating distinctions of style. I can understand specialised articles and longer technical instructions, even when they do not relate to my field.	I can read with ease virtually all forms of the written language, including abstract, structurally or linguistically complex texts such as manuals, specialised articles and literary works.
Speaking	 Spoken Interaction	I can interact in a simple way provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help me formulate what I'm trying to say. I can ask and answer simple questions in areas of immediate need or on very familiar topics.	I can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. I can handle very short social exchanges, even though I can't usually understand enough to keep the conversation going myself.	I can deal with most situations likely to arise whilst travelling in an area where the language is spoken. I can enter unprepared into conversation on topics that are familiar, of personal interest or pertinent to everyday life (e.g. family, hobbies, work, travel and current events).	I can express myself fluently and spontaneously without much obvious searching for expressions. I can use language flexibly and effectively for social and professional purposes. I can formulate ideas and opinions with precision and relate my contribution skilfully to those of other speakers.	I can take part effortlessly in any conversation or discussion and have a good familiarity with idiomatic expressions and colloquialisms. I can express myself fluently and convey finer shades of meaning precisely. If I do have a problem I can backtrack and restructure around the difficulty so smoothly that other people are hardly aware of it.
	 Spoken production	I can use simple phrases and sentences to describe where I live and people I know.	I can use a series of phrases and sentences to describe in simple terms my family and other people, living conditions, my educational background and my present or most recent job.	I can connect phrases in a simple way in order to describe experiences and events, my dreams, hopes and ambitions. I can briefly give reasons and explanations for opinions and plans. I can narrate a story or relate the plot of a book or film and describe my reactions.	I can present clear, detailed descriptions of complex subjects integrating sub-themes, developing particular points and rounding off with an appropriate conclusion.	I can present a clear, smoothly-flowing description or argument in a style appropriate to the context and with an effective logical structure which helps the recipient to notice and remember significant points.
Writing	 Writing	I can write a short, simple postcard, for example sending holiday greetings. I can fill in forms with personal details, for example entering my name, nationality and address on a hotel registration form.	I can write short, simple notes and messages. I can write a very simple personal letter, for example thanking someone for something.	I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences and impressions.	I can express myself in clear, well-structured text, expressing points of view at some length. I can write about complex subjects in a letter, an essay or a report, underlining what I consider to be the salient issues. I can select a style appropriate to the reader in mind.	I can write clear, smoothly-flowing text in an appropriate style. I can write complex letters, reports or articles which present a case with an effective logical structure which helps the recipient to notice and remember significant points. I can write summaries and reviews of professional or literary works.

Common European Framework of Reference for Languages (CEFR): © Council of Europe