



**MEMORANDUM FOR PARENTS
SCHOOL YEAR 2010-2011
EUROPEAN SCHOOL LUXEMBOURG I**

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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 7th September 2010; school will finish for all pupils at 13h.00 on the first day.

Holiday dates for the school year 2010-2011 have already been circulated and a copy is enclosed for new parents.

CONTENTS

A	FIRST DAY OF TERM	2
B	TIMETABLES	3
C	BUILDINGS	4
D	TRANSPORT	4
E	SCHOOL FEES, REGISTRATION FEE FOR THE BACCALAUREAT AND OTHER FEES	6
F	ARRANGEMENTS FOR MEALS	8
G	SCHOOL TRIPS	9
H	EXTRA-CURRICULAR ACTIVITIES	10
I	LIBRARY PRIMARY AND SECONDARY SCHOOL	10
J	MEDICAL AND PSYCHOLOGICAL SERVICES	12
K	HOMEWORK (Secondary school)	14
L	SCHOOL REPORTS	14
M	PARENT-TEACHER MEETINGS	15
N	CONTACTS WITH THE SCHOOL LUXEMBOURG I	16
O	ABSENCES FROM SCHOOL	17
P	INTERNAL SCHOOL RULES	18
Q	CHANGES OF ADDRESS	20
R	INSURANCE	20
S	SCHOOL BOOKS – DIARY – CALCULATORS	20
T	INFORMATION ON HIGHER EDUCATION AND CAREERS	21
U	COUNSELLING AT THE SECONDARY SCHOOL	22
V	SUBJECT CHOICES DURING THE SECONDARY CYCLE	22
W	TYPES OF LEARNING SUPPORT MEASURES	24
X	LOCKERS AND BADGES IN THE SECONDARY SCHOOL	26
Y	VISIT OF OUTSIDE PUPILS	27
	ANNEXES I, II AND III	

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 2009-2010 will begin on Tuesday September 7th 2010 at 8.35 a.m.

New pupils will start in rotation, in small groups of 5, beginning on September 8th 2010. 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 24th, 2010. If you have not received one, please contact the office: Luxembourg I (tel.: 43 20 82-468) as from 26.08.2010.

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 half-an-hour 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 7.9.2010			
Year	Classes	Beginning of classes	Treffpunkt
1	ENa-FI-ES-FRa-NE-SW-PO-PL-DEa	09.15	Playground of the primary school
2, 3, 4 et 5	ENa-DEa-FI-ES-FRa-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 Hartmann** 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 (ancient Greek, extra 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-FI-ES-FRa-NE-SW-PO-PLO Principal entry Bd. Konrad Adenauer				
1 st year Bloc E	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.

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, 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, is 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.

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 2010-2011 as follows:

- Kindergarten	: 2.649,76 €
- Primary School	: 3.643,47 €
- Secondary School	: 4.968,37 €
- Minimum	: 1.324,88 €

The school fees to be paid for the children of **NAMSA** employees for the school year 2010 - 2011 will be

- Kindergarten	: 5.299,52 €
- Primary School	: 7.286,94 €
- Secondary School	: 9.936,74 €
- Minimum	: 2.649,76 €

* 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 15/08/2010**.

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. 2007-D-4010-en).

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 2010**
- 25 % in January 2011**
- 25 % in March 2011 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 Baccaulaureate

All 7th year pupils, whatever their category (I, II or III), must pay the registration fee for the Baccaulaureate by 31st March of the year in question (see the Arrangements for implementing the regulations for the European Baccaulaureate, réf. : 2008-D-58-en). 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 (tél.: 26 68 39 45) has run the services of the school canteen since September 2007. A new service provider is planned for September 2010.

- 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 in the wing of the canteen where there is a dining hall reserved for the primary. ("Tartinistes")

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.

- 2. 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 will be distributed during the month of June.

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

The payment cards are valid throughout a pupil's time at school. Parents of new pupils are charged for payment cards.

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 Genévriers". 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 two years this trip was organized in January or February. This trip is also organized by the School and the Parents Association.

2. Secondary

S2 and S6 pupils participate in a school trip that is part of the curriculum. In S2 the trip is organised from 06.10 – 08.10.2010. In S6, the trip is organised during the week preceding the Ascension holidays (23-27.05.2011). 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?

Mrs Birgitta Rutberg has been employed by the European School since 2001 as a librarian. 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
- Finding books in his/her second language he/she can already read

