

## **Answers to frequently asked questions (FAQ)**

### **When is the enrolment period for the next school year?**

<b>Year</b>	<b>2009</b>	<b>2010</b>
Nursery and primary cycle	April 20 → June 18	April 19 → June 10
Secondary school	April 20 → June 18	April 19 → June 10
<i>But not</i>	<i>May 21 → June 1</i>	<i>May 14 and May 22 → May 30</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?**

They vary with the cycle and the mother tongue of the language section. Please check the documents on this Website under Inscriptions.

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

Yes, they are, but the places available for other children are reduced in number 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 the school fees for the enrolled pupil.

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

Normally there are no places available for pupils of category III in the French or English sections, because they are overcrowded.

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.

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 only has the nursery and primary cycle and is located until 2011/2012 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 its pupils of the 5<sup>th</sup> 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 2011/2012.

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.

Both schools have an Anglophone (EN), Francophone (FR) and German (DE) speaking section and teach Irish. The pupils are directed to the one or to 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 2011/2012.

It is however possible to submit during the month of April a written request to the Director of the ES Luxembourg II asking for a change to the other school. If places are available, the directors might agree a transfer for the following school year.

All such requests relating to pupils in the nursery or primary cycles are dealt with by the Head of the ES Luxembourg II. Answers will only be given after all applications and promotions have been considered.

### ***When do the parents know if their child is admitted?***

Normally, all pupils of category I and II will be admitted; exceptions may exist for category II. Pupils of category III will only be admitted if places are available.

The final answers, including the class attribution, will only be sent out in July: category I and II as early as possible, category III before July 15<sup>th</sup>. Please do not call the school; the correct and complete processing of the data is very time-consuming. The school staff is instructed not to give individual feed back before all applications have been considered.

### ***Which language sections are available in the ES of Luxembourg?***

The following language sections exist:

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

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

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

Nursery school: Age of 4 must be reached at December 31<sup>st</sup> of the school year.

Primary school: Age of 6 may be reached at December 31<sup>st</sup> of the school year.

A child, who reaches the age of 4 later during the school year, may only be enrolled next 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 1<sup>st</sup>. 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 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 Learning support for pupils in need. Please contact the class teacher.

### ***How are the school fees paid?***

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

Category III The school will address invoices for the fees to the parents of the pupils, who have been admitted. The first 25% of the annual fee must be paid latest on August 15<sup>th</sup>, otherwise the admission may be cancelled; this 25% cannot be reimbursed. The remaining 75% may be paid together or in three steps (instalments); the details of payment will be added to the invoices.

### ***What is the time-table of the school day?***

#### **Luxembourg I**

#### **Kindergarten and Primary School.**

##### **Kindergarten :**

Mon : 8.35-16.20 (Lunch will be served in the classroom at 12h45)  
Tue, Wed, Thu, Fri : 8.35-12.50

The building is open as from 8.15.

##### **Primary School :** **1<sup>st</sup> and 2<sup>nd</sup> year**

Tue, Thu, Fri : 8.40-12.50  
Mon, Wed : 8.40-16.20 (Lunch breaks from 12.00-13.00)

##### **3rd, 4th and 5th year**

Tue, Thu, Fri : 8.40-13.00  
Mon, Wed : 8.40-16.30 (Lunch breaks from 13.00-14.00)

The building is open as from 8.15.

## **Secondary School.**

Mon to Fri 8.45 -16.25 : Lunch breaks from 12.15 - 14.00 (uninterrupted service in the canteen)

The Building is open as from 8.00.

## **Free afternoons in the Secondary School**

The presence of certain pupils might be demanded during an afternoon when they are normally free. This is particularly true for those following courses in rattrapage, Learning Support, certain courses of religion, mother tongue for pupils without a language section and for pupil in sections where protected subjects exist (ancient Greek, extra Irish, Swedish, Finnish, Maltese...)

1<sup>st</sup> and 2<sup>nd</sup> years are free Tuesday and Thursday afternoons

3<sup>rd</sup> years are free Friday afternoon and other free afternoon not yet fixed.

4<sup>th</sup> years are free Friday afternoon

5<sup>th</sup> years are free Wednesday afternoon<sup>1</sup>

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

## **Luxembourg II**

The school day starts at 8h45 in the primary school: it is very important to be on time.

In the nursery school all pupils must be arrived latest at 9h00, but the class day starts at 8h50

<b>ES Luxembourg II</b>	<b>Monday</b>	<b>Wednesday</b>	<b>Tuesday, Thursday, Friday</b>
Nursery school	8h35-16h20	8h35-12h50	8h35-12h50
Primary 1 and 2	8h45-16h20	8h45-16h20	8h45-12h50
Primary 3 to 5	8h45-16h25	8h45-16h25	8h45-12h55

The organization of the school day inside 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 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> 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.

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

### ***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 (or ATPEE), 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?***

#### **Kindergarten and Primary School**

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

The pupils of the primary school eat in the school’s refectory on Monday and Wednesday.

All parents are invited to book the lunch for a year or a school term. The conditions and price details will be published and/or given to parents on due time.

Pupils whose parents do not order (and pay) lunch for them have the possibility to bring along a snack: in the primary school their parents pay a reduced fee for the service done by the canteen’s provider [= private company].

#### **Secondary School**

##### **The School Canteen is open every day from Monday to Friday from 12.15 to 14.00.**

Secondary pupils may use the canteen if they wish, even if they do not have afternoon classes. They have a choice of 2 or 3 meals as well as a variety of sandwiches. There is also a choice of drinks.

##### **All pupils have access to the cafeteria of the secondary school to buy drinks and snacks. Only pupils of year 4-7 may stay in the cafeteria during opening hours (08.00 – 14.00)**

##### **For the secondary school meals, snacks, desserts and drinks must be paid for only by electronic payment cards issued by the school.**

The payment cards are valid through all the school years. The cards that were distributed free to the pupils in 2006-2007 are still valid. As from the school year 2007-2008, parents of new pupils are charged for payment cards. The price of a card for new pupils is 10 €. If a card is lost, a new one will be issued for the price of 15 €.

### ***Does the school organize extra-curricular activities?***

Yes, the school organizes many activities. Please check [www.activitesperiscolaires.lu](http://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 may ask for home shoes during class time, especially in winter.

***Do the pupils need books ?******Primary school***

Yes, they do. A list of the books needed will either be added to the admission confirmation or given out by the class teacher. Some books will be delivered by the school against payment.

***Secondary school***

Book lists are distributed to pupils at the end of the school year for the following year. New pupils can ask for a copy at the school office, or find them on the school's website ([www.euroschool.lu](http://www.euroschool.lu))