

MEMORANDUM FOR PARENTS

SCHOOL YEAR 2023 - 2024

EUROPEAN SCHOOL LUXEMBOURG I - KIRCHBERG



Luxembourg, 20 July 2023

WORD OF WELCOME FROM THE DIRECTOR

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 Tuesday, 5th September 2023.** All the school buses leave at the end of the school lesson. Holiday dates for the school year 2023-2024 have already been published and a copy for the new parents can be found in the **appendix I** of this document.

As you know, this year we are celebrating our 70th anniversary of the school and the European School system. For this occasion, a conference will be held on Thursday 19/10/2023 on the European Schools which will be organised in cooperation with the Office of the Secretary General. This event will be followed by a school party for the school community in collaboration with APEEEL1 on 20/10/2023.

We would also like to inform you that a new "survey" will be held in December 2023, in the same way as the one that was organised in November 2019. Further information will follow.

You can already note in your diaries that our traditional Christmas market will take place on Saturday 09/12/2023 in collaboration with Actions sans Frontières.

The only thing left for me to do is to wish all the school community happy relaxing summer holidays and a successful school year 2023-2024.

Best regards,



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 2021-2022 will start on **Tuesday, 5th September 2023 at 8.30 a.m.**

New pupils will start in rotation, in small groups, starting as of 6th September 2023. This is to ensure a gentle introduction for the "beginners" and to allow all the necessary attention to their respective first day at school.

All parents of new pupils should have received notification of a starting date by 12th June 2023. If you have not received one, please contact the secretariat of our school (Tel.: 43 20 82-270) as from 28th August 2023.

Parents will be able to accompany their children to the classroom during the first two weeks of school (5-16 September). Thereafter, the children are welcomed by the teachers and assistants either in the entrance hall or in the playground. From that moment on, parents will no longer have access to the building (see further details on point XIX Internal school rules).

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 respectively rue Léon Hengen, with an entrance through the "bus" gate located along the bus platform in the rue Léon Hengen. The start of the school year is on **Tuesday, 5th September 2023 at 8.25 / 8.30 / 9.00 a.m** (see detailed planning below).

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 in the playground of the primary school 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, Tuesday 5.9.2023			
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	DE-EN-ES-FI-FR-LT-NL-PL-PT-SV	08.30	Playground of the primary school
3, 4 and 5	DE-EN-ES-FI-FR-LT-NL-PL-PT-SV	08.25	Playground of the primary school

End of school on the first day	
Year	End of classes
1 and 2	13.00
3, 4 and 5	13.15

On the first day of school (05.09.2023), all P1-P5 parents are welcomed in the school yard.

- From 8.30 to 9.00, P2 parents can accompany their children to the classroom.
- From 9.00 to 9.30, P1 parents can accompany their children to the classroom. On the second day of school (06.09.2023), all parents are welcomed in the school yard.
- From 8.30 to 9.00 am, P1 and P2 parents can accompany their children to the classroom. From the third day onwards, parents are no longer allowed.

Please note that parents or accompanying persons may not enter the classrooms without being accompanied by the class teachers. Therefore, you will find the teachers in the morning in the school yard with a panel in their hands. From there on, the teachers go to the classrooms with the children and parents.

3. Frist day of S1

All pupils will return to school on Tuesday, 5th September 2023 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 bloc B of the secondary 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 sent exclusively in electronic form to all parents during October and can be used for any purpose.

II. TIMETABLES

Nursery

Nursery - The building is accessible for pupils between 8.15 and 8.30				
Monday *	Tuesday	Wednesday	Thursday	Friday
8.15-16.00	8.15-12.50	8.15-12.50	8.15-12.50	8.15-12.50

* Lunch will be served between 12.30 and 13.00 in the classroom

Children are collected by the educators of the garderie or crèche on Mondays between 15.30 and 15.40 and from Tuesday to Friday between 12.30 and 12.40.

Parents can collect their children on Mondays between 15.40 and 16.00 and from Tuesday to Friday between 12.40 and 12.50.

For parents who need to bring their children earlier to school, for urgent reasons, a supervision is organised in the Nursery School Building as of 8.00 and until 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 Nursery supervision is not provided at the end of the school day.

Primary School

Please note that classes for P1 and P2 starts at 8.30 a.m.

Primary School 1 st and 2 nd year – for pupils: access to the playground open at 8.10				
Monday*	Tuesday	Wednesday*	Thursday	Friday

8.30-15.30 or 16.00 ¹	8.30-13.00	8.30-15.30 or 16.00 ¹	8.30-13.00	8.30-13.00
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* Lunch breaks form 12.00 – 13.00

The lessons for P1 and P2 children end on Monday and Wednesday at **15.30** or alternatively at **16.00** if the child is taking part in the “Well-being in school” program. (You will find more information on the following pages).

Please note that the school ends at 15.30 on Mondays and Wednesdays for P1-P2 pupils who are not participating in the “Well-being in school” program, and the exit will be the main gate of the primary school.

Please note that classes for P3, P4 and P5 start at 8.25 am.

Primary School 3rd, 4th and 5th year – for pupils: access to the playground open at 8.10				
Monday*	Tuesday	Wednesday*	Thursday	Friday
8.25-16.00	8.25-13.15	8.25- 15.00 or 16.00	8.25-13.15	8.25-13.15

*Lunch break for P3, P4 and P5 will be between 13.45 - 14.15

Collection of children

Classes	Exits through grids 1, 2 and 3	
	Monday Wednesday	Tuesday Thursday Friday
P1-P2 grid 3 (Coque)	16.00 ²	13.00
P3-P4-P5 grid 2	16.00	13.15
BUS grid 1	16.00	13.15
Unaccompanied and non-participating “well-being in school” Exit: Primary school main entrance	16.00	13.15

Please note that for P3-P4-P5 pupils who are not participating in the “Well-being in School” program, the end of the school day is 15.00 on Wednesday and the exit will be through the main gate of the primary school. (More information can be found on the following pages).

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.

In case of late arrival (once gate 1 is closed), the parent must report with the child to the guard located at the main entrance of the primary school.

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.

¹ Well-being in school

² Wellbeing in school

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 at grid 1 (bus gate) of the primary school from 13.15 (Tuesday, Thursday and Friday) and from 16.00 (Monday and Wednesday). 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 reserves the right to charge 35 € for each additional hour of work started. The parents will receive an invoice from the school's accounting department. Please note that each delay is noted in the student's file.

For Nursery cycle: In case of lateness, parents will have to pick up their child in room B903 at the Primary School. Please refer to our Uncollected Child Policy (**Appendix II**).

Well-being in school - optional

The "Well-being in School" program was integrated and developed in our school life during the last school year in collaboration with an internal school working group and external experts and has been very successful. You can find more information about the curriculum on our school website.

However, we would like to point out that participation in the "Wellbeing in school" project is voluntary for the children. If you do not want your child to participate in the program, you can still pick up your child of the P1/P2 on Monday and Wednesday at 15.30 and your child of the P3/P4/P5 on Wednesday at 15.00. For this purpose, you will receive a form at the beginning of the school year to fill in for non-participants in the "Well-being in School" program. Children who are picked up individually are taken to the main entrance of the Primary building and collected by a parent, guardian or may leave the school on their own, if he/she has permission to.

The choice of whether or not to participate in the "Well-being in school" program will be a valid choice for the whole school year and cannot be changed during the year.

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	8.45	9.30
2 nd lesson	9.35	10.20
3 rd lesson	10.25	11.10
Break	11.10	11.25
4 th lesson	11.30	12.15
5 th lesson	12.20	13.00
Break	13.00	13.10
6 th lesson	13.15	14.00
7 th lesson	14.05	14.50
8 th lesson	14.55	15.40
9 th lesson	15.45	16.25

Free afternoons in the Secondary School

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.

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 afternoons³.

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/F	Bloc D/E	Bloc D/B	Bloc B
SECONDARY SCHOOL Principal entry Bd. Konrad Adenauer				

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.

- All secondary students must present their student card to security guards to access the premises.
- 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.

³ For these pupils, there will be a bus departing at 13.10 Quai 1 – Centre-Gare

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 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.

Morning	Afternoon
Arrival between 8.10 and 8.20	departure 13.30 (for pupils who do not have class in the afternoon)
	departure 16.40 (Mondays and Wednesdays)
	departure 16.45 (Tuesday, Thursday and Friday)

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.

Parents who would like to benefit from the bus service can contact the ATSEEE for further details. The ATSEEE is responsible for accompanying children from the moment they are picked up until they reach the nursery school.

2. Primary School

2.1 Buses are scheduled to arrive at the school bus stop near (rue Léon Hengen) between 8.10 and 8.20 in the morning and leave at 13.30 (for pupils without school in the afternoon) and at 16.40 after school in the afternoon.

2.2 The dropping-off lane "Kiss & 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 strictly respect the road signs, not to park on the pavement and to respect the cycling path that runs along this road and to avoid parking at the end of the lane (after the last pedestrian crossing) near the traffic lights in order to allow evacuation on two lanes.

In particular, parents 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.

In the morning, children can only be dropped off at the access gates defined above and can be picked up there after school.

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 may exceptionally accompany their children to their respective classes in the morning (see above).

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). This does not apply to ATSEEE buses.

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, Adenauer 00X003, L-2929 Luxembourg, tel.: 4300 22 934, GSM: 621 149 673 / 621 683 753, 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.

The school specifies that it is not responsible for the management of the buses managed by the ATSEEE, nor for those of the City of Luxembourg. Furthermore, the school specifies that the bus platform located in rue Léon Hengen is not part of the school site and that the rules of traffic and the prohibition of access to unauthorised vehicles apply.

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 2022-2023 as follows:

School fees for category III (together with the time of registration as category III pupils)					
School year 2023-2024					
Registration <u>before</u> 2013-2014			Registration <u>from</u> 2013-2014		
Nursery	Primary School	Secondary School	Nursery	Primary School	Secondary School
3.427,76 €	4.713,22 €	6.427,11 €	4.032,66 €	5.544,97 €	7.561,31 €

Specific School fees : for the children of NAMSA employees together with the time of registration					
School year 2023-2024					
Registration <u>before</u> 2013-2014			Registration <u>from</u> 2013-2014		
Nursery	Primary School	Secondary School	Nursery	Primary School	Secondary School
6.855,52 €	9.426,44 €	12.854,22 €	8.065,32 €	11.089,94 €	15.122,62 €

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 by 2% each year.

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 22.06.2023.**

The sum of 500 € that the parents of category III paid in March/April 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-11).

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 31st 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 2023

25 % by January 31st 2024

25 % by March 31st 2024.

The request for the payment by instalment of the school fees has to be submitted using the form "Payment of school fees by instalments" available on www.euroschool.lu and will remain valid throughout the whole schooling of the pupil.

Important notes:

No pupil will be admitted in class in September 2023 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 **Appendix III and IV**).

Important note:

By decision of the Director, if he considers that safety or health conditions would not be met, and/or in accordance with the directives of the decision-making bodies of the European Schools and/or national governmental bodies, courses given at a distance for reasons of force majeure (epidemic,

pandemic, environmental event, force of nature, act of a third party, act of Government), fortuitous event, and/or reasons related to safety and/or health do not automatically give right to a reduction in the course fee. Any request for a reduction, regardless of the context (in situ or distance learning), must comply with the conditions and procedures described above.

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 2024. For its next session, the registration fee will amount to **101,86 €**. 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 two books for Mathematics in primary school and a Matific-Licence for the total price of **32 €**. This amount will be included in the global bill issued in October for the current school year. In case of loss of one or both books, a request for a replacement must be made via the following e-mail address: LIST-LUX-ACCOUNTING-SCHOOLFEES@eursc.eu. These books will also be invoiced to the parents.

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 exclusively set considering on the fixed rental charges of the photocopying equipment and the consumables invoiced by our supplier. These costs do not vary according to the number of photocopies (unless the predefined budgets would be exceeded), but according to the distribution of the printing of the different cycles (nursery, primary and secondary). On this basis, 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 Per flat rate, parents pay 120 € in advance to the school for each child in nursery and primary cycle. Teachers have to manage this money and adapt excursions and external activities to this sum. The organisation of all these activities remains in the hands of the teachers, with the school taking care of payment.

In addition, all parents pay 30 € into the class fund. The money is managed as before by the class treasurers and used for things other than teaching and learning materials, such as ingredients for activities in the kitchen, small projects for Christmas or Easter, and so on.

3.4 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.

3.5 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. The office of the service provider is located at the back of the canteen and is open from Monday to Friday from 8.00 a.m until 11.30 a.m

Phone number: 26 68 39 45

E-mail: ecoleeuropeenne1.LU@sodexo.com

1. Nursery

1.1 Meal time

Nursery children eat their meals **only** on **Mondays** in their class between 12:30 and 13:30.

1.2 Meals

A meal is composed of a starter, main course and dessert. Nursery children can optionally bring sandwiches from home ("sandwiches" option).

The menus of the day are available throughout the school year on the school's website, under the heading "Canteen": <http://www.euroschool.lu/site/canteen/>

1.3 Terms

Registration is mandatory for all nursery children with the service provider, via their website: <https://www.sodexoeducation.lu/fr/38/ecoles-privees/>

Payment of meal expenses are made in the form of a quarterly subscription payable in advance to the service provider. The amount will vary depending on the number of days students eat at the school's catering service during a term.

Parents who do not wish to register their child to meals services, must register their child under the "sandwiches" option.

Not taken meals will only be reimbursed as of two weeks of consecutive absences and for duly attested medical reasons.

All the information regarding registration are available on the website www.euroschool.lu.

2. Primary

2.1 Meal time

Primary children eat their meals **only** on **Mondays and Wednesdays** in the canteen building from the primary school between 12:00 and 14:15. P5 pupils eat in the secondary school canteen between 13:45 and 14:15. They can possibly bring sandwiches from home ("sandwiches" option).

2.2 Meals

A meal is composed of a starter, main course and dessert. Primary children can optionally bring sandwiches from home ("sandwiches" option). It is not possible to heat home-made dishes in the canteen.

The menus of the day are available throughout the school year on the school's website, under the heading "Canteen": <http://www.euroschool.lu/site/canteen/#canteen-menus>

2.3 Terms

Registration is mandatory for all primary children with the service provider, via their website: <https://www.sodexoeducation.lu/fr/38/ecoles-privees/>

Payment of meal expenses are made in form of a quarterly subscription payable in advance to the service provider. The amount will vary, depending on the number of days pupils eat at the school's catering service during a term (periods of school trips, green classes, sea classes or snow classes are automatically deducted).

Parents who do not wish to register their child to meals services, are required to register their child under the "sandwiches" option.

Meals not taken will only be reimbursed from two weeks of consecutive absences and for duly attested medical reasons.

All the information regarding the registration are available on the website www.euroschool.lu.

3. Secondary students, teachers and administrative staff

For secondary school students, teachers and administrative staff, hot dishes, sandwiches, snacks and drinks can be purchased in different points of sale.

3.1 Schedule

The secondary self is open from Monday to Friday from 12:00 p.m. to 14:00 p.m. Secondary students who do not have afternoon classes can also eat there.

The cafeteria is open from Monday to Friday from 08:00 a.m. to 16:00 p.m. All students have access during opening hours. **Students in grades 1 to 3 can stay only if there is some space and with the agreement of the educational advisor.**

The foodtruck is open daily from Mondays to Fridays from 11:00 a.m. to 14:00 p.m.

3.2 Meals

The service provider offers 5 points of sale in the Secondary self with a varied offer: Bistro side, Pasta Roma, Natural, Bowl and Streat.

Students have the choice between several formulas: single course / starter + main course / main course + dessert / starter + main course + dessert. Drinks, sandwiches and salads are also available à la carte.

In the cafeteria pastries, sandwiches, salads, snacks and drinks are offered throughout the day.

At the food truck, a unique offer is offered every day. In addition, the cafeteria offers pastries and snacks during the morning.

3.3 Terms

For the secondary cycle, the payment of the meals, snacks, desserts and drinks is mandatory by means of electronic payment cards reloadable via the internet.

These payment cards are valid for the entire duration of the schooling.

For all new students as well as former students of P5, a request for badge creation must be sent to the provider by email before the start of the school year. The badge will be charged 10 € and given to your child through his main teacher.

For all students arriving during the school year, the badge will be collected at the SODEXO office located at the back of the canteen building.

Any loss or problem of card must be reported imperatively by the holder to the SODEXO office or by email. The replacement of the card costs is 15 € and the balance of the old card will be transferred to the new one.

4. 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.

Since the start of the 2022/2023 school year, we strongly recommend that parents and pupils no longer use disposable plastics such as plastic food films, packaging such as Actimel, Capri Sun, 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 boxes!

In addition, hot drink machines will no longer be equipped with single-use cups. Instead, personal, multiple-use cups of the appropriate size can be used. SODEXO will offer multi-use cups for sale or deposit.

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.

The School currently anticipates that all planned compulsory school trips will take place during the 2023/2024 school year and that the related planning already begun.

Parental consent

All minors who are travelling abroad **unaccompanied by their parents** must have both a **valid identity document and parental consent**.

This certificate is issued by the population office of the **child's commune of residence in Luxembourg**. 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) **Appendix V**.

For more information:

<https://guichet.public.lu/en/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. This remains in charge of the parents.

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

Green classes

Pupils in the **third year** of primary school, take part in the 3-day green class organised by the school. The class includes outdoor activities, nature discovery, forest activities, discovery of forest flora and fauna,...

Sea Classes

The pupils from the **4th class** take part in a 4-day “Sea Classes” organised by the school. This class includes nautical activities, beach activities, discovery of maritime flora and fauna,...

Mountain classes

Pupils of the **5th year** attend a 5-day “mountain class” organised by the school. This mountain class includes mountain walks, mountain sports activities, discovery of mountain fauna and flora,...

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

For all trips, the school works with trained educators who accompany the school classes on the trips. Parents are not expected to accompany their child on school trips. Exceptions can be made due to special needs (ISA) of pupils. Decisions in this context are, if necessary, agreed individually between the school management and the parents.

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. Parents are invited to support the classes as accompaniers. The decision to ask parents to accompany day trips is made by the class teachers.

2. Secondary

S2 and **S6** pupils participate in a school trip that is part of the curriculum. S6 trip is organised in spring.

S5 pupils participate in a trip that is part of the biology curriculum. It takes place over 2 days and 1 night and involves several groups.

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.

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.

The reimbursement terms are as follows:

- 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 always subscribe to cancellation insurance. For school trips above 100€ per pupil, this is contracted by the school for the benefit of the parents, (invoiced in the cost of the school trip), as opposed to school outings or school trips under 100 € per pupil, for which no cancellation insurance is contracted. The school will inform you of the insurance cover provided or not.

- 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) If a school trip generates an excess of:
 - $\geq 10\%$ of the price charged to parents (e.g. if the school trip costs 460€/pupil, any amount $\geq 46\text{€}$)
 - or**
 - a total amount of 50€/pupil (e.g. if the school trip costs 700€/pupil, any amount $\geq 50\text{€}$), this amount is refunded to the pupils/parents.

If the surplus is less than the threshold defined above, the money goes to the school's social fund (mutual aid fund).

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, force of nature, act of a third party, act of Government), fortuitous event, and/or reasons relating to safety and/or health, 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. LES MOTS DE ZAZA

In 1993, a small group of French-speaking parents came up with the idea of creating a multilingual library for children in the nursery and primary cycles of the European School: Les Mots de Zaza.

Mots de Zaza is a non-profit organization run by a group of volunteer parents from the various language sections of the European School.

This multilingual library and the bibliographic collection acquired over the years have given rise to the library. However, management of the library collection is currently the sole responsibility of the librarian.

Les mots de Zaza can finance educational projects related to children's literature (illustrators, sessions with storytellers, etc.).

The association has developed several activities in collaboration with the school, including an annual book fair and the sale of second-hand books.

Parents who would like to become members of the volunteer team or support the Association "Les Mots de Zaza" can do so by contacting the Association directly.

An optional annual contribution of €10 will be offered to parents to finance literature-related educational projects, such as author visits, writing workshops, etc.

Contact Mots de Zaza :
New website in construction
President of the Association Mots de Zaza - Sílvia Nunes
E-mail : motsdezaza@gmail.com

X. LIBRARY OF THE PRIMARY AND SECONDARY SCHOOL

Primary school

Where are the libraries?

For Nursery: Room C1.4 and C1.8

For Primary: Rooms C-204 for primary cycle (P1-P5)

Who is working in the library?

Since 2001, a librarian has been employed by the European School. The librarian manages the library within the framework set by the primary and nursery school management..

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 Nadine Peiffer

Phone: 432082 383

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

Opening hours:

Monday, Wednesday: 8.25-16.00

Tuesday, Thursday, Friday: 8.25-13.15

Secondary school

The secondary school library welcomes pupils to read, research and study in a quiet environment, conducive for reading and working.

Online catalogue

With a collection of over 36.000 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.

In appendix VI you will find a tutorial explaining how to :

- create an account at the BNL
- search the online catalogue for books in our library
- search the online catalogue for eBooks, magazines, newspapers...

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.

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 Nadia Khemiri

Phone: 43 20 82 238

E-mail : nadia.khemiri@edu.eursec.eu

XI. 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 8.25 to 16.20 as well as Tuesday, Thursday and Friday from 8.25 to 13.15.
- 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.

In case of minor accident, parents are required to take their children to the hospital.

Within 3 days, parents must fill in and return to the nurse the form, available in the medical service and attached in this document (**appendix VII**), allowing the school to establish the accident report.

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. Please note that injuries and illnesses that occur at home (holidays, weekends, ...) must be treated by the parents or the family doctor.

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. Only pupils of legal age may return home alone.

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

One doctor works part time for the school. Two obligatory medical tests are done for nursery, primary and secondary pupils generally every 2 years and in accordance with the recommendations of the Ministry of Health. 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 matters 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.

Mrs Virginie BATAILLE

E-mail: virginie.bataille@eursc.eu

Responsible for the following sections: **ES - FI- PL- PT- FR** from P3 in primary to S7 in secondary

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	9.30-13.30	/
Wednesday	/	/
Thursday	8.30-12.30	13.00-16.00
Friday	9.30-13.30	/

Mrs Sabine FASS

E-mail: sabine.fass@eursc.eu

Responsible for the following sections : **EN- NL- SV- DE- LT from P3** in primary to S7 in secondary

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	8.30-13.30 (every second Tuesday	/
Wednesday	8.30-12.30	13.30-16.30
Thursday	8.30-14.00	/
Friday	/	/

Mrs Raquel FERNANDEZ

E-mail: raquel.fernandez@eursc.eu

Responsible for all language sections in nursery as well as P1, P2, P3 and the "Well-being in School" program.

Office in Nursery School: B-004 Phone: 432082-402

Timetable	Morning	Afternoon
Monday	8h00 – 12h30	13h30 – 17h00
Tuesday	8h00 – 12h30	13h30 – 16h00
Wednesday	8h00 – 12h30	13h30 – 17h00
Thursday	8h00 – 12h30	13h30 – 16h30
Friday	8h00 – 13h00	/

XII. HOMEWORK (Secondary school)

The following amount of time is just approximate. The maximum time foreseen for homework should not be the rule. This amount of time may vary and increase/decrease for students with special needs.

Year	Weekly hours
S1	45 - 60 minutes per day
S2–S3	45 minutes - 1,5 hours per day
S4–S5	1-2 hours per day
S6–S7	Depending on the pupils' individual programs

For further details we refer to our [homework policy](#).

XIII. SCHOOL REPORTS

Reports will be distributed on the following dates:

Nursery	
	Date
1 st part (oral)	January 2024
2 nd part (oral)	June 2024

Primary School	
	Date of distribution of reports
1 st part (oral)	November 2023
2 nd part (electronic version)	February 2024
3 rd part (electronic version)	July 2024

Secondary School		
Years		Date of distribution of reports
1, 2, 3, 4, 5, 6	Half term report	Mid-November 2023
	1st semester report	End of January 2024
	Intermediate report	End of March 2024
	2 nd semester report	Mid-June 2024 (1,2,3) – Beginning of July 2024 (4,5,6)

7	Intermediate report	Mid-November 2023
	Semester report	End of February 2024
	Preliminary note	End of May 2024

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 also see the examination scripts from Monday, 1st July to Thursday, 4th July 2024 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".

Consultation of examination papers after the marks have been awarded

The application rules for the European Baccalaureate stipulate that candidates are entitled to see their exam papers and the total points awarded by each corrector.

Requests should be sent by e-mail to Mr Wedel (LUX-DIRECTOR@eursc.eu) with a copy to Mrs Lemarié (LUX-DEPUTY-DIRECTOR-SECONDARY-CYCLE@eursc.eu) and the BAC coordinator (umit.koycu@eursc.eu).

The Director will make all documents available not later than 3 working 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-28.3).

XIV. 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
06.09		17.00-18.00: new primary parents meeting with the school management
11.09	<ul style="list-style-type: none"> 16.30-17.00: SWALS teachers and parents meeting 17.00-17.30: meeting for parents of all nursery pupils with the school management 17.30-18.30: meeting with teachers and parents 	
13.09		<ul style="list-style-type: none"> 16.30-17.00: L2 and SWALS meeting P1 parents 17.00-18.00: P1 parents and teachers meeting 18.00 – 18.30: visit of the school with P1 class teacher
18.09		<ul style="list-style-type: none"> 16.30-17.00: L2 and SWALS meeting with P2 parents 17.00-18.00: P2 parent and teacher meeting 18.00 – 18.30: visit of the school with P2 class teacher
20.09		<ul style="list-style-type: none"> 16.30-17.00: L2 and SWALS meeting with P3 parents 17.00-18.00: P3 parent and teacher meeting 18.00 – 18.30: visit of the school with P3 class teacher
25.09		<ul style="list-style-type: none"> 16.30-17.00: L2 and SWALS parents P4 meeting 17.00-18.00: meeting of P4 class teachers and parents 18.00 – 18.30: visit of the school with P4 class teacher

27.09		<ul style="list-style-type: none"> • 16.30-17.00: L2 and SWALS parents P5 meeting • 17.00-18.00: P5 parent and teacher meeting • 18.00 – 18.30: visit of the school with P5 class teacher
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Dates	Secondary school
19.09	17.15: meeting for the parents of S1 with the school Management 18.00: meeting for parents of S1 pupils with their class
9.11	17.00 – 20.00: meeting for parents of S1-S2-S3 pupils
16.11	17.00 – 20.00: meeting for parents of S4-S5-S6-S7 pupils
12.12	18.00: meeting for parents of S3 pupils (option choices for S4)
16.01	18.00: meeting for parents of S5 pupils (option choices for S6)
14.05	17.00 – 18.30: meeting for parents of P5 pupils / Primary-Secondary transition

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.

XV. 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	Mr M. WEDEL	43 20 82 – 1	
Head's Assistant	Mrs K. KONS	43 20 82-228	KATJA.KONS@EURSC.EU
Telephone reception		43 20 82-223	LUX-SECRETARIAT-ADMINISTRATION@EURSC.EU
Secretariat	Mrs M. DARROSA	43 20 82-222	LUX-SECRETARIAT-ADMINISTRATION@EURSC.EU
	Mrs V. MIRIZZI	43 20 82-224	
Deputy Director of Fiance and Administration	Mr P. KRIPPLER	43 20 82-235	
Accounting Officer and HR Manager	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 82-387	NATHALIE.JOSE@EURSC.EU
Secretariat	Mrs M. STATHAKI Mrs L. SCHERER	43 20 82-270 43 20 82-210	LUX-SECRETARIAT-NURSERY-AND-PRIMARY-CYCLE@EURSC.EU
General coordinator Organization/Management	Mrs R. PEREZ VEGA	43 20 82-597	REBECA.PEREZ-VEGA@EURSC.EU
General coordinator EDUCATION/SCHOOL LIFE	Mr M. HEINONEN	43 20 82-597	MIIKKA.HEINONEN@EURSC.EU
General support coordinator	Mrs F. DELENCLOS	43 20 82-258	FLORENCE.DELENCLOS@EURSC.EU
Nurses	Mrs C. REUTER Mrs C. GLOD 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 Mrs R. FERNANDEZ	43 20 82-441 43 20 82-441 43 20 28-402	LIST-LUX-PRI-PSYCHOLOGIST@EURSC.EU

SECONDARY SCHOOL			
Function	Name	☎	✉
Deputy Head of secondary cycle	Mrs C. LEMARIE	Please contact the secretariat of Secondary	
Deputy Head's Assistant	Mr J. COLL MARMOL	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 - 3	Mr N. DE RIJCKE	43 20 82-251	NIKOLAAS.DE-RIJCKE@EURSC.EU
Coordinator for classes 4 - 7	Mr D. ALCAZAR	43 20 82-250	DANIEL.ALCAZAR@EURSC.EU
Support Coordinator (Supco)	Mrs F. DUCHESNE	43 20 82-218	FREDERIQUE.DUCHESNE@EURSC.EU
Intensive Educational Support Coordinator S1,S2	Mrs P. GIANNETTI	/	paola.giannetti@teacher.eursc.eu
General Educational Support Coordinator	Mr J. PALOMO LOPEZ	43 20 82-240	JOSE-ANTONIO.PALOMO-LOPEZ@EURSC.EU
Nurses	Mrs S. GARCIA Mrs N. FAYOLLE	43 20 82-268	LIST-LUX-SEC-INFIRMARY@EURSC.EU

Caretaker	Mr J.-F. PERL	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.eurasc.eu> under “Course Info” (see chapter P⁴). 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.
- 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, proven by a specialist report, less than two years old.

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.**

XVI. 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 8.30 am (LIST-LUX-PRI-PUPIL-ABSCENCES@eurasc.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.

⁴ Portal SMS-MYSCHOOL (<https://sms.eurasc.org>)

Secondary

In the event of a child being unable to attend school due to illness, parents are asked to inform the year's Educational Adviser, before 10.00 by the relevant e-mail address:

S1 : LIST-LUX-SEC-STUDENT-ABSENCES-S1@eursc.eu ;
S2 : LIST-LUX-SEC-STUDENT-ABSENCES-S2@eursc.eu ;
S3 : LIST-LUX-SEC-STUDENT-ABSENCES-S3@eursc.eu ;
S4 : LIST-LUX-SEC-STUDENT-ABSENCES-S4@eursc.eu ;
S5 : LIST-LUX-SEC-STUDENT-ABSENCES-S5@eursc.eu ;
S6 : LIST-LUX-SEC-STUDENT-ABSENCES-S6@eursc.eu ;
S7 : LIST-LUX-SEC-STUDENT-ABSENCES-S7@eursc.eu

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, either by mail or by written (in this case signed by both parents and 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 taking part in gymnastics and swimming lessons on production of a medical certificate accompanied by a written request from the parents addressed to the Management. Exemption is granted by the school management for a period of more than 1 month and for a maximum of one semester, and may be renewed. Pupils exempted with a medical certificate for a period of less than 1 month will hand in their CM to their sports teacher and attend the class passively. The school may call in 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 (**Appendix VIII**) 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"

Primary : https://www.euroschool.lu/luxschool/slideshowframes_primary_new.htm

Secondary : http://www.euroschool.lu/luxschool/slideshowframes_student_new.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.

XVII. SMS-MYSCHOOL 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 access⁵.
- 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.
- **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.

⁵ Information : <http://www.myschoolmanagement.com/> (english)

- **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.eursc.eu>)
2. Pupils should log onto SMS MySchool each day (<https://sms.eursc.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 beginning of September. The password for account O365 will be automatically reset to the value of the school account password on that date.

Distance learning

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 next school year, we plan to have continuous "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 policies that you can find in **appendix IX and appendix X**.

In such a situation it is 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).

The webpage "ICT Help desk – Distance learning", links to basic support resources and has a contact form for questions related to Office 365 and SMS.

<http://www.euroschool.lu/site/secondary-helpdesk-distance-learning/>

XVIII. 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.

XIX. WIFI

A WiFi network is available to students (named "euroschool") covering the entire site has been set up. 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.

Access to the WiFi network is granted automatically from the age of 13 and that pupils has explicitly accepted and validated the ICT charter on a school computer at least once per school year. For information, the current IT charter⁶ does not authorise students to use social networks, nor to use the email address received from the School to open accounts (social networks, game platforms, etc.). Each student is limited in access speed, however the limitations are sufficient for OneDrive synchronisation and video streaming. However, it is recommended to cut off all network services that are not essential to the course, such as private clouds, update services (to be done at home), and online game clients (Steam, ...). Finally, access is filtered, which means that VPN connections are not allowed.

The students in S4 to S7 will have the possibility to use WIFI also in the classrooms (but only with the teacher's autorisation).

A pupil may ask help from the Pupils' Committee if he/she cannot configure his/her personal device. The School's IT department cannot assist students with the configuration of their personal equipment, unless this would be used as part of the "BYOD" project (see next point).

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 practice the use of educational tools for the distance learning, and now teachers and pupils are ready to increase their learning in the traditional lessons as an enrichment factor.

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

Since the school year 2020-2021 and starting from S5, pupils will have to own 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 appendix XI).**

For the current school year, this will involve all the students in S5, S6 and S7, who will have to own a computer for educational purposes, that can be used also in other subjects.

⁶ [2020-08-m-1-EN-1/ab](#)

In 2022, the school installed special lockers to store and charge electronic devices. These lockers are installed near the secondary cafeteria and in the entrance hall of the canteen.

During the previous school year, the computer was widely used from students for distance learning and also from some teachers during their lessons in school. During the school year 2023-2024, the school will continue organizing more meetings and trainings for the teachers, so that they will have more information and ideas on how to use the computer in class. At the same time, all teachers in S5, S6 and S7 have been also encouraged to try adopting digital books, which could be easily consulted in class using the laptop.

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.
- 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 continue to receive professional training from our IT staff and from our IT 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.

XX. 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, children enter alone in the school.

Below are the access points according to the location of the classes or the section:

Morning entry : 8h15 – 8h30	
Classes on the ground floor* :	Classes on the first floor* :
Entrance through the playground	Entrance through the main door
Exit, end of day : Mondy 15.40-16.00 and from Tuesday to Friday 12.40-12.50	
FR and EN Section	DE, ES, FI, LT, NL, PL, PT, SV Section
Exit through the playground	Exit through the main door

*SWALS pupils are dropped off by their parents between 8.15 and 8.30 in the entrance hall.

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. After class, if they are picked up by their parent, they are taken to the exit by the teacher. If they go to the CPE or are taken care of by the crèches (Sunflower, La Luciole, Rockids, Tiramisu, Butterfly,...), the pupils are met by their teacher in the school yard. Pupils who are registered for an after-school activity right after school will go to the meeting point and will be taken care of by the after-school monitors. Pupils who take the bus will leave through gate 1 (BUS) which leads directly to the bus platform. Pupils entitled to go out alone (after having filled in the document "Authorisation to go out") with their card will go out through the main door of the primary.

It is important at the beginning of the school year to fill in the document "Authorisation to leave" which will be given to you at the beginning of the school year in order to know which choice of outing is made for each day. In the event of a one-off change, please inform the teacher by e-mail 24 hours in advance. In the event of a permanent or long-term change, the "Authorisation to leave" must be completed again.

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 2 days for P1 and P2 pupils). For security reasons, all adults are not allowed to circulate in 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 alone outside school hours. 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 forbidden to take either pictures or videos inside the entire 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 link for a form will be sent to pupils and parents 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”.
- Access through the gate between the Administrative Building and the “salle des fêtes” is exclusively reserved for primary pupils.
- All students who decide to enter the school premises between 8.00 and 8.45, will not have the possibility to leave the school before 8.45, even in case they have a permission to leave the school in the free periods.
- We also remind you that it is not possible to leave the school during the 5 minutes break between classes.

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 therefore 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. Use of outdoor spaces 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 of secondary 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. Prohibited items in school

It is forbidden to bring onto the School's campus any dangerous objects (any type of knives and sharp objects, butterfly knives for training, firearms, soft-air, pepper sprays, stink bombs, fireworks, firecrackers, chains, ropes, etc.) and in general any object that can be used either to threaten or injure a person

10. Lost and found property in secondary

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.

11. Rules governing the use of mobile phones and headphones

In nursery school and primary school, the non-educational use of mobile phones and any other electronic equipment (connected watches,...) 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 mobile 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.

XXI. 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

XXII. INSURANCE

Coverage

Pupils are insured for personal injury during the school day, school/cultural/sports activities and trips authorised and organised by the school and during the normal day and return transport (home-school).

In case of an accident, parents are requested to contact the nurse of the concerned cycle in order to complete the accident report (see also Annex VIII).

The School is insured for accidents by the "Association d'Assurances Accidents" (AAA). We would like to draw your attention to the fact that it is essential to request prior authorisation from the AAA before undertaking any treatment abroad following a school accident.

Finally, school insurance does not cover personal injury or material damage resulting from an activity which is not related to the normal life of the school and which was not previously authorised and/or organised by the school, nor does it cover damage incurred if pupils have left the school's territory without authorisation.

Damage caused by the pupil

Pupils are 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.

Any material damage, such as damage to installations/furniture and school buildings, caused by the pupil must be paid for by the parents. A procedure will be put in place whereby parents are invoiced for the damage to be repaired.

Damage caused to the student's property

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 will not deal with any complaints from students or parents regarding such incidents (theft of telephones, money, SODEXO cards, etc. and/or damage to students' equipment and personal belongings) and therefore these will not be dealt with internally in any way (interviews, inspections, video-surveillance monitoring). However, if an offence is committed, the school reserves the right to take any necessary action.

Pupils' lockers, should be used to keep items that cannot be attended to but are not insured nor supervised. Overall pupils should not bring to school any items that are not necessary for school work. With regard to theft, the school reminds parents that students should not leave money or valuables in the changing room and lockers.

XXIII. 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>Title of Book</u>	<u>Classes</u>	<u>Amount</u>
Intermath (two books + a Matific licence) (Mathematics at the primary school)	All the classes	32,00 € (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 2023-2024. S4 students must have a non-graphing and non-programmable scientific calculator (the model used in S3, where applicable, may be sufficient).

S5-S7

In accordance with the characteristics required by the mathematics and physics syllabuses for secondary year **S5, S6 and S7** of the European Schools and by decision of the group of experts, year **S5, S6 and S7** students must **have their own device** for running softwares necessary for the mathematics syllabuses (GeoGebra, a spreadsheet, a programming language etc).

In addition, a non-graphing and non-programmable scientific calculator will be required for the 2023-2024 school year examinations. You can find further information on the booklist. (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, S6 and S7 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 appendix XII 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

The list of permitted poolside materials are:

- Swimming cap (mandatory),
- Pool sandals
- Towel (especially for nursery, primary can leave it in the changing room),
- Swimming costume (includes swimming trunks, boxer shorts and any “lycra” material that sticks to the skin, no swimming shorts are allowed).

XXIV. 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 (Flemish speaking): **Mr DE RIJCKE**
Belgian (French speaking): **Mr BOELEN**
Luxembourgish: **Mr AGOSTINI**
Spanish: **Mr GARCIA HERRERO**
Polish: **Mrs SKALECKA**
Portuguese: **Mrs FERREIRA**
Swedish: **Mrs BÄCKSTRÖM**

Irish: **Mr CROSBY**
British: **Mr WATSON**
Dutch: **Mr KOYCU**
Finnish: **Mrs AALTO**
French: **Mr GOS**
German: **Mrs MÜNTNICH**

XXV. 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.

XXVI. 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** this approach is that it 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 50 pupils from year 4, until year 7. Each mediator has completed a certified training.

Mrs. Nadja Scheicher and Mrs Marianne De Grave are supporting the committee as coach. They have completed a special advanced training course for this purpose.

In addition to their involvement in conflicts, the Peer Mediation group also engages in prevention: the pupils of our S1 classes are visited by mediators at the beginning of the school year, receive information and know who they can turn to if need be. During the school year, the mediators also work actively on projects against violence and for a better atmosphere in our school (Project “S-TEAM” in cooperation with SNJ).

Pupils who would like more information on peer mediation or who need peer mediation themselves 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), Mrs. Marianne De Grave (C309).

XXVII. 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 has been evaluated in several countries: the studies from the Netherlands, Estonia, Italy, and Wales are emerging and show 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 <https://www.kivaprogram.net/parents-guide/>

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

More information on our website: Kiva - Schola Europaea Luxembourg I (euroschooll.lu)

XXVIII. 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 want to join the peer-learning group should contact their counsellor.

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

XXIX. 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.

The choice of LII is final, unless the class council advises otherwise.

For pupils in the 2nd year of nursery school, a form will be transmitted to parents in May for the choice of LII.

Secondary School

Year 1

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, ONL⁷ 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, ICT⁸.

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.

The optional subject courses, except ONL, are opened only if sufficient pupils opt for them (minimum 7) and are not guaranteed beyond year 5.

⁷ ONL = Other National Language

⁸ For IT each pupil will be charged a contribution amount of 24.79 €.

The total number of periods studied must lie between 31 and 35 (if Maths 4 chosen) or 33 and 35 (if Maths 6 chosen). In exceptional cases more than 35 periods are allowed by the Management.

Apart from the change in Mathematics mentioned above, or possibly a change of religion/ethics (as long as no group falls under 7 pupils), a change of subjects is not allowed during or between the 4th and 5th year.

Years 6 and 7

The choice at this stage becomes more complicated and meetings are organized for pupils and, separately, for parents. In addition a very detailed information booklet is distributed to all S5 pupils at the end of December. It is not possible to give a comprehensive description of the curriculum here, but the following should be born in mind:

Subjects are grouped into compulsory, optional and complementary categories. Those in the optional and complementary groups will be created only if a sufficient number of pupils opt for them, and are subject to organizational constraints. Some subjects must have been started in the 2nd or 4th year if they are to be taken at this stage. These are Latin, Economics and Language 4. Art, Music and ICT also require a strong basis, acquired in school or outside.

It is extremely important to consider future University courses and careers in making the 6th year choice. Many, but not all, member states send professional careers advisors to the school at appropriate times.

Please find more information on the last version of the booklet for the choice of subjects for year 6 and 7. The booklet is updated every new school year.

<http://www.euroschool.lu/site/secondary-s6-s7-subject-choice-booklet/>

General points

In order to succeed in the higher years of the secondary school, a high standard in Language 2 (the “working language”) must be achieved. It is used as a teaching language from year 3 in Human Sciences (History and Geography) and ethics and religion, from year 4 in Economics and at every possible opportunity in Art, Music and ICT.

In cases where we cannot create an option that is normally taught in mother tongue because too few pupils choose it or (in years 6 and 7) it will not work in the timetable, we shall try to offer pupils the possibility of having the subject in their working language.

Further information

A certain amount of information can be found on the central European Schools website <http://www.eursc.eu> or the Luxembourg I website: <http://www.euroschool.lu>

Specific questions can be sent to:

Primary:

Mr M. HEINONEN	Tel : 43 20 82 597	email: miikka.heinonen@eursc.eu
Mrs R. PEREZ VEGA	Tel : 43 20 28 597	email : rebeca.perez-vega@eursc.eu

Secondary:

Mr N. DE RIJCKE (S1 -S3)	Tel.: 43 20 82 251	e-mail: nikolaas.de-rijcke@eursc.eu
Mr D. ALCAZAR (S4-S7)	Tel.: 43 20 82 250	e-mail: daniel.alcazar@eursc.eu

Changes in subjects studied

Primary

In the primary school, any request for a change of course in ethics, religion, ONL (Swedish, Finnish, Irish) must reach the secretariat **before 31st January**.

The chosen course cannot be changed during the school year. The change can only be considered for the following school year.

For more information about changing section, language II or religion/ethics, please consult our "Procedure for changing LII, section or religion" on our website.

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/>

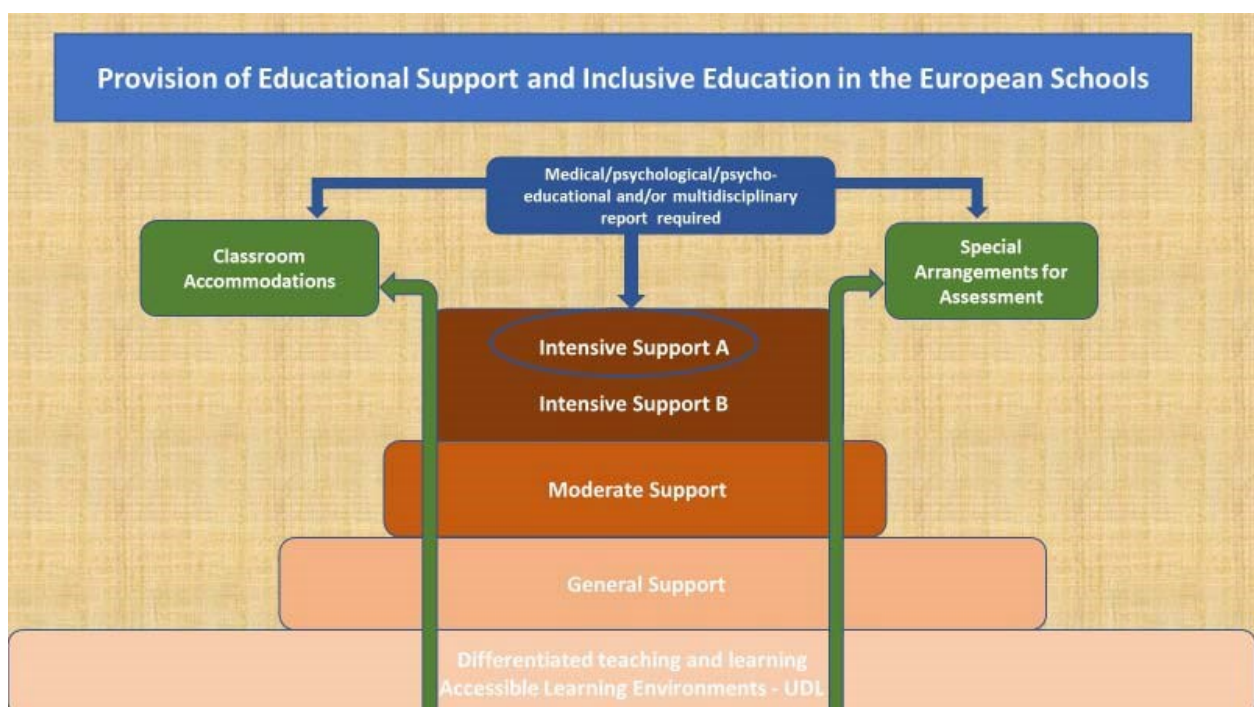
Please contact the coordinator of the corresponding year if you have any question on this matter.

XXX. TYPES OF EDUCATIONAL SUPPORT MEASURES

Support coordinators ("Supco" and "Cogesu"):

- Nursery and primary school: Mrs Florence DELENCLOS
- Secondary school: Mrs Frédérique DUCHESNE (intensive support) and Mr Jose A. PALOMO LOPEZ (general and moderate support)

Reference documents (2012-05-D-14-en-10 and 2012-05-D-15-en-13) are available on the official website of the European Schools <https://www.eursc.eu/en/European-Schools/studies/educational-support>



Educational support in the European schools is divided into two types of support : reasonable accommodations (in class and/or the tests and exams) and supports programs, namely General, Moderate and Intensive Support (A and B). More information on <http://www.euroschool.lu/site/secondary-educational-support/>

1) Reasonable accommodation:

1.1 In class:

Depending on their needs, pupils may require different accommodations

The European Schools promote the use of assistive/compensatory technology (devices, applications, and software) and other accommodations to those pupils with disabilities who may require them to enable them to access education on an equal basis with others.

An accommodation is a change to the regular way a pupil is expected to learn or participate in the class. Accommodations include special teaching and learning strategies, equipment or other supports that remove, or at least lessen, the impact of a pupil's special education needs.

1.2. Universal and Special Arrangements in assessment situations:

Universal arrangements: include arrangements available to all the pupils in assessment activities. They may encompass booklets with formulas in scientific subjects, simplification of language in the assignments and examinations, electronic version of tests, adaptations to make assignments accessible or the use of further arrangements to be put in place.

These arrangements are listed and put at the disposal of the pupils during examinations, tests and other forms of assessment to allow the pupil to fulfil his or her potential in the fairest possible way.

Special arrangements: If the evaluation conditions, including during the Pre-Baccalaureate and Baccalaureate examinations, present a risk to disadvantage the candidate's performance – especially if he/she shows special educational needs – by preventing him/her showing the level at which he/she has acquired the required competences, special arrangements may be requested and authorised for the written and oral examinations.

Special Arrangements are authorised when they are clearly related to the pupil's diagnosed special needs and/or disability and justified by means of a medical/psychological/psycho-educational and/or multidisciplinary report.

2) Educational support provision:

2.1. 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 by email and by the support teacher at the end of each term.

2.2. 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. Parents 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.
- Parents are informed of their child's progress in the Moderate Support group by email and by the support teacher at the end of each term.

2.3. 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.

The specialist report (not older than two years) and a demand (a simple e-mail is enough) should be sent to the Supco asking for the organisation of a SAG (support advisory group) meeting.

The Support Advisory Group (SAG) is a multi-professional group at the school level that assesses the requests to the provision of Intensive Support, including documentation, and advises the Director on the accommodations in learning and assessment situations to be granted and support measures to be put in place.

The composition of the SAG may differ between the Nursery/ Primary cycles and the Secondary. Besides the chair, the SAG is composed of the pupil's relevant teachers, the EdSup coordinator and the pupil's parents/legal representatives. Other relevant actors may also be involved: school psychologist, cycle coordinators, educational advisors, school doctor, therapists under tripartite agreements, independent external experts who may accompany the parents/legal representatives. At the request of the school management, Educational Support inspectors may also participate in the SAG meetings.

The support advisory group will create a support plan, including special arrangements for the tests, special accommodations in class, support lessons or assistances in class. It will be submitted to the

director of the school for approval. Should the plan be approved, all the teachers will be informed, the support lessons or assistances will be organised.

That plan is for the whole school year. A new SAG is done every year and the support adapted following the new needs.

The intensive A lesson has two main goals: 1. Focused on the learning disorder, help the pupil to find his/her own way to compensate it. 2. In a subject : to develop his/her skills, abilities and knowledge in the subject.

Intensive Support B:

In exceptional circumstances, and on a short-term basis only, the Director may decide to provide Intensive Support B for a pupil or group of pupils without diagnosed special educational needs, who cannot access the curriculum. For example, when a pupil/pupils cannot access the curriculum due to language related issues (because they are attending lessons taught in a language they do not yet know), pupils may have access to subject integrated language support: support from a teacher of their dominant language to facilitate the transfer of structural concepts and terminology between the two languages.

The pupil's absence from lessons in other subjects because of Intensive Support should be restricted as far as possible to exceptional cases.

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
- Through medical/psychological/psycho-educational or multidisciplinary report, state specifically the nature of the pupil's medical and/or psychological needs and the tests or techniques used to arrive at the diagnosis.
- Report for learning disorders needs to describe the pupil's strengths and difficulties (cognitive assessment where relevant), their impact on learning (educational evidence), and the tests or techniques used to arrive at the diagnosis.
- Report for medical/psychological issues needs to specify the pupil's medical/psychological needs and their impact on learning (educational evidence).
- The medical/psychological/psycho-educational and/or multidisciplinary report must include the raw scores for tests with quantitative results and qualitative results for tests where only this exist, and the conclusion on how they relate to the average results. The tests should be standardised at international or national level.
- **All reports need a summary or conclusion stating the accommodations required and, where appropriate, recommendations for teaching/learning for the school's consideration.**
- A Medical/psychological/psycho-educational and/or multidisciplinary report must be regularly updated and not be more than four years old or when the pupil changes cycle. In case of permanent and unchanging disability (and when the SAG agrees), no retesting other than regular updates will be required. For a request for special arrangements in the European Baccalaureate, the completely updated medical/psychological/psychoeducational and/or multidisciplinary report will be required. Documentation should not be more than two years old, i.e. should not be dated earlier than October in S3 and not later than October in S5.
- In order to avoid possible conflict of interests, the expert assessing pupils will be neither an employee of the European School nor a relative of the pupil
- If not written in one of the working languages, it must be accompanied by a translation into French, English, or German.

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. A description of the pupil needs or level will be helpful and appreciated.
- The pupil's legal representatives are informed by e-mail 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.

3) 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**. The pupil is promoted.

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**. The pupil is not promoted at the end of the year and does not receive a report but receives a certificate. The year is not passed. Progression may continue at most until the first semester of S5.

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.

4) 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**.

XXXI. 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 secured 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. Access to the site will only be possible on presentation of this badge.

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 advisor of the year.

XXXII. 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/>

XXXIII. VISITING EXTERNAL 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.

XXXIV. 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 entrusted to an external company. 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 at any time 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.

XXXV. PERSONAL DATA

a) Introduction

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. (**Appendix XIII**)

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.

1. Update of our database

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, at the beginning of the school year, a form will be given to you. We ask you to verify the information provided and, if necessary, correct it and/or complete the 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, together with any supporting documents, must be included in your child's file. It 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.

2. Image rights: general introduction

a) Image rights: definition

Any individual has the right to control his image, i.e. that allow to identify him, whatever the medium of format used (photo, film, drawing, painting, sculpture, comics, video game, figurine, etc.).

To invoke that right, the main criteria is for a person to be recognizable, either by himself or his relatives.

The image of the body parts may, in some cases, be protected.

Sometimes the features of a person can be identifiable from the context, such as a pictures's caption.

b) Consent

When a person is identifiable, his/her consent must be obtained beforehand to:

Take his picture: Before taking the picture of a person, it is necessary to obtain his consent;

Publish his picture: The fact that a person has agreed to be photographed does not automatically imply his consent to the publication, dissemination or use of his image.

N.B.: In the case of minors, the consent of the legal guardians must be requested. Even if the minor is deemed to be capable of discernment, the written and signed authorization of the child's legal representatives remains necessary for the dissemination of his picture, even in a School magazine.

3. Image rights: The use of pictures at School

a) How the School obtain a valid consent from the parents?

Our School has the opportunity to take photographs and make video recording of our pupils while they participate to a wide range of school's activities (i.e.; shows, school trips, newsletter/gazette, Yearbook). In order to respect the privacy of your child(ren) and to be compliant with data protection legislation (the General Data Protection Regulation and associated national legislation), we are legally obliged to obtain your prior authorization to take photographs and make video recordings of your child(ren) during the school year.

Valid for the current cycle, the parents/legal representatives provide online the requested consents through the SMS app.

b) How to access the parents Web SMS portal?

The school where your child(ren) is located sends you an e-mail with your login and password. With these credentials you can access the application from the following link: <https://sms.eurasc.eu/> When you access the SMS application (Web parent), the consent must be entered for your children, or the access to the portal will be denied.

If you are defined as responsible for the child, the "Privacy Statement" is displayed. You are invited to read this document and confirm that you have read it.

This operation must be done for each child of the family.

Until all consents are entered, you will be denied access to the portal.

c) Types of consents? (see Appendix XII)

1. Yearbook

I give permission for the School to take photographs of my child and publish them in the Yearbook for communication purposes.

2. Newsletter/Gazette/Magazine

I give permission for the School to take photographs of my child and publish them in a local Newsletter/Gazette/Magazine of the School for communication purposes and in the interest of sharing educational activities carried out by the pupils.

3. Website

I give permission for the School to take photographs and make video recordings of my child during school activities and trips, celebrations and other school events and publish them on the Website of the School for communication and school-related advertising purposes.

4. Communication to parents/Class activities

I give permission for the School to take photographs and make video recordings of my child during school activities and trips, celebrations and other school events and share them with the parents of the class electronically (SharePoint or through an email with a link to the parents concerned, with an expiry date) for communication purposes.

5. Communication to parents and teachers/Joint activities

I give permission for the School to take photographs of my child during joint activities gathering several classes or linguistic sections (i.e., end of year shows, Christmas show, school activities and trips) and share them with the School's parents and teachers electronically (SharePoint or through an email with a link to the parents/teachers, with an expiry date) for communication purposes.

6. Name association

In case I agree to one or more of the above-mentioned options, I also give permission for the School to associate the name of my child with the photograph that is published (i.e., to congratulate a child when he/she won a competition or a prize), for communication purposes.

The consent form available on SMS namely authorises the School:

- Take pictures during **"School activities"**: a generic term to allow teachers to photograph pupils in class and not only during school trips/shows;
- **Share** them through **School's authorised tools only** as Sharepoint, OneDrive, etc. ... The School prohibits, in that regard, the use of social media (WhatsApp, Facebook, Twitter, Instagram, etc. ...);
- The retention period has been set to **one (1) year**. All photos from the previous school year are erased by **31 December at the latest**.
- The consent form is **valid for the cycle** (Nursery, Primary or Secondary) and must be renewed for the next cycle (Primary or Secondary).
- It can be modified at any moment by sending an email to the School's DPO.
- The School cannot respond to requests for exceptions (e.g. sending an email to a teacher to exceptionally authorise the taking of images of their child at a specific event when the choice indicated in the SMS is "Rejected"). Only modifications of the SMS form, and at your request, will be managed.

d) Who can give the consents?

- Persons who are defined as responsible for the child.
- In the case where both parents are defined as responsible, the first person accessing the portal must give consent. Automatically, an email is sent to the second person in charge to inform them that the consents have been entered.
- In the case of a divorce/separation/shared custody, the first person to access the portal must give consent. Automatically, an email is sent to the second responsible person to inform them that the consents have been entered.

e) When should consent be given?

- When the child is enrolled in school;
- When the child changes cycles:
 - Nursery to Primary,
 - Primary to Secondary
- When the child changes schools.

f) How to modify consents?

For any change in consent, you should contact the school's DPO to make your request via the e-mail address: LUX-DPO-CORRESPONDENT@eursc.eu

7. Pictures taken by parents during School events

The School hasn't banned parents from taking photos at School events. This seemed indeed somewhat unreasonable as most parents take these kinds of pictures for memory's sake and do not intend to post or publish them online.

The taking of pictures at School activities, such as the Christmas concert, plays, Springfest, etc., by parents is considered as "household activity" under GDPR, i.e. processing of personal data by a "natural person in the course of a purely personal or household activity" with no connection to a professional, business or commercial activity, that falls outside its scope.

Recital 18 of GDPR specifies moreover that "*Personal or household activities could include [...] **social networking and online activity** undertaken within the context of such activities*".

In other words, a parent who captured the image of another child while snapping his own at a School event could publish that picture on his Facebook account (given that his account is private). This does not prohibit the parent of that other child, who would be uncomfortable with such publication, to ask said parent to remove the photo from her social account.

The School cannot intervene in the data sharing of pictures taken by parents during School activities as it is not the "Data controller".

8. School outings: the case of accompanying parents

On school outings, parents/legal representatives often accompany classes to help supervise the pupils. Although this is also a "school activity", the accompanying persons are **NOT ALLOWED** to take photographs of pupils.

P.S.

1. The General Rules of the European Schools (Ref.: 2014-03-D-14-en-11) 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*.
2. 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-10)
 - 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.

CALENDRIER DES VACANCES 2023/2024 / HOLIDAY DATES 2023/2024 / FERIENKALENDER 2023/2024		
Rentrée scolaire / Start of school year / Beginn des Schuljahres	Mardi/ Tuesday / Dienstag	05/09/2023
Journée pédagogique / Pedagogical day / Lehrerfortbildungstag	Lundi / Monday / Montag	02/10/2023
Toussaint / All Saints / Allerheiligen	du lundi / from Monday / von Montag au vendredi / to Friday / bis Freitag	30/10/2023 - 03/11/2023 ¹
Noël / Christmas / Weihnachten	du vendredi / from Friday / von Freitag au vendredi / to Friday / bis Freitag	22/12/2023 - 05/01/2024 ¹
Carnaval / Carnival / Fastnacht	du lundi / from Monday / von Montag au vendredi / to Friday / bis Freitag	12/02/2024 - 16/02/2024 ¹
Pâques / Easter / Ostern	du lundi / from Monday / von Montag au vendredi / to Friday / bis Freitag	25/03/2024 - 05/04/2024 ¹
Fête du travail / Labour day / Tag der Arbeit	Mercredi / Wednesday / Mittwoch	01/05/2024
Journée de l'Europe / Europe Day / Europatag	Jeudi / Thursday / Donnerstag	09/05/2024
Ascension / Ascension / Christi Himmelfahrt		
Pentecôte / Whitsun / Pfingsten	du lundi / from Monday / von Montag au vendredi / to Friday / bis Freitag	20/05/2024 - 24/05/2024 ¹
Fête nationale / National holiday / Nationalfeiertag	Dimanche / Sunday / Sonntag	23/06/2024
Fin des cours* / End of school year* / Ende des Schuljahres*	Vendredi / Friday / Freitag	05/07/2024
Proclamation du baccalauréat / Proclamation of the baccalaureate / Abiturfeier	Vendredi / Friday / Freitag ou / or / oder Samedi / Saturday / Samstag	05/07/2024 ou / or / oder 06/07/2024

- * 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

Chers parents,

Comme annoncé dans le mémorandum, 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 se réserve le droit de facturer 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 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 reserves the right to charge 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 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, behält die Schule sich das Recht vor 35€ für jede weitere Arbeitsstunde zu berechnen. 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

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

Tous les parents d'élèves de Luxembourg 1 sont représentés par L'**APEEEL1** en tant que seul organisme reconnu officiellement par les statuts des Écoles européennes. L'APEEEL1 est donc le seul interlocuteur reconnu par l'école et les parties prenantes. Les représentants de l'APEEEL1 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'APEEEL1 est une association sans but lucratif enregistrée depuis 1953 conformément à la législation luxembourgeoise. 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'APEEEL1 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'École européenne de Luxembourg 1. Elle organise la fête annuelle en collaboration étroite avec l'école et participe à la gestion de la cantine de l'école.

L'APEEEL1 collabore avec d'autres organisations associées, telles que l'Association des Transports Scolaires et l'association ASF «Actions sans Frontières». L'APEEEL1 coordonne le réseau des délégués de classe, organise soirées d'informations ainsi que d'autres actions et événements. L'APEEEL1 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'APEEEL1 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 ou les transferts entre cycles (maternelle/primaire/secondaire).

L'APEEEL1 diffuse régulièrement des informations aux parents par l'intermédiaire des délégués de classes, son site web, son Newsletter et de sa page Facebook.

APEEEL1 organise également les activités périscolaires et l'échange linguistique parmi d'autres activités.

L'adhésion à l'APEEEL1, au prix de **50€ par famille** par an, ouvre l'accès aux services fournis, à une priorité d'inscription et à une réduction de 50€ sur chaque 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 devenir membre, veuillez remplir le formulaire en annexe et envoyer l'original à l'adresse ci-dessous.

A.P.E.E.E.L.1 C002, École Européenne Lux 1, 23 BVD Konrad Adenauer, L-1115 Luxembourg
Téléphone 432082422 Email: office@apeeel1.lu ou admin@apeeel1.lu Website: www.apeeel1.lu
<https://periscolaire.apeeel1.lu/> Facebook : APEEEL1- Parents Association European School Lux1

2023-2024

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'EPARGNE DE L'ETAT

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 plait.



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:

How to register at the BNL

Option 1 – Register at the BnL reception desk:

37D, Avenue John F. Kennedy, L-1855 Luxembourg

- Registration is performed in person at the BnL reception desk, on presentation of a valid identity document (identity card, passport).
- Students (aged 14+) can register at the reception desk, on presentation of their student card and valid identity document.

Option 2 - Register by email:

Fill in the [registration form](#) and send it to inscription@bnl.etat.lu.

If the registration form is electronically signed with a Luxtrust product, your registration will be valid for 2 years.

If the registration form is not electronically signed, your **registration will only be valid for 3 months**. To confirm your temporary registration, you must sign the registration form either electronically or in person at the BnL reception.

[More information](#)

How to search for a book on the online catalog

(You do not need to be registered to search on the catalog)

1. Connect to the online catalog [a-z.lu](#)
2. In the search field indicate the resource you are looking for
3. Then :
 - a. click on « **all_content** »
If you keep the selection on « all_content », you will get the results in all the libraries working with the BNL - nearly all the Luxemburgish libraries.
 - b. select « **My bibnet.lu library** »
 - c. select « **Ecole europ. Lux.1 Secondaire** » in the « Please choose » drop-down list
 - d. click on the search button to display the results.
 - e. once the results are displayed you can add additional filters such as the language by using the right side menu.

How to access the online resources:

(You need to connect to your BNL account to access that service)

- 1- Connect to the online catalog [a-z.lu](#)
 - 2- Fill in the dedicated fields with your credentials
 - 3- In the search field indicate the resource you are looking for
- For eBooks:
 - 1) click on « **all_content** »
 - 2) select « **Digital Library** »
 - 3) select « **Ebooks (all)** » in the « Please choose » drop-down list
 - 4) click on the search button to display the results.
 - 5) Once you found what you were looking for, click the « **Online access** » link to reach the page where you will be able to borrow the eBook.
 - For newspapers or magazines: Two suppliers: Press Reader and Europresse
 - 1) To connect to each of them, simply search « PressReader » or « Europresse » in the search field
 - 2) Click on the link to reach the platform and browse the newspapers or magazines.

AVIS AUX PARENTS D'ELEVES CONCERNES PAR UN ACCIDENT SCOLAIRE OU UN ACCIDENT SUR LE CHEMIN DE L'ECOLE

Chers parents,

Votre enfant a été victime d'un accident lors d'une activité scolaire ou sur le trajet direct "domicile-école-domicile". L'école rédigerait et soumettrait une déclaration d'accident à l'Association d'Assurance Accident (AAA) dans les plus brefs délais. Dans ce contexte, nous vous invitons à :

- 1) déclarer qu'il s'agit d'un accident scolaire lorsque vous vous rendez aux urgences ou lorsque votre enfant est vu par un médecin et, sauf indication contraire, de ne pas avancer de frais médicaux.
- 2) remplir toutes les données personnelles demandées (matricule national pour votre enfant et vous-même) dans ce formulaire ;
- 3) remplir les coordonnées du médecin consulté (nom, code du médecin) ainsi que la description et la localisation des lésions constatées ;
- 4) transmettre ce formulaire, dûment rempli, à l'infirmerie du cycle concerné (maternel, primaire, secondaire), dans les 3 jours suivant l'accident ;
- 5) transmettre les certificats médicaux, afin de justifier les absences de votre enfant selon la procédure interne du cycle concerné soit au secrétariat maternel/primaire, soit aux conseillers d'éducation du cycle secondaire.
- 6) conserver les factures et autres documents médicaux concernant votre enfant afin de le transmettre aux services compétents au moment voulu, **donc à ne pas les transmettre à l'école**. N.B. : Les médecins et cliniques doivent réclamer le paiement de leurs prestations courantes directement auprès de l'AAA. En ce qui concerne les frais avancés liés aux pharmacies, vous devez contacter la Caisse Nationale de Santé (CNS) après avoir reçu le numéro de dossier de l'AAA.

Toute décision ou renseignement concernant le suivi et la prise en charge des frais incombe à l'AAA. L'école n'a donc aucune compétence en la matière.

En pratique, l'AAA prendra contact avec les représentants légaux pour leur communiquer le numéro du dossier. Pour plus d'information sur l'application de sa politique de remboursement : <https://aaa.public.lu/fr/accidents-maladie-pro/accidents-scolaire-periscolaire.html> . Nous attirons toutefois votre attention sur le fait que certaines prestations engendrées par l'accident scolaire doivent être **préalablement** autorisées par l'AAA. Dans le cas où les frais risqueraient de dépasser les tarifs prévus, il est vivement recommandé de présenter à l'AAA un devis préalable.

En vous remerciant d'avance pour votre compréhension et votre collaboration, nous restons à votre entière disposition pour tout complément d'information.

La Direction

GDPR : nous précisons que les informations portées sur ce formulaire sont obligatoires. Elles font l'objet d'un traitement destiné à rédiger une déclaration d'accident de votre enfant. Les destinataires des données sont : l'Ecole Européenne de Luxembourg I et l'Association d'Assurance Accident (AAA) de Luxembourg. Pour plus d'information, veuillez adresser votre demande par e-mail à notre délégué à la protection des données via l'adresse : LUX-DPO-CORRESPONDENT@eursc.eu

<p style="text-align: center;"><u>Elève</u></p> <p>Nom : _____</p> <p>Prénom : _____</p>	<p>Matricule de l'élève</p> <p>□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □</p>																												
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<p>Cycle : _____</p>	<p>Classe : _____</p>																												
<p style="text-align: center;"><u>Représentant légal</u></p> <p>Nom : _____</p> <p>Prénom : _____</p>	<p>Matricule du représentant légal</p> <p>□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □</p>																												
<p>Adresse : _____</p>																													
<p>Date de l'accident : ____/____/20____</p>	<p>Heure de l'accident : □ □ : □ □</p>																												
<p>Description détaillée du déroulement de l'accident en précisant l'activité de la victime au moment de l'accident, les objets impliqués (p.ex. outils, machines, équipements pour le sport ou les jeux, matériaux, objets, instruments, substances, etc.) ainsi que les événements déviant du processus normal d'exécution de l'activité et ayant entraîné l'accident.</p> <p> </p> <p> </p>																													
<p>En cas d'accident de trajet, veuillez indiquer l'endroit exact (adresse du lieu de l'accident)</p> <p>Le cas échéant, veuillez indiquer l'autorité publique (p.ex. : Police, ITM) qui suite à l'accident a été prévenue/était sur place :</p>																													
<p>Y-a-t-il eu un (des) témoin(s) oculaire(s) ? <input type="checkbox"/> oui (nom, adresse) <input type="checkbox"/> non</p>																													
<p>Nom et adresse de la personne avertie en premier :</p> <p> </p>																													
<p>En cas de lésion, veuillez indiquer la nature de la (des) lésion(s)</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Plaies et blessures superficielles</td> <td><input type="checkbox"/> Effets du bruit, des vibrations et de la pression</td> </tr> <tr> <td><input type="checkbox"/> Fractures osseuses</td> <td><input type="checkbox"/> Effets des extrêmes de température, de la lumière ou des radiations</td> </tr> <tr> <td><input type="checkbox"/> Luxations, entorses et foulures</td> <td><input type="checkbox"/> Choc (émotionnel/psychologique)</td> </tr> <tr> <td><input type="checkbox"/> Commotions et traumatismes internes</td> <td><input type="checkbox"/> Brûlures et gelures</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Autre(s) lésion(s) veuillez indiquer :</td> </tr> </table>		<input type="checkbox"/> Plaies et blessures superficielles	<input type="checkbox"/> Effets du bruit, des vibrations et de la pression	<input type="checkbox"/> Fractures osseuses	<input type="checkbox"/> Effets des extrêmes de température, de la lumière ou des radiations	<input type="checkbox"/> Luxations, entorses et foulures	<input type="checkbox"/> Choc (émotionnel/psychologique)	<input type="checkbox"/> Commotions et traumatismes internes	<input type="checkbox"/> Brûlures et gelures	<input type="checkbox"/> Autre(s) lésion(s) veuillez indiquer :																			
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<p>Nom et adresse du 1^{er} médecin consulté :</p> <p>Dr. _____</p> <p>Date de la consultation : ____/____/20____ Code-médecin (si connu) : □ □ □ □ □ □ □ □ - □ □</p>																													
<p>Nom de l'établissement hospitalier visité</p> <p> </p>																													
<p>Conséquences des lésions</p> <p><input type="checkbox"/> Décès de l'assuré</p> <p><input type="checkbox"/> L'assuré n'a pas interrompu la fréquentation de l'établissement ou de l'activité</p> <p><input type="checkbox"/> L'assuré a interrompu la fréquentation de l'établissement ou de l'activité le : ____/____/20____ □ □ : □ □</p>	<p>L'assuré</p> <p><input type="checkbox"/> a recommencé à fréquenter l'établissement ou l'activité le : ____/____/20____</p> <p><input type="checkbox"/> n'a pas (re)commencé à fréquenter l'établissement ou l'activité</p>																												

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.

Distance learning in the European school Luxembourg 1

Secondary cycle

- During the week, teachers will provide online lessons using Teams, following the regular time table. At the beginning of each period of lessons in their time table, they will always connect with their students, they will check the attendance and begin the lesson. In some case they will begin a “normal lesson” in some other they will just give assignments and answer to the student questions.

Indeed, the number of interactive lessons/week, should be at least 50% of the normal schedule. This is extremely important for the lower classes where the students need more direct contact and guidance. You can see below a table with the suggested number of interactive lessons

Lessons/week	Minimum number of
1	1
2	1
3	2
4	3
5	3
6	4

- 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.
- 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.

Distance learning at the European School Luxembourg 1 : Primary/Nursery cycles

1. General Information for parents

Parents should please note

- Teachers will use Teams/SMS to communicate with pupils and teachers.
- Necessary materials are brought home. A collection of forgotten materials at school is only possible in absolute exceptional circumstances and must be clarified in advance with the class teacher and the secretary's office.
- All work completed during the distance learning period should be kept in a folder which can be brought back to school and used by teachers as a basis for assessment if needed. It is up to the respective teacher to decide how this is handled.
- In Nursery but in Primary too, when children are not autonomous enough, parents should help them to perform certain online activities and attend video meetings.
- Online live sessions in Primary should be at least 20mins long.
- Parents should remind their child to be punctual for live lessons and ensure that he/she has a quiet space to work in.
- No food or drink during the meeting and no siblings present, if possible please.
- Recommendation to use headphones whenever possible, to help the children to concentrate.
- Students should set camera background effects to protect privacy. The teachers can support the children with the handling.
- Live recordings of live sessions are prohibited under all circumstances.
- **Teams should not be used as a communication tool by pupils unless related to schoolwork set by a teacher.**
- N.B. Please make sure you read through the **Teams Charter** (at the end of this document) with your child.

2. Organization of a day/week during Distance Teaching

We would like to point out that our Distance Teaching Policy refers to the document [2020-09-D-10-en-5](#) which you can find on the [main page of the European Schools](#).

3.1 Nursery

- A weekly work plan is communicated latest the evening of the day before the shutdown.
- Suggested learning timeframe per day: 1.5 hours (this is not equivalent to live session)
- One live session per day – preferably - in the morning. Each student has to be reached at least once per day.
- The detailed planning of the week or the individual days is the decision of the class teachers.

3.2 Primary

- The work plan for Primary will be communicated latest the evening of the day before the shutdown and will follow the subject plan below.
- A daily lesson will be planned in L1, L2, and math. However, we would like to point out that this does not automatically mean 1 live session for all these subjects per day. The work can also be submitted as a work assignment. (Planning of live sessions see below.)
- One live session per day in the morning. Each student has to be reached at least once per day.

3. Overview about a weekly planning in Primary

Subject	L1	Math	L2	DDM	Art, Music	Rel, Ethics, Sport	ONL	HE
Daily	+	+	+					
Weekly				+	+	+	+	+

3.3 Further details:

- Sport lessons
 - Sport teacher will send a video or exercises per week.
- Support lessons
 - ISA/ISB, Moderate support: Number of lessons should be the same as in school.
 - General support: The number of lessons is agreed with the class teacher.

4. Live Sessions

Children will also have a number of live lessons per week. Whether the live sessions are held as a class or in small groups is up to the teachers.

Level	Daily "check in" time	Live lessons per week				Support Lessons:
		L1	Maths	L2	Other topics (minimum)	
P1	✓	2	2	2	1	Should include some live sessions, depending on the needs of the child.
P2	✓	2	2	2	1	
P3	✓	2	2	3	1	
P4	✓	2	2	3	1	
P5	✓	2	2	3	1	

3.4 Further details:


The L2 timeslot for each level must be respected. Support live lessons will mostly be planned in the afternoon after consultation with the class teacher.

As the official guidelines from Brussels were published at a time when we had already established our internal regulations, it may be that the organization of some classes deviates slightly from the guidelines.

Note:


If the school or cycle is in Scenario 2 and one or more levels are in Distance Teaching, the rules may differ and be adapted to the current situation.

Teams Chart



Teams charter

SOUND USE IN 10 STEPS
FOR THE PRIMARY SCHOOL



1
#Respect
I am kind and polite in Teams, just as in real life (I do not insult, I am not mean...).

6
#Video-coconference
In video-conferences, I must respect the rules of communication (I don't cut off the microphone of others, I don't delete anyone, I don't speak at the same time as another pupil...).

2
#Spelling
I write correctly: Word choice, spelling, punctuation, no abbreviations...

7
#Publication
I will only publish what I have permission for (photos, sounds, texts...)

3
#Precaution
I do not post sensitive information (address, phone number...).


8
#Ownership
When I share something, I indicate its origin (author, link...).

4
#Value others
I am positive, I encourage, I congratulate other pupils' interventions if I like them. I avoid criticizing others.

9
#Safety
If I have a problem with someone on Teams, I tell my parents or my teacher.

5
#Cooperation
I look for ways to work with others, sharing what I do if I need to. I like to help.

10
#Parents
I use Teams under the supervision of my parents to make sure the rules are followed.



#Commitment: I'm looking forward to doing awesome school work with Teams. I share my ideas and what I can do. I help others and I try to amaze everyone.



Charte Teams

POUR L'ECOLE PRIMAIRE
LE BON USAGE EN 10 BALISES



1
#Respect
Je respecte les personnes sur Teams comme dans la vie réelle (je n'insulte pas, je ne dis pas de méchancetés...)

6
#Visioconférence
Dans une visioconférence, je respecte les règles de communication (je ne coupe pas le micro des autres, je ne supprime personne, je ne parle pas en même temps qu'un autre élève...)

2
#Langage:
J'écris correctement : choix des mots, orthographe, ponctuation, pas d'abréviations, etc.

7
#Publication
Je ne publie que ce pour quoi j'ai l'autorisation (photos, sons, textes...)

3
#Prudence
Je ne publie pas d'informations sensibles (adresse, téléphone...)

8
#Propriété
Quand je partage quelque chose, j'indique son origine (auteur, lien...)

4
#Bienveillance
Je suis positif, j'encourage, je félicite les interventions des autres élèves si elles me plaisent. J'évite de critiquer les autres.

9
#Sécurité
Si j'ai un problème avec des personnes sur Teams, j'en parle à mes parents ou à mon professeur.

5
#Coopération
Je cherche à travailler avec les autres, en partageant si besoin ce que je fais. J'aime aider.

10
#Parents
J'utilise Teams sous la supervision de mes parents pour être certain de que les règles sont respectées.



#Engagement Je cherche à faire de chouettes activités scolaires avec Teams. Je partage mes idées et ce que je sais faire. J'aide les autres et je cherche à étonner tout le monde.

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)	Given data(s)	Exercise your rights or additional information
B.N.L. (National Library of Luxembourg)	As the school's libraries are part of the Luxembourg G.D. library network, the School registers students as readers.	Student: Name First name Date of birth Postal address Email address provided by the school to the student	Send an email to: lux-dpo-correspondent@eursc.eu
Catering Provider (SODEXO)	Follow-up of students' registrations with the catering department. Pupils whose parents do not remember that they benefit from this service are still registered as 'tartinists'.	Student: Name First name Pupil ID Class/Cycle Login O365 Parents/legal representatives: Name First name Postal address E-mail address Pay ID (allowing a frat to be grouped to the parent/legal representative who pays for the service)	Send an e-mail to: Dpo.group@sodexo.com Or to the DPO at: lux-dpo-correspondent@eursc.eu
	In case of Individualised Hosting Project (PAI) Only health records related to food allergies will be communicated to the provider	Student: Name First name Number of registration number Type(s) of allergy(s) Details of symptoms	
ATSEEE	Organisation of school transport	Postcodes of students	Send an e-mail to: info@atseee.lu
APEEEL1	Management of access to the extracurricular Organisation of events Management in case of extracurricular injury	Name First name (parents, children and/or accompanying persons)	Send an e-mail to: Office@apeeel1.lu or admin@apeeel1.lu

Recipient	Purpose(s)	Given data(s)	Exercise your rights or additional information
Photographer of the School	<p>Taking, printing and distributing the photographs of the students of the School.</p> <p>Printing photos.</p> <p>Printing badges, Secondary students, intended to be used within the School to access and/or leave the site and for lending books to the library.</p>	<p>Student:</p> <p>Name First name Date of birth Class Locker number Student ID number Library code Exit codes Photography</p>	<p>Send an e-mail to the School's DPO:</p> <p>lux-dpo-correspondent@eursc.eu</p>
Category 1 Employers	Payment of tuition fees	<p>Student:</p> <p>Name First name Date of birth Class</p> <p>Parents/legal representatives:</p> <p>Name First name</p>	Getting closer to your employer(s)
Category 2 Employers	Payment of tuition fees	<p>Student:</p> <p>Name First name</p>	Getting closer to your employer(s)
Travel agency(s)	<p>Organisation of school trips:</p> <p>Reservation of transport; Reservations of hotels and places of stay; Reservation of equipment (example: ski equipment) Etc....</p>	<p>Student:</p> <p>Name First name Date of birth Class Genre (will be used in particular for the organisation of rooms in hotels) Exact identity present on the identity card and/or passport; Medical data (especially in case of food allergies)</p> <p>Depending on the trip, the following information may be communicated:</p> <p>Identity card and/or passport number (booking of a flight); Physical data (size, size, etc., in particular during snow classes for the rental of equipment);</p> <p>In case of non-participation of a student for medical reasons, the travel agency will request a copy of a medical certificate</p>	<p>Send an e-mail to the School's DPO:</p> <p>lux-dpo-correspondent@eursc.eu</p>