



YEAR 6 STUDY TRIPS 2019/20
(CORE WEEK 27.04.2020 – 01.05.2020)

S6 TRIP - INSTRUCTIONS

EUROPEAN SCHOOL LUX I

You can participate to a trip with ONE schoolmate if you want.

We cannot give any guarantee for your choice (partner and destination) but we will do our best to respect them if this is possible.

Some rules to respect if you want that we take your choice in consideration:

- Your schoolmate and you have to choose the same choices for the order of preference for the destinations AND the same for the choice of the schoolmate.
- Fill in the survey online. You will receive, on Monday 18th November, a link by mail for the REAL survey. Just click on it and complete it correctly.
Be careful, the survey doesn't work with the browser "Edge". Please, use Firefox, Safari or Chrome.
- Rank the proposed study trips in order of preference (**you and your schoolmate must have the same order of preference**) and have to answer correctly to each question.
- Give a copy of a valid passport/ID card for each member of the group.
- Give a copy of a health insurance for each member of the group.
- Print the browser view; sign it and ask to your parents to sign it in order to approve your choices.
- Give back **ONE folder per group** which **must contain**:
 - the online document printed out, signed by you and your parents
 - if you have chosen a schoolmate, the schoolmate's document signed by him/her and his/her parents
 - a copy of a valid passport/ID card for each member of the group
 - a copy of a health insurance for each member of the group
 - if you have any health problems to participate in a trip, insert an explanatory parents' letter
- Hand back the folder to Ms Klein (C105) by 25th November at the latest.

All the students of S6 must hand back the folder to Ms Klein, even those who do a trip in Luxembourg or those who do a second S6 and don't want to participate to a S6 trip.

All students will be assigned to a trip to make sure that there is a balance of all sections / gender and we will try to keep the chosen schoolmate together as far as possible.

The attribution to the study trips are binding. If there are any constraints, why you cannot participate in a specific trip, attach an explanatory parents' letter and talk to the 6th year trip coordinator Eline KLEIN (C105) **before 25th November 2019**.

Short outlines of the trips will be available on the Website of the school as soon as possible: www.euroschool.lu.



Please READ carefully!

FAQs 6TH YEAR STUDY TRIPS in April/May 2020

<p>What is the concept of the 6th year trips at Lux I about?</p>	<p>The 6th year trips at Lux I are clearly designed as study trips to offer a special experience to the student by enabling them to meet other students (from other sections and language groups), to get to know another culture and learn about the host country of the trip. Students shall also learn to take over responsibility for their trip by being integrated before, during and after the trip. Auto-evaluation plays another important pedagogical role during and after the trips.</p> <p>All trips offer valuable experiences to the students with a mix of activities from a broad range (social, environmental, scientific, economic, educational, cultural and active). Part of the experience is also to make new experiences regarding transport, accommodation (“from under the stars to three stars”) and food (local food, self-catering...).</p>
<p>Which destinations are offered this school year?</p>	<p>Six destinations are offered in April-May 2020: Bosnia and Croatia, Bulgaria, Elba, Greece, , Portugal, Tenerife. The Luxembourg trip is for the pupils who don't want to go abroad.</p> <p>ALL trips have to take place for 214 students currently enrolled in s6.</p>
<p>Which forms do I need to fill in/hand in (and when)?</p>	<p>Give back ONE folder per group which must contain:</p> <ol style="list-style-type: none"> 1. the online document printed out, signed by you and by your parents 2. if you have chosen a schoolmate, the schoolmate's document signed by him/her and his/her parents 3. a copy of a valid passport/ID card for each member of the group 4. a copy of a health insurance for each member of the group 5. if you have any health problems to participate in a trip, insert an explanatory parents' letter <p>The completed folder must be handed in to the year 6th trip coordinator Eline Klein (C105) by Monday, 25th November at the latest.</p> <p><u>Remark about the passport:</u> A copy of a valid passport or ID-card (valid minimum until the end of the trip) must be provided. This information from the passport/ID is needed for flight bookings and to prepare other documents for the trips. Anyhow, the students need to bring their passport/ID on the trip - a copy is not sufficient.</p> <p>Before the trip, you will have to fill in and sign 4 documents given by the organizer of the trip for which you will be selected:</p> <ul style="list-style-type: none"> • Declaration by parents • Pupil agreement • Confidential health form • Medical authorization
<p>What if I have a medical condition or another constraint that limits my participation in one of the trips?</p>	<p>Join a medical certificate and/or an explanatory parents' letter in your folder and talk to the 6th year trips coordinator Eline Klein (C105) before November 25th 2019.</p>
<p>How much are the trips?</p>	<p>The price is 900€ for each of the trips abroad. The price is 200€ for the Luxembourg trip.</p>
<p>How do I pay?</p>	<p>You will receive, by post, 2 invoices from the accounts department. These invoices will include the amount to pay, the IBAN number of the bank account on which you need to make the transfer and a reference to indicate imperatively in the communication of your payment with the surname and class of your child.</p> <p>The first invoice will reach you during November for a fee of 500 € The second invoice will reach you during January for a fee of 400 €</p> <p>Payments must be made upon receipt of the invoice without regard to the time indicated on the invoice.</p> <p>For the Luxembourg trip, you will only receive the first invoice for a fee of 500€. You only need to pay 200€ (the reason is that the first invoice will be send before knowing which student will stay in Luxembourg). The payment must be made according to the terms specified above.</p>

<p>Is there financial support if I can't afford to go?</p>	<p>Financial problems should not stop your child from participating in the trip. All questions are treated confidentially.</p> <p>The Luxembourg 1 Parents' Association (APEEEL1) aims to help families who are in need of assistance towards the payment of school trip expenses. To this end, APEEEL1 has its own social fund, separate from that of the school. https://www.apeeel1.lu/social-fund/</p> <p>An award is not guaranteed, but APEEEL1 will make every effort towards helping those families genuinely in need of assistance. To be eligible for an award, a family must be a member of the Parents' Association (if they are not yet a member, the €50 annual membership fee will be deducted from the amount awarded). Families should be aware that they may be asked to supply relevant documentation in support of their claim. This will be treated in the strictest confidence.</p> <p>The social fund will not be able to cover 100% of the school trip expenses. The level of the contribution will be decided according to the net monthly household income, and will also take into account family composition and any other current circumstances that the family chooses to share with APEEEL1.</p> <p>The decision on whether or not to grant an award is notified in writing to the family or legal representative of the pupil. The amount of the aid, or the reason for rejection, will be specified.</p> <p>The form below should be completed, signed and sent to office@apeeel1.lu at the latest two weeks before the deadline for payment of the school trip fees. Social fund application form</p> <p>-----</p> <p>The school also has a social fund that can help families under family resource conditions. You have to contact Ms Amas (michele.amas@eursc.eu) who is responsible for collecting the applications. In this case, the aid granted is not paid to families unless they have already paid the price of the trip.</p> <p>In that case, you must provide to Ms Amas the following supporting documents:</p> <ul style="list-style-type: none"> - Last 3 pay slips of both parents (including all allowances) - Certificate of income of your spouse and yourself issued by the National Health Fund (http://www.ccss.lu/certificats/ - the application for this certificate is to be done even in case you are not affiliated to the CNS) - Proof of payment of family allowances (if they are not included in the pay slip) - Proof of the ADEM if one of the parents of the child is unemployed - Proof of payment of alimony in the event of separation or divorce of the parents - Household composition - This completed form
<p>Will I get reimbursed if my trip is cheaper?</p>	<p>Yes. If a trip ends up being notably cheaper than the amount charged, you will be automatically reimbursed by the administration within the school year.</p> <p>See the last point (reminder about the school trips payment and refund policy) for more explanation.</p>
<p>What if I fall sick before the trip and can't go? Is there a refund policy?</p>	<p>The school cannot give you a refund for expenses which have already been paid (i.e. plane tickets). The school will not reimburse the part of the expenses for which it is committed and which are not refundable. If you feel you need travel cancellation insurance you need to take care of this out of your own accord.</p> <p>See the last point (reminder about the school trips payment and refund policy) for more explanation.</p>
<p>What if a student withdraws from the trip?</p>	<p>If a student withdraws at short notice from the school trip for serious reasons, then the school cannot guarantee an automatic reimbursement of the expenses. Deposits can only be refunded if they do not cause any additional costs for the other participants. The school cannot give you a refund for expenses which have already been paid (i.e. plane tickets).</p> <p>See the last point (reminder about the school trips payment and refund policy) for more explanation.</p>
<p>What if something happens to my luggage on the trip, e.g. the airline loses my suitcase?</p>	<p>The school does not have special insurance regarding the luggage during the trips. All claims go to the airline or you must make sure to have insurance on your own.</p>

What if there is a strike or disturbance on the itinerary?	In general, the school does not take out travel cancellation insurances. The parents are obliged to cover for all extra costs concerning disruptions in the travel itinerary such as disturbances in air traffic, strikes or other unforeseeable circumstances. The teachers will endeavor to keep these additional costs as low as possible.
Can a trip be cancelled?	All trips and their program as organized by the teachers are approved by the school and the management. The school reserves the right to cancel or adapt a school trip on short notice in justified cases (i.e. security concerns). The parents will then receive a refund of the travel expenses after the deduction of cancellation fees. The refund will be made after deduction of cancellation fees and expenses for which it is committed and which are not refundable. See the last point (reminder about the school trips payment and refund policy) for more explanation.
When are the trips taking place?	The travelling week is in principle Monday, 27 th April 2020 to Friday 1 st May 2020. Trips can start as early as Thursday, 23 rd April 2020. The latest return will be on Sunday, 03 rd May 2020. Departure and return dates of the trip may vary due to different means of transport.
What do I do if I don't want to go on a trip?	The trip is not optional – you cannot not go except if you do a second S6. If you don't want to go abroad, you can choose the trip of Luxembourg.
What do I do during the trips week if I do a second S6 and do not participate to a trip?	You will follow a special schedule that is provided for you and attend school.
What do I do if I have questions concerning the trips?	First read this FAQs pages. If any general questions remain, get in touch with 6 th year trips coordinator Eline Klein eline.klein@teacher.eurasc.eu , C105. For specific questions about individual trips, read the documents published on the school website and ask to the organizer teacher. You have to attend the preparation meetings where you will meet with the teachers and other participants of your trip to start preparing it. The participation in these meetings is compulsory. If you do not participate there and actively in the preparation of the trip, you cannot go on a trip! All questions about the trips should be answered there. It is crucial that you pass on important information from these meetings to your parents.
Can I choose a partner?	Yes, you can choose ONE partner. Groups of three are not possible. You don't have to choose a partner though.
Can I exclude a trip?	If you have serious and justified constraints regarding your attribution to any of the trips, you have to inform the year 6 th trips coordinator Eline Klein (C105) eline.klein@teacher.eurasc.eu before November 25th 2019.
How are the students chosen for the trips?	The main aim is to have trips that are well-balanced in terms of gender and language sections. Also the minimum and maximum numbers of participants per trips have to be respected. You may note down a partner of your choice, but you have no guarantee to be put in the same trip as your requested partner, although this is usually possible.
How do I find out which trip I am on?	Once the lists are finalized, they will be published at the entrance of the school in block D.
Can I swap my place on a trip?	After the publication of the lists, you can come to see Eline Klein (C105) and ask to swap your place on a trip IF AND ONLY IF you find another group which agree with the swap AND if all the concerned teachers accept this change. Eline Klein will do a paper for you. You will have to meet all the teachers concerned by the change and ask them to sign the document to agree the change. After that, you will need to give back this form to Eline Klein to validate the change. All the lists will be closed on 20 th December.

<p>Reminder about the school trips payment and refund policy</p>	<p>With the enrolment (*) of their child in a school trip, the parents:</p> <ul style="list-style-type: none"> • on the one hand irrevocably agree to pay to the School the amount of the price of the trip (whether this price is fixed or based on an estimated budget) and according the payment schedule communicated by the School prior to the enrolment of the pupil in the school trip. • on the other hand agree with the following provisions regarding the potential reimbursement of part of the price of the trip. <p>(*) enrolment means here the formal enrolment, by written, of the pupil in a school trip and not a simple show of interest, for example after a “survey” organized by a school teacher.</p> <p>Regarding a potential refund of all or part of the price of the trip, the following cases must be distinguished:</p> <p>a) the withdrawal of a pupil enrolled in a trip due to personal circumstances (illness, death of a close relative, other family reasons...), the withdrawal may happen before the start or during the school trip;</p> <p>b) the exclusion of the pupil by the School before the start of the trip (but after pupil’s registration) or during the school trip knowing that the School has the right to do so.</p> <p>c) the residual reimbursement of a balance (“budgetary surplus”) after the school trip due to the difference between the initial estimated price per pupil (this price depends on the number of participants and the overall estimation of the various costs, some costs cannot be calculated with accuracy in advance) and the final amount of the costs at the end of the trip.</p> <p>a) In case of withdrawal of a pupil due to duly established reasons, the School will reimburse expenses not already incurred in connection with the trip and expenses already incurred but refundable. In this case, the refund will take place after deduction of any cancellation fees incurred by the School. In the case of a withdrawal due to medical reasons, a medical certificate has to be automatically given to the School. In all cases, the reimbursement will take place only after the final statement of travel costs has been established by the school. It should be noted that the school does not subscribe to any cancellation insurance in connection with the school trips it organizes.</p> <p>b) In the case of the exclusion of a pupil before or during a school trip, the School will not refund any expenses related to the trip whatsoever. In addition, the parents of the pupil undertake to reimburse the school for any additional costs that may be necessary to ensure the repatriation of the child as soon as possible and the costs of the School staff member who may accompany the pupil (for all or part of the journey) during repatriation (taxi, flight, accommodation...).</p> <p>c) On basis of the final statement of travel costs, if a school trip has a budgetary surplus over (or equal to) EUR 50 per pupil, this amount will be refunded individually to each family. Should however the price of the travel per student be lower or equal to EUR 200 and should the final account of all travel related costs result in a budget surplus of at least EUR 20 per student, this surplus will be refunded individually to each and every student’s parent. In all other cases should the final statement have a budgetary surplus of less than EUR 50, no refund will be made. This approach takes into account the administrative burden related to potential refunds and the need for the School to cover any deficits related to school trips (unforeseen costs, case of force majeure, emergency repatriations...)</p>
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