



**MEMORANDUM FOR PARENTS
SCHOOL YEAR 2012-2013
EUROPEAN SCHOOL LUXEMBOURG I**

As part of efforts towards a friendlier environment, the school wishes, from the year 2013-2014, not to print a paper copy of this Memorandum. A PDF file will instead readily be available in the school's Internet site.

**MEMORANDUM FOR THE PARENTS
SCHOOL YEAR 2012-2013
EUROPEAN SCHOOL LUXEMBOURG I**

Dear Parents,

You will find below the table of contents for this document, which describes the different aspects in school organisation for the new school year. This begins on Tuesday 4th September 2012; school will finish for all pupils at 13h.00 on the first day.

Holiday dates for the school year 2012-2013 have already been circulated and a copy is enclosed for new parents.

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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. All kindergarten classes from Luxembourg I and II will be in this building.

Children who were already in the 1st class kindergarten during the school year 2011-2012 will begin on Tuesday September 4th 2012 at 8.35 a.m.

New pupils will start in rotation, in small groups, beginning on September 5th 2012. This is to make sure of a gentle introduction for the "débutants" and to be able to give them special attention on the first day.

All parents of new pupils should have received notification of a starting date by July 15th, 2012. If you have not received one, please contact the office: Luxembourg I (tel.: 43 20 82-468) as from 27.08.2012.

2. Beginning of Primary classes

All primary classes of the sections DE-EN-ES-FI-FR-NE-PO-PL-SW 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-NE-PO-PL-SW).

Beginning of Primary classes, Tuesday 4.9.2012			
Year	Classes	Beginning of classes	Treffpunkt
1	ENa-ENc-FI-ES-Fra-FRc-NE-SW-PO-PL-DEa	09.00	Playground of the primary school
2, 3, 4 et 5	ENa-ENc-DEa-FI-ES-Fra-FRc-NE-PO-PL-SW	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 1st year secondary

On the first day of the new school year, pupils in 1st 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 **Mrs Brauch** will meet them there, and will show them where their classrooms are.

B TIMETABLES

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

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

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

* Lunch breaks form 12.00 – 13.00

Primary School 3 rd , 4 th and 5 th year – The building is open as from 8.15				
Monday*	Tuesday	Wednesday*	Thursday	Friday
8.40-16.25 or 16.30	8.40-13.00	8.40-16.25 or 16.30	8.40-13.00	8.40-13.00

* Lunch breaks from 13.00 – 14.00

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

Lunch breaks from 12.15 – 14.00 (uninterrupted service in the canteen)

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

Free afternoons in the Secondary School

The presence of 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 , such as ancient Greek and the Other National Languages (ONL) (Irish, Swedish, Finnish, Maltese).

1st and 2nd years are free Tuesday and Thursday afternoons

3rd years are free Friday afternoons and probably on another afternoon

4th years are free Friday afternoon

5th years are free Wednesday afternoon¹

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

¹ 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:

KINDERGARTEN Luxembourg I 4, rue Coudenhove-Kalergi				
PRIMARY SCHOOL Sections DEa-ENa-ENc-FI-ES-FRa-FRc-NE-SW-PO-PL Principal entry Bd. Konrad Adenauer				
1 st year Bloc E/F	2 nd year Bloc E/D	3 rd year Bloc D	4 th year Bloc D/B	5 nd year Bloc B
SECONDARY SCHOOL Principal entry Bd. Konrad Adenauer				

D TRANSPORT

We would urge you very particularly to drive carefully in the region of the school and to observe the Highway Code scrupulously. We ask you to follow strictly the traffic signs displayed and not to park your car where it hinders the passage of children in a dangerous way. You can with advantage use 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 afternoon school.

1. Kindergarten

It is not recommended that young children use the bus if unaccompanied, particularly in view of 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 those 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 afternoon school) and between 16.40 and 16.45 after afternoon school.

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 to not park on the pavement nor on the cycle path.

You are particularly 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 “Coque”, are available for bringing and picking up the children.

Parents may accompany their children only as far as the gates, and should also 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. 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. Town Buses

For secondary pupils

Secondary pupils using the public transportation may collect a blue card from the secretariat before 15th October. There is no charge for this card.

For primary and kindergarten children

There is no free blue card for these pupils. Parents should enquire at the bus station (underground passage in the Centre Aldringen).

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 04 A010, L-2929 Luxembourg, tel. 4300 23 945, Fax: 4300 24 572, ATSEE@europarl.europa.eu, www.euroschool.lu/bus - 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 a registration form to download.

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

1. School fees*

1.1 Payment of the school fees

The Governing Board has fixed the school fees for non-entitled pupils (category III) in 2012-2013 as follows:

- Kindergarten	: 2.756,82 €
- Primary School	: 3.790,67 €
- Secondary School	: 5.169,09 €
- Minimum	: 1.378,41 €

The school fees to be paid for the children of **NAMSA** employees for the school year 2012 - 2013 will be

- Kindergarten	: 5.513,64 €
- Primary School	: 7.581,34 €
- Secondary School	: 10.338,18 €
- Minimum	: 2.756,82 €

* For families with more children in the European school, the rates are reduced to half for the second child and to the minimum for subsequent children.

Please inform the school secretary immediately in writing of any change in family situation or of parents' jobs.

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

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 15/08/2012**.

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 2012**
- 25 % in January 2013**
- 25 % in March 2013 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.

1.3 Fee 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 not 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 European School before November 30th of the current year. Supporting documents requested by the School to create a file for fee reduction must be returned **by 30th January at the latest.** These documents will be handled in the strictest confidence.

Parents with children enrolled in either of the two schools should address their requests for reduction to the European School Luxembourg I.

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 Annex II and III.

2. Registration fee for the Bacallaureate

All 7th year pupils, whatever their category (I, II or III), must pay the registration fee for the Bacallaureate (80,32 €) by 31st March of the year in question (see the Arrangements for implementing the regulations for the European Bacallaureate, réf. : 2011-10-D-4-en-2). The sums due are included in the global bill issued in October for the current 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 document.

F ARRANGEMENTS FOR MEALS

The firm SODEXO (tel.: 26 68 39 45/email : eceuro213.fms.lu@sodexo.com) has run the services of the school canteen since September 2007.

- 1. 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.

Kindergarten children who have a subscription for 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.

Secondary school pupils 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). Pupils of year 1-3 may only stay if there are enough places left and with the agreement of the educational adviser.**

3. Meal times

- Kindergarten: Mondays only from 12.00 until 13.00 (kindergarten building)
- Primary: Monday and Wednesdays
1st and 2nd year: 12.00 - 13.00
3rd, 4th and 5th year: 13.00 - 14.00
in the dining hall reserved for the primary
- Secondary: From Monday to Friday: continuous service from 12.15 - 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.

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

Meals must be paid for in advance each term or annually to the firm SODEXO (tél.: 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 period 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.

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

Lost of or problems with 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, the school organises a trip lasting two days, two nights. All the language sections take part in this trip.

Each year, all the pupils of year three go for one week to Plaine (Vosges) in the rural centre "Les Génévriers". The green classes are organised by the school

Sea Classes

Generally in May/June, the pupils of year 4 go for one week for « Sea Classes » to Blankenberge on the Belgian Coast. The Sea Classes are organized by the school and the parents' association.

Snow classes

The pupils of year 5 spend, ten days "snow classes" in Switzerland. The last three years this trip were organized in December.

2. Secondary

S2 and S6 pupils participate in a school trip that is part of the curriculum. In S2 the trip is organised from 03.10 – 05.10.2012. In S6, the trip is organised in April/Mai 2013. Teachers may exclude from a trip a pupil who represents a risk for the group.

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.

H EXTRA-CURRICULAR ACTIVITIES

You will find all information concerning the extra-curricular activities on our website 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". Since then the library has expanded to include all the language sections of the European School.

Where are the libraries?

For Maternelle: Room B04 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 the library work is of immense value.

Library what for ?

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 a school project
- 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: Charlotte Kleijn

Phone: +352/ 432082 383

Home page: <http://www.euroschool.lu/primary/biblio.htm>

Email: charlotte.kleijn@euroschool.lu

Opening hours:

Monday, Wednesday: 8.30-16.25

Tuesday, Thursday, Friday: 8.30-13.00

Secondary school**Computerised Catalogue**

About 32.000 books of the library are registered in the computerised catalogue. Within School this catalogue can be accessed in choosing Library on-line on our welcome page INTRANET (<http://linux:8080/Support>).

Outside school you will find the catalogue under <http://www.bnl.lu>. Choose Search, then catalogue en ligne and you will be on our site.

The catalogue relates to several libraries in Luxembourg. If you want to limit your search to our library, add «ECEL» to your entry request. From the school website (www.euroschool.lu), it is also possible to access the link to the secondary library and its catalogue.

Computerised loans

Loans have been computerised for several years. To borrow books the student identity card, which bears the library bar code, is indispensable. Students may borrow 3 books for a period of maximum 3 weeks.

Opening times and facilities

The library is open from 8.00to 16.25. Library rules are included in the Rules for the Secondary School. Induction sessions, with an introduction to the library and to research methods, are programmed at the beginning of the year for pupils in years 1 in the presence of their teachers.

Apart from a stock of about 32.000 books and several subscriptions to periodicals, the library has 8 computers available for pupils' academic research.

A photocopy card can be purchased at the library where there is a photocopier available for pupils.

Pupils are not allowed to enter the library with their school bag.

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 16.45, Tuesday from 8.30 to 13.00 and Thursday from 8.30 to 13.00. In case the nurse is not present, the child should be accompanied by the 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 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 from time to time to carry out routine medical tests on the pupils on a two year cycle. These tests are obligatory.

Where 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 school doctor or 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 is 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 test (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 15th May of every year for the next school year. The same request must, without fail, be submitted to the school Management before 15th May in year 5 for the orientation cycle S6-S7 and before 15th May in year 6 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 two part-time psychologists. Their job is primarily to provide support in academic, emotional and behavioral questions concerning students. They also participate in the proceedings of the Special Education Needs with support and information to teachers in relation to students with specific needs.

CAUTION: 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 delay 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.

Office in Primary School: B-905
Office in Secondary School: B-007

Phone: 432082-441
Phone: 432082-279

Virginie Bataille v.bataille@eursc.org

Responsible of the following sections: ES- FI- PL- PO- FR and the following mother tongues: EO- LE

	Morning	Afternoon
Monday	8h30 – 12h30	13h30 – 16h30
Tuesday	8h30 – 12h30	
Wednesday	8h30 – 12h30	13h30 – 16h30
Thursday	8h30 – 12h30	
Friday		

Herie de Vries herie.de_vries@eursc.org

Responsible of the following sections : EN- NE- SW- DE and the following mother tongues: BG- LT

	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
hours	7/8	8/9	9/10	12/13	13/14	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 fixed 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:

Primary School	
	Date of distribution of reports
1 st part (oral)	November 2012
2 nd part (written)	February 2013
3 rd part (written)	July 2013

Secondary School		
Years		Date of distribution of reports
1, 2, 3	1 st term report	End of December 2012
	2 nd term report	End of March 2013
	3 rd term report	End of June 2013
4, 5, 6	Half term report	Mid-November 2012
	1st semester report	End of January 2013
	Intermediate report	End of April 2013
	2 nd semester report	Beginning of July 2013
7	Semester report	End of February 2013
	Preliminary note	End of May 2013

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 4 to 6 could instead see the examination scripts from Monday the 8th July to Thursday 11th July 2013 between 10.00 and 12.00 a.m. in room B-002 in the presence of a principal educational adviser.

Article 6.3.10.1. of the Arrangement for implementing the Regulations for the European Baccalaureate says “in principle candidates may view their scripts and the total marks awarded by each examiner (internal, external and, where relevant, a third examiner).[...].The candidate may be accompanied by his parent/guardian”. In the school of Luxembourg I examination scripts may be viewed from Monday 8th July to Thursday 11th July 2013 between 10.00 and 12.00 o'clock in room B-002 and in the presence of a principal educational adviser.

M PARENT-TEACHER MEETINGS

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

Please note the following important dates:

Dates	Kindergarten (pupils aged 4)	Primary school
11.09		19.30: meeting for parents of P1 pupils
17.09		19.30: meeting for parents of P2 pupils
12.09	19.00: meeting for parents of all pupils	
19.09		19.30: meeting for parents of P3 pupils
24.09		19.30: meeting for parents of P4 pupils
26.09		19.30: meeting for parents of P5 pupils
13.09		19.30: meeting for parents of SWALS pupils
Dates	Secondary school	
20.09	19.00 : meeting for parents of SWALS pupils	
	20.00 : meeting for parents of S1 pupils	
13.11	19.30-22.00 : meeting for parents of S1-S2-S3 pupils	
22.11	19.30-22.00 : meeting for parents of S4-S5-S6-S7 pupils	
17.01.	19.00 : meeting for parents of S3 pupils (option choices for S4)	
22.01.	19.00 : 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, the teaching methods of the school, to enable them to meet their children's new teachers, and to give them important information about choices of pupils who enter in S4 and S6 classes.

N CONTACTS WITH THE SCHOOL LUXEMBOURG I

A lot of useful information is published on the school website (classes timetables, lists of school books, holidays calendar,...). As from the school year 2012-2013, some documents will be sent exclusively through this means of communication.

☎ 43 20 82-1

☎ 43 20 82-344

✉ www.euroschool.lu

DIRECTION/ADMINISTRATION			
Function	Name	☎	✉
Head	Mrs P.VASSILACOU	43 20 82 – 1	
Head's Assistant	Mrs. G.OLSEM	43 20 82-228	
Bursar	Mr. A. DOS SANTOS	43 20 82-235	
Account	Mrs. M. DELBAUVE	43 20 82 233	web_comptabilite.lux1@euroschool.lu
School fees	Mrs. J. SZYMCZAK	43 20 82-232	web_minerval.lux1@euroschool.lu

KINDERGARTEN AND PRIMARY SCHOOL			
Function	Name	☎	✉
Deputy Head	M. H. VAN WISSEN	43 20 82-468	
Secretariat	Mrs. M.F. RIHOUX	43 20 82-468	
	Mrs. L. KAHR	43 20 82-433	
Nurses	Mrs. F. SCHLIM	43 20 82-446	
	Mrs. REUTER		
Caretaker Kindergarten	M.M. NETO	43 20 82-211	
Caretaker Primary School	Mr. J.L. CENCETTI	43 20 82-252	
Psychologist	Mrs. V. BATAILLE	43 20 82-441	v.bataille@eursc.org herie.de_vries@eursc.org
	Mrs. H. De VRIES		

SECONDARY SCHOOL			
Function	Name	☎	✉
Deputy Head	Mr A. LUF1	43 20 82-1	
Deputy Heads' Secretaries	Ms. E. WEBER	43 20 82-316	
Principal Education Advisor	Mr. R. ANCART	43 20 82-240	
Coordinator for the Lower Secondary school classes 1 à 3	Mr. D. VANDEVOIR	43 20 82-246	daniel.vandevoir@eursc.org
Coordinator for the classes 4+5	Mr. M. BALLOCH	43 20 82-251	marcus.balloch@eursc.org
Coordinator for the classes 6+7	Mr. K. VALKAMA	43 20 82-250	kari.valkama@eursc.org
Coordinator Learning Support	Mrs. C. GARCIA MARTINEZ	43 20 82-407	conchita.garcia@eursc.org
Coordinator SEN	Mr. O. CERF	43 20 82-563	olivier.cerf@euroschool.lu
Nurses	Mrs. S. GARCIA	43 20 82-268	
	Mrs. H.GLENTE		
Caretaker	Mr. G. REKAD	43 20 82-241	
Psychologist	Mrs. V. BATAILLE	43 20 82-279	v.bataille@eursc.org herie.de_vries@eursc.org
	Mrs. H. De VRIES		

These members can be met by appointment. Please contact them by e-mail or by telephone on the numbers indicated and advise 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. The pupil's diary is the privileged means of communication between parents and teachers. A list giving the interview times (by appointment) of each teacher will be published on the school website during the 1st term of the school year.

PRIMARY SCHOOL

When a parent has an appointment with a teacher, they should be sent a written confirmation of the date and the 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

As a first step, parents are requested to contact:

- The principal educational advisers or the educational adviser of the year concerned for any problem of absences or disciplinary problem
- The teacher for any problem related to learning or teaching of the subject
- The principal educational advisers, 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 Directors 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 because of illness for several days, parents are asked to inform the secretariat before 10h00. 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 which 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 **Mr. ANCART 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, the parents must imperatively 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 on 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 www.euroschool.lu. 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 particularly 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 circular will be transmitted to parents of secondary pupils at the beginning of term concerning rules for absences during the school day.

P INTERNAL SCHOOL RULES

A copy of the internal school rules will be distributed to every pupil of the primary school and secondary school at the beginning of term.

Please note already the following points:

1. Permission to leave school - primary school and Kindergarten

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. Indeed, for security reasons, all adults are allowed only a strictly controlled access to the school buildings and campus. Adults who have a reason 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. 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.**

2. Permission to leave in the secondary school

Only S6 and S7 pupils have the right to leave the school grounds during free periods.

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 agreement.

3. 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 “La Coque”.
- The gate between the Kindergarten and the playground of the secondary school, opened from 8.15 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

4. Smoking

It is strictly forbidden to everybody to smoke in the school buildings or anywhere in the school grounds

5. Drugs

Any pupil who is caught in possession of illegal drugs in the school grounds 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 or 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 www.euroschool.lu under "Informations générales".

6. 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 can be considered as theft.

Q CHANGES OF ADDRESS

Parents are requested to inform the school administration in writing as soon as possible of any change: address, employer, their private or business telephone number and their e-mail address.

R INSURANCE

Pupils are insured against personal accidents during school hours and on their normal journey to and from the school, on condition that 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 that 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 wish to remind parents that pupils should not leave money or other valuables in the changing rooms. Pupils' lockers, though not assured, 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 their school work. Damages caused by pupils have to be paid by their parents.

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 advance authorisation from this institution before treatment abroad is given for problems resulting from a school accident.

The yearly premium for the school insurance is 0,87 € for 2012-2013. It is charged to all parents and payment is **obligatory** for all pupils **regardless of the enrolment period at the school.**

S 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 is available on the school website as from 30th June of the preceding school year. Moreover, in some subjects, books published by the European Schools are compulsory and charged to the parents. For example, Intermath for Maths in the primary school (price: 20 € for the set charged together with the school fees), Eurobio for Biology in the secondary school (the total due for the set will be collected by the Biology teacher). For S3 pupils, worksheets called “The Mediterranean World” will be charged 14€. Teachers ask pupils to pay the photocopies against the number of photocopies received.

Diary

Each pupil of classes S1-S7 must keep a diary neatly in which lessons and homeworks are noted. **The use of the school diary distributed free to S1-S3 pupils is obligatory.**

Calculators

Following the approval of new syllabuses in Mathematics for the courses **S4ma4, S4ma6, S5ma4, S5ma6, S6ma3, S6ma5, S6maa, S7ma5 and S7maa**, the calculators of the pupils concerned must meet the criteria established by these syllabuses and, in particular, have a special examination function allowing the blocking of some data without deleting them. According to the current market situation, it seems that the only calculator meeting the criteria and having this function **is TI-Nspire CAS Touchpad. (Only those with software 3.0 or higher version are authorized). The exact model of the calculator will be confirmed on the book lists that will be published on the school website by 20th June at the latest.**

For Mathematics courses in the other years, the calculators used during the school year 2011-2012 are still valid.

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

T 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.	VAN EETVELDE
Belgian (French speaking)	: Mrs.	DE RIJCK
British	: Mrs	WEAVER
Dutch	: Mrs.	LAMMENS
Finnish	: Mrs.	KERVINEN-NOPONEN
French	: Mrs.	MARCIANO
German	: Mr.	NIED
Luxembourgish	: to be determined	
Spanish	: Mr.	SANCHEZ
Polish	: Mrs.	MADECKA
Portuguese	: Mrs.	VIANA
Swedish	: Mrs.	MOLIN

U COUNSELLING AT THE SECONDARY SCHOOL

A group of teachers are available to listen to and advise pupils with personal problems or 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. All meetings will be treated in the strictest confidence.

V PEER MEDIATION

This is a process where volunteer pupils facilitate resolving interpersonal problems of other pupils 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 trouble;
- to help pupils modify and improve their handling of situations of conflict in a non-violent manner. In this way, their own self-esteem will grow, as will their listening skills and ability to handle difficult situations.
- to improve the overall climate in school and to reduce disciplinary actions and disputes within school. One positive outcome for teachers will hopefully be more time available for teaching.

Operational peer mediation started in September 2010. It is led by about 20 pupils of year 6 who followed a comprehensive training programme and received a mediator's diploma.

The students are supported by 4 trained coaches: Mrs NORRIS, Mrs DE RIJCK, Mr CERF and Mr VANDEVOIR.

W SUBJECT CHOICES DURING THE SECONDARY CYCLE

This is a very brief guide and should not be regarded as authoritative. In all cases of doubt the school will always apply the General School rules.

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

Year 1

No new choices. The following choices may be modified: religion/ethics, ONL² Irish (Irish national only), ONL Finnish (Finnish nationals in the Swedish section) and ONL Swedish (Finnish nationals in the Finnish section).

Year 2

3rd 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. 3rd 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. (N.B. This is often the last possibility to choose a course in English).

Greek pupils in the Greek section can choose an extra course in Ancient Greek, which is guaranteed to the end of year 5.

The only courses that can be modified are: religion/ethics and the complementary courses of Irish, Swedish and Finnish.

Year 3

Two subjects must be chosen from Latin (4 periods/week), Art (2 periods/week) and Music (2 periods/week). It is not possible to start Latin further up the school and there is no guarantee that Latin will exist in higher years if an insufficient number of pupils choose to continue. If Art or Music are dropped at this stage they can be chosen again in year 4, or even in year 6 if the pupil can demonstrate a sufficient knowledge of and interest in the subject.

The courses that can be modified under YEAR 2 + Ancient Greek can be modified.

Years 4 and 5

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

Mathematics can be chosen at the 4 or 6 period level. This choice may well affect later choices (maths and sciences in the 6th 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 4th year only.

Optional subjects are chosen from the list: Latin, Ancient Greek (beginners), Economics (in language 2), Language 4 (beginners; any official language of the EU), Art, Music, ICT³. (These 3 subjects if possible in LII).

For pupils of Irish or Finnish nationality, an ONL course in Irish, Swedish or Finnish can replace the option L IV.

The optional subject courses, except ONL, are opened only if sufficient pupils opt for them (normally 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 allowed neither during the 4th and 5th year, nor between the two years.

The courses that can be modified under YEAR 3 can be modified when entering year 4.

² ONL = Other National Language

³ For ICT each pupil will be charged a contribution amount of 24,79 €.

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 borne 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 subject to organizational constraints.

Some subjects must have been started in the 3rd or 4th year if they are to be taken at this stage. These are Latin, Ancient Greek, Economics and Language 4. Art, Music and ICT also presuppose a strong basis, acquired in school or outside.

It is clearly important to consider future University courses and careers in making the 6th 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 as from year 3 in Human Sciences (History and Geography), from year 4 in Economics and at every possible opportunity in Art, Music and ICT². 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.

Further information

A certain amount of information can be found on the central European Schools website <http://www.eursc.eu> or the Luxembourg website <http://www.euroschool.lu/luxschool/index.php>, Specific questions can be sent to:

Mr. Vandevair (S1-S2-S3)

tel.: 43 20 82 246 (daniel.vandevair@eursc.org)

Mr. Balloch (S4-S5)

tel.: 43 20 82 251 (marcus.balloch@eursc.org)

Mr. Valkama (S6-S7)

tel.: 43 20 82 250 (kari.valkama@eursc.org)

Changes in subjects studied.

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 as regards this deadline changes for pupils in the 3rd and 5th years requesting changes of their option choices for the 4th and 6th years respectively. A request for a change in 2nd or 3rd 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 taken during the class council at the end of the school year and mentioned on the report. Such a change is not possible between the 4th and 5th years. A change in 2nd language at the start of the 6th 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.

X TYPES OF LEARNING SUPPORT MEASURES

1. **SWALS** (coordinator : **Mr. Stéphane BRACONNIER** for the primary school, **Mr/Mrs to be determined** for the secondary school.)

SWALS pupils (Students without a Language Section) who are enrolled in other language sections (EN, FR, DE) can benefit from extra support if needed when they show weaknesses in Language 2.

2. **SEN** (coordinator : **Mrs. Joke PLEGT** for the primary school, **Mr. Olivier CERF** for the secondary school)

The aim of setting up a programme with a SEN convention (Special Educational Needs) is to provide help to pupils with learning disabilities (psychic or psychologic disorder, severe dyslexia, attention deficit, low average cognitive profile, dyspraxia, ...).

Parents wanting a SEN convention for their child should apply for it in writing to the Director of the school and submit a recent (not older than 2 years) and complete medical dossier (clinical, psychological, orthophonic tests, ...) and any other document supporting their request. The case is then discussed at a SEN advisory group meeting with the pupil's parents, all or some of the pupil's teachers and the administrative staff responsible for the SEN programme (deputy director and SEN coordinator). Following this meeting, a proposal is submitted to the Director who decides whether or not to give a SEN convention to the pupil. When a pupil has been accepted as a SEN pupil, (s)he receives some personalised and specialised support in the form of private lessons (during a free period or not), or assistance during normal lessons or during breaks, or in other forms (material support, computer support, ...).

In general the advisory group meetings take place in May-June in order to introduce, renew and/or modify a SEN convention that already exists, but it is also possible to start a SEN convention at another time of the school year pedagogically convenient. Once a pupil has been admitted to a SEN course, he/she must attend it regularly.

The reference documents are available on the website of the European Schools (www.eurasc.org), under ""Studies and Certificates"/SEN pupils and Learning support".

3. **Long term Learning Support (LS)** (coordinator : **Mrs Conchita GARCIA MARTINEZ**)

In some subjects (see below), long term LS courses can be organised in S1-S3 throughout the whole school year in some sections. These courses appear in the pupils' and teachers' timetables (i.e. mas = maths support = long term LS in maths).

Year	Subjects
S1	Maths, L2
S2	Maths, L1 according to needs
S3	Maths, according to needs

Once a pupil, has been admitted to a long term LS courses (s)he must attend it regularly. A report is set up by the teacher for each pupil at the end of each term/semester.

Long term LS courses will start immediately and end in the 2nd week of June. In year 1, the period of long term LS in Mathematics and one period of (normal) L2 will be devoted to "learning to learn" activities until the end of September in order to help pupils coming from the primary school to organize their work and manage their time effectively. During the school year, the composition of the group can be changed. At the end of each term (S1-S2-S3), teachers must inform the parents of their child's progress via a special report distributed together with the "normal" report.

4. Short term Learning Support (coordinator : Mrs Conchita GARCIA MARTINEZ)

All pupils with learning difficulties in a subject (marks below 6) can benefit from some support at the request of a teacher for a specified number of lessons. (S6 and S7 pupils will only be entitled to it in exceptional cases: serious illness, long absence, new pupils, ...). Short term LS courses normally start at the beginning of October in order to allow teachers to get to know their pupils and to register those who have difficulties in a subject. In principle, at least 3 pupils are needed to create a course. Parents must indicate in writing whether they accept or refuse the participation of their child to short term LS courses.

Once a pupil, has been admitted to a short term LS courses (s)he must attend it regularly. If a pupil refuses the LS lesson or disturbs the lesson by his(her) behaviour, (s)he can be excluded from LS courses.

Teachers keep a careful record of the pupil's attendance and set up a report for each pupil having attended the course.

- short term LS courses for S1, S2 and S3 will be organised over 3 periods corresponding to the 3 school terms
- short term LS courses for S4 and S5 will be organised over 2 periods corresponding to the school semesters. These courses can be requested by teachers at any time during the school year as soon as they notice a pupil with difficulties, especially in scientific subjects.

5. LS in languages for new pupils (Rattrapage) (coordinator : Mrs Conchita GARCIA MARTINEZ)

Rattrapage courses are organised for newcomers having difficulties in their L2 (French, English, German). The groups are created at the beginning of the school year by the language coordinators after a language test that will take place on Tuesday 11th September 2012 at 14.05 in rooms E009-E010.

6. Learning Support (coordinator: Marcella McCARTHY)

Introduction

For different reasons and at different times some pupils experience difficulty accessing the curriculum. Class Teachers, in the first instance, make every reasonable effort to help these pupils. However, in some circumstances more specialist support is required. This Learning Support (LS) is given to individual pupils or small groups and aims to enable them to progress in accordance with their age and ability.

Which pupils may be considered for LS

LS should be considered for:

- Pupils who make little or no progress despite differentiated teaching by Class Teacher (including gifted children)
- Pupils who are assessed at level 1 for some competences in the Carnet Scolaire
- Pupils whose social and/or behavioural skills hinder the learning process
- Pupils whose learning strategies are not appropriate.

Concern about a pupil's progress may be raised by any member of the team including all teachers, the Deputy Head, parents, ancillary, medical and psychological personnel.

LS Budget

The budget for LS covers teaching hours and materials. The ratio of LS teaching hours to the number of pupils in schools is determined by the BOG.

The Direction of the School

- Shares this capital/hours among the languages sections
- Nominates the teachers in charge of the LS
- Sets down the timetable of the LS teacher

Time and place

Each session of LS, in agreement between the LS teacher and the class teacher

- May last one period or a fraction of period
- May be organised for one or several pupils
- Takes place in the classroom or outside the classroom

NB It is of utmost importance in LS that:

- Its objectives be linked to the competences and the school report
- Support can be in class or outside in a one to one situation

7. Support Classes in LII

The school organizes support classes for new pupils in order to improve their knowledge of language II (grades 3-4-5). These classes take place during European Hours, on Mondays and Wednesdays afternoon.

Other children having difficulties with Language II may join the support class from February.

Y 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.

A non-reimbursable service charge of 2.50 € is payable for each pupil. Pupils are not allowed to share the same locker.

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 place it by the end of the 2nd 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:

08.15-08.40

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 with a distinctive color. Pupils of years 6 and 7 must show their badges whenever they leave the school. The cost of this badge (2 € per school year) will be charged to parents.

Z VISIT OF OUTSIDE PUPILS

If a pupil wishes to invite an outside friend to the school, a prior written request by the parents is necessary. The permission may only be granted for maximum one day and the teachers concerned must agree. The guest pupil must be the same age as the pupils of the class. This kind of visit is not allowed during the week preceding or following the school holidays. The authorised guest pupil must go to the principal educational adviser for the secondary school and to the secretariat for the primary school to obtain the written authorisation and pay the **obligatory insurance fee 5,11 €**.

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

AA SECURITY

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

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

Panayota VASSILACOU

P.S.

1. The General Rules of the European Schools (ref.: 2011-04-D-11-en-1 is available in all official languages of the European Union on the website of the European Schools www.eursec.eu under *Legal basis of the European schools*.

2. For request for special measures for pupils with special needs, it is highly recommended to read the following documents:

- Special arrangements for the Baccalaureate for candidates with special needs (Ref. 2009-D-559-en-3), see the official site of the European Schools www.eursec.eu under *Legal basis of the European Schools/Provisions concerning the European Baccalaureate*;
- Integration of pupils with special needs into the European Schools (Ref. 2009-D-619-en-3), see the official site of the European Schools www.eursec.eu under *Legal basis of the European Schools/Official texts concerning special needs pupils (SEN)*.



European School Luxembourg I

TO ALL PARENTS

Holiday dates for the school year 2012/13

The Administrative Board agreed to the following holiday dates for the school year 2012-13.

RE-OPENING OF THE SCHOOL YEAR:	Tuesday, 4 th September, 2012
HALLOWEEN:	from Monday, 29 th October, 2012 to Friday, 2 nd November 2012 inclusive
CHRISTMAS:	from Monday, 24 th December, 2012(*) to Friday, 4 th January, 2013 inclusive
CARNIVAL:	from Monday, 11 th February, 2013 to Friday, 15 th February, 2013 inclusive
EASTER:	from Monday, 25 th March, 2013 to Friday, 5 th April, 2013 inclusive
LABOUR DAY:	Wednesday, 1 st May, 2013
HOLIDAY:	from Friday, 3 rd May, 2013 to Monday, 6 th May, 2013 inclusive
Ascension:	Thursday 9 th May, 2013
PEDAGOGICAL DAY:	Friday, 10 th May, 2013
WHITSUN:	from Monday, 20 th May 2013 to Friday, 24 th May, 2013
NATIONAL HOLIDAY:	Sunday, 23 rd June, 2013
END OF SCHOOL YEAR:	Friday, 5 th July, 2013
PROCLAMATION OF THE BACCALAUREATE RESULTS:	Saturday, 6 th July, 2013
<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>	
RE-OPENING OF THE SCHOOL YEAR 2013-2014:	Tuesday, 3 rd September, 2013

(*) 21st December all day lessons

Toula VASSILACOU



European School Luxembourg I

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 to the deputy director.

Absence authorized by the Director

Date :

Name and signature:

Absence NOT authorized by the Director

Date :

Name and signature :

Remark :

.....

.....



THE PARENTS' ASSOCIATION

(APEEEL1 – *Association des Parents d'Elèves de l'Ecole Européenne Luxembourg 1*, member of
FAPEEEL – *Fédération des Associations des Parents d'Elèves des Ecoles Européennes au Luxembourg*)

All parents are represented by the A.P.E.E.E., which is the only such organisation officially recognised by the European School statutes. The A.P.E.E.E. is therefore the only valid representative as concerns the school and third parties. A.P.E.E.E. officials take part in various formal school committees, including the Administrative Board (*Conseil d'Administration*), the Education Council (*Conseil d'Education*), and the Health & Safety Committee (*Comité de Santé et Sécurité*).

The A.P.E.E.E. is a non-profit organisation registered under Luxembourg law. Detailed objectives are set out in its Articles of Association (*Statut*). The members of the management committee are volunteers, democratically elected for a two year term. The principal aim of the A.P.E.E.E. is to foster open communication and provide a medium through which parents of current students can develop their interest in the education of their children, participate in and support the work of the school, becoming genuine partners in the decisions that affect children and families - and thereby enhance the quality of the student and parent experience during their time associated with the European Schools in Luxembourg.

The A.P.E.E.E. organises extracurricular activities (*activités périscolaires*) including the school musical and the Mérite Jeunesse/Duke of Edinburgh award programme, language exchanges (*échanges linguistiques*), the group purchase of calculators, and the annual school fête. It helps run the school canteen and organise residential school trips (*voyages scolaires*) - and collaborates with related organisations, including the Transport Association (ATSEE) and the Library Association (Mots-de-Zaza). The A.P.E.E.E. coordinates the network of class delegates and arranges various information evenings and other events and activities. It maintains a social fund to provide financial assistance under certain conditions, and raises money to donate equipment and materials to the school. It provides advice to parents on issues including category III fees, integration of SEN children, learning support, SWALS, discipline, bullying, choosing between subject options, transfer between cycles (nursery/primary/secondary), administrative attribution.

As well as a website, the A.P.E.E.E. produces regular information briefings for members in the form of the school magazine "Ad Parentes" and operates a permanent secretariat. A.P.E.E.E. membership is inexpensive (the subscription is currently EUR 50 per family per year), and gives the right to vote on policy, and to stand for election to the management committee, as well as access to the services it provides. **WE NEED AND APPRECIATE YOUR SUPPORT.** To ensure your registration is up to date, please complete the enclosed form and return it to the address below.

A.P.E.E.E. Jean Monnet Building, Room C1/004, L-2920 Kirchberg.
Telephone 4301 33105. Fax 4301 34869. Email office@apeee.lu Website www.apeee.lu
Bank account BIC: BCEELULL IBAN: LU64 0019 2555 5628 0000.

**A.P.E.E.E.1 (KIRCHBERG) MEMBERSHIP
STANDING ORDER / BANK TRANSFER FORM*
(Please complete form using capital letters)**

I, the undersigned:

First name : _____

Last name : _____

(Home address)

Street, No.: _____

Post Code : _____ **Town :** _____

Phone No. _____

E-mail : _____

(Work address)

Institution/Company : _____

Street, No.: _____

Post Code : _____ **Town :** _____

Phone No: _____

E-mail: _____

Language section(s) of children attending the school (e.g. DE,EN,FR): __ __ __

Number of children in Nursery (M), Primary (P) or Secondary (S) cycle: M __ P __ S __

Authorise **my bank** _____ to transfer from **my account number**

IBAN _____

the sum of **50 Euro** the first time on ___ / ___ / 20___ and thereafter on 1st October of each year, this sum being my annual subscription to the Parents' Association of the European Schools in Luxembourg, to the following account:

BANQUE ET CAISSE D'EPARGNE DE L'ETAT BIC: **BCEELULL** Account IBAN **LU64 0019 2555 5628 0000**

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 Schools in Luxembourg.

PLEASE RETURN TO:

APEEE Secretariat - Room C1/004, JMO Building - European Commission - Kirchberg L-2920