

EN Answers to frequently asked questions (FAQ)

When is the enrolment period for the next school year?

| Year | 2011 |
|---------------------------|------------------------|
| Nursery and primary cycle | Mai 2 → June 10 |
| Secondary school | Mai 2 → June 10 |
| <i>But not</i> | <i>May 28 → June 5</i> |

It is not possible to submit applications before the above dates and also not a year in advance.

What are the addresses for the enrolment?

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

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

Yes, they are. Although priority is given to children of parents working for the European institutions, there are places available for other children. But their number is reduced (currently to 24 pupils per class) and subject to specific rules.

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

Category I: Pupils whose parents are members of the staff of or seconded to a European Institution or an assimilated organization. The employer must certify that the duration of the contract lasts for a minimum period of one year. These pupils are exempted from school fees.

Category II: Pupils whose parents are members of the staff of a company or an organization which has concluded a special agreement with the European schools and certifies that it will pay the school fees for the enrolled pupil.

Category III: Pupils whose parents do not belong to categories I or II and pay the requested school fee themselves. These pupils can be admitted if places are available and if they fulfil other conditions as defined by the school.

For more details check the documents under Inscriptions on this website.

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

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

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

At the moment new buildings for the ES Luxembourg II are under construction at its future site in Bertrange/Mamer. For the time being, the school Luxembourg II has only the nursery and primary cycles and is located, until academic year 2012/2013, at Kirchberg

next to the ES Luxembourg I. All pupils of the following mother tongues and sections are automatically enrolled in the ES Luxembourg II: Czech, Danish, Greek, Hungarian, Italian, Maltese, Romanian, Slovenian, and Slovakian. During its stay at Kirchberg, all the pupils of the 5th primary year will be admitted to the secondary school of Luxembourg I, which takes care of all the language sections and classes of the ES Luxembourg II, until the move to the new site in 2012.

Both schools have an Anglophone (EN), Francophone (FR) and German speaking (DE) section and teach Irish. The pupils are directed to one or the other school, when they join the European schools of Luxembourg.

How are the pupils of the DE, EN and FR section allocated to the two schools?

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

This allocation is intended to be final so that complete classes or large groups of pupils, who know one another very well, will move together to the new school in Bertrange/Mamer in 2012.

The parents may however, submit a written request to the Director of the school their children attend asking for a change to the other school. This must be done by February 15th for the secondary cycle and during the month of April for the nursery and primary cycles. If places are available, the directors might agree a transfer for the following school year.

All such transfer requests relating to pupils in the nursery or primary cycles are dealt with by the Head of the school where the pupil is enrolled. Answers will only be given after all applications and promotions have been considered.

When do the parents know if their child is admitted?

Pupils of category III will only be admitted if places are available. The final answers, including the class allocation, will be sent before July 12th. Please do not call the school; the correct and complete processing of the data is very time-consuming. The school staff are instructed not to give individual feedback before all applications have been considered.

Which language sections are available in the ES of Luxembourg?

The following language sections exist:

Luxembourg I: Dutch, English, French, Finnish, German, Polish, Portuguese, Spanish, Swedish

Luxembourg II: Czech, Danish, English, French, German, Greek, Hungarian, Italian.

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

To be admitted to the Nursery school, children must have reached the age of 4 at December 31st of the school year.

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

Which language II (second language) can be chosen?

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

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

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

The pupils (**S**tudents) **W**ithout **A** Language **S**ection in the European schools of Luxembourg (Mother tongues concerned: Bulgarian, Estonian, Latvian, Lithuanian, Slovenian, Romanian, Slovakian) will normally be admitted to the DE, EN or FR section. The School will provide intensive “**SWALS**” help, as much and as long as needed, to make the integration as easy as possible.

The School also provides a remedial course for LII from the third Primary year. This concerns new pupils.

How are the school fees paid?

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

In application of the decisions of the Governing Board of April 2005 and in order to validate the enrolment of a child, a deposit of 25% must be paid before **15/08/2011**. A deposit invoice will be sent out in good time.

b) Parents of children already at the European School

According to the decision of the Governing Board of April 2005 and in order to secure an enrolment for the next school year, all parents of category III must, from now on, pay a deposit of 25% by 30th June at the latest. This deposit will not be reimbursed (cf. General Rules of the European Schools ref. 2011-04-D-11-en-1).

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

c) Common provisions for all parents

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

However, on condition they have signed and returned the bank standing order available on the school website (www.euroschool.lu), before 30th June (b) or 15th August (a), parents are free to pay the remaining 75% by instalments. The school will ask its financial institution to claim the money on the following dates:

25 % in November 2011
25 % in January 2012
25 % in March 2012 at the latest.

The bank standing orders remain valid throughout the years spent in school.

Important remarks :

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 is considered by the School as to be removed from the enrolment register and will not be admitted to the European School the following year. If need be, the payment of the outstanding sum will be requested by judicial means.

What is the time-table of the school day?

The school day starts at 8.45 in the primary school: it is very important to be on time. In the nursery school all pupils must arrive by 8.50 at the latest. Pupils of the nursery school are welcomed by the teacher from 8.35.

Luxembourg I

| Nursery school – The building is open 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 break from 12.00 -13.00 (the meals will be served in the classroom).

| Primary school 1st & 2nd years - The building is open 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 break from 12.00 – 1.00 p.m.

| Primary school 3rd, 4th & 5th years - The building is open from 8.15 | | | | |
|--|----------------|--------------------------|-----------------|---------------|
| Monday* | Tuesday | Wednesday | Thursday | Friday |
| 8.40-16.25 oder16.30 | 8.40-13.00 | 8.40-16.25 oder 16.30 | 8.40-13.00 | 8.40-13.00 |

* Lunch break from 13.00 – 2.00 p.m.

| Secondary school – The building is open 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 break from 12.15 – 2.00 p.m. (permanent service in the canteen).

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

Free afternoons in the secondary school

Some pupils may sometimes have mandatory courses on afternoons, where they should actually be off school. This concerns pupils who attend remedial courses (*Rattrapage* or *Learning support*), or religion courses, Old Greek, or additional Irish, Swedish, Finnish or Maltese. This can also concern SWALS pupils (**S**tudents **W**ithout **A** Language **S**ection) for their Language I course.

The **1st and 2nd years** have a free afternoon on Tuesdays and Thursdays.

The **3rd years** are off school on Friday afternoon and may have an additional free afternoon.

The **4th years** are off school on Friday afternoon.

The **5th years** don't have any courses on Wednesday afternoon.¹

The **6th and 7th years** don't have any fixed afternoon off.

Luxembourg II

| ES Luxembourg II | Monday | Wednesday | Tuesday, Thursday, Friday |
|------------------|------------|------------|---------------------------|
| Nursery school | 8.35-16.20 | 8.35-12.50 | 8.35-12.50 |
| Primary 1 and 2 | 8.45-16.20 | 8.45-16.20 | 8.45-12.50 |
| Primary 3 to 5 | 8.45-16.25 | 8.45-16.25 | 8.45-12.55 |

The organization of the school day in a class is decided by the class teacher, who takes into account the availability of rooms and the time-table of other fixed courses. The breaks at noon and during the afternoon are different: the classes 1 and 2 start with their lunch, followed by the 3rd, 4th and 5th classes. Detailed information will be provided by the class teachers in September.

Does the school run a day nursery, a crèche?

No, the European school does not accept children under 4. The ES also does not take care of the pupils outside school-time.

The Office Infrastructure et Logistique (OIL) of the European Commission runs the CPE (Centre Polyvalent de l'Enfance), which looks after the children. Please check <http://ec.europa.eu/comm/oil> and look for CPE under buildings/bâtiments.

¹ A bus connection is available for these pupils at 1.10 p.m. on Quai 1 direction Centre- Train station

Do buses go to the school site?

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

The children are supervised in the buses, which normally arrive at the bus station at the ES Luxembourg I [rue Léon Hengen]. From there, supervised shuttle buses bring pupils to the Nursery school and to the ES Luxembourg II (Village pédagogique) [bus stops located in the rue R Coudenhove Kalergi].

The ATSEE, i.e. the Parents’ Transport Association takes care of these transports. Please check at <http://www.euroschool.lu/bus>

How and where do the pupils take their lunch?

At the nursery cycle, a warm meal is served to the pupils in their classroom on Monday (which is the only long day).

On Monday and Wednesday between 12 and 2 p.m., the pupils of the primary school eat in the school’s refectory. Pupils can choose to eat the warm meal offered by the school or to bring along a snack from home and eat it in the refectory.

The meals are paid via a yearly or quarterly subscription system. The conditions and price details are handed out in class at the end of the school year or given to the new parents **in** due time. Pupils bringing along their own meal will pay a reduced fee for the service done by the canteen’s provider [= private company].

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

Does the school organize extra-curricular activities?

The APEEE organizes many activities. Please check www.activitesperiscolaires.lu

Do pupils need a school uniform?

No, there is no school uniform.

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

Do pupils need books?

Primary school

Parents need to buy books. A list of the books needed will either be added to the admission confirmation or given out by the class teacher.

Secondary school

Parents need to buy books. Book lists are distributed to pupils at the end of the school year for the following year. New pupils will receive the book lists by mail. They can also find them on the school’s website (www.euroschool.lu)