



**CORRECTION page 20**

**MEMORANDUM FOR PARENTS  
SCHOOL YEAR 2017-2018  
EUROPEAN SCHOOL LUXEMBOURG I**

## MEMORANDUM FOR THE PARENTS SCHOOL YEAR 2017-2018 EUROPEAN SCHOOL LUXEMBOURG I

Dear Parents,

You will find below the table of contents for this document, which describes the different aspects of school organisation for the new school year. **This begins on Tuesday, 5th September 2017; school will finish for all pupils at 13.00 on the first day.** Holiday dates for the school year 2017-2018 have already been published and a copy for the new parents is found in the annexes of this document.

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ANNEXES I, II, III AND IV

# A FIRST DAY OF TERM

## 1. Kindergarten classes

The Kindergarten building is situated on the rue Richard Coudenhove-Kalergi. Children who were already in the 1<sup>st</sup> kindergarten class during the school year 2017-2018 will begin on Tuesday, 5<sup>th</sup> September 2017 at 8.35 a.m..

New pupils will start in rotation, in small groups, beginning on September 6<sup>th</sup> 2017 This is to ensure a gentle introduction for the "débutants" and to allow special attention to be given to them on the first day.

All parents of new pupils should have received notification of a starting date by July 14<sup>th</sup>, 2017. If you have not received one, please contact the office: Luxembourg I (tel.: 43 20 82-468/270) from August 24<sup>th</sup>, 2016.

## 2. Beginning of Primary classes

All primary classes of the sections DE-EN-ES-FI-FR-NL-PT-PL-SV take place in the building of the European School Luxembourg I which is on the Boulevard Konrad Adenauer, main entrance.

To make the beginning easy for the 1st year pupils, their arrival has been fixed for 20 minutes after that of the other pupils. The meeting-point for each language section will be indicated by a sign with the abbreviation of the section (DE-EN-ES-FI-FR-NL-PT-PL-SV).

Beginning of Primary classes, Tuesday 5.9.2017			
Year	Classes	Beginning of classes	Meeting-place
1	DE-EN-FI-ES-FR-NL-SV-PT-PL	09.00	Playground of the primary school
2, 3, 4 et 5	DE-EN-FI-ES-FR-NL-PT-PL-SV	08.40	Playground of the primary school

End of school on the first day	
Year	End of classes
1 et 2	12.50
3, 4 et 5	13.00

## 3. Pupils in 1<sup>st</sup> year secondary

On the first day of the new school year, pupils in 1<sup>st</sup> year secondary should assemble under the covered area of the B building, next to the cafeteria (on the side next to the assembly hall). The principal class teachers and **the principal educational adviser as well as the educational adviser from the 1<sup>st</sup> class,** will meet them there, and will show them where their classrooms are.

## B TIMETABLES

### Kindergarten

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

**For Parents who need to bring their children earlier to school, for urgent reasons, a supervision is organized in the Nursery School Building between 8:00 and 8:15.**

### Primary School

Primary School 1 <sup>st</sup> and 2 <sup>nd</sup> 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 form 12.00 – 13.30

- Lunch break for P1 will be between 12h.00-13h.00
- Lunch break for P2 will be between 12h.30-13h.30

Primary School 3 <sup>rd</sup> , 4 <sup>th</sup> and 5 <sup>th</sup> 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

	Entrance Hall : sections FR, PT, PL, ES		Gate near Coque : sections DE, EN, FI, SV, NL	
	Monday Wednesday	Tuesday Thursday Friday	Monday Wednesday	Tuesday Thursday Friday
<b>P1-P2</b>	16:20	12:50	16:20	12:50
<b>P3-P4-P5</b>	16:30	13:00	16:30	13:00

### Note to Parents

When parents drop or pick up their children from the nursery School, it is vital to present a badge or a card of identification upon entry. We ask parents to fully respect the school timetable and bring and collect children from school at the official time. Late arrival means time lost from lessons and is disruptive for all students and for the teacher. In addition, certain school activities take place in other buildings (gym, pool, music room, library,...) and a student who arrives late will find himself or herself alone in an empty classroom.

At the end of the school day it is imperative that students be collected at the official time. In the Primary school, teachers monitor the classes leaving but they are not obliged to monitor students who are left waiting. In the Maternelle supervision is not provided at the end of the school day.

## Secondary school

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

### Free afternoons in the Secondary School

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

**Year 1** is normally free on Tuesday and Thursday afternoons (excluding some support courses or SWALS classes).

**Year 2** is normally free on Thursday afternoons.

**Year 3** is normally free on Friday afternoons.

**Year 4** is normally free on Friday afternoons.

**Year 5** is normally free on Wednesday afternoons<sup>1</sup>.

There are no guaranteed free afternoons in **years 6 and 7**.

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

## C BUILDINGS

All pupils will be on the Kirchberg Plateau, according to the following arrangement:

<b>KINDERGARTEN Luxembourg I</b> 4, rue Coudenhove-Kalergi				
<b>PRIMARY SCHOOL</b> <b>Sections DE-EN-FI-ES-FR-NL-PT-PL-SV</b> Principal entry Bd. Konrad Adenauer				
1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year	4 <sup>th</sup> year	5 <sup>nd</sup> year
Bloc E/F	Bloc E/D	Bloc D	Bloc D/B	Bloc B
<b>SECONDARY SCHOOL</b> Principal entry Bd. Konrad Adenauer				

### Security Level YELLOW

The European School Luxembourg 1 has raised its alert state to **YELLOW**. Special measures are now implemented in order to guarantee the security of the school.

- Visits are now authorized only upon appointment.
- When you visit us, we ask you to follow the instructions of the security guards.
- The security guards are allowed to control the contents of bags.
- The visitors are not allowed to access the site with packages.

We thank you for your understanding.

## D TRANSPORT

We would urge you very strongly to drive carefully around the school and to observe the Highway Code scrupulously. We ask you to follow strictly the traffic signs displayed and to not park your car where it hinders the passage of children in a dangerous way. You can use to your advantage the car park on the other side of the boulevard Konrad Adenauer.

**It is strictly forbidden for pupils with a car to park in the nursery school (“Maternelle”) car park and on the pavement in front of the administration building.**

The buses will arrive at school between 8.20 and 8.35 in the morning, and leave between 13.10 and 13.15 (for pupils who have no afternoon classes) and between 16.40 and 16.45 at the end of school in the afternoon.

## 1. Kindergarten

It is not recommended that young children use the bus unaccompanied, particularly due to the very heavy traffic in the immediate vicinity of the school. Small children must be brought to the kindergarten building and taken away by their parents. A car park will be available near the kindergarten. For parents who cannot organise transport for their children, transport will be arranged with a shuttle bus between the bus stops in the Rue Léon Hengen and the kindergarten. Further information about this matter can be obtained from the class teachers. The shuttle bus is reserved for children who take the bus.

## 2. Primary School

**2.1.** Buses are scheduled to arrive at school (rue Léon Hengen) between 8.20 and 8.35 in the morning and to leave between 13.10 and 13.15 (for pupils without school in the afternoon) and between 16.40 and 16.45 after school in the afternoon.

**2.2.** The dropping-off lane ("kiss and go"), which runs alongside the primary building parallel to the Boulevard Konrad Adenauer, is strictly for the use of parents who bring or collect their children by car in the morning, at mid-day or at the end of school. Parents are asked to observe the road signs scrupulously and not to park on the pavement.

In particular, you are asked to avoid parking or driving in the areas reserved for the school buses. The large car park of about 500 places, on the North side of the Boulevard Konrad Adenauer or the car park from the "d'Coque", are available for bringing and picking up the children.

Parents may accompany their children only as far as the gates, and should wait outside the gates if they are meeting their children; they are not permitted to enter the playground or the school buildings to escort or await their children, neither can they enter the playground (except the first week for the students of P1). In order to gain access to buildings, the caretaker or a security guard will give you a visitor's badge in exchange for an identity document. Parents who have an appointment with a teacher should show their evidence to the guard.

## 3. Public transport myCard

### For secondary school pupils

Secondary school pupils can benefit from the **free** "MyCard" issued by the Luxembourg Ministry of Education.

Transport cards will be distributed in class on Tuesday, 5<sup>th</sup> September 2017.

The bus card is valid for the duration of one school year (from September 1<sup>st</sup> to July 20<sup>th</sup>), indicated by a hologram. The lifetime of a card is generally three years.

The cards bearing the 16/17 hologram are valid until September 30<sup>th</sup>, 2017.

*In order to offer free limit-free mobility to secondary school students, they will have free access to all forms of public transport, starting October 1<sup>st</sup>, 2017, with the card "myCard élève".*

*Until now, the card covered only the transit between the pupil's school and residence, and only during schooldays. These restrictions in terms of transits and validity periods created practical difficulties: they didn't take into account the cases where the students had more than one residence (divorced parents, taken care of by another family member,...), students that use public transport to head to their extracurricular activities, students that join a company for a traineeship,...*

In case of loss, 5€ must be paid to replace the card. This amount should be paid in cash after the introduction of the request to the reception of the administration building.

### **Only for the newly registered pupils**

The newly registered must send by mail, at the latest by 01.09.2017, a recent photo of identification in *jpg* or *jpeg* format, with the name, surname, class and address of the student to the following address: [LIST-LUX-PHOTO@eursc.eu](mailto:LIST-LUX-PHOTO@eursc.eu)

I draw your attention to the fact that without this photo the student cannot benefit from the free card.

The transport cards will be distributed in class on Tuesday, 5<sup>th</sup> September 2017.

### **4. Buses coming from outside the limits of Luxembourg City**

For kindergarten, primary and secondary pupils

The "Association des Transports Scolaires" of the European Schools (ATSEE), Parlement européen, Bâtiment Schuman, SCH 01B006, L-2929 Luxembourg, tel.: 4300 22 934, GSM: 621 149 673, [info@atsee.eu](mailto:info@atsee.eu), [www.atsee.eu](http://www.atsee.eu) - organises bus transport coming from outside the limits of Luxembourg city. You will find more information on the website of the "Association" as well as the possibility to register online.

## **E SCHOOL FEES, REGISTRATION FEE FOR THE BACCALAUREAT AND OTHER FEES**

### **1. School fees**

#### **1.1. Payment of the school fees**

The documents can be found on the homepage of the European Schools (<http://www.eursc.eu>) under Enrolments and School Fees.

The Governing Board has fixed the school fees for non-entitled pupils (category III) for the school year 2017-2018 as follows:

<b>School fees for category III (together with the time of registration as category III pupils)</b>					
<b>School year 2017-2018</b>					
<b>Registration <u>before</u> 2013-2014</b>			<b>Registration <u>from</u> 2013-2014</b>		
<b>Kindergarten</b>	<b>Primary School</b>	<b>Secondary School</b>	<b>Kindergarten</b>	<b>Primary School</b>	<b>Secondary School</b>
<b>3.043,75 €</b>	<b>4.185,21 €</b>	<b>5.707,09 €</b>	<b>3.580,88 €</b>	<b>4.923,77 €</b>	<b>6.714,23 €</b>



Specific School fees : for the children of NAMSA employees together with the time of registration					
School year 2017-2018					
Registration <u>before</u> 2013-2014			Registration <u>from</u> 2013-2014		
Kindergarten	Primary School	Secondary School	Kindergarten	Primary School	Secondary School
6.087,50 €	8.370,42 €	11.414,18 €	7.161,76 €	9.847,54 €	13.428,46 €

For families with more than one children in the European school, the school fees are reduced by 20% for the second child, and by 40% for the third and other children. These fees are applicable only to the newly enrolled category III children, following the school year 2013-2014. For pupils enrolled before, the previous reductions remain in force.

It should be noted that the amount of the school fees is indexed annually.

**Please inform the school immediately of any change in family situation or of parents' jobs by email at: [LIST-LUX-SMS-UPDATE@eursc.eu](mailto:LIST-LUX-SMS-UPDATE@eursc.eu)**

## 1.2 Terms of payment

Parents subject to school fees commit themselves to pay them in accordance with the following terms:

### a) First enrolment of a child at the European School

Following the application of the decisions of the Governing Board of April 2015 and in order to validate the enrolment of a child, a deposit payment of 25% must be paid **before 15.08.2017**.

The sum of 500€ that the parents of category III paid in April/May upon submitting the registration forms, will be deducted from the final amount of the school fees.

### b) Parents of children already at the European School

**According to the decision of the Governing Board of April 2015 and in order to secure an enrolment for the next school year, all parents of category III must pay a deposit of 25% by 30<sup>th</sup> June at the latest. This deposit will not be reimbursed (cf. General Rules of the European Schools, Ref. 2014-03-D-14-en-4).**

A deposit invoice will be sent to them during the month of May.

### c) Common provisions for all parents

The remaining balance of 75% must be paid within 30 days after the date of the invoice which will be issued in October.

However, provided that parents have introduced a corresponding written request to the School by 31<sup>th</sup> August at the latest, they will have the possibility to pay the remaining balance of 75% in three instalments.

In this case, the instalments will be due by the following dates at the latest:

- **25% by November 30<sup>th</sup> 2017**
- **25% by January 31<sup>st</sup> 2018**
- **25% by March 31<sup>st</sup> 2018.**

The request for the payment by instalment of the school fees (to be introduced using the ad hoc form available under [www.euroschool.lu](http://www.euroschool.lu)) will remain valid throughout the whole schooling of the pupil.

### **Important notes:**

**No pupil will be admitted in September if the deposit has not been paid within the given deadline.**

**Furthermore, if at the end of the school year the school fees remain due or have not been paid in full, the pupil concerned shall be considered by the School as to be removed from the enrolment register and shall not be admitted to the School the following year. If need be, the payment of the outstanding fees will be requested by judicial means.**

### 1.3 Fees reduction

In accordance with the guidelines of the Board of Governors some reduction may be granted if the monthly net income of a family (family allowances included) does not exceed certain thresholds. The thresholds are periodically adjusted. To be valid, requests for reduction should be addressed to the Head of the School before November 30<sup>th</sup> of the current year at the latest. Supporting documents requested by the School to create a file for fees reduction must be returned **by 30th January at the latest**. These documents will be handled in the strictest confidence.

Requests for assistance may also be addressed to the Parents' Association, which has its own social fund. In order to benefit from a help, it is necessary to belong to the APEEE. See Annexes II and III.

## 2 Registration fee for the Baccalaureate

All 7<sup>th</sup> year pupils, whatever their category (I, II or III), must pay the registration fee for the Baccalaureate by 31<sup>st</sup> March of the related year in question. At its meeting of December 2012, the Board of Governors decided to adjust the inflation to the registration fee for the European Baccalaureate. For its next session, the registration fee will amount to **90,45 €**. This amount will be included in the global bill issued in October for the related school year.

## 3 Other expenses

All pupils, whether of category I, II or III, are subject to the payment of some additional expenses. The methods of payment are described later in this memorandum.

### 3.1 School insurance

The annual premium for the school insurance amounts to **0.87€** for the school year 2017-2018. This is charged to parents and the payment is **compulsory** for all pupils **whatever the time of enrolment at the school**. This amount will be included in the global bill issued in October for the related school.

### 3.2 Intermath

Set of books for Mathematics in primary school for the price of **20 €**. This amount will be included in the global bill issued in October for the related school year.

### 3.3 The Mediterranean world

Worksheets for Human Sciences course in secondary school for the price of **11 €**. This amount will be included in the global bill issued in October for the related school year.

### 3.4 Lockers in secondary school

Each pupil in secondary school is supposed to have a locker. The rent of lockers is invoiced yearly to each pupil, for a non-refundable amount of **2.50 €**. This amount will be included in the global bill issued in October for the related school year.

### **3.5 Badges for the secondary cycle**

Every year, each pupil of the secondary cycle will get a school identity badge, mentioning the timetable and the authorization to leave the School during the day with a distinctive colour. The cost of this badge amounts to **2 €**. This amount will be included in the global bill issued in October for the related school year.

Any request for the renewal of the card (in case of loss or theft) will entail an additional cost of **2 €** per card. This amount will be payable in cash after the introduction of this request at the principal advisor, Mrs Gerda Putseys, at the office B-003.

Every pupil has to carry his/her badge every day.

This card also gives access to the National Library of Luxembourg.

### **3.6 Cost for photocopies**

In accordance with the decision of the Education Council, the School has decided to centralise the invoicing of photocopies carried out by the teachers for educational use within the classroom. The aim is to avoid teachers having to collect the photocopying fees from each individual pupil.

The lump sum proposed will be based on the real consumption during the previous year. An evaluation will be carried out at the end of every school year in order to verify if the sum paid by the parents covered the photocopying costs.

After the first Educational Council of the school year, the fixed amount for the year will be communicated to the parents. This amount will be included in the global bill issued in October for the related school year.

### **3.7 File for university enrolment**

**Every pupil requesting the school to take care of his/ her enrolment to a University/ tertiary education will be charged between 130 and 260€, depending on the University chosen, and country.**

Each parent will receive an individual invoice for payment. Grouped payments by section are not accepted.

### **3.8 Transport Card “myCard”**

Every pupil in the secondary school will receive a transport card “myCard”. This transport card is free and valid for three years.

All requests for the **renewal** of the card (in case loss or theft) will entail a cost of **5 €** per card. This amount will be payable in cash after the introduction of this request at the reception of the administration building.

## F ARRANGEMENTS FOR MEALS

SODEXO is currently running the services of the school canteen.

Tel.: 26 68 39 45

Email: [eceuro213.fms.lu@sodexo.com](mailto:eceuro213.fms.lu@sodexo.com)

1. **The School Canteen is open every day from Monday to Friday from 12.00 to 14.00.** Secondary pupils may use the canteen if they wish, even if they do not have afternoon classes.

**Kindergarten children** who have a subscription to the school canteen or who bring their own sandwiches will eat in their own classroom on Mondays.

**Pupils of the primary school** will eat together with the pupils who bring their own sandwiches or their own cold meal in the wing of the canteen where there is a dining hall reserved for the primary ("tartinistes"). It is not possible to heat up food brought from home.

### **For the secondary school pupils and the teachers**

They have a choice of meals as well as a variety of sandwiches. There is also a choice of drinks.

A Lunch-bar is open in the canteen. Our pupils have a great choice regarding their food in a modern, comfortable and green-area environment.

A micro-oven is also available in the canteen.

The service provider offers several options regarding menus:

The consumer has the choice between:

- a main course
- starter + main course
- main course + dessert
- starter + main course + dessert
  
- hypoallergenic meals
  
- A lunch bar is provided in the secondary canteen

Three different prices will be proposed according to the chosen option:

- main course only
- main course + 1
- main course + 2

Menus are updated throughout the year on the school website under "Canteen"  
<http://www.euroschool.lu/esluxone/Home/canteen.html>

2. **All pupils have access to the cafeteria of the secondary school to buy drinks and snacks during opening hours (08.00 – 16.00).**

3. **Meal times**

- Kindergarten: Mondays only  
from 12.00 until 13.00 (kindergarten building)
  
- Primary: Monday and Wednesdays

1st year:	between	12.00 - 13.00
2nd year:	between	12.30 - 13.30
3 <sup>rd</sup> , 4 <sup>th</sup> and 5 <sup>th</sup> year:	between	13.00 - 14.00

in the dining hall reserved for the primary
  
- Secondary: From Monday to Friday: continuous service from 12.00 - 14.00 in the dining hall reserved for secondary pupils.

4. **There will be a subscription system of payment for meals for pupils in the kindergarten and in the primary School.**

Drinks are included in the season ticket price for kindergarten and for primary children.

Meals must be paid for in advance each term or annually to the service provider (tel.: 26 68 39 45). The price will vary according to the number of days on which pupils use the meals service during a term. (The periods taken up by school trips, sea classes, snow classes, sport and nature week (green classes) are automatically deducted).

Meals which are missed are reimbursable after a continuous absence of two weeks, only for attested medical reasons.

If no subscription fee is paid, parents will automatically be charged the fee for pupils who eat the food they have brought from home.

The enrolment information for the subscriptions are available on the website [www.euroschool.lu](http://www.euroschool.lu)

5. **For the secondary school meals, snacks, desserts and drinks must be paid for only by electronic payment cards credited via internet.**

The payment cards are valid throughout a pupil's time at school. For new pupils, payment cards will be paid at the delivery of the swipe card.

Loss of or problems with the cards should be reported to the managing director of the catering firm.

# G SCHOOL TRIPS

## 1. Primary

### ***Sport and Nature week (Green classes)***

In year two and three, the school organises a trip:

1. Massembre situated in the Ardennes (Heer) in Belgium for the classes of P2 from 19-21/03/2018
2. Traben Trarbach situated in Germany for the classes of P3 from :
  - a) 1<sup>st</sup> group 18-22/06/2018
  - b) 2nd group 25-29/06/2018

### ***Sea Classes***

On 11<sup>th</sup> until 15<sup>th</sup> of June 2018, the pupils of year 4 attend one week of “Sea Classes” in Blankenberge on the Belgian Coast. The Sea Classes are organized by the school and the parents’ association.

### ***Snow classes***

The pupils of year 5 attend ten days of “snow classes” in Switzerland to Zinal. This trip is organized on 11<sup>th</sup> until 15<sup>th</sup> of December 2017

## 2. Secondary

S2 and S6 pupils participate in a school trip that is part of the curriculum.

It should be noted that the School may decide to exclude pupils who represent a risk for the group either before or during the trip itself. The parents of the pupils concerned will be charged any additional cost entailed by the exclusion (cancellation fees, repatriation costs, etc.).

In addition to these trips, many outings and school trips linked to a subject (and lasting 1 school day maximum) are organised throughout the school year. For insurance purposes, any trip/outing, even when it happens outside school time, must be authorised by the Director of the school and the pupils’ parents.

**S4** pupils participate in a trip which is part of the biology curriculum. It is organised in April/May and divided into different groups. It takes place over 2 days, including 1 night.

## H EXTRA-CURRICULAR ACTIVITIES

You will find all the information concerning extra-curricular activities on our website [www.activitesperiscolaires.lu](http://www.activitesperiscolaires.lu)

## I LIBRARY PRIMARY AND SECONDARY SCHOOL

### Primary school

#### Some history

In 1993, some French parents had the idea of creating a multilingual library for their children and founded the association “Les Mots de Zaza” : <http://www.ricochet-jeunes.org/parudet.asp?livrid=4149>  
Since then the library has expanded to include all the language sections of the European School.

#### Where are the libraries?

For Kindergarten: Room C1.4 and C1.8  
For Primary 1-5: Rooms C208 and C206

#### Who is working in the library?

A librarian has been employed by the European School since 2001. The librarian and the Association “Les mots de Zaza” work in close co-operation. The parents’ participation in library work is of immense value.

#### What is the library?

The library is a wonderful tool for the personal enrichment of children.  
Once a week during school time, your child goes to the library. Therefore, from an early age on, he/she will gradually learn to:

- Treat books with care
- Gradually develop a pleasure for reading
- Increase his/her knowledge while having fun
- Find the books necessary for school projects
- Find books in his/her second language that he/she can already read

The library is also an important working tool for the teachers:

- to do research for project work
- to find books suitable for second language

The parents are kindly asked for a yearly contribution of 10€ for the library.

#### Contacts:

Librarian  
Phone: +352/ 432082 383  
Home page: <http://lux1.mdz.lu>  
Email: [lux1@mdz.lu](mailto:lux1@mdz.lu)

#### Opening hours:

Monday, Wednesday: 8.30-16.25  
Tuesday, Thursday, Friday: 8.30-13.00



## **Secondary school**

### **Online catalogue**

With a collection of about 28,000 catalogue records, the secondary library offers a large selection of books in different languages. There are not only books in English, German and French, but also in Luxemburgish, Dutch, Spanish, Portuguese, Swedish, Polish, Estonian, Lithuanian, Latvian, Irish and Bulgarian. Apart from that it also has several reference books which facilitate the learning of Italian and Latin.

The online catalogue can be accessed through the National Library's Web site: <http://catalog.bibnet.lu>

Being a collective catalogue of several Luxembourgish libraries (bibnet.lu members), it provides references for the secondary school, as well as for other member libraries. It gives information about the availability and, if a book has been taken out, the date of return.

Periodicals in different languages are available for consultation on the premises and are not part of the catalogue.

### **Computerized loan system**

The Secondary school has been using a computer based system for book loans since 2005.

To take out books borrowers should show their ID card ( which bears the library bar code) or they can give their surname to the librarian.

Books can be taken out for a period of **3 weeks (3 books maximum)**, to which the librarian can give an extension at any time if necessary.

### **Opening times and facilities**

The library is open from **Monday to Friday**, from **8.30 to 16.30**.

**Introductory sessions** for the use of the library and research methods, are organized for first year pupils (in the presence of their principal teacher) at the beginning of each school year.


During their free lessons or break time, pupils are allowed access to the **computer room** of the library, where they can do academic research or simply have their work printed out.

A copy card can be purchased in the library where pupils and teachers may use a **copy machine**.

**Past bac papers** can be consulted in the library or sent by email to pupils and teachers who are interested, upon simple demand.

### **Contact**

Mrs Patricia Delbrassinne

 43 20 82-238

## **J MEDICAL AND PSYCHOLOGICAL SERVICES**

### **1. First Aid and Emergency Services:**

- 1.1. The Infirmary for the kindergarten will be open as follows: Monday from 12.45 to 16.00, Tuesday from 8.30 to 13.00 and Thursday from 8.30 to 13.00. In case of the nurse not being present, the child should be accompanied by an assistant to the nurse at the secondary school.
- 1.2. The Infirmary of the primary building of Luxembourg I, on the ground floor (block B) will be open as follows: Monday and Wednesday from 8.30 to 16.30: Tuesday, Thursday and Friday from 8.30 to 13.00.
- 1.3. The secondary Infirmary, which is on the ground floor of block C (room C-002) in the secondary building, will be open every day from 8.30 to 16.45.

In case of an accident, pupils are sent directly to the appropriate hospital, and parents will be notified immediately by telephone.

Parents must fill out a questionnaire enabling the School to make an accident report and return it to the nurse within 3 days. This questionnaire is available at the medical department.

### **2. Medical Tests**

The school employs two doctors who from time to time carry out routine medical tests on the pupils every two years. These tests are obligatory.

If a child contracts an infectious disease, parents must notify the school at once and adhere to the rules regarding quarantine. Children can be readmitted to school only on production of a certificate from the doctor responsible for their treatment.

#### **Before the beginning of EACH school year, parents should inform the Management:**

- a) If their children have any health problems requiring special care. In the interests of the child, this information will be communicated to the nurse and the teachers concerned.
- b) If their private or work telephone number changes, or if there is any change concerning the person who was nominated as a contact in case of parents' absence.
- c) During the year, any change in the pupil's state of health should also be communicated by post addressed to the school Management only.
- d) Special considerations or requests concerning psychological or medical problems, which might require special resources during tests (S1-S3) or long tests (S4-S6) (e.g. extra time) should be submitted in writing only to the school Management, together with a report from a medical or psychological specialist, before the 30<sup>th</sup> April of every year for the next school year. The same request must, without fail, be submitted to the school Management before the 30<sup>th</sup> April in year 5 for the orientation cycle S6-S7 and for the Baccalaureate examinations.

### 3. Social and Psychological Service

The school has links with various social and psychological services. Parents whose children have learning or behavior problems are advised to first contact the educational advisers or the principal class teacher for the secondary school and the deputy-head for the primary school.

Since May 2009, the school has had two part-time psychologists. Their job is primarily to provide support in academic, emotional and behavioral manners concerning students. They also participate in the proceedings of the Special Education Needs and provide support and information to teachers in relation to students with specific needs.

IMPORTANT: the psychologists are not there to do psycho educational and/or diagnostic assessments. These assessments must be made outside the school.

Scheduling an appointment is required and must be done by email. Please, allow for a wait of 2-3 days for an answer to the mail and 10 days to obtain an appointment because of the workload the service is facing.

Responsible for the following sections: **ES- FI- PL- PT- FR**

**Mrs. Virginie Bataille**

Office in Primary School: B-905

Office in Secondary School: B-007

e-mail: [virginie.bataille@eursc.eu](mailto:virginie.bataille@eursc.eu)

Phone: 432082-441

Phone: 432082-279

Timetable	Morning	Afternoon
Monday	8h30-12h30	13h30-16h30
Tuesday	8h30-12h30	13h30-16h30
Wednesday	8h30-12h30	/
Thursday	8h30-12h30	/
Friday	/	/

Responsible for the following sections : **EN- NL- SV- DE**

**Mrs. Herie de Vries**

Office in Primary School: B-905

Office in Secondary School: B-007

e-mail: [henderika.de-vries@eursc.eu](mailto:henderika.de-vries@eursc.eu)

Phone: 432082-441

Phone: 432082-279

Timetable	Morning	Afternoon
Monday	/	/
Tuesday	8h30-12h30	/
Wednesday	8h30-12h30	13h30-16h30
Thursday	8h30-12h30	/
Friday	8h30-12h30	13h30-16h30

## K HOMEWORK (Secondary school)

The following figures should be understood as instructions to follow: maximum number of hours per week for an average pupil:

Year	1	2	3	4	5	6	7
Weekly hours	7 to 8	8 to 9	9 to 10	12 to 13	13 to 14	16	16

If it appears that these figures are not realistic for a certain class or group of pupils, these cases must be examined individually.

Homework should be indicated as early as possible and the deadline should be determined together with the pupils. Homework given for the following day should not exceed 15 minutes.

## L SCHOOL REPORTS

Reports will be distributed on the following dates:

Kindergarten	
	Date
1 <sup>st</sup> part (oral)	January 2018
2 <sup>nd</sup> part (oral)	June 2018

Primary School	
	Date of distribution of reports
1 <sup>st</sup> part (oral)	November 2017
2 <sup>nd</sup> part (electronic version)	February 2018
3 <sup>rd</sup> part (electronic version)	July 2018

Secondary School		
Years		Date of distribution of reports
1, 2, 3	1 <sup>st</sup> term report	End of December 2017
	2 <sup>nd</sup> term report	End of March 2018
	3 <sup>rd</sup> term report	End of June 2018
4, 5, 6	Half term report	Mid-November 2017
	1st semester report	End of January 2018
	Intermediate report	End of March 2018
	2 <sup>nd</sup> semester report	Beginning of July 2018
7	Intermediate report	Mid-November 2017
	Semester report	End of February 2018
	Preliminary note	End of May 2018

In general, examinations and tests counting for the B mark (years 4 to 7) may be viewed by the parents at an appointed time with the teacher concerned.

In order to allow pupils in years 4 to 6 to see the results of their examinations, teachers are asked to invite the pupils ~~before the class council~~ during a period in the last 2 weeks of term.

Parents of pupils in classes 5 and 6 can instead see the examination scripts from Monday, 9<sup>th</sup> July to Thursday, 12<sup>th</sup> July 2018 between 10.00 and 12.00 a.m. in room B-002 in the presence of an Educational Adviser.

Article 6.5.10 of the Arrangement for implementing the Regulations for the European Baccalaureate says "The candidates or their legal representatives, if they are minors, have the right to view and get a copy of their original script, the total marks awarded by each corrector (first, second and, where applicable, third corrector. (...)".

In the school of Luxembourg I, total marks may be viewed from Monday, 9<sup>th</sup> July to Thursday, 12<sup>th</sup> July 2018 between 10.00 and 12.00 o'clock in room B-003 in the presence of an Educational Adviser. The examination scripts may be consulted in room G-110 (administration building) by appointment only.

## M PARENT-TEACHER MEETINGS

Information meetings will be organised for the parents of different classes on various dates in the course of the year. Notices will be distributed giving details.

Please note the following important dates:

Dates	Kindergarten (pupils aged 4)	Primary school
11.09	17:30: meeting for parents of all pupils	
13.09		17:30: meeting for parents of P1 pupils
18.09		17:30: meeting for parents of P2 pupils
20.09		17:30: meeting for parents of P3 pupils
25.09		17:30: meeting for parents of P4 pupils
27.09		17:30: meeting for parents of P5 pupils
Dates	Secondary school	
20.09	17h30: meeting for parents of SWALS pupils	
	18h00: meeting for parents of S1 pupils	
09.11	17h00 – 20h00: meeting for parents of S1-S2-S3 pupils	
16.11	17h00 – 20h00: meeting for parents of S4-S5-S6-S7 pupils	
18.01	18h00: meeting for parents of S3 pupils (option choices for S4)	
24.01	18h00: meeting for parents of S5 pupils (option choices for S6)	

The aim of these meetings is to inform parents about certain aspects of school organisation and work, the programmes and the teaching methods of the school, to enable them to meet their children's new teachers and to give them important information about choices for pupils who enter S4 and S6 classes.

## CONTACTS WITH THE SCHOOL LUXEMBOURG I

A lot of useful information is published on the school website (classes timetables, lists of school books, holiday calendar,...). **Following the school year 2012-2013, some documents can only be viewed online.**

**Announcements will also be made on the SMS-MySchool portal (<https://sms.eurasc.eu>).**

☎ 43 20 82-1    📠 43 20 82-344

✉ [www.euroschool.lu](http://www.euroschool.lu)

DIRECTION/ADMINISTRATION			
Function	Name	☎	✉
Head	M. M. WEDEL	43 20 82 – 1	
Head's Assistant	Mrs G. OLSEM Mrs. K. KONS	43 20 82-228	<a href="mailto:LIST-LUX-SCHOOL-HEAD@eurasc.eu">LIST-LUX-SCHOOL-HEAD@eurasc.eu</a>
Bursar	Mr A. DOS SANTOS	43 20 82-235	
Accounting Officer	Mr P.J. OGER	43 20 82 236	<a href="mailto:LIST-LUX-WEB-ACCOUNTING@eurasc.eu">LIST-LUX-WEB-ACCOUNTING@eurasc.eu</a>
School fees	Mrs P. VIEGAS	43 20 82-348	<a href="mailto:LIST-LUX-ACCOUNTING-SCHOOLFEES@eurasc.eu">LIST-LUX-ACCOUNTING-SCHOOLFEES@eurasc.eu</a>

KINDERGARTEN AND PRIMARY SCHOOL			
Function	Name	☎	✉
Deputy Head	Mr H. VAN WISSEN	43 20 82-468	
Secretariat	Mrs V.DOPPAGNE Mrs L. SCHERER	43 20 82-468 43 20 82-433	<a href="mailto:LIST-LUX-PRI-SECRETARY@eurasc.eu">LIST-LUX-PRI-SECRETARY@eurasc.eu</a>
Nurses	Mrs C. REUTER Mrs. L. MOLITOR	43 20 82-446	<a href="mailto:LIST-LUX-PRI-INFIRMARY@eurasc.eu">LIST-LUX-PRI-INFIRMARY@eurasc.eu</a>
Caretaker Kindergarten	Mr M. NETO	43 20 82-211	<a href="mailto:LIST-LUX-NUR-CARETAKER@eurasc.eu">LIST-LUX-NUR-CARETAKER@eurasc.eu</a>
Caretaker Primary School	Mr J.L. CENCETTI	43 20 82-252	<a href="mailto:LIST-LUX-PRI-CARETAKER@eurasc.eu">LIST-LUX-PRI-CARETAKER@eurasc.eu</a>
Psychologists	Mrs V. BATAILLE Mrs H. De VRIES	43 20 82-441	<a href="mailto:LIST-LUX-PRI-PSYCHOLOGIST@eurasc.eu">LIST-LUX-PRI-PSYCHOLOGIST@eurasc.eu</a>

SECONDARY SCHOOL			
Function	Name	☎	✉
Deputy Head	Mr A. LUFİ	43 20 82-1	
Deputy Head's Secretary	Mrs E. ACS-WEBER Mrs A. PAPA Mrs N. URRIÇA	43 20 82-316 43 20 82-403 43 20 82-397	<a href="mailto:LIST-LUX-SEC-SECRETARY@eursc.eu">LIST-LUX-SEC-SECRETARY@eursc.eu</a>
Principal Education Advisor	Mrs G. PUTSEYS	43 20 82-240	<a href="mailto:LIST-LUX-SEC-EDUC-ADV-PRINC@eursc.eu">LIST-LUX-SEC-EDUC-ADV-PRINC@eursc.eu</a>
Coordinator for the Lower Secondary school classes 1 à 3	Mr S. HAUBOLD	43 20 82-246	<a href="mailto:stefan.haubold@eursc.eu">stefan.haubold@eursc.eu</a>
Coordinator for the classes 4+5	Mr D. ALCAZAR	43 20 82-250	<a href="mailto:daniel.alcazar@eursc.eu">daniel.alcazar@eursc.eu</a>
Coordinator for the classes 6+7	Mr M. BALLOCH	43 20 82-251	<a href="mailto:marcus.balloch@eursc.eu">marcus.balloch@eursc.eu</a>
Support Coordinator (Supco)	Mrs DUCHESNE	43 20 82-218	<a href="mailto:frederique.duchesne@eursc.eu">frederique.duchesne@eursc.eu</a>
Nurses	Mrs S. GARCIA N.N.	43 20 82-268	<a href="mailto:LIST-LUX-SEC-INFIRMARY@eursc.eu">LIST-LUX-SEC-INFIRMARY@eursc.eu</a>
Caretaker	Mr G. REKAD	43 20 82-241	<a href="mailto:LIST-LUX-SEC-CARETAKER@eursc.eu">LIST-LUX-SEC-CARETAKER@eursc.eu</a>
Psychologists	Mrs V. BATAILLE Mrs H. De VRIES	43 20 82-279	<a href="mailto:LIST-LUX-SEC-PSYCHOLOGIST@eursc.eu">LIST-LUX-SEC-PSYCHOLOGIST@eursc.eu</a>

**These staff members can be met by appointment. Please contact them by e-mail or by telephone using the numbers indicated and inform them in advance of the topic you would like to discuss.**

**Teachers cannot be contacted by telephone. Parents may send messages to individual teachers via their children to arrange interviews or by email (<https://sms.eursc.eu> under "Course Info" (see chapter P<sup>2</sup>). The pupil's diary is a means of communication between parents and teachers. A list giving the interview times (by appointment) of each teacher and their email addresses will be published on the school website during the 1<sup>st</sup> term of the school year.**

## **PRIMARY SCHOOL AND KINDERGARTEN**

When a parent has an appointment with a teacher, they should be sent a written confirmation of the date and time of the appointment and the place where the meeting will take place. Parents should then present this letter to the guard on duty that day in order to gain access to the school building and the place of the meeting.

## **SECONDARY SCHOOL**

Firstly, parents are requested to contact:

- The principal educational adviser or the educational adviser of the year concerned, regarding any problem of absences or disciplinary issues.
- The teacher for any problem related to the learning or teaching of the subject.

<sup>2</sup> Web Portal SMS-MYSCHOOL (<https://sms.eursc.eu>)

- The principal educational adviser, the educational adviser of the year concerned, the principal class teacher or any other teacher for any socialising or integration problem in the class/group.
- Cycle coordinators for any question relating to enrolment and option choice.
- The career adviser of the language section concerned for any question relating to career guidance.

Parents may contact the Deputy Director of the secondary school or the Director of the school **only in cases where the problem cannot be solved.**

## O ABSENCES FROM SCHOOL

### Absence for health reasons

In the event of a child being unable to attend school due to illness, parents are asked to inform the secretary, or the year's Educational Adviser, before 10.00. Pupils who have been absent for more than two days must submit an excuse note accompanied by a medical certificate indicating the reason for their absence before they can rejoin their class. For an absence that does not require a medical certificate (i.e. an absence of less than three days) or which has not been previously authorised by the school, parents are asked to provide a written excuse, to be handed in by the pupil **upon return** at school.

Kindergarten and primary pupils should give this excuse to their class-teacher.

Secondary pupils should place it in one of the boxes provided for this purpose in the entrance hall in block B.

If secondary pupils are not able for whatever reason to hand in a written excuse they should inform **the principal education adviser or the educational adviser of the year, before** rejoining the class (see the Rules for the Secondary School).

If a pupil in years 4-6 is absent from an examination, it is imperative the parents contact the school on the day of the examination, and a medical certificate issued by a doctor working in Luxembourg or its immediate surroundings must be submitted or sent to the school upon return. The same rule applies for long tests and "prebacs" in years S4-S7.

### Incapacity to follow lessons of Physical Education

A pupil may only be excused from gym classes or swimming courses upon the presentation of a medical certificate accompanied by a written request of the parents addressed to the Director. This dispensation allowed by the Management is limited to one term, but is renewable upon production of a further certificate. The school may call for an opinion from the school doctor.

### Requests for permission to be absent from school

Except in cases of duly certified illness, only the Head may give a child permission to be absent from school. Such permission should be sought in writing **at least one week in advance** by using the form attached which is also available on the school website under "Procedures & Forms" <http://www.euroschool.lu/esluxone/Home/procedures.html>

It should clearly indicate the reasons for the request. In exceptional cases, the Head may authorise an absence but for a period of 2 days maximum.



Parents' attention is in particular drawn to the fact that **permission cannot be granted for additional free days in the weeks preceding or following a holiday period except for exceptional reasons as laid down in the school rules (article 30).** A problem of transport/flight tickets is not considered as an **exceptional case**. A separate notice will be transmitted to parents of secondary pupils at the beginning of term concerning rules for absences during the school day.

### **Teacher's absences**

Parents can see the teacher's day absences on the school website under "Teacher's absences" [http://www.euroschool.lu/luxschool/slidelink\\_parents.htm](http://www.euroschool.lu/luxschool/slidelink_parents.htm)

Parents have a generic account that is provided to all parents of pupils of the European School Luxembourg I with the pupil's email account. Parents should contact the secretariat of the secondary school for further information.

## **P SMS-MY SCHOOL AND OFFICE 365**

### **SMS-MySchool**

- This computer program for the school management has been in use since September, 2014. This web portal is a complete system (SMS= School Management System) to which parents, secondary pupils, teachers and administrative staff will all have individual access<sup>3</sup>.
- This modern system, that is used by all European Schools, allows more effective communication by e-mails and sms (short message system), mobile telephone and messages on the "**SMS-Myschool**" **homepage**<sup>2</sup>. From the start of the school year each parent will be able to check the timetables of their child(ren) on-line. Pupil absences will be entered in real time at the start of each lesson (except for school trips, sport lessons, etc.), enabling parents to be informed quickly. SMS Myschool will allow them to see absences for the previous 14 days.
- All information concerning school life (parents' evenings, school trips, etc.) will be announced via SMS MySchool along with emails to the parents. It is therefore essential that parents log into SMS MySchool regularly. The school should be informed of any changes to email addresses and phone numbers as soon as possible.
- **The parents have to inform the school administration by mail as soon as possible any change of adress, employer, e-mail address, name, private and/or work telephone number, etc.) to [LIST-LUX-SMS-UPDATE@eursc.eu](mailto:LIST-LUX-SMS-UPDATE@eursc.eu)**
- When logging on to SMS-MySchool students are redirected to the Office 365 (O365) portal, where they have to use their O365 email address and password to complete the login. Please see below for more details.

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<sup>3</sup> Information : <http://www.myschoolmanagement.com/> (english)

## Secondary

- **Course Info:** This section gives brief information with regard to the subject content, the main topics/themes, their principal objectives and the order the subject is dealt with during the year.
- **Upcoming assignments:** The schedule of work, containing information as homework, classwork, tests, etc., will be available to parents and pupils. The teachers will put their assessment dates into SMS MySchool to allow families to better organise the demands of homework and revision.

The use of SMS system is considered as a help and work complement at school. It doesn't replace everything students need to note in school and can not reflect all the work, projects and small tests that students will continue to do. The fact that a work doesn't appear on SMS doesn't mean that students don't have this task to perform.

- **Graded Exercises:** Pupils and parents will be able to consult the pupil's marks for particular exercises or assignments where they have received an assessment.
- **Term Reports:** Pupil reports will be available on-line via SMS, as soon as they are published by the school.

For SMS MySchool to work to its full potential:

1. Pupils should check their school email address daily (<http://office365.eurasc.eu>)
2. Pupils should log onto SMS MySchool each day (<https://sms.eurasc.eu>)
3. The school email address is used for all communication with the teaching and the administrative staff. The school's ICT plan prohibits the in school use of personal email addresses, social networks and file hosting.

## Office 365

Microsoft Office 365 (O365) is an online platform for communication and collaboration based on the Cloud, and incorporating many applications and services such as Mail and Calendar, a storage and sharing space (OneDrive), Office applications (Word, Excel, PowerPoint), OneNote and Class Notebook.

With the O365 account, students receive an O365 email address. The O365 email address is the student's primary address in SMS-MySchool. Students have to use the O365 email address and password to login to SMS-MySchool. Further details on this procedure are available in the *Office 365 - Getting started guide for students - Section 4. SMS - New login procedure*, available on the school website.

<http://www.euroschool.lu/esluxone/Secondary/sec-home.html>

To be able to reset the O365 password should that be lost, students must have a secondary email address in SMS-MySchool. Step by step descriptions of the procedures to follow when forgetting the O365 password and for providing a secondary email address in SMS-MySchool can be found respectively in sections 2 and 5 in the *Office 365 - Getting started guide for students*.

## Q PLAGIARISM

The school has a subscription to an online software that allows high school teachers (and even other cycles) to review whether the work done by their pupils is their own work or simply copy/pasted from a website or other source. Penalties are defined in the internal regulations of the school.

## R WIFI

A WiFi network available to students (named "euroschool") was put in place during the 2014-2015 school year. This network, reserved for pupils from the age of 13 and up, allows them to access the internet with their own devices (smartphone, tablet,...) using the identifiers provided by the school. This service is not guaranteed but a reward for the impeccable behavior of the student.

Access to the WiFi network is granted automatically from the age of 13. Furthermore the pupil has to accept and validate the ICT charter on a school computer at least once per school year.

The pupil may ask help from the Pupils' Committee if he/she cannot configure his/her personal device.

Children can be prohibited from using the WiFi network if requested by the parents, through the educational adviser responsible for the level/year.

## S INTERNAL SCHOOL RULES

A copy of the internal school rules is available on the school's website.

Please note already the following points:

### 1. Entering & leaving - Kindergarten School

The morning of the first two weeks, the children are dropped into their classrooms by their parents. At the end of these two weeks, they must be taken to the "salle de surveillance" (1 room by corridor and by level). A schedule for the parents is stuck in the foyer of every corridor and on the doors of the classrooms concerned. At the end of classes the students are picked up by their parents in their classrooms.

### 2. Entering & leaving - Primary School

In the mornings, pupils should be brought to the entrances. Teachers will take charge of pupils of the primary school when the bell rings, and at the end of the day they will be brought back to the exit or met in the playground by those responsible for the "centre d'études". (The exact meeting place will be specified at the beginning of the school year).

Parents are not permitted to accompany their children to the classroom door, nor to wait for them there or in the corridors. For security reasons, all adults are only allowed strictly controlled access to the school buildings and campus. Adults who have justification to be on the school premises (librarians or other authorised personnel) are identified by a badge.

Parents who have appointments with teachers are asked to use the main entrance to the school and to report to the concierge or security guard on duty, who will give them a visitor's badge in exchange for an identity card and the appointment confirmation. They should meet the teacher outside the staffroom.

Pupils of the primary cycle are not allowed to leave the school building on their own. If it has been duly announced that a pupil has to leave earlier, he/she must be collected by his/her parents in the main entrance hall and give the note foreseen in such case, signed by the teacher, to the guard or the concierge.

### **3. Permission to leave in the Secondary School**

Only S6 and S7 pupils have the right to leave the school grounds during free periods with the approval of their parents.

**Depending on their timetables, S1-S5 pupils can be allowed to be absent when a teacher is absent at the beginning of the school day (permission A), or to leave school earlier when a teacher is absent at the end of a school day (permission B). S5 pupils can be authorized to leave school during lunch break or during the directly preceding or/and following period, provided that they are permanently free during this period (permission C). The absence of a teacher cannot be considered as a free period.**

**For permission A+B+C, a form, which must be filled in and signed by parents, will be given to pupils on the first day of term.**

In very exceptional cases a pupil can be permitted to leave school during free time between two lessons. This request must be made **in advance** in writing to the Director who will, in appropriate cases, give his authorisation.

### **4. Access to/exit from the secondary school**

Access to the school is possible through:

- The main entrance from 8.00 onwards.
- The gate to the bus bays, opened upon arrival of the buses (approx. 8.15) until 8.45. This gate is then opened and closed according to the timetable of Sport lessons that take place in “d’Coque”.
- The gate between the Kindergarten and the playground of the secondary school, opened from 8.00 until the first bell (8.40). This access is reserved exclusively for pupils and authorized members of staff.

Exit from the school is possible through:

- The main exit.
- The gate to the bus bays when the buses leave.

### **5. Smoking, drugs and alcohol**

The European School of Luxembourg I firmly opposes the use of smoking, drugs or alcohol by the pupils in general, and particularly within the school building, grounds, as well as activities organised by the school.

The school has a particular campaign, with specific measures, called “Just say, No!” and to be consulted on the site of the school.

#### **5.1 Smoking**

It is strictly forbidden for anybody to smoke in the school buildings or anywhere on the school grounds. The Luxembourgish anti-smoking law of 2006, expressly prohibits smoking in school establishments or in their grounds. The law forecasts fines of between 25 and 250€.

#### **5.2 Drugs and alcohol**

Any pupil who is caught in possession of illegal drugs or alcohol in the school grounds, or in any school activity, will be called in front of a disciplinary committee.

In the context of the project “Schola Sana”, the school has introduced 3 procedures to follow in case of pupils in danger:

1. Awareness or assumption of a child in danger.
2. Possession, sale, consumption of alcohol or drugs.
3. Harassment, intimidation, extortion, blackmail, racketeering, physical, moral and psychological violence.

The aim is to ensure a follow-up of reported cases of children in danger. These procedures are put in place by the school, but all actors of the school community are welcome to initiate any of them if they deem it necessary. Details on the procedures are available on the school website under “Procedures & Forms”: <http://www.euroschool.lu/esluxone/Home/procedures.html>

The psychologists of the school, in association with teachers and relevant authorities, organize workshops (awareness campaign and prevention) in classes all through the school year.

## **6. Locations occupied by secondary school students**

Secondary pupils may not occupy the premises outside the primary school.

## **7. No games that may lead to harm to our pupils can be played, such as snowball, water fights, skateboard, etc..**

## **8. Lost and found property**

Pupils are obliged to hand in found property either to the teacher in class or to one of the educational advisers. Such property will be placed in a box and can be collected by the owner from room B-001 (for small valuable items) or room C-007 (for clothes and larger items). Should the owner not claim the property by the end of the school year, it will be donated to a charity. Picking lost property with no intention to hand it in to the persons mentioned above will be considered as theft.

# **T CHANGES OF ADDRESS**

Parents are requested to inform the school administration by mail as soon as possible of any change: address, employer, their e-mail address and their private or business telephone number to the following address: [LIST-LUX-SMS-UPDATE@eursc.eu](mailto:LIST-LUX-SMS-UPDATE@eursc.eu)

## U INSURANCE

Pupils are insured against personal accidents during school hours and on their normal journey to and from the school, on condition the premium has been paid. As a general rule pupils are also insured in cases where they cause bodily or material damage to third persons at times when they are under the direct or indirect responsibility of the school, on condition the premium has been paid. On the other hand they are not insured if such damage to third parties results from the use of a motor vehicle belonging to or driven by the pupil.

Furthermore, pupils are not insured against damage caused to their personal property or clothes, against damage which occurs in the course of activities which have no connection with school life, or against damage which occurs when pupils have left the school site without proper authorisation.

Concerning theft of valuables, the school wishes to remind parents that pupils should not leave money or other valuables in the changing rooms. Pupils' lockers, though not insured, should be used to keep items that can not be attended to. Overall pupils should not bring to school any items that are not necessary for school work.

### **Damaging property**

Damages caused by pupils have to be paid by their parents. A procedure will follow where parents receive a bill of the costs incurred by the school to renew damaged property.

### **Accident**

In the case of an accident parents are requested to contact the nurse for the cycle concerned in order to make an accident declaration.

**The school has accident insurance with the company "Association d'Assurances Accidents" (AAA). Your attention is drawn to the necessity of obtaining prior authorisation from this institution before treatment is given abroad for problems resulting from a school accident.**

The yearly premium for the school insurance is 0.87€ for 2017-2018. It is charged to all parents and payment is **obligatory** for all pupils **regardless of the enrolment period at the school.**

## V SCHOOL BOOKS – DIARY - CALCULATORS

### School books

Each year, the school publishes a list of books that have to be purchased by all pupils. The list will be available on the school website from the 20<sup>th</sup> of June of the preceding school year. Moreover, in some subjects, books published by the European Schools are compulsory and charged to the parents.

<u>Primary Cycle</u>		
<u>Title of Book</u>	<u>Classes</u>	<u>Amount</u>
Intermath (Mathematics at the primary school )	All the classes	20,00€ (cost will be included with other school expenses)
<u>Secondary Cycle</u>		
<u>Title of Book</u>	<u>Classes</u>	<u>Amount</u>
Mediterranean World (Worksheets for Human Science lessons)	3rd year secondary school	11,00€ (cost will be included with other school expenses)

The "Eurobio 6-7" books for 4 period Biology are published by the Publications Office (OPOCE) and are available at the website "EU Bookshop" <https://bookshop.europa.eu/en/>  
Those who require the book can download a PDF file of the book at:  
<http://bookshop.europa.eu/en/eurobio-6-7pbQl3008426>

### Diary

Each pupil of classes S1-S7 must keep a diary in which lessons and homeworks are neatly noted. **The use of the school diary distributed free to S1-S5 pupils is obligatory.**

### Calculators

In accordance with the requirements of the syllabuses of mathematics of classes S4,S5,S6 and S7 and by decision of the group of experts of June 3<sup>rd</sup> 2016, the pupils need the calculator TI-nspire CX CAS with version 4.2.X.X or superior as from September 2017.

## **Physical Education and Swimming in the Primary School**

The following items of clothing are required for sport in school:

Gym or sports:

- Shorts, tracksuit trousers or sweat pants
- Socks
- Trainers or canvas gym shoes

Swimming:

- Swim suit (girls)
- Swimming trunks or shorts (boys)
- Swimming cap

## **W INFORMATION ON HIGHER EDUCATION AND CAREERS**

Advisers from various European Union countries visit the school and may be consulted by pupils and parents. Documentation on higher education is available to pupils in the school library.

Parents and pupils who are interested in further information or in arranging an interview are asked to contact the following teachers:

Belgian (Dutch speaking)	: Mrs.	<b>VAN EETVELDE</b>
Belgian (French speaking)	: Mrs.	<b>COLLARD</b>
British	: Mr.	<b>DUNCOMBE</b>
Dutch	: Mr.	<b>MAES / Mrs. VAN EETVELDE</b>
Finnish	: Mr.	<b>HINKULA</b>
French	: Mr.	<b>GOS</b>
German	: Mr.	<b>MÜNTNICH</b>
Irish	: Mrs.	<b>MURPHY</b>
Luxembourgish	: Mr.	<b>AGOSTINI</b>
Spanish	: Mr.	<b>PALOMO</b>
Polish	: Mrs.	<b>SKALECKA</b>
Portuguese	: Mrs.	<b>RELVAS</b>
Swedish	: Mrs.	<b>MOLIN</b>



## X COUNSELLING AT THE SECONDARY SCHOOL

A group of teachers are available to listen to and advise pupils with personal problems or who are facing a difficult situation at school. These pupils may contact the counselling service during their free time. A list of all members of the counselling group will be posted in each classroom at the beginning of the school year.

## Y PEER MEDIATION

This is a process through which students try to resolve interpersonal problems of other students within the school community in a climate of neutrality and confidence.

The aim of the process is:

- to lead discussions towards a win-win resolution for both sides in order to avoid further escalation.
- to help pupils modify and improve their handling of conflict situations in a non-violent manner. In this way, their own self-esteem will improve, as will their listening skills and ability to handle difficult situations.
- to improve the overall school climate and to reduce disciplinary actions and disputes within school.

The Peer Mediation project is operational since September 2010. The Peer Mediation Committee - composed by peer mediators - leads a group of about 50 students of year 4, 5 and 6 who followed a solid training program for 3 weekends organized by the Luxemburgish government. All the mediators have received a mediator's diploma. The students are supported by 2 trained coaches: Mrs Raymakers and Mrs Verlinden (Educational Advisors).

Students who want more information about peer mediation or who need a mediation can contact the educational advisor of their year, the mediators during the permanency on Tuesday and Thursday between 11.10 and 11.25 in D104 or the coaches. They can also fill in the document on the website 'Demand for Peer Mediation' and hand it in to their educational advisor, to a mediator or to a coach.

More information on <http://www.euroschool.lu/esluxone/Secondary/sec-peer-mediation.html>

## Z KIVA ANTI-BULLYING PROGRAM

**KiVa** is an innovative school-based anti-bullying program which has been developed at the University of Turku in Finland using research on bullying and its mechanisms.

### **Prevention, intervention, and monitoring**

KiVa is an evidence-based program to prevent bullying and to tackle the cases of bullying effectively. The former is crucial but also the latter is important, as no prevention efforts will make bullying disappear once and for all; The third aspect of KiVa is constant monitoring of the situation in one's school and the changes taking place over time

### **The main components of KiVa**

KiVa includes both *universal* and *indicated actions*. The *universal actions* are directed at all students and focus mainly on preventing bullying. The *indicated actions* are to be used when a bullying case has emerged. They are targeted specifically to the children and adolescents who have been involved in bullying

as perpetrators or victims, as well as to several classmates who are challenged to support the victim; the aim is to put an end to bullying.

### **Strong evidence of effectiveness**

The effects of the KiVa anti-bullying program have been evaluated in numerous studies indicating that bullying and victimization have decreased in Finland since the broad rollout of the KiVa program. KiVa is now being evaluated in several countries: the first international studies from the Netherlands, Estonia, Italy, and Wales are emerging, showing that KiVa is effective outside of Finland as well.

### **Parents' Guide**

The parents' guide is a part of the KiVa anti-bullying program and its aim is to offer parents information about bullying and what can be done at home and in school. Cooperation between parents and the school and a supportive home environment is essential in addressing bullying.

More information on <http://www.kivaprogram.net/parents/>

**If bullying is suspected the KiVa team members will intervene** and they will have individual discussion with the pupil not feeling at ease within the group and individual discussions with the other pupils involved. After 1-2 weeks the KiVa team will have an individual follow-up talk with pupils involved and try to find if the situation has improved and bullying has stopped.

The KiVa team works in cooperation with the principal teacher and educational advisors and will guide the pupils to find positive solutions by themselves.

**The KiVa team helps to develop empathy and positive solutions.**

You can find more information about the program on <http://www.kivaprogram.net>

**If you have questions concerning the case of your child, or KiVa Program you may contact the KiVa team directly at this email address:** [LIST-LUX-SEC-KIVA@eursc.eu](mailto:LIST-LUX-SEC-KIVA@eursc.eu)

For the school year 2017-2018, the KiVa program will take effect for the pupils of the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year of the secondary.

## **AA PEER LEARNING**

**Peer learning** is an educational practice in which students interact with other students to attain educational goals.

Peer-to-peer learning is where one student leads another through a concept, in which the first student is an "expert" and the second is a "novice". The peers don't necessarily need to be from the same class or age group.

Peer-to-peer learning is learning *from* each other.

### **When could you use peer-to-peer learning?**

We all know students learn at different paces, so encouraging the faster learners to help others is always a good idea. But peer-to-peer learning is helpful for both students: by explaining and presenting a concept, the "expert" student takes their own understanding on a level, and develops their exposition skills.

At the start of the school year all students will be informed about the procedure and the steps to follow to help or to be helped by peer-learning.

Students who wants to join the peer-learning group should take contact with their counsellor.

For all kind of questions, remarks and/or requests, an email can be send to [LIST-LUX-PEER-LEARNING@eursc.eu](mailto:LIST-LUX-PEER-LEARNING@eursc.eu)

# **BB SUBJECT CHOICES DURING THE PRIMARY AND SECONDARY CYCLE**

This is a very brief guide and should not be regarded as authoritative. In cases of doubt the school will always apply the General School rules. This guide does not include the latest discussions about organization of studies in the secondary school.

All choices must be made by the end of February of the preceding school year.

## **Primary School**

### **Year 1**

The choice of language II (first foreign language) is definitive and cannot be changed during any point of the student's schooling.

A change concerning the religion/ethics class must be addressed, in writing, to the direction of the primary school before the 31<sup>st</sup> of May of the current school year.

## **Secondary School**

### **Year 1**

#### **Choice of an L3**

3<sup>rd</sup> Language: It must be an official language of the European Union and a course will be created provided at least 7 pupils opt for it. 3<sup>rd</sup> language must be continued to the end of year 5 and can be taken to Baccalaureate level if there is a sufficient number (5) of pupils who choose it.

The following choices may be modified: religion/ethics, ONL<sup>4</sup> Irish (Irish nationals only of category I and II), ONL Finnish (Finnish nationals of category I and II in the Swedish section) and ONL Swedish (of category I and II in the Finnish section).

### **Year 2**

Latin as a non compulsory option must be chosen for 2 consecutive years. It is therefore not possible to start Latin further up in the school, and Latin may only continue in higher years if a sufficient number of pupils choose to continue the course.

The only course that can be modified is: religion/ethics.

### **Year 3**

Pupils having chosen Latin in S2 will continue the course in S3.

All other pupils have the possibility to choose ICT as a non compulsory option. Latin and ICT mutually exclude each other in S3.

Religion and Ethics are the only courses eligible for modification, and from year 3 onwards they are organised in the pupils' L2.

### **Years 4 and 5**

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<sup>4</sup> ONL = Other National Language

An information evening is organized for parents and a detailed information booklet is distributed.

Mathematics can be chosen at a 4 or 6 period level. This choice may well affect later choices (maths and sciences in the 6<sup>th</sup> year, university courses....). It is possible to drop from 6 to 4 period Mathematics at the end of the first semester of year 4 or at the end of the 4<sup>th</sup> year only.

Optional subjects are chosen from the list: Latin, Ancient Greek, Economics, Language IV (beginners; any official language of the EU), Art, Music, ICT<sup>5</sup>.

For pupils of Irish or Finnish nationality of category I and II, an ONL course in Irish, Swedish or Finnish can replace the option L4.

**The optional subject courses, except ONL, are opened only if sufficient pupils opt for them (minimum 7) and are not guaranteed beyond year 5.**

The total number of periods studied must lie between 31 and 35 (if Maths 4 chosen) or 33 and 35 (if Maths 6 chosen). In exceptional cases more than 35 periods are allowed by the Management.

**Apart from the change in Mathematics mentioned above, or possibly a change of religion/ethics (as long as no group falls under 7 pupils), a change of subjects is not allowed during or between the 4<sup>th</sup> and 5<sup>th</sup> year.**

### **Years 6 and 7**

The choice at this stage is complicated and meetings are organized for pupils and, separately, for parents. In addition a very detailed information booklet is distributed to all S5 pupils at the end of December. It is not possible to give a comprehensive description of the curriculum here, but the following should be born in mind:

Subjects are grouped into compulsory, optional and complementary categories. Those in the optional and complementary groups will be created only if a sufficient number of pupils opt for them, and are subject to organizational constraints.

Some subjects must have been started in the 2<sup>nd</sup> or 4<sup>th</sup> year if they are to be taken at this stage. These are Latin, Economics and Language 4. Art, Music and ICT also require a strong basis, acquired in school or outside.

It is extremely important to consider future University courses and careers in making the 6<sup>th</sup> year choice. Many, but not all, member states send professional careers advisors to the school at appropriate times.

### **General points**

In order to succeed in the higher years of the secondary school, a high standard in Language 2 (the “working language”) must be achieved. It is used as a teaching language from year 3 in Human Sciences (History and Geography) and ethics and religion, from year 4 in Economics and at every possible opportunity in Art, Music and ICT. In cases where we cannot create an option that is normally taught in mother tongue because too few pupils choose it or (in years 6 and 7), it will not work in the timetable, we shall try to offer pupils the possibility of having the subject in their working language.

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<sup>5</sup> For ICT each pupil will be charged a contribution amount of 24.79€.

## **Further information**

A certain amount of information can be found on the central European Schools website <http://www.eursc.eu> or the Luxembourg I website: <http://www.euroschool.lu>

Specific questions can be sent to:

Mr. Haubold (S1-S2-S3)	tel.: 43 20 82 246 ( <a href="mailto:stefan.haubold@eursc.eu">stefan.haubold@eursc.eu</a> )
Mr. Alcazar (S4-S5)	tel.: 43 20 82 250 ( <a href="mailto:daniel.alcazar@eursc.eu">daniel.alcazar@eursc.eu</a> )
Mr. Balloch (S6-S7)	tel.: 43 20 82 251 ( <a href="mailto:marcus.balloch@eursc.eu">marcus.balloch@eursc.eu</a> )

## **Changes in subjects studied**

### **Primary**

At the primary school all requests for changes of religion or ethics must be made to the secretarial department **before the 31<sup>st</sup> May**.

### **Secondary**

All requests for changes of subjects must be made to the school Management **before the end of February** of the preceding year. The school will be flexible regarding these deadline changes for pupils in the 3<sup>rd</sup> and 5<sup>th</sup> years requesting changes of their option choices for the 4<sup>th</sup> and 6<sup>th</sup> years, respectively. A request for a change in 2<sup>nd</sup> or 3<sup>rd</sup> language (**which must, without exception, be submitted before the end of February using the appropriate form**), will be subject to the agreement of the teacher concerned and an examination in May. The decision will be made during the class council at the end of the school year and mentioned on the report. Such a change is not possible between the 4<sup>th</sup> and 5<sup>th</sup> years. A change in 2<sup>nd</sup> language at the start of the 6<sup>th</sup> year does not imply a change in vehicular language. A change in religion/ethics must always be requested by the end of the previous school year.

## **CC TYPES OF LEARNING SUPPORT MEASURES**

Support coordinators ("Supco"):	Mrs. Ine MARTENS, for the primary school Mrs. Frédérique DUCHESNE, for the secondary school
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**Reference documents (2012-05-D-14-en-9 and 2012-05-D-15-en-11) are available on the official website of the European Schools <https://www.eursc.eu/fr/European-Schools/studies-certificates/educational-support>**

Educational support in the European schools is divided into three types of support programme, namely General, Moderate and Intensive Support (A and B). More information on <http://www.euroschool.lu/esluxone/Secondary/sec-support.html>

## 1) General support

Every pupil may need General Support, over and above normal classroom differentiation, at some time during schooling.

Pupils may need General Support if they experience difficulty in a particular aspect of a subject, if they need to 'catch up' due to late arrival in the ES system or illness or if they are not working in mother tongue or dominant language.

Pupils may also need additional help with acquiring effective learning strategies or study skills.

### - Procedures :

- Requests for General Support come from teachers or from the parents.
- Following the decision of the school, parents are informed about the support put in place for their child.
- The support coordinator creates small groups. In very exceptional cases, General Support may be provided for an individual pupil.
- Together with the class/subject teacher, the support teacher writes the Group Learning Plan (GLP) of the group's work – the plan includes group targets and success criteria.
- Parents are informed of their child's progress in the General Support group (in or added to the student's report at the end of each term), except for S7.

## 2) Moderate Support

- This is an extension of General Support.
- It is provided for pupils in need of more intensive support or those with a more severe learning difficulty.
- It might be appropriate for some pupils who may be experiencing, for example, considerable difficulty in accessing the curriculum due to language issues, concentration problems or other reasons.
- It might be provided for a longer period than General Support and each pupil has an Individual Learning Plan (ILP).

### Procedures :

- Teachers request Moderate Support for their pupils. Pupils' legal representatives may also make a request.
- Following the school's decision, parents are informed about the support put in place for their child.
- Support coordinators create small groups or individual support, in or outside the classroom depending on pupils' needs and the availability of teachers.
- Groups are organised vertically, horizontally, within or across sections, by focusing on the needs of the pupils concerned.
- Support teachers write an ILP for each pupil in cooperation with the class/subject teacher. This ILP should be monitored regularly.
- The ILP includes specific learning objectives and criteria for evaluating pupil progress and the success of the support.
- Pupils' legal representatives are informed of their child's progress in Moderate Support (in or added to the student's report at the end of each term), except for S7.

### 3) Intensive Support

**Intensive Support A:** This is given following an expert assessment of the child's needs and the signing of an agreement between the Director and the parents. Intensive Support is provided for pupils with special educational needs; learning, emotional, behavioural and/or physical needs.

**Intensive Support B:** The Director may decide to provide Intensive Support (which can last as long as a year) for a pupil or group of pupils without diagnosed special educational needs, for example, in the form of intensive language support for a pupil or a group of pupils to ease difficulties and allow them access to the normal curriculum.

The pupil's absence from lessons in other subjects (only religion/ethics) because of Intensive Support should be restricted as far as feasibly possible to exceptional cases.

#### **For pupils whose needs are best described using description A:**

- All the Director's decisions about admission into Intensive Support will be made taking into account the proposals of the Support Advisory Group.
- The Support Advisory Group will be informed of the conclusions of medical/psychological and/or multidisciplinary reports.
- Pupil's legal representatives will provide the Support Advisory Group with a medical/ psychological and/or multidisciplinary report.

#### **Criteria for the medical/psychological and/or multidisciplinary report:**

- Be legible, on headed paper, signed and dated.
- State the title, name and professional credentials of the expert(s) who has/have undertaken the evaluation and diagnosis of the pupil.
- State specifically the nature of the pupil's medical and/or psychological needs and the tests or techniques used to arrive at the diagnosis.
- Describe the pupil's strengths and difficulties and their impact on learning.
- Include a summary (or conclusion) and, where appropriate, recommendations for teaching/learning for the school's consideration.
- If not written in one of the working languages, be accompanied by a translation into French, English or German.

In order to avoid a possible conflict of interests, the expert assessing pupils will be neither an employee of the ES nor a relative of the pupil.

This documentation must be regularly updated and not be more than two years old. In case of permanent and unchanging disability and when the Support Advisory Group agrees, no retesting other than regular updates will be required. For a request for special arrangements in the European Baccalaureate, the medical/psychological and/or multidisciplinary report (less than 2 years old) will be required.

#### **For pupils whose needs are best described using description B:**

All the Director's decisions about admission into short-term Intensive Support will be made following discussion with the support coordinator and relevant teacher(s).

## **Procedures**

### **For pupils whose needs are best described using description A:**

- A need for Intensive Support is identified either on enrolment or during the school year by the pupil's legal representatives or teachers.
- A written request is made to the support coordinator for Intensive Support by the teachers or the pupil's legal representatives.
- The support coordinator contacts the pupil's legal representatives and requests documentation (as outlined above) so that a meeting of the Support Advisory Group can be held.
- The Support Advisory Group meeting is held to discuss how best to meet the pupil's needs and to advise the Director on the arrangements to be put in place.
- The Support Advisory Group meeting is chaired by either the Director or his/her delegate.
- The support coordinator prepares the minutes of the Support Advisory Group meeting and the Intensive Support Agreement for signing by the Director and the pupil's legal representatives.
- Following the signing of the Intensive Support Agreement, the support coordinator organises the Intensive Support and any other arrangements required.
- An ILP is written by the support teacher(s) in cooperation with the subject/class teacher and/or support coordinator.
- The Intensive Support Agreement is valid for one school year only and a full Support Advisory Group meeting should be held each year to begin, renew or terminate Intensive Support, except if parents consent to participate in a restricted session with form and concerned teachers.
- If necessary, a meeting of the Support Advisory Group, in either a plenary or restricted session, may be held at any point during the school year to evaluate and/or amend the Intensive Support Agreement.
- When the school cannot provide an appropriate education for a child it can declare itself unable to meet the child's needs.
- In such cases, the Director takes the final decision, taking the Support Advisory Group's opinion into account.
- Pupils' legal representatives are informed of their child's progress in Intensive Support A (in the student's report at the end of each term), except for S7.

### **For pupils whose needs are best described using description B:**

- Teachers or pupil's legal representatives request short-term Intensive Support B for the pupil in writing to the Support coordinator.
- The pupil's legal representatives are informed by letter that this support has been recommended for their child. They then accept or do not accept the child's inscription in the course.
- The support coordinator creates small groups or organise individual support, in or outside the classroom, depending on the pupil's needs and the availability of teachers.
- Groups are organised vertically, horizontally, within or across sections, by focusing on the needs of the pupils concerned.
- The support teachers write an ILP for each pupil in cooperation with the class/subject teacher. This should be monitored regularly.
- The ILP includes specific learning objectives and criteria for evaluating pupils' progress and the success of the support.
- Pupils' legal representatives are informed of their child's progress in Intensive Support B (in the student's report at the end of each term), except for S7.



## **Appeals procedure**

If an application for enrolment or integration is rejected, an appeal may be lodged with the Secretary-General of the European Schools within fifteen calendar days of notification of the decision. The Secretary-General will make a decision within one month of the date of receipt of the appeal.

In the event of disagreement with the decision of the Secretary-General, a contentious appeal may be lodged with the Chairman of the Complaints Board, subject to the conditions laid down in Chapter XI of the General Rules of the European Schools.

## **4) Assessment and promotion**

### **Principles for assessment and promotion**

For the assessment and promotion of pupils receiving educational support but following a complete curriculum according to full requirements, the provisions in Chapter IX of the General Rules will apply.

If the curriculum and/or syllabus are modified to meet the needs of the pupil, he or she may not be promoted in the usual way. The pupil may accompany his or her class, as long as this is beneficial to the pupil's social and academic development.

It is possible for pupils to return to the full curriculum if all requirements for promotion are fulfilled. Before re-enrolment in the standard curriculum the pupil must perform at the same level as any other pupil.

**Pupils in S5 must follow the full curriculum and fulfil the same criteria as all pupils in order to be promoted to S6.**

**If a pupil's curriculum is adapted in S6, it is not possible to resume the standard curriculum either during S6 or between S6 and S7. Any pupil entering for the European Baccalaureate must have completed the full curriculum.**

The European Schools will issue a School Report which describes the subjects followed and the level of the pupil's attainment.

## **5) European Baccalaureate**

The European Schools believe that all students should be allowed to demonstrate their ability under assessment conditions that are as fair as possible. Where standard assessment conditions could put a candidate, in particular those with special educational needs, at a disadvantage, preventing them from demonstrating their level of attainment, special arrangements for written and/or oral examinations may be requested and authorised. These arrangements are not intended to compensate for any lack of knowledge or ability. (Please see document 2012-05-D-15-en-11). Requests for special arrangements for the Baccalaureate cycle (S6 and S7) must be submitted to the school before 30<sup>th</sup> April in year 5.

# DD LOCKERS AND BADGES IN THE SECONDARY SCHOOL

## 1. Lockers

Every child is required to have a locker in the secondary school. This is the only place where personal belongings can be locked up. Please note that the school cannot be held responsible for loss or damage to pupils' property. Pupils are not allowed to share lockers.

At the beginning of the school year a locker number will be allocated to each pupil. Pupils must bring their own padlock with key and have it secure by the end of the 2<sup>nd</sup> week. If the key is lost, the caretaker will not be able to cut oversized padlocks.

The directorate may check the contents of the lockers (in the presence of the owner), in the interests of hygiene and of security.

Access to the lockers is limited to the following times:

08.00 – 08.40  
11.10 – 11.25  
13.00 – 13.15  
13.30 – 14.00  
At 16.25

## 2. Badges

Every year, all pupils in the secondary school receive a school identity badge on which the level of authorization to leave the school during the day will be indicated in a distinctive colour. Pupils of years 6, 7 and pupils of year 5 with C-permission must show their badges whenever they leave the school. **Furthermore, all pupils have to show their badges without being asked when leaving the school building at the end of their timetable, and before 16.25.**

This card also gives the pupil access to the National Library of Luxembourg.

# EE STUDENT MOBILITY PROGRAMMES

Temporarily visiting other schools in a different country gives students the chance to develop more intensively in many regards, e.g. to improve their language skills and to mature through experiencing a different educational and cultural environment.

European schools - both official and accredited - offer the possibility of hosting other students as well as supporting their students to visit other schools. Both can take place as real exchanges (visit and return visit) or as one-way visits. They are known collectively as "student mobility programmes".

For more information, please visit the dedicated webpage on the school website.

<http://www.euroschool.lu/esluxone/Secondary/sec-mobility.html>

## FF VISITING OUTSIDE PUPILS

If a pupil wishes to invite an outside friend to the school, a prior written request by the parents is necessary. Normally permission may only be granted a for maximum of one day and the teachers concerned must agree. The guest pupil must be the same age as the pupils of the class. The authorised guest pupil must go to the principal educational adviser for the secondary school and to the secretary for the primary school to obtain the written authorisation and pay the **obligatory insurance fee of 5.11€**.

In the primary school, only former students are authorized to visit the classes.

## GG SECURITY

For your security and for the security of all school users, the buildings of the European School Luxembourg I are under video surveillance.

## HH PERSONAL DATA RECORD

The European School Luxembourg I hereby undertakes to respect your privacy when processing your personal data and that of your child(ren), in accordance with the provisions of the law of 02.08.2002 on the protection of individuals with regard to the processing of personal data. Your personal data will be processed solely for the purposes of administration and of monitoring your child(ren). They will be retained in so far as is necessary and at least throughout your child's/children's education in the School. They will be processed strictly confidentially and will not be communicated to third parties, with the exception of any communications made necessary for technical reasons associated with the European Schools' operation. The European Schools enter into contracts with such third parties so that they can provide them with services associated with their management. Such third parties are required to respect the confidentiality of the data entrusted to them and to use such data solely for the purposes of fulfilling their commitments to the European Schools.

In accordance with the legislation in force, you have a right of access to personal information and data concerning you or concerning your child(ren) and a right of rectification. On request, you therefore have the opportunity to ascertain which data are being processed and to correct any inaccuracies. Requests to consult or rectify data should be sent to: [LIST-LUX-SMS-UPDATE@eursc.eu](mailto:LIST-LUX-SMS-UPDATE@eursc.eu)

I would like to wish all members of the school community a good summer holiday, and a successful new school year.

Toula VASSILACOU  
Director

P.S.

1. The General Rules of the European Schools (Ref.: 2014-03-D-14-en-5) are available in all official languages of the European Union on the website of the European Schools [www.eursec.eu](http://www.eursec.eu) under *Legal basis of the European schools*.

2. For requesting the special measures for pupils with special needs, it is highly recommended you read the following documents available on the official site of the European Schools <https://www.eursec.eu/fr/European-Schools/studies-certificates/educational-support>

- Policy on the Provision of Educational Support in the European Schools (Ref. 2012-05-D-14-en-9)
- Provision of Educational Support in the European Schools (Ref. 2012-05-D-15-en-11)



Luxembourg, February 3<sup>rd</sup>, 2017  
Ref.:2017/1020/PV/am

<b>TO ALL PARENTS</b>
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**Holiday dates for the school year 2017/18**

The Administrative Board agreed to the following holiday dates for the school year 2017-18.

<b>RE-OPENING OF THE SCHOOL YEAR:</b>	Tuesday, 5 <sup>th</sup> September, 2017
<b>HALLOWEEN:</b>	from Monday, October 30 <sup>th</sup> , 2017 to Friday, November 3 <sup>rd</sup> , 2017 inclusive
<b>CHRISTMAS:</b>	from Friday, 22 <sup>nd</sup> December, 2017 from 1pm to Friday, 5 <sup>th</sup> January, 2018 inclusive
<b>CARNIVAL:</b>	from Monday, 12 <sup>th</sup> February, 2018 to Friday, 16 <sup>th</sup> February, 2018 inclusive
<b>EASTER:</b>	from Monday, 26 <sup>th</sup> March, 2018 to Friday, 6 <sup>th</sup> April, 2018 inclusive
<b>LABOUR DAY:</b>	Tuesday, May 1 <sup>st</sup> , 2018
<b>PEDAGOGICAL DAY:</b>	Wednesday, May 9 <sup>th</sup> , 2018
<b>Ascension:</b>	from Thursday, 10 <sup>th</sup> May, 2018 to Friday, 11 <sup>th</sup> May, 2018 inclusive
<b>WHITSUN:</b>	from Monday, 21 <sup>st</sup> May, 2018 to Friday, 25 <sup>th</sup> May, 2018 inclusive
<b>NATIONAL HOLIDAY:</b>	Saturday, 23 <sup>rd</sup> June, 2018
<b>END OF SCHOOL YEAR:</b>	Friday, 6 <sup>th</sup> July, 2018
<b>PROCLAMATION OF THE BACCALAUREATE RESULTS:</b>	Saturday, 7 <sup>th</sup> July, 2018 <i>Classes for years 1 to 6 in the secondary school will stop when the Baccalaureate oral exams start. This date will be released in mid-March</i>
<b>RE-OPENING OF THE SCHOOL YEAR 2018-2019:</b>	Will be communicated later

Toula VASSILACOU



School year 2017-2018

**Article 30 of the General Rules of the European Schools: Absences on personal grounds**

i. Only the Director may give a pupil permission to be absent from School.

ii. Except in cases of force majeure, the pupil's legal representatives must apply for such permission at least one week in advance.

Applications shall be made in writing, indicating the period of absence and giving reasons.

iii. Permission may be granted for a maximum of two days plus reasonable travelling time.

iv. Except in cases of force majeure, permission may not be granted for the week preceding or the week following school holiday periods or public holidays.

v. In the case of the death of a close relative a longer absence may be permitted."

### REQUEST FOR PERMISSION OF ABSENCE

**Name of the  
pupil**

**First name**

**Class**

**Class teacher**

I hereby request permission for my son/daughter to be absent from school:

→ on ..... during ..... period

→ from ..... to .....

**Justification:** .....

.....

Name of the parent: ..... Date: .....

Signature : .....

***Please submit this request at least one week in advance to the deputy director.***

☐ **Absence authorized by the Director**

Date : .....

Name and signature : .....

☐ **Absence NOT authorized by the Director**

Date : .....

Name and signature : .....

Remark :

.....

.....

NOT AUTHORISED BY THE DIRECTOR

IF PARENTS NEVERTHELESS DECIDE THAT THE PUPIL WILL BE ABSENT, THE ABSENCE WILL BE CONSIDERED AS UNJUSTIFIED, BUT NO DISCIPLINARY MEASURES WILL BE TAKEN.

IF A TEST IS PLANNED DURING THE ABSENCE, THE PUPIL WILL NOT HAVE THE POSSIBILITY TO RE-SIT IT.

## **APEEEL1 – Association des Parents d'Elèves de l'Ecole Européenne Luxembourg 1**

membre de la FAPEEEL – Fédération des Associations des Parents d'Elèves des Ecoles Européennes au Luxembourg

Tous les parents d'élèves de Luxembourg 1 sont représentés par l'**APEEEL 1** en tant que seul organisme reconnu officiellement par les statuts des écoles européennes. L'APEEEL 1 est donc le seul interlocuteur reconnu par l'école et les parties prenantes. Les représentants de l'APEEE participent localement à plusieurs comités formels de l'école, y compris les conseils d'administration, les comités consultatifs, les conseils d'éducation, etc. et, au niveau du Conseil supérieur des écoles européennes, via le comité de liaison INTERPARENTS.

L'APEEE1 est une association sans but lucratif enregistrée depuis mai 2012 conformément à la législation luxembourgeoise (l'association APEEEL a été fondée en 1953 et à la suite de la création de la nouvelle école, Luxembourg 2, la structure a dû être adaptée). Ses objectifs sont détaillés dans ses statuts. Les membres du Comité de gestion sont des bénévoles, élus pour un mandat de deux années consécutives. Le but principal de l'APEEEL 1 consiste à promouvoir une communication transparente et à fournir un outil permettant aux parents d'élèves de cultiver leur intérêt dans l'éducation de leurs enfants, de soutenir le travail de l'école et d'y apporter leur contribution, devenant ainsi de véritables partenaires dans les décisions qui ont des répercussions sur leurs enfants – et par là même de contribuer à améliorer ou maintenir la qualité de l'enseignement dispensé à l'Ecole Européenne de Luxembourg 1. Elle organise la fête annuelle en collaboration étroite avec l'école, coordonne des échanges linguistiques, participe à la gestion de la cantine de l'école et aux voyages scolaires.

Elle collabore avec d'autres organisations associées, telles que l'Association des Transports Scolaires, l'association «Les Mots de Zaza» qui gère la bibliothèque et «Actions sans frontières». L'APEEE coordonne le réseau des délégués de classe, organise diverses soirées d'informations ainsi que d'autres actions et événements. L'APEEE entretient un fonds social destiné à fournir une aide financière, sous certaines conditions, tant pour le paiement de certains voyages scolaires que pour le paiement du minerval. L'APEEEL 1 peut fournir des conseils aux parents sur diverses matières telles que le minerval des élèves de catégorie III, les programmes de soutien éducatif (ex-programmes SEN et de soutien scolaire), les élèves dont la langue maternelle ne correspond pas aux sections linguistiques (SWALS), les conseils de discipline, les programmes "enfants en danger", le choix des cours, les transferts entre cycles (maternelle/primaire/secondaire) ou l'attribution administrative entre les deux écoles européennes de Luxembourg.

L'APEEE diffuse régulièrement des informations aux parents par l'intermédiaire des délégués de classes et de son site web.

La **FAPEEEL** (qui regroupe les associations des parents des deux écoles européennes à Luxembourg: Luxembourg 1 et Luxembourg 2) organise des activités périscolaires y-compris le programme Mérite Jeunesse, l'achat groupé de calculatrices et par la voie de son bulletin « Ad parentes » ainsi que de son site web, informe les parents de LUX 1 et de LUX 2 de ses actions et des problématiques communes aux deux écoles. Elle assure un secrétariat permanent aux deux associations de parents de Luxembourg et organise toutes leurs actions communes.

L'adhésion à l'APEEE1, au prix de **50 euros par famille** par an ouvre l'accès aux services fournis, à une priorité d'inscription et à une réduction de 30 euros sur la première inscription à une activité périscolaire. Elle vous ouvre le droit de vous faire élire membre du Comité de gestion et de participer aux votes sur les politiques à engager ou à soutenir. **NOUS COMPTONS SUR VOUS ET VOUS REMERCIONS POUR VOTRE SOUTIEN.** Pour vous assurer que votre inscription est à jour, veuillez remplir le formulaire en annexe et le renvoyer à l'adresse ci-dessous.

APEEE1 Ecole Européenne Lux 1, 23 BVD Konrad Adenauer, 1115 Luxembourg

Téléphone 432082422 Email [office@fapeeel.lu](mailto:office@fapeeel.lu) Site web [www.fapeeel.lu](http://www.fapeeel.lu), [www.activitesperiscolaires.lu](http://www.activitesperiscolaires.lu)

**Membership Form/ Formulaire d'adhésion**  
**Standing order – Bank transfer form\* / Ordre permanent- Virement bancaire**  
(Please complete form using capital letters/ Merci de compléter en lettres majuscules)

**I, the undersigned/ Je soussigné:**

**First name/ Prénom:** .....

**Last name/ Nom:** .....

**Home address/ Adresse domicile**

**Street, No./ Rue, numéro:** .....

**Post Code/ Code postal:** ..... **Town/ Ville:** .....

**Phone No / Numéro de téléphone:** ..... **Nationality/ Nationalité:** .....

**E-mail/ Courriel:** .....

☐ I authorise APEEEL1 to use this email to contact me directly / J'autorise l'APEEEL1 à utiliser ce courriel pour me contacter.

**Work address/ Adresse professionnelle**

**Institution, Company/ Institution, Société:** .....

**Post Code/ Code postal:** ..... **Town/ Ville:** .....

**Phone No / Numéro de téléphone:** .....

**E-mail/ Courriel:** .....

☐ I authorise APEEEL1 to use this email to contact me directly / J'autorise l'APEEEL1 à utiliser ce courriel pour me contacter.

Please give us information regarding your children attending school / Merci de nous informer sur vos enfants à l'école

Child/ Enfant 1: (section, niveau) : ..... Child/ Enfant 3: .....

(for example "DE-P3 is German section, Primary3)

Child/ Enfant 2: ..... Child/ Enfant 4: .....

I authorise **my bank / J'autorise ma banque**..... to transfer from **my account number / à transférer à partir de mon compte IBAN** .....

the sum of **50 euros**, the first time on/ **le montant de 50 euros, la première fois le** \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

and thereafter on 1st October of each year, this sum being my annual subscription to the APEEEL1, to the following account /  
*et ensuite le 1er octobre de chaque année, cette somme représentant ma cotisation annuelle à l'APEEEL1 au compte bancaire suivant :*

BANQUE ET CAISSE D'EPARGNE DE L'ETAT

BIC: **BCEELULL** Account IBAN **LU58 0019 3855 8092 3000**

Luxembourg, (date) \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

Signature .....

Please note: \* This standing order cancels and replaces any existing standing order in favour of the Parents' Association of the European School in Luxembourg 1 / *Veillez noter que cet ordre permanent annule et remplace tout ordre permanent existant en faveur de l'APEEEL1.*

**Please return to / Merci d'adresser ce formulaire à:**

**Association des parents d'élèves - Room C-002 / Primaire**

**Ecole Européenne – 23 Bd Konrad Adenauer – L1115 Luxembourg**

☐

**Please tick if you are a newcomer to the school Sept. 2017/ Nouveau venu à l'école sept. 2017**