

MEMORANDUM FOR PARENTS

SCHOOL YEAR 2020 - 2021

EUROPEAN SCHOOL LUXEMBOURG I



European Baccalaureate



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Dear Parents,

You will find below the table of contents for this document, which describes the different aspects of school organisation for the new school year. **This begins on Thursday, 3rd September 2020; School will start at 8.40 and will finish for all pupils at 13.00 on the first day.** All the school buses leave at the end of the school lesson. Holiday dates for the school year 2020/2021 have already been published and a copy for the new parents can be found in the annexes of this document.

The information about the start of the school year is based on the presumption that we will be able to organise a "normal" back-to-school session. However, the decision on the actual organisation of the start of the new school year can only be taken in the second half of August, given the public health situation related to the COVID-19 pandemic known at that time. It goes without saying that we will inform you as soon as possible.

Furthermore, you will find a draft of the Multi-annual-school plan (MSAP) attached to this document which has been validated from the School Advisory Council, representing all stakeholders of the school life. The MASP defines the targets both on administrative and pedagogical level for the years to come and serves as base for the concrete targets that are defined every year on Annual school plan level, which includes as well the targets deriving from the recommendations of the School inspection that took place in our school from 12.03.18 to 16.03.18 as well as the results of the large survey organised in November 2019. More information on this survey will follow.

The only thing left for me to do is to wish all the school community happy relaxing summer holidays and a successful school year 2020/2021.

Best regards and stay healthy!



Martin WEDEL
Director

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I. FIRST DAY OF TERM

1. Nursery classes

The Nursery building is situated on the rue Richard Coudenhove-Kalergi. Children who were already in the 1st Nursery class during the school year 2019-2020 will start on Thursday, 3rd September 2020 at 8.35 a.m.

New pupils will start in rotation, in small groups, starting as of 4th September 2020. This is to ensure a gentle introduction for the "débutants" and to allow for special attention to be given to them on the first day.

All parents of new pupils should have received notification of a starting date by 7th July 2020. If you have not received one, please contact the secretariat of Luxembourg I (Tel.: 43 20 82-270) as from 24th August 2020.

Cleanliness in the nursery school

Children must be clean when they start nursery. The educational team does not accept children with nappies.

2. Beginning of Primary classes

All primary classes of the sections DE-EN-ES-FI-FR-LT-NL-PT-PL-SV take place in the building of the European School Luxembourg I, which is on the Boulevard Konrad Adenauer, main entrance. The start of the school year is on Thursday, 3rd September 2020 at 8.30 a.m.

To make the beginning easier for the 1st year pupils, their arrival has been fixed 30 minutes after that of the other pupils, so at 9:00 a.m. The meeting-point for each language section will be indicated by a sign with the abbreviation of the section (DE-EN-ES-FI-FR-LT-NL-PL-PT-SV).

Beginning of Primary classes, Thursday 3.9.2020			
Year	Classes	Beginning of classes	Meeting-place
1	DE-EN-ES-FI-FR-LT-NL-PL-PT-SV	09.00	Playground of the primary school
2, 3, 4 et 5	DE-EN-ES-FI-FR-LT-NL-PL-PT-SV	08.30	Playground of the primary school

End of school on the first day	
Year	End of classes
1 et 2	13.00
3, 4 et 5	12.55

3. Pupils in 1st year secondary

All pupils go back to school on Thursday, 3rd September 2020 at 8.40 a.m. 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 the educational adviser from the 1st class will meet them there and will show them where their classrooms are.

4. School certificate

The school certificate will be distributed to all pupils in class during the month of October from the education counsellor.

For the nursery and primary school, the school certificate will be distributed to all pupils in class by the teacher during the month of October.

II. TIMETABLES

Nursery

Nursery - 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

For Parents who need to bring their children earlier to school, for urgent reasons, a supervision is organised in the Nursery School Building between 8.00 and 8.15 a.m..

When parents drop or pick up their children from the nursery school, they must show a badge or an ID card upon entry. In the Maternelle supervision is not provided at the end of the school day.

Primary School

Please note that classes already starts at 8.30 a.m.

Primary School 1 st and 2 nd year – The building is open as from 8.10				
Monday*	Tuesday	Wednesday*	Thursday	Friday
8.30-15.30	8.30-13.00	8.30-15.30	8.30-13.00	8.30-13.00

* Lunch breaks form 12.00 – 13.30

The lessons for P1 and P2 children end on Monday and Wednesday at **15.30**. Children who are picked up individually are taken to the exit and picked up by a parent or guardian.

The P1 and P2 children who are enrolled in the CPE will be supervised by CPE staff in the school premises until 16:30. If they need to take the school bus they will be taken to the bus gate at 16:30. It will also be possible for the parents to pick up their children at the bus gate at 16:30 if they so choose.

Parents of children in category 2 and 3 - as well as children in category 1 who are not enrolled in CPE - need to pick-up their children at 15.30.

Please note that the Periscolaire offers activities for P1 and P2 from 15.30 to 16.30 for all categories. Children can then either be collected by their parents or guardians or accompanied by the Periscolaire to the bus or CPE.

- Lunch break for P1 will be between 12h.00-13h.00
- Lunch break for P2 will be between 12h.30-13h.30

Primary School 3 rd , 4 th and 5 th year – The building is open as from 8.10				
Monday*	Tuesday	Wednesday*	Thursday	Friday
8.30-16.30	8.30-12.55	8.30- 16.30	8.30-12.55	8.30-12.55

* Lunch breaks from 11.30 – 14.00

- Lunch break for P3 and P4 will be between 12.55-14.00
- Lunch break for P5 will be between 11.30-12h.30

Collection of children

	Entrance Hall : sections FR, PT, PL, ES		Gate near Coque : sections DE, EN, FI, SV, NL	
	Monday Wednesday	Tuesday Thursday Friday	Monday Wednesday	Tuesday Thursday Friday
P1-P2	15.30	13.00	15.30	13.00
P3-P4-P5	16.30	13.00	16.30	13.00

We ask parents to fully respect the school timetable and bring and collect children from school at the official time. Late arrival means time lost from lessons and is disruptive for all students and for the teacher. In addition, certain school activities take place in other buildings (gym, pool, music room, library,...) and a student who arrives late will find himself or herself alone in an empty classroom.

At the end of the school day it is imperative that students are collected at the official time. In the Primary school, teachers monitor the classes leaving but they are not obliged to monitor students who are left waiting.

If a parent is however late the school takes care of the child and contacts the father or mother after 15 minutes. The person in charge is responsible to wait 15 minutes in the main hall of the primary school from 13.00 (Tuesday, Thursday and Friday) or 15.30 (Monday and Wednesday P1-2) and 16.30 (Monday and Wednesday P3-5). After this time, the person in charge will take the child to room B 903 (IT room in the primary building) to call the parents. The parents, legal guardian or authorized person recovers the child after signing a release. If no parents or guardian can be reached, the school charges are 35 € for each additional hour of work. The parents will receive an invoice from the school's accounting department. Please note that each delay is noted in the student's file.

Secondary school

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 12.00 – 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	11.30
4 th lesson	11.35	12.20
5 th lesson	12.25	13.05

Break	13.05	13.15
6 th lesson	13.20	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

Some pupils might be required to be present at school on their official afternoon wherein they are normally off. This is the case for those doing catch-up classes (rattrapage), Learning Support, certain classes of Religion and Ethics, mother tongue for pupils without a language section and for pupils in sections where protected subjects exist, such as Other National Languages (ONL) (Irish, Swedish, Finnish) or SWALS students for L1 lessons.

Year 1 is normally free on Tuesday and Thursday afternoons (excluding some support courses or SWALS classes).

Year 2 is normally free on Thursday afternoons.

Year 3 is normally free on Friday afternoons.

Year 4 is normally free on Friday afternoons.

Year 5 is normally free on Wednesday afternoons¹.

There are no guaranteed free afternoons in **years 6 and 7**.

III. BUILDINGS

All pupils will be located on the Kirchberg Plateau site, as follows:

NURSERY Luxembourg I 4, rue Coudenhove-Kalergi				
PRIMARY SCHOOL Principal entry Bd. Konrad Adenauer				
1 st year	2 nd year	3 rd year	4 th year	5 nd year
Bloc E/F	Bloc E/D	Bloc D	Bloc D/B	Bloc B
SECONDARY SCHOOL Principal entry Bd. Konrad Adenauer				

¹ For these pupils, there will be a bus departing at 13.10 Quai 1 – Centre-Gare

Security Level YELLOW

The European School Luxembourg I's security alert state is currently fixed at **YELLOW** level. Special measures have been implemented in order to guarantee the security of the school.

- Visits are authorised only upon appointment.
- When you visit us, we ask you to follow the instructions of the security guards.
- The security guards are allowed to control the contents of bags.
- Visitors are not allowed to access the site with packages.

Thank you for your understanding.

IV. TRANSPORT

Our school is committed to promoting environmentally friendly transport, that's why we invite our students to come to school walking, by bike or with public transport (tram, bus). We strongly encourage you to take advantage of these transport methods.

For the parents who decide anyway to bring their child to school by car, we urge you very strongly to drive carefully around the school and to observe the Highway Code scrupulously. We ask you to strictly follow the traffic signs displayed and not to park your car where it hinders the passage of children in a dangerous way. You can use the car park on the other side of the boulevard Konrad Adenauer to your advantage.

It is strictly forbidden for pupils who drive a car themselves 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 8.10 and 8.20 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 school in the afternoon.

1. Nursery

It is not recommended that young children use the bus unaccompanied, particularly due to the very heavy traffic in the immediate vicinity of the school. Small children must be brought to the Nursery building and taken away by their parents. A car park is available near Nursery. 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 Nursery. Further information about this matter can be obtained from the class teachers. The shuttle bus is reserved for children who take the bus.

2. Primary School

2.1 Buses are scheduled to arrive at the school bus stop (rue Léon Hengen) between 8.10 and 8.20 in the morning and to leave between 13.10 and 13.15 (for pupils without school in the afternoon) and between 16.40 and 16.45 after school in the afternoon.

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 midday or at the end of school. Parents are asked to observe the road signs scrupulously, not to park on the pavement and to respect the cycling path that runs along this road.

In particular, you are asked to avoid parking or driving in the areas reserved for the school busses. 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 of primary and secondary pupils are not permitted to enter the playground or the school buildings to escort or await their children, neither can they enter the playground (except the first week for the pupils of P1). They are also not allowed to pick up their children at these places.

During the first week of the new school year, parents of P1 pupils can accompany their children to their respective classes in the morning.

Parents of pupils with special health needs, requiring short or long-term support should contact the school principal for appropriate authorization adapted to their child’s specific situation.

To access the buildings, a visitor badge will be provided to parents by the security guard upon presentation of valid identification and written proof of meeting, invitation or other authorization provided by the school.

3. Public transport

For secondary school pupils

Tram, train, bus: All public transport are free of charge in Luxembourg (trains: free only in 2nd class).

4. Busses coming from outside the limits of Luxembourg City

For Nursery, primary and secondary pupils

The “Association des Transports Scolaires” of the European Schools (ATSEEE), Parlement européen, Bâtiment Schuman, SCH 01B006, L-2929 Luxembourg, tel.: 4300 22 934, GSM: 621 149 673, info@atseee.eu, www.atseee.eu - 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 the possibility to register online.

For any request concerning school transport, your complaints and suggestions, please contact the ATSEEE.

V. SCHOOL FEES, REGISTRATION FEE FOR THE BACCALAUREAT AND OTHER FEES

1. School fees

1.1. Payment of the school fees

The documents can be found on the homepage of the European Schools (<http://www.eursec.eu>) under Enrolments and School Fees.

The Board of Governors has fixed the school fees for non-entitled pupils (category III) for the school year 2020-2021 as follows:

School fees for category III (together with the time of registration as category III pupils)					
School year 2020-2021					
Registration <u>before</u> 2013-2014			Registration <u>from</u> 2013-2014		
Nursery	Primary School	Secondary School	Nursery	Primary School	Secondary School
3.230,05 €	4.441,37 €	6.056,41 €	3.800,06 €	5.225,15 €	7.125,19 €

Specific School fees : for the children of NAMSA employees together with the time of registration					
School year 2020-2021					
Registration <u>before</u> 2013-2014			Registration <u>from</u> 2013-2014		
Nursery	Primary School	Secondary School	Nursery	Primary School	Secondary School
6.460,10 €	8.882,74 €	12.112,82 €	7.600,12 €	10.450,30 €	14.250,38 €

For families with more than one child at the European school, the school fees are reduced by 20% for the second child, and by 40 % for the third and other children. These fees are applicable only to the newly enrolled category III children, following the school year 2013-2014. For pupils enrolled before, the previous reductions remain in force.

It should be noted that the amount of the school fees is indexed annually.

Please inform the school immediately of any change in family situation or of parents' jobs by email to: LIST-LUX-SMS-UPDATE@eursc.eu

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

Following the application of the decisions of the Board of Governors of April 2015 and in order to validate the enrolment of a child, a deposit payment of 25 % must be paid **before 15.08.2020.**

The sum of 500 € that the parents of category III paid in April/May upon submitting the registration forms, will be deducted from the final amount of the school fees.

b) Parents of children already at the European School

According to the decision of the Board of Governors of April 2015 and in order to secure an enrolment for the next school year, all parents of category III must 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. 2014-03-D-14-en-8).

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

c) Common provisions for all parents

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

However, provided that parents have introduced a corresponding written request to the School by 31th August at the latest, they will have the possibility to pay the remaining balance of 75 % in three instalments.

In this case, the instalments will be due by the following dates at the latest:

25 % by November 30th 2020

25 % by January 31st 2021

25 % by March 31st 2021.

The request for the payment by instalment of the school fees (to be introduced using the form available under www.euroschool.lu) will remain valid throughout the whole schooling of the pupil.

Important notes:

No pupil will be admitted in September if the deposit has not been paid by 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 shall be considered by the School as to be removed from the enrolment register and shall not be admitted to the School the following year. If need be, the payment of the outstanding fees will be carried out by judicial means.

1.3. Fees reduction

In accordance with the guidelines of the Board of Governors some reduction may be granted on basis of a file with supporting documents. It is important to underline that these reductions are not automatic and that their obtention depends on the income and the composition of the family concerned (the evaluation method is based on the comparison of disposable income, less a basic amount, with the normally applicable fees. The basic amount is fixed on a flat-rate basis each year for all European Schools and is adapted to each school individually by applying weightings fixed beforehand in line with changes in the cost of living).

To be valid, requests for reduction should be addressed to the Head of the School at the latest by 30th November of the current year. Supporting documents requested by the School to create a file for fees reduction must be returned **at the latest by 30th January**. These documents will be handled in the strictest confidence.

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 Annexes IV and V).

2. Registration fee for the Baccalaureate

All 7th year pupils, whatever their category (I, II or III), must pay the registration fee for the Baccalaureate by 31st March of the related year in question. At its meeting of December 2012, the Board of Governors decided to adjust the inflation to the registration fee for the European Baccalaureate 2020. For its next session, the registration fee will amount to **95,99 €**. This amount will be 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 memorandum.

3.1 Intermath

This is a set of books for Mathematics in primary school for the price of **20 €**. This amount will be included in the global bill issued in October for the current school year.

3.2 Cost for photocopies

In accordance with the decision of the Education Council, the School has decided to centralise the invoicing of photocopies carried out by the teachers for educational use within the classroom. The aim is to avoid teachers having to collect the photocopying fees from each individual pupil.

The lump sum for the photocopying fees will be set considering the real consumption of photocopies by cycle during the previous school year. An evaluation will be carried out at the end of every school year in order to verify whether the sum paid by the parents has covered the photocopying costs. Accordingly, the new lump sum for the current school year will be determined. This amount will be included in the global invoice issued in October for the related school year.

3.3 The Mediterranean world

This is a booklet for Human Sciences course in 3rd secondary school. An approximately amount of 6 € to 7€ will be included in the global bill issued in October for the related school year.

3.4 File for university enrolment

Every pupil requesting the school to organise his/ her enrolment to a University/ tertiary education will be charged between 130 and 260 €, depending on the University chosen, and the country.

Parents must fill out and return a form, which is available on the school website under "Procedures & Forms". They must pay the relevant fee. Grouped payments by section are not accepted.

VI. ARRANGEMENTS FOR MEALS

SODEXO is currently running the services of the school canteen.

Tel.: 26 68 39 45

E-mail: eceuro213ger.fms.lu@sodexo.com

1. **The School Canteen is open every day from Monday to Friday from 12.00 to 14.00.** Secondary pupils may use the canteen if they wish, even if they do not have afternoon classes.

Nursery children who have a subscription to 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 a packed lunch ("tartinistes") in the wing of the canteen where there is a dining hall reserved for the primary (except for P5 pupils who eat at 11.30 a.m. in the canteen of the secondary). It is not possible to heat up food brought from home.

For secondary school pupils, teachers and administrative staff

They have a choice of hot meals, sandwiches as well as various drinks can be purchased. There is a wide choice of menus in a modern, comfortable and green environment.

The service provider offers several options:

The pupils of the school has the choice between:

- 1 main course
- starter + main course
- main course + dessert
- starter + main course + dessert

- hypoallergenic meals

- a lunch bar is provided in the secondary canteen

- a foodtruck for several days of the week

The following menu options are available at different prices:

- main course only
- main course + 1
- main course + 2

Menus are updated throughout the year on the school website under "Canteen" : <http://www.euroschool.lu/site/school-life/#canteen>

2. **All pupils have access to the cafeteria of the secondary school from 8.00 – 16.00 to buy drinks and snacks. 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

- Nursery: Mondays only
from 12.30 until 13.30 (Nursery building)
- Primary: Mondays and Wednesdays
continuous service from 11.30 to 14.00
in the dining hall reserved for the Primary
the P5 is already eating at 11.30 a.m. in the canteen of the Secondary
- Secondary: From Monday to Friday: continuous service from 12.00 - 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 Nursery and in the primary School.

Drinks are included in the season ticket price for Nursery and for primary children.

Meals must be paid for in advance each term or annually to the service provider. The price will vary according to the number of days on which pupils use the meals service during a term. (The periods 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 credited 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.

Loss of or problems with the cards should be reported to the managing director of the catering firm.

6. Less waste at school

The school's aim is to educate in all areas of life, including ecology and the environment, with a twofold objective: - to educate and raise awareness of waste reduction and responsible consumption; - to launch a waste prevention and waste prevention campaign within the school. It is a project focused primarily on prevention.

From the start of the 2020/2021 school year, we strongly recommend that parents and pupils no longer use disposable plastics such as plastic food films, packaging such as Actimel, Capri-Sonne, compote,..., disposable plastic water bottles, etc.

We recommend using alternatives such as a snack composed of a sandwich (jam, honey, cheese, ...) and a fruit (vegetable) in a reusable box (plastic if necessary, better in stainless steel) and water (in a reusable can with tap water). The snack box allows you to vary the pleasures with cereals, fruit, pieces of cheese, carrots, dried fruit, cakes, ... And all this while eliminating disposable packaging!

There is no need to wrap sandwiches in aluminium or cellophane in the snack box!

3 good reasons to drink tap water:

- Water is good for your health! Favouring water rather than sugary drinks reduces the risk of caries, overweight and even obesity.
- Tap water is good for the environment! Beverage waste makes up a third of a school's garbage.
- Tap water is good for your wallet! Tap water is 100 to 300 times cheaper than bottled water and much cheaper than soft drinks and other sugary drinks.

VII. SCHOOL TRIPS

Generalities

School trips are mandatory because they are part of the pupils' curriculum. Nevertheless, the management is entitled to exclude a pupil for bad behaviour and for safety reasons.

Parental consent

Minors who are travelling abroad **unaccompanied by their parents** must, in addition to a **valid identity document**, carry proof of **parental consent**.

This certificate is issued by the population office of the **child's commune of residence**. For pupils who do not reside in Luxembourg (and only for them), a parental authorization on the School form must be completed and signed by the parent(s) at the School's secretariat, presenting a valid identity document (of the parents). The conformity of the signature will then be certified by the School Secretary. (as marked at the end of this document).

Here is the link for more information:

<https://guichet.public.lu/fr/citoyens/citoyennete/certificat-casier-judiciaire/certificat-copie/certificat-autorisation-parentale.html>

Who is concerned:

The person with parental authority over the child (father, mother or legal guardian) can apply for the parental consent certificate.

Costs:

The issue of the parental consent certificate is subject to the payment of an administrative tax, which must be paid immediately to the communal administration.

How to proceed:

The person with parental authority must go to the population office in their commune of residence. The following **information** must be provided:

- the child's departure and return dates;
- their travel destination (country and city);
- the name of the accompanying person (who must be an adult person).

One of the parents is required to present themselves in person to the population office because their signature must be witnessed and authenticated.

The child must keep this certificate of consent on their person and produce it whenever requested, along with their original ID card.

Supporting documents:

The person with parental authority must **sign a form of consent** and present **a valid ID**.

1. Primary

Sport and Nature week (Green classes)

Pupils in the third year of primary school, take part in a green class organised by the school in a open air centre in Massembe, Belgium from 22.03.2021 to 24.03.2021.

Sea Classes

The pupils from the 4th class attend one week of “Sea Classes” on the Belgian Coast (De Haan) from 12.04.2021 to 16.04.2021. During this stay many visits are organized to discover the local treasures (fauna, flora, culture).

Snow classes

The pupils of the 5th year attend around fifteen days of “snow classes” in Switzerland to Zinal. This trip is organized from 10.12.2020 – 17.12.2020.

Parents will receive in due course all additional information on the respective school trips. In addition, information evenings for parents will be offered.

In parallel to these school trips, many outings and trips related to the subjects (involving a maximum of one school day) are organised during the year. For insurance purposes, any travel/exit, even outside school hours, must be authorized by the School Management and the parents of the pupils.

Due to the unpredictable evolution of the Covid-19 pandemic situation, a definitive confirmation will be sent to pupils and parents during the school year.

2. Secondary

S2 and **S6** pupils participate in a school trip that is part of the curriculum. In S2 the trip is organised in spring. In S6, the trip is organised during end of April.

S5 pupils participate in a trip that is part of the biology curriculum. It is organised in April / May 2021 and divided into different groups. It takes place over 2 days, normally including one night.

In addition to these school trips, many outings and 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.

Due to the unpredictable evolution of the Covid-19 pandemic situation, a definitive confirmation will be sent to pupils and parents during the school year.

3. School trips payment and refund policy (Primary and Secondary)

With the enrolment (*) of their child in a school trip, the parents:

- 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.

(*) 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” organised by a school teacher.

Regarding a potential refund of all or part of the price of the trip, the following cases must be distinguished:

- 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 ;
 - 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.
 - 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.
- 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.
 - 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, accomodation...).
 - c) On basis of the final statement of travel costs, if a school trip has a budgetary surplus over (or equal to) 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 200 € and should the final account of all travel related costs result in a budget surplus of at least 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 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...)

In case of cancellation by the management

In order to guarantee the health and safety of the pupils and the accompanying persons, in case of force majeure (epidemic, pandemic, environmental event) or any event that may compromise the smooth running of a trip/excursion/ both compulsory and optional, the Director reserves the right to cancel, even at the last moment, a planned trip/excursion. This decision may be taken directly by the Director, if he considers that safety or health conditions are not met and/or in accordance with the directives of the European Schools and/or national governmental bodies.

In this case and without being obliged to consult the parents, the School will take as many steps as possible with the various service providers in order to try to reduce the financial impact of such cancellations, without being able to guarantee the outcome.

In accordance with the directives of the Board of Governors, the balance of the costs relating to the cancellation of the trip/excursion remaining due will not be borne by the School and will remain the responsibility of the parents. The final statement will be drawn up by the School and communicated to the parents at a later date.

In the event of a total or partial refund of the balance of the fees for the cancellation of the trip/excursion by the service providers, the refund to the parents will only be made after the final statement of the fees for the trip/excursion has been drawn up by the School.

VIII. EXTRA-CURRICULAR ACTIVITIES

You will find all the information concerning extra-curricular activities on the website <https://periscolaire.apeeel1.lu>

IX. LIBRARY OF THE 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” : <http://lux1.mdz.lu/>. Since then the library has expanded to include all the language sections of the European School.

Where are the libraries?

For Nursery: Room C1.4 and C1.8

For Primary: Rooms C-208 and C-206

Who is working in the library?

A librarian has been employed by the European School since 2001. The librarian manages the library. Volunteer parents of the Association “Les Mots de Zaza” contribute to its good functioning.

“Les Mots de Zaza” can finance educational projects related to children's literature (from authors, illustrators, etc.). The books are purchased entirely by the librarian. Parents who wish to support financially the Association “Les Mots de Zaza” can do so by contacting them directly. An annual and optional contribution of 10 € will be suggested to the parents to support educational projects related to literature such as the arrival of authors, the setting up of writing workshops,...

What is the library?

The library is a wonderful tool for the personal enrichment of children.

During the school hours, 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 school projects
- 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

A lost or damaged book will have to be replaced by the families.

Contacts:

Librarian Mrs. Peiffer, Nadine

Phone: +352/ 432082 383

E-mail: nadine.peiffer@edu.eursec.eu

Contact Mots de Zaza:

Home page: <http://lux1.mdz.lu>

E-mail: lux1@mdz.lu

Opening hours:

Monday, Wednesday: 8.30-16.30

Tuesday, Thursday, Friday: 8.30-13.00

Secondary school**Online catalogue**

With a collection of over 28.000 catalogue records, the secondary library offers a large selection of books in different languages. There are not only books in English, German and French, but also in Luxemburgish, Finnish, Dutch, Spanish, Portuguese, Swedish, Polish, Estonian, Lithuanian, Latvian, Irish and Bulgarian. In addition, the library also has several reference books on offer which facilitate the learning of Italian and Latin.

The online catalogue can be accessed through the National Library's Website: <https://www.a-z.lu>

Being a collective catalogue of several Luxembourgish libraries, it provides references for the secondary school, as well as for other member libraries. It gives information about the availability and, if a book has been taken out, the date of return.

Magazines and newspapers in different languages are also available for consultation on the premises and are not part of the online catalogue.

Computerized loan system

The Secondary school has been using a computer based system for book loans since 2005. To take out books borrowers, pupils must show their ID card (which bears the library bar code) or they can give their surname to the librarian.

Books can be taken out for a period of **3 weeks (3 books maximum)**, to which the librarian can give an extension at any time if necessary.

Pupils are responsible for the books they borrow. They must be returned on time and in good condition. Any lost or damaged books will have to be replaced.

Opening times and facilities

The library is open from **Monday to Friday, from 8.30 to 16.30.**

Introductory sessions for the use of the library and research methods, are organised for first year pupils (in the presence of their principal teacher) at the beginning of each school year.

Activities promoting reading are regularly organized.

A multimedia area equipped with 8 computers allows pupils to work during their free lessons or break time, to do academic research. A copy card can be purchased in the library where pupils and teachers may use a **copy machine** only to do copies but not to print out documents.

Rules of the library

In order to provide optimal conditions for work and reading, pupils are asked to :

- Behave respectfully and be quiet.
- To leave bags in the lockers provided at the entrance of the library and to deposit their student card on the librarian's desk.
- To respect the library's equipment and to leave your table clean.
- Not to bring food or drink.
- Not to play in the library, including online games.
- To follow the instructions given by the librarian.

Contact

Librarian Mrs Cransac, Alexandra

Phone: +352 43 20 82-**238**

X. MEDICAL AND PSYCHOLOGICAL SERVICES

1. First Aid and Emergency Services:

- 1.1. The Infirmary for the Nursery will be open as follows: Monday from 8.30 to 16.00, Tuesday from 8.30 to 13.00, Thursday from 8.30 to 13.15 and Friday from 8.30 to 16.15. In case of absence of the nurse, the child should be accompanied by an assistant to the nurse at the secondary school.
- 1.2. The Infirmary of the primary building, 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 16.30.

In case of an accident, pupils are sent directly to the appropriate hospital, and parents will be notified immediately by telephone. Parents must fill out a form enabling the School to make an accident report and return it to the nurse within 3 days. This form is available at the medical department.

The school, the CPE and the daycare are different institutions that do not share medical information and/or medicines. Please provide the necessary information yourself.

The school's medical service deals with accidents and/or illnesses that occur at school and/or on the way to and from school. The medical service provides emergency "treatment" but no follow-up.

If the School (nurse and/or teacher) considers that the child is not fit to stay in school because of his or her state of health, the child must be taken back by the parents or any other authorized person.

Parents are required to notify the secretariat of any change in telephone number, and if necessary, provide contact details for a person to contact in the event of the parents' absence.

Please do not send your sick children to school! Any child who presents himself sick at the School must be taken back by his parents or guardian, in order to avoid any spread of diseases or epidemics.

2. Medical Tests

Two doctors work part time for the school. Two obligatory medical tests are done for nursery, primary and secondary pupils every 2 years. Further information on the medical examination of children in nursery and primary school will be announced in due course.

3. Contagious disease

If a child contracts an infectious disease, parents must immediately notify the School and respect the rules of school eviction as indicated on the medical certificates.

The School will only communicate internally upon request or recommendation from the Ministry of Health in the interest of the school population. In this case, communication(s) will be in two phases, if it seems necessary: a first general communication to the entire school population and a second more targeted communication to the parent delegates of the classes concerned. No information about the student or the circumstances of the infection will be communicated outside the medical and safety department of the school and the administrative staff directly concerned.

Finally, information received by parents (verbally or in writing) regarding a notifiable disease will be systematically communicated to the Ministry of Health. The aim is to ensure good collaboration with local authorities and to identify the next steps involving the school.

It should be noted that students can be exempted from School for a period of 2 days by their parents and without a medical certificate.

During the enrolment and 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 was 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 Director only.
- d) Special considerations or requests concerning psychological or medical problems, which might require special resources during tests (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, each school year for the following school year. The same request must, without fail, be submitted to the school Management before the 15th October in year 5 for the orientation cycle S6-S7 and for the Baccalaureate examinations.

4. Social and Psychological Service

The school has links with various social and psychological services of the luxembourgish Ministry of education. Parents whose children have learning or behaviour 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.

The school has also psychologists. Their job is primarily to provide support in academic, emotional and behavioural manners concerning students. They also participate in the proceedings of the Special Education Needs and provide support and information to teachers in relation to students with specific needs.

IMPORTANT: the psychologists are not there to do psychoeducational 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 wait 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.

Responsible for the following sections: **ES- FI- PL- PT- FR**

Mrs. Virginie Bataille

E-mail: virginie.bataille@eursc.eu

Office in Primary School: B-905

Phone: 432082-441

Office in Secondary School: B-007

Phone: 432082-279

Timetable	Morning	Afternoon
Monday	8.30-12.30	13.30-16.30
Tuesday	8.30-12.30	13.30-16.30
Wednesday	8.30-12.30	/
Thursday	8.30-12.30	/
Friday	/	/

Responsible for the following sections : **EN- NL- SV- DE**

Mrs. Sabine FASS

E-mail: sabine.fass@eursc.eu

Office in Primary School: B-905 Phone: 432082-441

Office in Secondary School: B-007 Phone: 432082-279

Timetable	Morning	Afternoon
Monday	/	/
Tuesday	8.30-12.30	/
Wednesday	8.30-12.30	13.30-16.30
Thursday	8.30-12.30	/
Friday	8.30-12.30	13.30-16.30

XI. 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
Weekly hours	7 to 8	8 to 9	9 to 10	12 to 13	13 to 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 determined together with the pupils. Homework given for the following day should not exceed 15 minutes.

XII. SCHOOL REPORTS

Reports will be distributed on the following dates:

Nursery	
	Date
1 st part (oral)	January 2021
2 nd part (oral)	June 2021

Primary School	
	Date of distribution of reports
1 st part (oral)	November 2020
2 nd part (electronic version)	February 2021
3 rd part (electronic version)	July 2021

Secondary School		
Years		Date of distribution of reports
1, 2, 3, 4, 5, 6	Half term report	Mid-November 2020
	1st semester report	End of January 2021
	Intermediate report	End of March 2021
	2 nd semester report	Mid-June 2021 (1,2,3) – Beginning of July 2021 (4,5,6)
7	Intermediate report	Mid-November 2020
	Semester report	End of February 2021
	Preliminary note	End of May 2021

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. According to the General rules of the European schools, pupils' legal representatives shall be responsible for keeping the B test in S4 and of the official exams of the first semester in S5. In order to allow pupils in years 5 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 5 to 6 can instead see the examination scripts from Monday, 5th July to Thursday, 8th July 2021 between 10.00 and 12.00 a.m. in room B-002 in the presence of an educational adviser.

Article 6.4.10 of the Arrangement for implementing the Regulations for the European Baccalaureate says "The candidates or their legal representatives, if they are minors, have the right to view and get a copy of their original script, the final mark awarded to the examination script (average of first and second corrector mark and, where applicable, third corrector mark), the mark awarded by each one of the correctors (first corrector mark, second corrector mark and, where applicable, third corrector mark), the correctors' commentaries, the examination paper and the marking scheme".

In the European School of Luxembourg I, total marks may be viewed from Monday, 5th July to Thursday, 8th July 2021 between 10.00 and 12.00 o'clock in room B-003 in the presence of an Educational Adviser. The examination scripts may be consulted in room G-110 (administration building) by appointment only.

"The request must be made in writing to the Director of the School not later than 4 calendar days after the candidate has been informed of the examination results, communicated in accordance with article 7.3.

The Director will make all documents available not later than 3 calendar days after receipt of the request. A belated request for the viewing of the examination papers will be inadmissible." Arrangements for Implementing the Regulations for the European Baccalaureate (Ref.: 2015-05-D-12-en-18)

XIII. PARENT-TEACHER MEETINGS

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

Please note the following important dates:

Dates	Nursery (pupils aged 4)	Primary school
14.09	16.30: meeting for parents of all pupils	
30.09		17.00: meeting for parents of P1 pupils
16.09		17.00: meeting for parents of P2 pupils
21.09		17.00: meeting for parents of P3 pupils
23.09		17.00: meeting for parents of P4 pupils
28.09		17.00: meeting for parents of P5 pupils
<p>The date of the meeting for all parents of P1 pupils with the school management will be communicated in due course.</p> <p>Further meetings with P2-P5 parents and the school management are planned and will be communicated beginning of the school year.</p>		

Dates	Secondary school
15.09	17.15: meeting for the parents of S1 with the school Management
	18.00: meeting for parents of S1 pupils with their class
17.11	17.00 – 20.00: meeting for parents of S1-S2-S3 pupils
19.11	17.00 – 20.00: meeting for parents of S4-S5-S6-S7 pupils
15.12	18.00: meeting for parents of S3 pupils (option choices for S4)
21.01	18.00: 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 and the teaching methods of the school, to enable them to meet their children's new teachers and to give them important information about choices for pupils who enter S4 and S6 classes.

XIV. CONTACTS WITH THE SCHOOL LUXEMBOURG I

A lot of useful information are published on the school website (classes timetables, lists of school books, holiday calendar...). **Some documents can only be viewed online. Announcements will also be made on the SMS-MySchool portal (<https://sms.eurasc.eu>).**



☎ 43 20 82-1



☎ 43 20 82-344

✉ www.euroschool.lu

DIRECTION/ADMINISTRATION			
Function	Name	☎	✉
Head	M. M. WEDEL	43 20 82 – 1	
Head's Assistant	Mrs. K. KONS	43 20 82-228	LIST-LUX-SCHOOL-HEAD@eurasc.eu
Secretariat	Mrs M .DARROSA	43 20 82-222	LUX-SECRETARIAT-ADMINISTRATION@eurasc.eu
	Mrs A. IGLESIAS	43 20 82-223	
	Mrs A. MARTIN-BOCKHOLTZ	43 20 82-223	
	Mrs V. MIRIZZI	43 20 82-224	

Deputy Director of Finance and Administration	M. P. KRIPPLER	43 20 82-235	
Assistant of the Deputy Director of Finance and Administration	Mrs. M. AMAS	43 20 28-229	Michele.amas@eursc.eu
Accounting Officer	Mrs E. MEYNIEL	43 20 82 236	LIST-LUX-ACCOUNTING-OFFICER@eursc.eu
School fees	Mrs P. VIEGAS	43 20 82-348	LIST-LUX-ACCOUNTING-SCHOOLFEES@eursc.eu
Opening hours from 8.00 – 12.00 and from 13.00 – 16.00			

NURSERY AND PRIMARY SCHOOL			
Function	Name		
Deputy Head of nursery and primary cycle	Mrs. S. RIBIC	Please contact the secretariat of Nursery & Primary	
Deputy Head's Assistant	Mrs N. JOSE	43 20 82-1	LUX-ASSISTANT-DEPUTY-DIRECTOR-NURSERY-AND-PRIMARY-CYCLE@eursc.eu
Secretariat	Mrs. M. STATHAKI Mrs L. SCHERER	43 20 82-270 43 20 82-433	Lux-secretariat-nursery-and-primary-cycle@eursc.eu
General coordinator Organization/Management	Mrs. R. PEREZ VEGA	43 20 82-210 / 387	Rebeca.perez-vega@eursc.eu
General coordinator EDUCATION/SCHOOL LIFE	Mr. M. HEINONEN	43 20 82-387	Miiikka.heinonen@teacher.eursc.eu
General support coordinator	Mrs. F. DELENCLOS	43 20 82-258 / 280	Florence.delenclos@eursc.eu
Nurses	Mrs C. REUTER Mrs. L. MOLITOR Mrs. N. FAYOLLE	43 20 82-446	LIST-LUX-PRI-INFIRMARY@eursc.eu
Caretaker Nursery	Mr M. NETO	43 20 82-211	LIST-LUX-NUR-CARETAKER@eursc.eu
Caretaker Primary School	Mr L. FOURMANOIS	43 20 82-252	LIST-LUX-PRI-CARETAKER@eursc.eu
Psychologists	Mrs V. BATAILLE Mrs S. FASS	43 20 82-441	LIST-LUX-PRI-PSYCHOLOGIST@eursc.eu

SECONDARY SCHOOL			
Function	Name		
Deputy Head of secondary cycle	Mr M. ALBERICI	Please contact the secretariat of Secondary	

Deputy Head's Assistant	Mr J. COLL MARMOL	43 20 82-240 43 20 82-246	LUX-ASSISTANT-DEPUTY-DIRECTOR-SECONDARY-CYCLE@eursc.eu
Secretariat	Mrs E. ACS-WEBER Mrs A. PAPA Mrs R. VAUDEVILLE	43 20 82-316 43 20 82-403 43 20 82-397	LUX-SECRETARIAT-SECONDARY-CYCLE@eursc.eu
Coordinator for classes 1 - 4	Mr E. COUCHE	43 20 82-251	emmanuel.couche@eursc.eu
Coordinator for classes 5 - 7	Mr D. ALCAZAR	43 20 82-250	daniel.alcazar@eursc.eu
Coordinator Pedagogical Development and Quality Assurance	N.N.		
Support Coordinator (Supco)	Mrs DUCHESNE	43 20 82-218	frederique.duchesne@eursc.eu
General Educational Support Coordinator	Mrs G. PUTSEYS	43 20 82-240	gerda.putseys@eursc.eu
Nurses	Mrs S. GARCIA Mrs. N. FAYOLLE	43 20 82-268	LIST-LUX-SEC-INFIRMARY@eursc.eu
Caretaker	Mr P. MARTINS	43 20 82-241	LIST-LUX-SEC-CARETAKER@eursc.eu
Psychologists	Mrs V. BATAILLE Mrs S. FASS	43 20 82-279	LIST-LUX-SEC-PSYCHOLOGIST@eursc.eu

These staff members can be met by appointment. Please contact them by e-mail or by telephone using the numbers indicated and inform 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 or by email (<https://sms.eursc.eu> under “Course Info” (see chapter P²). The pupil’s diary is a means of communication between parents and teachers. A list giving the interview times (by appointment) of each teacher and their email addresses will be published on the school website during the 1st term of the school year.

PRIMARY SCHOOL AND NURSERY

When an appointment is done with parents, they receive a confirmation (by e-mail) from the teacher specifying the place and time of the appointment. This confirmation must be presented to the security guard at the entrance of the building in order to access the appointment location.

SECONDARY SCHOOL

If parents have questions, they firstly are requested to contact:

- The educational adviser of the year concerned, regarding any problem of absences or disciplinary issues.
- The teacher for any problem related to the learning or teaching of the subject.
- 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.

² Portal SMS-MYSCHOOL (<https://sms.eursc.org>)

- The career adviser of the language section concerned for any question relating to career guidance.
- The coordinator career advisor for any questions relating to orientation, etc.
- The support coordinator for learning disabilities.

Parents may contact the Deputy Director of the secondary school or the Director of the school **only in cases where the problem cannot be solved.**

XV. ABSENCES FROM SCHOOL

Absence for health reasons

Nusery / Primary

If a pupil is unable to attend school for health reasons, parents must inform the class teacher and the primary secretariat before 9:00 am (LIST-LUX-PRI-PUPIL-ABSCENCES@eursc.eu).

The pupil must send a medical certificate to the class teacher as soon as he/she returns for an absence of more than 2 days. Beyond 5 delays or 3 unjustified absences, a reminder will be sent to the family.

Secondary

In the event of a child being unable to attend school due to illness, parents are asked to inform the secretariat (432082-1), or the year's Educational Adviser, before 10.00. 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 that 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, signed by both parents and has to be handed in by the pupil upon return at school.**

- Secondary pupils should place it in one of the boxes provided for this purpose in the entrance hall in block B (B001). If secondary pupils are not able for whatever reason to hand in a written excuse, they should inform **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, it is imperative that parents 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 upon 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 under "Procedures & Forms" <http://www.euroschool.lu/site/forms-miscellaneous/#1566744195152-ded42837-5a07062d-496f>.

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 in particular 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 notice will be transmitted to parents of secondary pupils at the beginning of term concerning rules for absences during the school day.

Teacher's absences

Parents can see the teacher's day absences on the school website under "Teacher's absences" http://www.euroschool.lu/luxschool/slidelink_parents.htm

Parents have a generic account that is provided to all parents of pupils of the European School Luxembourg I with the pupil's email account. Parents should contact the secretariat of the secondary school for further information.

XVI. SMS-MY SCHOOL AND OFFICE 365

- This web portal is a complete system (SMS= School Management System) to which parents, secondary pupils, teachers and administrative staff will all have individual access³.
- This modern system, that is used by all European Schools, allows more effective communication by e-mails and sms (short message system), mobile telephone and messages on the "SMS-Myschool" **homepage**. From the start of the school year each parent will be able to check the timetables of their child(ren) on-line. Pupil's absences will be entered in real time at the start of each lesson (except for school trips, sport lessons, etc.), enabling parents to be informed quickly. SMS Myschool will allow them to see absences for the previous 14 days.
- All information concerning school life (parents' evenings, school trips, etc.) will be announced via SMS MySchool along with emails to the parents. It is therefore essential that parents log into SMS MySchool regularly. The school should be informed of any changes to email addresses and phone numbers as soon as possible.
- **The parents have to inform the school's administration by e-mail as soon as possible of any change of address, employer, e-mail address, name, private and/or work telephone number, etc.) to LIST-LUX-SMS-UPDATE@eursc.eu**
- When logging on to SMS-MySchool students are redirected to the Office 365 (O365) portal, where they have to use their O365 email address and password to complete the login. Please see below for more details.

Secondary

- **Course Info:** This section gives brief information with regard to the subject content, the main topics/themes, their principal objectives and the order the subject is dealt with during the year.
- **Upcoming assignments:** The work, containing information about homework, classwork, tests, etc., will be available to parents and pupils. The teachers will put their assessment dates into SMS MySchool to allow families to better organise the demands of homework and revision.

³ Information : <http://www.myschoolmanagement.com/> (english)

- **The use of SMS system** is considered as a help and work complement at school. It doesn't replace everything students need to note in school and can not reflect all the work, projects and small tests that students will continue to do. The fact that a work doesn't appear on SMS doesn't mean that students don't have this task to perform.
- **Graded Exercises:** Pupils and parents will be able to consult the pupil's marks for particular exercises or assignments where they have received an assessment.
- **Term Reports:** Pupil's reports will be available on-line via SMS, as soon as they are published by the school.

For SMS MySchool to work to its full potential:

1. Pupils should check their school email address daily (<http://office365.eurasc.eu>)
2. Pupils should log onto SMS MySchool each day (<https://sms.eurasc.eu>)
3. The school's email address is used for all communication with the teachers and the administrative staff. The school's ICT plan prohibits the use of personal email addresses, social networks and file hosting in school.

OFFICE 365

Microsoft Office 365 (O365) is an online platform for communication and collaboration based on the Cloud, and incorporating many applications and services such as Mail and Calendar, a storage and sharing space (OneDrive), Office applications (Word, Excel, PowerPoint), OneNote and Teams.

With the O365 account, students receive an O365 email address. The O365 email address is the student's primary address in SMS-MySchool. Students have to use the O365 email address and password to login to SMS-MySchool. Further details on this procedure are available in the *Office 365 - Getting started guide for students - Section 4. SMS - New login procedure*, available on the school website.

<http://www.euroschool.lu/site/wp-content/uploads/2020/03/Office-365-Getting-started-guide-Students-v4.pdf>

To be able to reset the O365 password should that be lost, students must have **a secondary e-mail address in SMS-MySchool**. Step by step instructions of the procedures to follow when forgetting the O365 password and for providing a secondary email address in SMS-MySchool can be found respectively in sections 2 and 5 in the *Office 365 - Getting started guide for students*

The usernames and passwords of the 2 computer accounts (the school account used to connect to the school computers and the Wifi network, as well as the O365 account) will be sent by email to the parents on Tuesday 1st September. The password for account O365 will be automatically reset to the value of the school account password on that date.

Distance learning

Due to the pandemic situation related to the Covid-19 and the sanitary restrictions of the Luxembourgish Government in the previous school year, we were forced to suspend the "lessons in situ" for some time and continue with "distance learning".

This happened without giving the school time to organize in advance. In the beginning we proceeded with the "learning by doing" approach.

Indeed, thank to the commitment of all the parties involved (teachers, pupils and parents) and also the contribution of the Pedagogical Unit of the office of the Secretary General of the European schools, the learning quality was on average quite satisfactory and all the teachers were able to complete their syllabuses.

In order to harmonize the didactical activities, following the feedback from parents, pupils, teachers and the guidance received from the office of the Secretary General, we prepared a policy for the distance learning for the secondary cycle.

For the next school year, we really hope to be able to have again “in situ” lessons in school but we have to consider that there are still risks connected to the pandemic situation of Covid-19. In case the lessons in situ will be suspended, our school is actually well prepared to switch to the distance learning, following the actual policy that you can find in **annex IX**. This policy is valid for the secondary cycle, a policy for the nursery/primary cycle will follow.

In such a situation it would be very important that all the pupils have access to their account O365 and the school recommend also to all pupils in the secondary cycle to have their own computer (see also booklist and BYOD recommendations).

XVII. PLAGIARISM

The school has a subscription to an online software that allows high school teachers (and even other cycles) to review whether the work done by their pupils is their own work or simply copy/pasted from a website or other source. Penalties are defined in the internal regulations of the secondary school.

XVIII. WIFI

A WiFi network available to students (named "euroschool") was put in place during the 2014-2015 school year. This network, reserved for pupils from the age of 13 and up, allows them to access the internet with their own devices (smartphone, tablet,...) using the identifiers provided by the school. This service is not guaranteed but a reward for the impeccable behaviour of the student.

Access to the WiFi network is granted automatically from the age of 13. Furthermore the pupil has to accept and validate the ICT charter on a school computer at least once per school year.

The students in S5 to S7 will have the possibility to use WIFI also in the classrooms (but only with the teacher's authorisation). If this change is successful, the school might consider extending it also to other class levels.

A pupil may ask help from the Pupils' Committee if he/she cannot configure his/her personal device.

Children can be prohibited from using the WiFi network if requested by the parents, through the educational adviser responsible for the level/year.

Bring your own device (BYOD) and Digital Learning Project

The digital revolution of the past decade, with the advent of smartphone tablet, and other mobile IT devices, has impacted all of our lives quite drastically. Mobile information technology is being used in all walks of life, professionally and privately, for work and for leisure, but it also has a significant impact on education. Furthermore, the recent epidemic connected to Covid-19 obliged all schools in most parts of the world to deliver the lessons via distance learning.

One positive effect of this, is that all teachers and pupils learned and practiced the use of educational tools for the distance learning, and now teachers and pupils are willing to extend what they have learned also in the traditional lessons as an enrichment factor.

Introduction of the project Bring Your Own Device (BYOD) in our school.

Taking into consideration that from the school year 2020-2021 the pupils in S5 will have to buy an electronic device (computer/tablet) for running the software *GeoGebra 6* (as foreseen from the mathematics syllabus) and following the decision of the Educational council, **the school decided to increase the minimum requirement necessary to run Geogebra (see annex IX).**

This way, all pupils of S5 will have a computer in school for educational purposes, that can be used also in other subjects.

Considering the fact that during the distance learning, pupils and teachers made a wide practice with digital tools, the Educational council decided to **strongly recommend that also the pupils in S6 and S7 should have a laptop or tablet computer in school for educational purposes.**

Furthermore, according to the Educational council recommendations, in case that the pandemic situation connected with Covid-19 will continue to impose a wide use of the distance learning, the school management will evaluate the possibility to extend the recommendation to have a laptop or tablet computer in school for educational purposes, to all pupils of the secondary cycle.

The option for every pupil to have a laptop computer, would permit to deal in the best way with the situation in case of return to school of only part of the pupils or in case a teacher cannot come to school due to the fact that he/she belongs to a category of vulnerable people.

Furthermore, in case of distance learning, this will guarantee that all the pupils can follow properly the online lessons.

The main objectives of the project are:

- Find more attractive and efficient ways of delivering the curriculum.
- Assigning and checking more efficiently the homework.
- Delivering differentiated activities, depending on the pupils needs.
- Make the pupils acquainted with a pedagogical/cultural use of the new technologies.
- Make the pupils aware of the potentials and dangers of Internet.
- Replace in the future some textbooks with digital textbooks (depending the availability)
- Optimize the distance learning especially in situation of partial return to school (Covid-19).
- Increase the typing skills (it has however to be noted that typing on a keyboard will not *replace traditional handwriting*, which the school still considers to be a fundamental and important skill, e.g. for exams)

Practical aspects of the projects

Pupils will be given a personal login from the school Wifi for educational use and they will receive also detailed rules about the use of the computer/laptop inside the school.

The use of the computer/tablet does not replace the use of the conventional learning tools, i.e. books, pen and paper, but it will help us reduce unnecessary paper waste.

When and how the computer/tablet will be used in class, will be up to the individual teacher and his/her lesson planning.

While the Digital Learning Project will be introduced in all the curricular subjects, it will also focus on teaching pupils about the potential, but also the dangers of mobile communication and Internet, for example in specially designed workshops with external Digital Learning specialists.

The project will be managed and evaluated by a working group of teachers, who exchange their knowledge and experiences of teaching with tablets with colleagues, in order to develop all teacher's Digital Learning skills.

As the BYOD /digital learning project has also been introduced in other European schools, our aim is also to exchange information with the other European schools and try to exchange teaching material specifically designed for the curricula taught in the ES.

Finally, all teachers will also receive professional training from our ICT staff and from our ICT teachers, but eventually also from external experts in the various ways Digital Learning can be applied in the classroom.

Furthermore, the school will organize periodical meeting for sharing examples of good practice.

XIX. INTERNAL SCHOOL RULES

A copy of the internal school rules of primary and secondary cycle will be available on the school's website www.euroschool.lu.

Please note already the following points:

1. Entering & leaving - Nursery School

The morning of the first two weeks, the children are dropped into their classrooms by their parents. At the end of these two weeks, they must be taken to the "salle de surveillance" (1 room by corridor and by level).

A schedule for the parents is stuck in the foyer of every corridor and on the doors of the classrooms concerned. At the end of classes the students are picked up by their parents in their classrooms.

2. Entering & leaving - Primary School

In the morning, children are dropped off at the respective entrances, but parents are not allowed to enter the building or the entrance hall. 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 allowed to access the site to accompany their children to the classroom door, nor to wait for them or wait for them in the corridors (except during the first week for P1 pupils). For security reasons, all adults are only allowed strictly controlled access to the school buildings and campus.

Adults who have justification to be on the school premises (librarians or other authorised personnel) are identified by a badge.

Parents who have scheduled an appointment with a teacher are asked to use the main entrance and present themselves to the security guard with valid ID card and confirmation of the appointment by the school. A badge will be provided. They wait for the teacher in front of the teacher's room on the first floor or at another location indicated in the appointment confirmation.

Pupils of the primary cycle are not allowed to leave the school building on their own. 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 security guard who is responsible for verifying any information relating to the early leaving permission.

3. Entering & leaving – Swimming pool (Coque)

Parents can accompany students from the primary school to Coque. To ensure the safety of the students it is necessary to clarify the responsibilities of each.

The swimming teacher is responsible for:

- The course and respect of the EE Curriculum,
- Pupils safety, assisted by the class teacher.

The class teacher is responsible for:

- All of his/her pupils at all times,
- Assisting the swimming teacher as required,
- Only the swimming teacher and class teacher are authorised to remain poolside.

The accompanying person is responsible for more than 14 students:

- Accompany the group during round trips (two-way trip),
- Supervising one of the two changing rooms,
- Accompanying person may observe the lesson from the closet spectator area, but unfortunately, they are not authorised to have access to the pool.

WARNING!!! It is not allowed to take either pictures or videos inside the swimming pool area.
(It is not allowed anywhere)

4. Permission to leave in the Secondary School

Only S6 and S7 pupils have the right to leave the school grounds during free periods with the approval of their parents.

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 authorisation.

5. 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 school 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 “d’Coque”.
- The gate between the Nursery and the playground of the secondary school, opened from 8.00 until the first bell (8.40). This access is reserved exclusively for pupils and authorized members of staff.
- Access through the gate between the Administrative Building and the “salle des fêtes” is exclusively reserved for primary pupils.

Exit from the school is possible through:

- The main exit.
- The gate to the bus bays when the School buses leave.

6. Smoking, drugs and alcohol

The European School of Luxembourg I firmly opposes the use of smoking, drugs or alcohol by the pupils in general, and particularly within the school building, grounds, as well as activities/trips organised by the school.

In case of an incident that endangers the health and safety of pupils, the school reserves the right to communicate any information provided and necessary to the competent authorities.

In addition, in the context of a judicial inquiry, the school complies with the requirements of the competent authorities. The school will not interfere with the conduct of a judicial inquiry and will not communicate the progress of the investigation to those directly or indirectly involved.

The school has a particular campaign, with specific measures, called “Just say, No!” and to be consulted on the website of the school.

6.1 Smoking

It is strictly forbidden for anybody to smoke in the school buildings or anywhere on the school grounds. The Luxembourgish anti-smoking law of 11th August 2006, expressly prohibits smoking in school establishments or in their grounds. The legal penalty is between 25 and 250 €.

6.2 Drugs, Alcohol and Bullying

Any pupil who is caught in possession of illegal drugs or alcohol in the school grounds, or in any school activity/trip, may 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 of 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 under "Pastoral care": <http://www.euroschool.lu/site/school-life/#pastoral>

The psychologists of the school, in association with teachers and relevant authorities, organize workshops (awareness campaign and prevention) in classes all through the school year.

7. Locations occupied by secondary school students

Secondary pupils may not occupy the premises outside the primary school. They are required to play football in the playground provided for this purpose.

8. No games that may lead to harm to our pupils can be played, such as snowball, water fights, skateboard, etc...

9. 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 will be considered as theft.

10. Rules governing the use of mobile phones and headphones

In nursery school and primary school, mobile phones, MP3 players or other similar devices are prohibited for children during the school day on the entire school grounds.

A full description of the rules governing the use of mobile phones and headphones is available in the Annexe V in the internal school rules. Some important points are highlighted hereby.

- Inside classrooms, mobile phones and headphones must not be used, unless the teacher gives permission. Mobile phones must be switched off or put in "*Airplane mode*" (therefore disabling Bluetooth, telephony and Wi-Fi).
- In the canteen, mobiles phones and headphones must not be used. Mobile phones must be switched off or put in "*Airplane mode*".
- In the library, only for educational purposes and when this causes no disruption to others, pupils are allowed to use their mobiles phones in "*Silent mode*" and their headphones. Otherwise, mobile phones must be switched off or put in "*Silent mode*".
- Teachers, educational advisers and the librarian have the right to confiscate the mobile phones and headphones of students. Refusal to comply on the part of the student can lead straight to disciplinary measures.

XX. CHANGES OF ADDRESS

Parents are requested to inform the school's administration by mail as soon as possible of any change: address, employer, their e-mail address and their private or business telephone number to the following address: LIST-LUX-SMS-UPDATE@eursc.eu

XXI. INSURANCE

Pupils are insured for personal accidents during school hours and on their normal journey to and from the school, on condition 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 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, particularly in the case of robbery, including objects deposited in lockers. The school insurance does not cover against damage which occurs in the course of activities which have no connection with school life, or if pupils have left the school site without proper authorisation.

Concerning theft of valuables, the school wishes to remind parents that pupils should not leave money or other valuables in the changing rooms. Pupils' lockers, though not insured, 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 school work.

Damaging property

Damages caused by pupils have to be paid by their parents. A procedure will follow where parents receive a bill of the costs incurred by the school to renew damaged property.

Accident

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 an accident insurance with the company "Association d'Assurances Accidents" (AAA). We would like to draw your attention to the fact that it is necessary to request prior authorisation from the AAA before starting any treatment abroad for problems resulting from a school accident.

XXII. 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 will be available on the school website from the 20th of June of the preceding school year. Moreover, in some subjects, books published by the European Schools are compulsory and charged to the parents.

<u>Primary Cycle</u>		
<u>Title of Book</u>	<u>Classes</u>	<u>Amount</u>
Intermath (Mathematics at the primary school)	All the classes	20,00 € (cost will be included with other school expenses)

<u>Secondary Cycle</u>		
<u>Title of Book</u>	<u>Classes</u>	<u>Amount</u>
Mediterranean World (Worksheets for Human Science lessons)	3rd year secondary school	around 6 to 7 € The School will provide a paper or scanned copy.

The "Eurobio 6-7" books for 4 period Biology are published by the Publications Office (OPOCE) and are available at the website "EU Bookshop" <https://bookshop.europa.eu/en/>

Those who require the book can download a PDF file of the book at:
<http://bookshop.europa.eu/en/eurobio-6-7pbQl3008426>

Diary

Each pupil of classes S1-S7 must keep a diary in which lessons and homeworks are neatly noted. **The use of the school diary distributed free to S1-S5 pupils is obligatory.**

Calculator and electronic devices

S4

In accordance with the characteristics required by the mathematics and physics syllabuses for secondary year S4 of the European Schools and by decision of the group of experts, which convened on 23 April 2020, for the beginning of the 2020-2021 school year in September 2020, Year S4 students must have a non-graphing and non-programmable scientific calculator (the model used in s3, where applicable, may be sufficient).

S5

In accordance with the characteristics required by the mathematics and physics syllabuses for secondary year S5 of the European Schools and by decision of the group of experts, which convened on 23 April 2020, for the beginning of the 2020-2021 school year in September 2020, year S5 students must have their own device allowing GeoGebra 6 software to be used in the classroom, at least in offline mode. In addition, a non-graphing and non-programmable scientific calculator will be required for the 2020-2021 school year examinations (the model used in S4, where applicable, may be sufficient).

Taking into consideration that the students will in any case have to buy an electronic device (computer/tablet) for the maths and physics syllabus, and following the discussion in the Educational council, the school has decided that all students of S5 should have a laptop computer in school for educational purposes, that will allow them to also use it for other subjects (see also BYOD project). You can find in annex IX the school recommendation of the minimum requirement specification for laptops to be used for didactical purpose in the school.

S6-S7

In accordance with the characteristics required by the mathematics syllabuses for secondary years S6 and S7 of the European Schools, for the beginning of the 2020-2021 school year in September 2020, years S6 and S7 students must have a TI-Nspire CX CAS calculator equipped with version 4.5.2.8 or higher of TI-Nspire software or a TI-Nspire CX II-T CAS calculator, equipped with version 5.1.3.73 or higher of TI-Nspire software.

However, considering the fact that, during distance learning, students and teachers have had wide practice with digital tools, the Educational council has decided to strongly recommend that the

students in S6 and S7 should have a laptop or tablet computer in school for educational purposes (see also BYOD project).

You can find in annex IX the school recommendation of the minimum requirement specification for laptops to be used for didactical purpose in the school.

ALL CLASSES

In accordance with the recommendations of the Educational council, if it is the case that the pandemic situation continues to necessitate the continued use of distance learning, the school management will evaluate the possibility of extending the recommendation to have a laptop computer in school for educational purposes to all students of the secondary.

You can find in annex IX the school recommendation of the minimum requirement specification for laptops to be used for didactical purpose in the school.

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

XXIII. INFORMATION ON HIGHER EDUCATION AND CAREERS (SECONDARY SCHOOL)

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 (French/Flemish speaking)	: Mr. DE RIJCKE	Irish:	Mrs. O'DONOVAN
British:	Mr. DUNCOMBE	Luxembourgish:	Mr. AGOSTINI
Dutch:	Mr. KOYCU	Spanish:	Mr. RODRIGUEZ
Finnish:	Mr. SINIVUORI	Polish:	Mrs. SKALECKA
French:	Mr. GOS	Portuguese:	Mrs. FERREIRA
German:	Mrs. MÜNTNICH	Swedish:	Mrs. BÄCKSTRÖM

XXIV. COUNSELLING AT THE SECONDARY SCHOOL

A group of teachers are available to listen to and advise pupils with personal problems or who are 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.

XXV. PEER MEDIATION

Peer mediation is problem solving by youth with youth. It is a process by which two or more students involved in a dispute meet in a private, safe and confidential setting to work out problems with the assistance of two trained student mediators.

The aim of this process is to lead discussions towards a solution which both sides are happy with in order to avoid further escalation and to improve the overall school atmosphere.

The benefits of Peer Mediation : this approach reduces disciplinary measures and reduces the number of conflicts. It also empowers students to learn to resolve disputes by themselves.

Peer Mediators, Committee and Coaches: the Peer Mediation project is operational since September 2010. The “Peer Mediation Committee” which is made out of mediators – leads a group of about 30 pupils from year 4, 5 and 6. Each mediator has completed a certified training.

Mrs. Nadja Scheicher and Camille Raynaud support the committee as coaches. Mrs. Scheicher has completed a special advanced training course for this purpose.

Pupils who would like more information on peer mediation or who need peer mediation can contact:

- The educational advisor of their year,
- The mediators during their contact hours:
In room D-104, Tuesdays and Thursdays from 11.10 to 11.25.
- Mrs. Nadja Scheicher (C311) or Mrs. Camille Raynaud (C313).

XXVI. KIVA ANTI-BULLYING PROGRAM

KiVa is an innovative school-based anti-bullying program which has been developed at the University of Turku in Finland using research on bullying and its mechanisms.

Prevention, intervention, and monitoring

KiVa is an evidence-based program to prevent bullying and to tackle the cases of bullying effectively. The former is crucial but also the latter is important, as no prevention efforts will make bullying disappear once and for all; The third aspect of KiVa is constant monitoring of the situation in one's school and the changes taking place over time.

The main components of KiVa

KiVa includes both *universal* and *indicated actions*. The *universal actions* are directed at all students and focus mainly on preventing bullying. The *indicated actions* are to be used when a bullying case has emerged. They are targeted specifically to the children and adolescents who have been involved in bullying as perpetrators or victims, as well as to several classmates who are challenged to support the victim; the aim is to put an end to bullying.

Strong evidence of effectiveness

The effects of the KiVa anti-bullying program have been evaluated in numerous studies indicating that bullying and victimization have decreased in Finland since the broad rollout of the KiVa program. KiVa is now being evaluated in several countries: the first international studies from the Netherlands, Estonia, Italy, and Wales are emerging, showing that KiVa is effective outside of Finland as well.

Parents` Guide

The parents' guide is a part of the KiVa anti-bullying program and its aim is to offer parents information about bullying and what can be done at home and in school. Cooperation between parents and the school and a supportive home environment is essential in addressing bullying.

More information on <http://www.kivaprogram.net/parents/>

If bullying is suspected the KiVa team members will intervene and they will have individual discussion with the pupil not feeling at ease within the group and individual discussions with the other pupils involved.

After 1-2 weeks the KiVa team will have an individual follow-up talk with pupils involved and try to find if the situation has improved and bullying has stopped. The KiVa team works in cooperation with the principal teacher and educational advisors and will guide the pupils to find positive solutions by themselves. **The KiVa team helps to develop empathy and positive solutions.**

You can find more information about the program on <http://www.kivaprogram.net>

If you have questions concerning the case of your child, or KiVa Program you may contact the KiVa team directly at this email addresses:

Primary: LIST-LUX-PRI-KIVA@eursc.eu

Secondary: LIST-LUX-SEC-KIVA@eursc.eu

XXVII. PEER LEARNING

Peer learning is an educational practice in which students interact with other students to attain educational goals.

Peer-to-peer learning is where one student leads another through a concept, in which the first student is an “expert” and the second is a “novice”. The peers don’t necessarily need to be from the same class or age group.

Peer-to-peer learning is learning *from* each other.

When could you use peer-to-peer learning?

We all know students learn at different paces, so encouraging the faster learners to help others is always a good idea. But peer-to-peer learning is helpful for both students: by explaining and presenting a concept, the “expert” student takes their own understanding on a level, and develops their exposition skills.

At the start of the school year all students will be informed about the procedure and the steps to follow to help or to be helped by peer-learning.

Students who wants to join the peer-learning group should take contact with their counsellor.

For all kind of questions, remarks and/or requests, an email can be send to LIST-LUX-PEER-LEARNING@eursc.eu

XXVIII. SUBJECT CHOICES DURING THE PRIMARY AND SECONDARY CYCLE

This is a very brief guide and should not be regarded as authoritative. In cases of doubt the school will always apply the General School rules. This guide does not include the latest discussions about organization of studies in the secondary school.

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

Primary School

The choice of the section language is definitive and cannot be changed during any point of the student’s schooling.

A change concerning the religion/ethics class must be addressed, in writing, to the direction of the primary school before the 30th April of the current school year.

For more information about a change of section, language two or religion/moral, please consult our "Procedure for a change of LII, section or religion".

Secondary School

Year 1

Choice of an L3

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.

The following choices may be modified: religion/ethics, ONL⁴ Irish (Irish nationals only of category I and II), ONL Finnish (Finnish nationals of category I and II in the Swedish section) and ONL Swedish (of category I and II in the Finnish section).

Year 2

Latin as a non compulsory option must be chosen for 2 consecutive years. It is therefore not possible to start Latin further up in the school, and Latin may only continue in higher years if a sufficient number of pupils choose to continue the course.

The only course that can be modified is: religion/ethics.

Year 3

Pupils having chosen Latin in S2 will continue the course in S3.

All other pupils have the possibility to choose ICT as a non compulsory option. Latin and ICT mutually exclude each other in S3.

Religion and Ethics are the only courses eligible for modification, and from year 3 onwards they are organised in the pupils' L2.

Years 4 and 5

An information evening is organized for parents and a detailed information booklet is available on the school website.

Mathematics can be chosen at a 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, Economics, Language IV (beginners; any official language of the EU), Art, Music, ICT⁵.

For pupils of Irish or Finnish nationality of category I and II, an ONL course in Irish, Swedish or Finnish can replace the option L4.

⁴ ONL = Other National Language

⁵ For ICT each pupil will be charged a contribution amount of 24.79 €.

Primary

At the primary school all requests for changes of religion or ethics must be made to the secretarial department **before the 30th April**.

Secondary

The procedure and deadline for requesting a change of subject depend on the year level and subject. Please consult the webpage dedicated to the options and choices.

<http://www.euroschool.lu/site/secondary-choice-of-subjects/>

Please contact the coordinator of the corresponding year if you have any question on this matter.

XXIX. TYPES OF LEARNING SUPPORT MEASURES

Support coordinators ("Supco"):

Mrs. Florence DELENCLOS, for the nursery and primary school

Mrs. Frédérique DUCHESNE, for the secondary school

Reference documents (2012-05-D-14-en-9 and 2012-05-D-15-en-11) are available on the official website of the European Schools <https://www.eursec.eu/en/European-Schools/studies/educational-support>

Educational support in the European schools is divided into three types of support programme, namely General, Moderate and Intensive Support (A and B). More information on <http://www.euroschool.lu/site/secondary-educational-support/>

1) General support

Every pupil may need General Support, over and above normal classroom differentiation, at some time during schooling. Pupils may need General Support if they experience difficulty in a particular aspect of a subject, if they need to 'catch up' due to late arrival in the ES system or illness or if they are not working in mother tongue or dominant language.

Pupils may also need additional help with acquiring effective learning strategies or study skills.

Procedures :

- Requests for General Support come from teachers. The parents should also make a request to the subject teacher.
- Following the decision of the school, parents are informed about the support put in place for their child.
- The support coordinator creates small groups. In very exceptional cases, General Support may be provided for an individual pupil.
- Together with the class/subject teacher, the support teacher writes the Group Learning Plan (GLP) of the group's work – the plan includes group targets and success criteria.
- Parents are informed of their child's progress in the General Support group (added to the student's report at the end of each term).

2) Moderate Support

- This is an extension of General Support.
- It is provided for pupils in need of more intensive support or those with a more severe learning difficulty.
- It might be appropriate for some pupils who may be experiencing, for example, considerable difficulty in accessing the curriculum due to language issues, concentration problems or other reasons.
- It might be provided for a longer period than General Support and each pupil has an Individual Learning Plan (ILP).

Procedures :

- Teachers request Moderate Support for their pupils. Pupils' legal representatives may also make a request to the subject teacher.
- Following the school's decision, parents are informed about the support put in place for their child.
- Support coordinators create small groups or individual support, in or outside the classroom depending on pupils' needs and the availability of teachers.
- Groups are organised vertically, horizontally, within or across sections, by focusing on the needs of the pupils concerned.
- Support teachers write a learning plan for each pupil in cooperation with the class/subject teacher. This LP should be monitored regularly.
- The LP includes specific learning objectives and criteria for evaluating pupil progress and the success of the support.
- Pupils' legal representatives are informed of their child's progress in Moderate Support (added to the student's report at the end of each term).

3) Intensive Support

Intensive Support A: This is given following an expert assessment of the child's needs and the signing of an agreement between the Director and the parents. Intensive Support is provided for pupils with special educational needs; learning, emotional, behavioural and/or physical needs.

Intensive Support B: The Director may decide to provide Intensive Support (which can last as long as a year) for a pupil or group of pupils without diagnosed special educational needs, for example, in the form of intensive language support for a pupil or a group of pupils to ease difficulties and allow them access to the normal curriculum.

The pupil's absence from lessons in other subjects (only religion/ethics) because of Intensive Support should be restricted as far as feasibly possible to exceptional cases.

For pupils whose needs are best described using description A:

- All the Director's decisions about admission into Intensive Support will be made taking into account the proposals of the Support Advisory Group.
- The Support Advisory Group will be informed of the conclusions of medical/psychological and/or multidisciplinary reports.
- Pupil's legal representatives will provide the Support Advisory Group with a medical/ psychological and/or multidisciplinary report.

Criteria for the medical/psychological and/or multidisciplinary report:

- Be legible, on headed paper, signed and dated.
- State the title, name and professional credentials of the expert(s) who has/have undertaken the evaluation and diagnosis of the pupil.
- State specifically the nature of the pupil's medical and/or psychological needs and the tests or techniques used to arrive at the diagnosis.
- Describe the pupil's strengths and difficulties and their impact on learning.
- Include a summary (or conclusion) and, where appropriate, recommendations for teaching/learning for the school's consideration.
- If not written in one of the working languages, be accompanied by a translation into French, English or German.

In order to avoid a possible conflict of interests, the expert assessing pupils will be neither an employee of the ES nor a relative of the pupil. This documentation must be regularly updated and not be more than two years old. In case of permanent and unchanging disability and when the Support Advisory Group agrees, no retesting other than regular updates will be required. For a request for special arrangements in the European Baccalaureate, the medical/psychological and/or multidisciplinary report (less than 2 years old) will be required.

For pupils whose needs are best described using description B:

All the Director's decisions about admission into short-term Intensive Support will be made following discussion with the support coordinator and relevant teacher(s).

Procedures**For pupils whose needs are best described using description A:**

- A need for Intensive Support is identified either on enrolment or during the school year by the pupil's legal representatives or teachers.
- A written request is made to the support coordinator for Intensive Support by the teachers or the pupil's legal representatives.
- The support coordinator contacts the pupil's legal representatives and requests documentation (as outlined above) so that a meeting of the Support Advisory Group can be held.
- The Support Advisory Group meeting is held to discuss how best to meet the pupil's needs and to advise the Director on the arrangements to be put in place.
- The Support Advisory Group meeting is chaired by either the Director or his/her delegate.
- The support coordinator prepares the minutes of the Support Advisory Group meeting and the Intensive Support Agreement for signing by the Director and the pupil's legal representatives.
- Following the signing of the Intensive Support Agreement, the support coordinator organises the Intensive Support and any other arrangements required.
- An ILP is written by the support teacher(s) in cooperation with the subject/class teacher and/or support coordinator.

- The Intensive Support Agreement is valid for one school year only and a full Support Advisory Group meeting should be held each year to begin, renew or terminate Intensive Support, except if parents consent to participate in a restricted session with form and concerned teachers.
- If necessary, a meeting of the Support Advisory Group, in either a plenary or restricted session, may be held at any point during the school year to evaluate and/or amend the Intensive Support Agreement.
- When the school cannot provide an appropriate education for a child it can declare itself unable to meet the child's needs.
- In such cases, the Director takes the final decision, taking the Support Advisory Group's opinion into account.
- Pupils' legal representatives are informed of their child's progress in Intensive Support A (in the student's report at the end of each term), except for S7.

For pupils whose needs are best described using description B:

- Teachers or pupil's legal representatives request short-term Intensive Support B for the pupil in writing to the Support coordinator.
- The pupil's legal representatives are informed by letter that this support has been recommended for their child. They then accept or do not accept the child's inscription in the course.
- The support coordinator creates small groups or organise individual support, in or outside the classroom, depending on the pupil's needs and the availability of teachers.
- Groups are organised vertically, horizontally, within or across sections, by focusing on the needs of the pupils concerned.
- The support teachers write an ILP for each pupil in cooperation with the class/subject teacher. This should be monitored regularly.
- The ILP includes specific learning objectives and criteria for evaluating pupils' progress and the success of the support.
- Pupils' legal representatives are informed of their child's progress in Intensive Support B (in the student's report at the end of each term), except for S7.

Appeals procedure

If an application for enrolment or integration is rejected, an appeal may be lodged with the Secretary-General of the European Schools within fifteen calendar days of notification of the decision. The Secretary-General will make a decision within one month of the date of receipt of the appeal. In the event of disagreement with the decision of the Secretary-General, a contentious appeal may be lodged with the Chairman of the Complaints Board, subject to the conditions laid down in Chapter XI of the General Rules of the European Schools.

4) Assessment and promotion

Principles for assessment and promotion

For the assessment and promotion of pupils receiving educational support but following a complete curriculum according to full requirements, the provisions in Chapter IX of the General Rules will apply. The class council then decides on a **transition to promotion**.

If the curriculum and/or syllabus are modified to meet the needs of the pupil, he or she may not be promoted in the usual way. The pupil may accompany his or her class, as long as this is beneficial to the pupil's social and academic development. The class council then decides on a **transition to progression**.

It is possible for pupils to return to the full curriculum if all requirements for promotion are fulfilled. Before re-enrolment in the standard curriculum the pupil must perform therefore at the same level as any other pupil.

Pupils in S5 must follow the full curriculum and fulfil the same criteria as all pupils in order to be promoted to S6. If a pupil's curriculum is adapted in S6, it is not possible to resume the standard curriculum either during S6 or between S6 and S7. Any pupil entering for the European Baccalaureate must have completed the full curriculum.

The European Schools will issue a School Report which describes the subjects followed and the level of the pupil's attainment.

5) European Baccalaureate

The European Schools believe that all students should be allowed to demonstrate their ability under assessment conditions that are as fair as possible. Where standard assessment conditions could put a candidate, in particular those with special educational needs, at a disadvantage, preventing them from demonstrating their level of attainment, special arrangements for written and/or oral examinations may be requested and authorised. These arrangements are not intended to compensate for any lack of knowledge or ability. (Please see document 2012-05-D-15-en-11). Requests for special arrangements for the Baccalaureate cycle (S6 and S7) must be submitted to the school **before 15th October in year 5**.

XXX. 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. Pupils are not allowed to share lockers.

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 have it secure by the end of the 2nd week. If the key is lost, the caretaker will not be able to cut oversized padlocks.

The school administration may check the contents of the lockers (in the presence of the user), in the interests of hygiene and of security.

Access to the lockers is limited to the following times:

08.00 – 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 in a distinctive colour. Pupils of years 6, 7 and pupils of year 5 with C-permission must show their badges whenever they leave the school.

Furthermore, all pupils have to show their badges without being asked when arriving and/or leaving the school building at the end of their timetable, and before 16.25.

This card also gives the pupil access to the National Library of Luxembourg.

Any request for the renewal of the badge (in case of loss or theft) should be addressed to the principal advisor, at the office B-003.

XXXI. STUDENT MOBILITY PROGRAMMES (CONCERN ONLY SECONDARY)

Temporarily visiting other schools in a different country gives students the chance to develop more intensively in many regards, e.g. to improve their language skills and to mature through experiencing a different educational and cultural environment.

European schools - both official and accredited - offer the possibility of hosting other students as well as supporting their students to visit other schools. Both can take place as real exchanges (visit and return visit) or as one-way visits. They are known collectively as "student mobility programmes".

Mobility programmes take place regularly within the 1st semester of S5. However, if there are justified reasons, the 1st semester of S4 is also possible.

For more information, please visit the dedicated webpage on the school website.

<http://www.euroschool.lu/site/secondary-mobility-programme/>

Due to the COVID-19 pandemic no school exchanges will be allowed during the school year 2020-2021.

XXXII. VISITING OUTSIDE PUPILS

If a pupil wishes to invite an outside friend to the school, a prior written request by the parents is necessary. Normally permission may only be granted for a maximum of one day and the teachers concerned must agree. The guest pupil must be the same age as the pupils of the class. The authorised guest pupil must go to the principal educational adviser for the secondary school and to the secretary for the primary school to obtain the written authorisation.

As long as the guest pupil has obtained this written authorisation, he/she will be covered by the school insurance during his/her visit.

In the primary school, only former students are authorised to visit their former class.

XXXIII. SECURITY

For your safety and that of all users of the school, the surroundings of the site as well as the entrances and some assembly areas of the buildings of the European School Luxembourg I are placed under video surveillance.

The school site is supervised by a security service. This service is responsible for controlling access for all users of the site: students, parents, educational and administrative staff and other service providers.

Any visit to the site must first be requested and validated. Proof of this confirmation must be presented to the security guards in order to access the site. It is forbidden to stay within the school grounds (playground, walk in the buildings).

The wearing and presentation of the badge is mandatory for all users of the site (with the exception of nursery and primary school pupils).

The school reserves the right to modify its alteration level and to adapt the safety measures and devices accordingly.

In the field of safety and hygiene, and in the event of an incident, the school complies with the requirements of the competent authorities. Any information relating to it will be communicated with their consent.

XXXIV. PERSONAL DATA RECORD

The European School (the data controller) is committed to respect your privacy and meet the requirements in accordance with the provisions of the applicable national legislation transposing Directive (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, known as the "GDPR".

"Personal data" means any information relating to an identified or identifiable natural person. In the School, the data subjects are the pupils and their parents/legal representatives. Therefore, your personal data will be processed for the sole purpose of administration and support of your child(ren). It will be kept as long as necessary and at least for the duration of your child(ren)'s schooling at the European School. They will be treated in a strictly confidential manner and will not be communicated to third parties, with the exception of communications made necessary for technical reasons of the functioning of the European Schools or legal obligations.

To facilitate the management of activities, the European School may also conclude contracts with third parties. These third parties are bound to respect the confidentiality of the data entrusted to them and to use them only for the purpose of fulfilling their commitments to the School. (See Annex VIII)

With regard to the processing of your personal data, or those of your child(ren), you have a right to information and a right of access to it. You also have the right to the deletion of your data, and you also have the right to object to their processing.

When the School processes personal data with your consent, that consent may be withdrawn at any time.

To facilitate the exercise of your rights, you can contact our Data Protection Officer by e-mail: LUX-DPO-CORRESPONDENT@eursc.eu

For more details about our data protection policy, we invite you to consult our "Privacy Statement" on the website of the European School of Luxembourg I.

In order to comply with Article (5) of the GDPR, each year the European School aims to keep its database up to date. To this purpose, we ask you to verify the information below and, if necessary, correct or complete any missing data. In the event of a change of employer, administrative status or the expiry date of your contract, please attach a new certificate issued by the personnel department of your institution to place you in the correct financial category. In case of changes in your family situation (separation, divorce), please provide the supporting document which makes it possible to establish who has parental authority over the child.

This form, which must be placed in your child's file, must be returned duly signed as soon as possible to the School by the child's legal representative(s). The undersigned undertakes to verify the truthfulness of the information given above and to communicate any changes. Thank you in advance for your collaboration.

P.S.

1. The General Rules of the European Schools (Ref.: 2014-03-D-14-en-8) are 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*.

3. For requesting the special measures for pupils with special needs, it is highly recommended you read the following documents available on the official site of the European Schools <https://www.eursec.eu/en/European-Schools/studies/educational-support>
- Policy on the Provision of Educational Support in the European Schools (Ref. 2012-05-D-14-en-9)
 - Provision of Educational Support in the European Schools (Ref. 2012-05-D-15-en-12)

In the event of any contradiction with the language versions English, French and German, only the French version will be binding.

PLAN SCOLAIRE PLURIANNUEL 2020-2022

No PRIORITE	TITRE PRIORITE	OBJECTIF 1	OBJECTIF 2	OBJECTIF 3	OBJECTIF 4	OBJECTIF 5	OBJECTIF 6
1	Enseignement et apprentissage	Développer l'enseignement digital, aller en direction d'un enseignement sans papier. Créer et faire évoluer une politique pour l'enseignement à distance Préparer une politique pour combiner enseignement à distance et cours « in situ » Introduction au secondaire du projet "Bring your own device" (BYOD)	Améliorer la prise en charge des élèves ISA (Intensive support A). Poursuivre et développer la formation continue sur les besoins spécifiques pour les professeurs titulaires et les professeurs support Le programme Erasmus + sera un des volets de cette formation.	Favoriser toujours plus la collaboration entre les enseignants maternelle/Primaire/secondaire à travers des projets communs. Augmenter les possibilités de démonstration des bonnes pratiques d'enseignement	Proposer des séjours de formation avec ERASMUS + sur le thème de l'inclusion. Augmenter la formation des enseignants pour l'apprentissage à distance et l'utilisation des technologies numériques à l'école.	Création d'une banque de documents classés selon des critères pertinents (niveau, domaine de compétences...). Intégration en Sharepoint	
2	Evaluation et soutien/suivi	Continuer à développer des outils d'auto-évaluation. Elèves : Favoriser le peer learning (apprentissage par les pairs), le travail en groupes. Renforcer la coopération entre les élèves. Professeurs : favoriser l'observation par les pairs	Le nouveau système de notation a été introduit avec succès. Maintenant il faut préparer le premier BAC avec le nouveau système de notation. Les coordinateurs de matière doivent organiser d'avantage de réunions afin de préparer des examens harmonisés. (surtout PreBAC)	Développer de meilleures enquêtes d'auto-évaluation pour l'enseignement à distance			
3	Climat scolaire	Encourager une collaboration régulière entre tous les membres de la communauté scolaire. Organiser des activités/voyages où les élèves se retrouvent toutes sections	Renforcer le bien-être des élèves et du personnel. Création d'un groupe de travail pour promouvoir la nourriture saine. Réduire le stress des élèves et la pression face aux examens. Mettre en place des actions découlant des	Créer une atmosphère bienveillante en classe. Continuer à souligner l'importance d'une bonne atmosphère en classe lors du retour des évaluations des enseignants	Lancer une campagne d'information et de sensibilisation sur le sujet de la protection des mineurs.	Continuer à développer des projets et à organiser des ateliers et des conférences sur des sujets liés à la durabilité	

No PRIORITE	TITRE PRIORITE	OBJECTIF 1	OBJECTIF 2	OBJECTIF 3	OBJECTIF 4	OBJECTIF 5	OBJECTIF 6
			sondages "Well-being" et "General survey" Mise en place d'une salle « sensory room » en maternelle.				
4	Gestion et organisation	Réviser la politique de remplacement des professeurs. Optimiser la transparence de l'organisation de l'école : Optimiser l'organisation de l'école en trouvant des solutions aux problèmes repérés plus rapidement.	Améliorer les procédures de sécurité sur le site de l'école.	GDPR : Renouveler la sensibilisation et formation des membres du personnel.	Créer des espaces pour le travail en silence.		
5	Ressources	Revoir les décharges (p.ex. pour la coordinatrice de soutien)	Moderniser les outils informatiques et faciliter l'utilisation par le personnel et les élèves. Mise en place de formations permettant de développer les compétences numériques des enseignants et par ricochet des élèves.	Finaliser les « jobs descriptions » Primaire : modification de la fiche de poste du coordinateur général Education et vie scolaire. Création d'un poste de coordinateur général gestion et organisation Création d'une fiche de poste pour le nouveau poste d'ADA primaire (cf les 3 descriptifs de poste)	Optimiser les procédures de recrutement et de suivi des nouveaux collègues.		
6	Intégration de l'école dans son environnement immédiat	Contact régulier avec le monde professionnel et les anciens élèves.	ISA : Renforcer les contacts entre l'école et des spécialistes.	Coopérer avec des partenaires extérieurs. Participation à des concours locaux et européens.	Organiser plus d'événements ouverts à un plus grand public.		
7	Accessibilité de l'école	Améliorer l'accessibilité des personnes à mobilité réduite.	Promouvoir la mobilité douce.				
8	Communication et transparence	Renforcer la communication à l'intérieur et vers l'extérieur.	Finaliser le travail sur le nouveau site web.				

Luxembourg, le 31 janvier 2020
Réf. : 2020-01-31.1340-MW-am

CALENDRIER DES VACANCES 2020/2021 / HOLIDAY DATES 2020/2021 / FERIENKALENDER 2020/2021		
Rentrée scolaire / Start of school year / Beginn des Schuljahres	Jeudi / Thursday / Donnerstag	03/09/2020
Journée pédagogique / Pedagogical day / Lehrerfortbildungstag	Lundi / Monday / Montag	05/10/2020
Toussaint / All Saints / Allerheiligen	du lundi / from Monday / von Montag au vendredi / to Friday / bis Freitag	02/11/2020 - 06/11/2020 ¹
Noël / Christmas / Weihnachten	du lundi / from Monday / von Montag au vendredi / to Friday / bis Freitag	21/12/2020 - 01/01/2021 ¹
Carnaval / Carnival / Fastnacht	du lundi / from Monday / von Montag au vendredi / to Friday / bis Freitag	15/02/2021 - 19/02/2021 ¹
Pâques / Easter / Ostern	du lundi / from Monday / von Montag au vendredi / to Friday / bis Freitag	29/03/2021 - 09/04/2021 ¹
Fête du travail / Labour day / Tag der Arbeit	Samedi / Saturday / Samstag	01/05/2021
Ascension / Ascension / Christi Himmelfahrt	Jeudi/Thursday/Donnerstag	13/05/2021
Pentecôte / Whitsun / Pfingsten	du lundi / from Monday / von Montag au vendredi / to Friday / bis Freitag	24/05/2021 - 28/05/2021 ¹
Fête nationale / National holiday / Nationalfeiertag	Mercredi / Wednesday / Mittwoch	23/06/2021
Fin des cours* / End of school year* / Ende des Schuljahres*	Vendredi / Friday / Freitag	02/07/2021
Cérémonie du baccalauréat / Ceremony of the baccalaureate / Abiturfeier	Samedi / Saturday / Samstag	03/07/2021

* Les cours pour les classes 1 - 6 de l'école secondaire s'arrêteront avec le début des examens oraux du baccalauréat qui sera connu mi-mars.

* 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.

* Der Unterricht für die 1.- 6. Klassen der Sekundarschule endet mit dem Beginn des mündlichen Abiturs; dieser Termin wird der Schule erst Mitte März mitgeteilt.


 Martin WEDEL
 Directeur

¹ inclus / inclusive / einschließlich

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 at least one week in advance to the deputy director.

☐ **Absence authorized by the Director**

Date :

Name and signature :

☐ **Absence NOT authorized by the Director**

Date :

Name and signature :

Remark :

.....

NOT AUTHORISED BY THE DIRECTOR

IF PARENTS NEVERTHELESS DECIDE THAT THE PUPIL WILL BE ABSENT, THE ABSENCE WILL BE CONSIDERED AS UNJUSTIFIED, BUT NO DISCIPLINARY MEASURES WILL BE TAKEN.

IF A TEST IS PLANNED DURING THE ABSENCE, THE PUPIL WILL NOT HAVE THE POSSIBILITY TO RE-SIT IT.

APEEEL1 – Association des Parents d'Elèves de l'Ecole Européenne Luxembourg 1

Tous les parents d'élèves de Luxembourg 1 sont représentés par l'**APEEEL 1** en tant que seul organisme reconnu officiellement par les statuts des écoles européennes. L'APEEEL 1 est donc le seul interlocuteur reconnu par l'école et les parties prenantes. Les représentants de l'APEEE participent localement à plusieurs comités formels de l'école, y compris les conseils d'administration, les comités consultatifs, les conseils d'éducation, etc. et, au niveau du Conseil supérieur des écoles européennes, via le comité de liaison INTERPARENTS.

L'APEEE1 est une association sans but lucratif enregistrée depuis mai 2012 conformément à la législation luxembourgeoise (l'association APEEEL a été fondée en 1953 et à la suite de la création de la nouvelle école, Luxembourg 2, la structure a dû être adaptée). Ses objectifs sont détaillés dans ses statuts. Les membres du Comité de gestion sont des bénévoles, élus pour un mandat de deux années consécutives. Le but principal de l'APEEEL 1 consiste à promouvoir une communication transparente et à fournir un outil permettant aux parents d'élèves de cultiver leur intérêt dans l'éducation de leurs enfants, de soutenir le travail de l'école et d'y apporter leur contribution, devenant ainsi de véritables partenaires dans les décisions qui ont des répercussions sur leurs enfants – et par là même de contribuer à améliorer ou maintenir la qualité de l'enseignement dispensé à l'Ecole Européenne de Luxembourg 1. Elle organise la fête annuelle en collaboration étroite avec l'école, coordonne des échanges linguistiques, participe à la gestion de la cantine de l'école et aux voyages scolaires.

Elle collabore avec d'autres organisations associées, telles que l'Association des Transports Scolaires, l'association «Les Mots de Zaza» qui gère la bibliothèque et «Actions sans frontières». L'APEEE coordonne le réseau des délégués de classe, organise diverses soirées d'informations ainsi que d'autres actions et événements. L'APEEE entretient un fonds social destiné à fournir une aide financière, sous certaines conditions, tant pour le paiement de certains voyages scolaires que pour le paiement du minerval. L'APEEEL 1 peut fournir des conseils aux parents sur diverses matières telles que le minerval des élèves de catégorie III, les programmes de soutien éducatif (ex-programmes SEN et de soutien scolaire), les élèves dont la langue maternelle ne correspond pas aux sections linguistiques (SWALS), les conseils de discipline, les programmes "enfants en danger", le choix des cours, les transferts entre cycles (maternelle/primaire/secondaire) ou l'attribution administrative entre les deux écoles européennes de Luxembourg.

L'APEEE diffuse régulièrement des informations aux parents par l'intermédiaire des délégués de classes et de son site web.

APEEEL1 organise également des activités périscolaires y-compris le programme Mérite Jeunesse, et par la voie de son bulletin « News Letter » ainsi que de son site web, informe les parents de LUX 1 de ses actions et des problématiques communes à l'école. Elle assure un secrétariat permanent à l'association de parents de Luxembourg et organise toutes leurs actions.

L'adhésion à l'APEEE1, au prix de **50 euros par** famille par an ouvre l'accès aux services fournis, à une priorité d'inscription et à une réduction de 30 euros sur la première inscription à une activité périscolaire. Elle vous ouvre le droit de vous faire élire membre du Comité de gestion et de participer aux votes sur les politiques à engager ou à soutenir. **NOUS COMPTONS SUR VOUS ET VOUS REMERCIONS POUR VOTRE SOUTIEN.** Pour vous assurer que votre inscription est à jour, veuillez remplir le formulaire en annexe et le renvoyer à l'adresse ci-dessous.

APEEEL1 (Kirchberg)
Membership Form/ Formulaire d'adhésion
Standing order – Bank transfer form* / Ordre permanent- Virement bancaire
 (Please complete form using capital letters/ Merci de compléter en lettres majuscules)

I, the undersigned/ Je soussigné:

First name/ Prénom:

Last name/ Nom:

Home address/ Adresse domicile

Street, No./ Rue, numéro:

Post Code/ Code postal:

Town/ Ville:

Phone No / Numéro de téléphone:

Nationality/Nationalité:

E-mail/ Courriel:

☐ I authorise APEEEL1 to use this email to contact me directly / J'autorise l'APEEEL1 à utiliser ce courriel pour me contacter.

Please give us information regarding your children attending school / Merci de nous informer sur vos enfants à l'école

Child/ Enfant 1: (section, niveau) : Child/ Enfant 3:

(for example "DE-P3 is German section, Primary3)

Child/ Enfant 2: Child/ Enfant 4:

☐ I do not want to set up a standing order: I plan to make a manual payment each year/Je ne souhaite pas établir un ordre permanent: je compte faire un virement manuel chaque année

Only complete this section if you wish to set up a standing order/Ne remplissez cette section que si vous souhaitez établir un ordre permanent

I authorise **my bank** / J'autorise **ma banque**..... to transfer from **my account number** / à transférer à partir de mon compte IBAN

the sum of **50 euros**, the first time on/ le montant de **50 euros**, la première fois le ____ / ____ / 20__

and thereafter on 1st October of each year, this sum being my annual subscription to the APEEEL1, to the following account / et ensuite le 1er octobre de chaque année, cette somme représentant ma cotisation annuelle à l'APEEEL1 au compte bancaire suivant :

BANQUE ET CAISSE D'ÉPARGNE DE L'ÉTAT

BIC: **BCEELULL** Account IBAN **LU58 0019 3855 8092 3000**

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 School in Luxembourg 1 (APEEEL1 ou FAPEEEL) / Veuillez noter que cet ordre permanent annule et remplace tout ordre permanent existant en faveur de l'APEEEL1 ou FAPEEEL.

Please return to / Merci d'adresser ce formulaire à:

(APEEEL1) - Room C-002 Primaire Ecole Européenne – 23 Bd Konrad Adenauer – L-1115 Luxembourg

Or by email / Ou par courriel à admin@apeeel1.lu

Please circle if you are a newcomer to the school Sept. 2020 - Nouveau venu à l'école sept. 2020: OUI/YES

If you wish to cancel your membership or you leave the school please inform APEEEL1. Si vous souhaitez arrêter votre adhésion ou si vous quittez l'école, veuillez en informer APEEEL1 s'il vous plaît.



PARENTAL AUTHORIZATION FOR SCHOOL TRIP / OUTINGS

I undersigned:

Last name and first name: _____

Phone number: _____

As parent/legal guardian of

Last name _____ First name _____ class _____

I grant permission for him/her to participate in the school trip /outings described below.

Destination: _____

Dates: _____

I authorize the accompanying teachers to entrust my child to the appropriate medical services. In case of emergency, and if the teacher/school is unable to contact me, I also give my permission for all necessary emergency medical treatment, to be undertaken in respect of my son / daughter.

Important :

Pupils must be in possession of the original of a valid identity card and not a copy.

Date :

Signature of Parent/Guardian:



Luxembourg, 16/07/2020

Chers parents,

Comme annoncé dans le mémorandum 2020/2021, il est impératif que les élèves soient repris dès la fin des cours. Si un parent est pourtant en retard, l'école prend en charge son enfant et le contacte au bout de 15 minutes.

Le responsable du dispositif est chargé d'attendre 15 minutes dans le hall principal de l'école primaire à partir de 13h00 (mardi, jeudi et vendredi) ou 15h30 (lundi et mercredi P1-2) et 16h30 (lundi et mercredi P3-5). Après ce temps, le responsable se rend avec l'enfant en salle B 903 (salle informatique du bâtiment primaire) pour téléphoner aux parents. Le parent, un tuteur légal ou une personne habilitée reprend l'enfant après avoir signé une décharge.

Si aucun parent ou tuteur n'est joignable, l'école facture 35€ l'heure de travail supplémentaire. Le parent reçoit alors une facture du service comptable de l'école. Notez bien que chaque retard est notifié dans le dossier de l'élève.

Cordialement.

Dear parents,

As announced in the 2020/2021 memorandum, it is imperative that students be collected as soon as they finish school. If, however, a parent is late the school takes care of the child and contacts the parents after 15 minutes.

The person in charge of the system is responsible to wait 15 minutes in the main hall of the primary school from 13.00 (Tuesday, Thursday and Friday) or 15.30 (Monday and Wednesday P1-2) and 16.30 (Monday and Wednesday P3-5). After this time, the person in charge goes with the child to room B 903 (Building of primary) to call the parents. The parent, legal guardian or authorized person takes the child back after signing a release.

If no parent or guardian can be reached, the school charges 35€ for each additional hour of work. The parent will receive an invoice from the school's accounting department. Please note that each delay is notified in the student's file.

Sincerely Yours.

Liebe Eltern,

Wie im Memorandum 2020/2021 angekündigt, ist es unerlässlich, dass die Schülerinnen und Schüler nach Unterrichtsende pünktlich abgeholt werden. Sollte eine Elternteil oder Erziehungsberechtigter jedoch zu spät kommen, kümmert sich die Schule um das Kind und kontaktiert nach 15 Minuten die Eltern/Erziehungsberechtigten.

Der Verantwortliche ist dafür zuständig, ab 13.00 Uhr (Dienstag, Donnerstag und Freitag) oder 15.30 Uhr (Montag und Mittwoch P1-2) und 16.30 Uhr (Montag und Mittwoch P3-5) 15 Minuten in der Haupthalle der Grundschule zu warten. Nach diesen 15 Minuten geht der Verantwortliche mit den Kindern, die nicht abgeholt wurden, ins Zimmer B 903 (Gebäude der Primaire), um von dort die Eltern anzurufen. Der Elternteil, Erziehungsberechtigte oder Bevollmächtigte übernimmt das Kind nach Unterzeichnung einer Erklärung.

Wenn kein Elternteil oder Vormund erreichbar ist, berechnet die Schule 35€ für jede weitere Arbeitsstunde. Die Eltern erhalten dann eine Rechnung von der Buchhaltung der Schule. Bitte beachten Sie, dass jede Verspätung in der Schulakte des Kindes vermerkt wird.

Mit freundlichen Grüßen.



Martin WEDEL

Directeur



Sandra RIBIC

Directrice adjointe de l'école
maternelle et primaire



Paul KRIPPLER

Directeur Adjoint des Finances et
de l'administration

Distance learning in the European school Luxembourg 1

- Teachers are requested to prepare a weekly plan of the activities and give assignments for the pupils, specifying the deadlines to be met, keeping pupils' workload feasible. The overall workload cannot be more than during the traditional lessons. In order to preserve a balanced distribution of the workload, teachers are suggested to set the deadlines of the assignments so that they coincide with the days that correspond to the teacher timetable.
- **Teachers have to organize at least one interactive session/week with each course (chat, audio or video). In case they have 4 or more periods in their normal timetable, they are expected to deliver at least 2 interactive lessons/week.** This is extremely important for the lower classes where the pupils need more direct contact and guidance. **To avoid any possible confusion, the pupils should be informed about the exact planning of the online lessons, using the Teams calendar.** In order to avoid overlapping, the interactive lessons must always be organized in one of the periods of the teacher timetable. Class teachers should possibly supervise that the distribution of online lessons is well balanced.
- The pupils who are not present during the interactive lessons or didn't complete the assignments in time, are recorded absent. In case an assignment covers more than one day, and there is no feedback, the pupil is recorded absent in all the corresponding periods of the weekly time table. Parents and pedagogical advisors should be kept informed about lack of participation and involvement in the online teaching / distance learning.
- Considering the very long absence from school, teachers are suggested to organise video interactions with and between the pupils, so that they can maintain some more direct human relations (in some cases this might not be possible for technical problems)
- Using Teams as a main platform is compulsory. SMS and Outlook can be used for integrating the communication especially with the parents. It is also possible to use other software provided from the European school, but only in case this offers additional features that cannot be found in Teams.
- Email communications to the parents should always mention the course code in Header, in order to avoid confusion for the parents with more than one child in the school.
- Teachers should in general try to avoid asking to print material because some families might not have a printer at home.
- Teachers are trying to increase the harmonization sharing examples of good practice. The Subject coordinator should facilitate this process.
- Teachers in charge of Educational support lessons should try to take contact with all the pupils in their courses, and inform the parents in case that a pupil does not respond (especially for the individual courses). The support teacher should ask the subject teacher to add him/her to his/her team, in order to receive the documents and all the relevant information of the course and eventually assist the pupil during the lessons.
- Some pupils might have logistic and connection problems at home, and might have difficulties to carry on the same workload they are doing during the normal lessons. At the same time, other pupils might have more time to work and they are willing to have even more workload than normal. For these reasons, the teachers are suggested to deliver basic assignments compulsory for all the pupils and also some optional assignments.

The school strongly advise to choose a laptop with the following specifications:

- Windows 10 or Mac OS X. (Android and Chromebooks do not support all the software in use in school).
- Integrated Wifi-antenna (WIFI N minimum, AC is better).
- Processor: i3 or AMD E2/A4 Dual Core, equivalent or better.
- Memory: We advise at least 4GB Ram, and at least a hard drive with a capacity of 250GB, SSD-Hard drive is recommended. (8Gb Ram recommended)
- Screen size: at least 10.8 inch for comfortable viewing of texts, excel sheets etc. Tablets with small screens are strongly discouraged.
- Touch screen and pen are strongly recommended.
- A good integrated or external keyboard in your language.
- Lightweight for ease of transport.
- A long battery life and/or spare battery (4 cells minimum, 6 cells or more is better).
- Minimum 1 USB-A port, or integrated USB-C port with adaptor for USB-C to USB-A.
- Virus protection, a pdf reader (Windows 10 has a virus protection included but another installed is recommend. For the battery life, Norton is not recommended).
- A protective carrying case.
- Virus protection, a pdf reader (Windows 10 has a virus protection included but another installed is recommend. For the battery life, Norton is not recommended).
- A protective carrying case.

Sharing of Personal Data

Recipient	Purpose(s)	Data provided	Exercising your rights or additional information
B.N.L. (National Library of Luxembourg)	As the school libraries are part of the library network of the G.D. of Luxembourg, the school registers the pupils as readers.	Pupil: Name First name Address Email address provided by the school to the pupil	Send an email to: Donnees-personnelles@bnl.lu
Catering provider (SODEXO)	Follow up on pupils' registrations with the catering service. Pupils whose parents did not want them to benefit from this service are still registered as "tartinists".	Pupil: Name First name Cycle Year Login O365	Send an email to: Dpo.group@sodexo.com
ATSEEE 1	School transport organisation	Pupil's postal code Address Location and Cycle	Send an email to: info@atsee.lu
APEEEL 1	Extracurricular access management Organization of events	Name First name (parents, children and/or accompanying persons)	Send an email to: Office@apeeel1.lu ou admin@apeeel1.lu
School photographer	Shooting, printing and distribution of pictures of the School's pupils. Printing of the pictures. Printing of badges, of Secondary School pupils, to be used within the School to access and/or leave the site and for lending books to the library.	Pupil: Name First name Date of Birth Class Locker number Pupil ID number Library Code Exit codes Picture	Send an email to the DPO of the School lux-dpo-correspondent@eursc.eu
Employers for Categories 1 and 2	Payment of school fees	Pupil: Name First name Date of Birth Class	Get in touch with your employer(s)