

# MEMORANDUM FOR PARENTS

SCHOOL YEAR 2025–2026

EUROPEAN SCHOOL LUXEMBOURG I - KIRCHBERG



Luxembourg, 22 septembre 2025

## A WORD OF WELCOME OF THE DIRECTOR

Dear Parents

Please find below information on various aspects of the school organisation for the new academic year. **The new school year will begin on Tuesday 2 September 2025, which will be a short day for all cycles, with adjusted school bus timetables.** The dates for the 2025-2026 holidays have already been communicated and can be found in [Appendix 1](#) of this document.

We would like to draw your attention once again to a change in the Luxembourg education system, which also has an impact on the European Schools. From the 2024-2025 school year onwards, the European Schools in Luxembourg must apply the law of 20 July 2023 on compulsory education. Among other things, this law provides for an extension of compulsory education (concerning pupil enrolment and attendance).

As a result, the school will be required to regularly inform the Ministry of Education, Children and Youth about the situation of pupils residing in Luxembourg. You will receive detailed information at the beginning of the school year, with full explanations of how this law will be implemented.

As every year, a series of events will also await you in 2025/2026.

All that remains is for me to wish you all an excellent holiday and every success for the 2025-2026 school year.

Kind regards,



Martin WEDEL  
Director

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Annexe 1,2,3,4,5,6,7,8,9,10,11,12,13,14

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

# 1. START OF THE SCHOOL YEAR

## 1.1 Nursery classes

Reception at the nursery school building, located along Rue Richard Coudenhove-Kalergi, will take place

- for pupils who attended the first year of nursery school during the 2024-2025 school year on **Tuesday, 2 September 2025 at 8:30.** and
- for **new pupils** on a rotating basis and in small groups **from 3 September 2025**, in order to ensure a smoother integration of "beginners" with all the attention they need on their first day of school.

All parents of new pupils should have received an enrolment date for 19 July 2025. If this is not the case, please contact our school office (tel. 43 20 82-270) from 26 August 2025 onwards.

Parents will be allowed to accompany their children to the classroom during the first two weeks of school (2 to 16 September). After that, children will be welcomed by teachers and assistants in the entrance hall and parents will no longer be allowed to enter the building without justification (see point **20** Internal Regulations below).

### **Cleanliness in nursery school**

Children must be independent in using the toilet before starting preschool. The educational team does not accept children who are still wearing diapers.

## 1.2 Start of the school year for primary school pupils

All primary school classes are located in the primary school building along Boulevard Konrad Adenauer and Rue Léon Hengen. The entrance is via the "bus" gate located along the bus stop on Rue Léon Hengen.

The start of the school year is set for **Tuesday, 2 September 2025 (see detailed planning below).**

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

First day of school on Tuesday, 2 September 2025			
Year	Classes	Start time	Meeting point
1	All	9 :00	Primary school playground
2	All	8 :30	Primary school playground
3, 4 and 5	All	8 :25	Primary school playground

End of classes on the first day	
Year	Time classes end
1 and 2	13 :00
3, 4 and 5	13 :15

First day of school (02.09.2025):

- P1: parents may accompany their children to class from 9:00 to 9:30
- P2+P3+P4+P5: parents may accompany their children to class from 8:30 to 9:00

Second day of school (03.09.2025):

- P1+P2: Parents may accompany their children to class from 8:30 to 9:00.
- P3+P4+P5: Parents are welcome in the school playground but may not accompany their children to class.

After 4 September 2025: Parents will only be allowed to enter the school premises if they have an appointment with a member of the school staff.

During these two days, parents may enter and leave the site using the gate located at the bus stops.

**Please note that parents or guardians will not be allowed to enter the classrooms without being accompanied by the class teachers. For this reason, you will find the teachers in the school playground in the morning, holding a sign. From there, the teachers will then go to the classrooms.**

### 1.3 Start of the school year for secondary school classes

- **All pupils will return to school on Tuesday, 2 September 2025 at 8.15.**
- First-year secondary school pupils will be welcomed at 8:15 in the secondary school playground under the covered area of Building B, next to the cafeteria (on the side of the Salle des Fêtes).
- Parents of Year 7 pupils may enter the playground to accompany their children on this first day of school (max. 2 accompanying adults).
- Pupils will be called by their form teachers and the first-year educational advisor, who will direct them to their respective classrooms.
- Exceptionally, entry will be via the gate located between the administration building and the Salle des Fêtes. A text message will be sent at the end of August, which must be presented to the security guards in order to access the playground.
- As soon as the teachers take the pupils to their classrooms, we ask parents/accompanying adults to leave the premises immediately.  
Parents/accompanying adults are not allowed to accompany pupils to their classrooms.

### 1.4 School certificate

The school certificate will be sent exclusively in electronic format to all parents during September and may be used for any purpose.

**Important: In accordance with the law of 20 July 2023 regarding compulsory education, our school is required to transmit the necessary data to the Ministry of National Education in order to monitor compliance with school attendance obligations. This includes the national identification number (matricule) of pupils residing in Luxembourg.**

**As of September 2025, no school certificate will be issued for resident pupils whose national identification number has not been provided.**



This information must be submitted as soon as possible and no later than the day before the pupil concerned starts school, in order to facilitate administrative processing.

## 2. TIMETABLE

### 2.1 Nursery school

Nursery school - building accessible to children between 8.15 and 8.45				
Monday	Tuesday	Wednesday	Thursday	Friday
8 :15 to 16 :00	8 :15 to 12 :50			

\*Lunch will be served in the classroom between 12:30 . and 1:00 .

Pupils are collected by the educators of the childcare center on Mondays between 15.30 and 15.40 and from Tuesday to Friday between 12.30 and 12.40.

Parents can pick up 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, a supervision is organised at the school from 8:00 to 8:15 in a room in the Nursery school building. (See conditions in the section 4.4.1.1).**


When parents drop off or pick up their children at the nursery school, they must present a badge or an ID card at the entrance.

There is no supervision after school. In the event of a late arrival, parents must collect their child from room B903 at the primary school. The terms and conditions for charging for late pick-ups are identical to those for late pick-ups at the primary school. Please refer to our attached "Uncollected Child Policy"( [Annexe 2](#) ).

### 2.2 Primary School

**Please note that lessons for P1 and P2 begin at 8:30; access to the playground is open at 8:10.**

#### Picking up children

Classes	Exit via gates 1, 2 and 3		
	Monday	Wednesday	Tuesday Thursday Friday
<b>P1-P2</b> (Not participating in the Well-Being Programme.) <b>Main Entrance</b>	15 :30	15 :30	
<b>P1-P2</b> grid 3 (Shell) with participation in the Well-Being Programme.	16 :00	16 :00	13 :00
<b>BUS</b> <b>Grid 1</b>	16 :00	16 :00	13 :15

\*Lunch break between 12:00 and 13:00.

Lessons for children in P1 and P2 end at **15:50** on Mondays and Wednesdays, or at **16:00** if the child participates in the "Well-being at School" programme. (You will find more information on the following pages).

**Please note that lessons for P3, P4 and P5 start at 8:25: access to the playground is open at 8:10.**



## Picking up children

Classes	Exit through gates 1, 2 and 3		
	Monday	Wednesday	Tuesday Thursday Friday
<b>P3-P4-P5 with accompanying adult</b> schedule 2	16 :00	16 :00	13 :15
<b>P3-P4-P5</b> without accompanying adult and not participating in "Well-being at School" Main exit for primary school	16 :00	15 :00	13 :15
<b>BUS</b> <b>Grid 1</b>	16 :00.	16 :00	13 :15

\*Lunch break between 13:45 and 14:15

We ask parents to fully respect the school timetable: children should be brought to and collected from school at the official times. Arriving late results in missing a part of the lesson and disrupting the other pupils and the teacher. In addition, some activities take place in other rooms (Physical Education, swimming, music, library, etc.) and latecomers find themselves alone in front of the classroom.

In the event of late arrival (once the bus gate has closed), parents must accompany their child to the guard at the main entrance of the primary school.

At the end of the school day, it is essential that pupils are collected as soon as lessons finish. At the primary school, teachers supervise the exit from classes but are not required to supervise pupils who have not been collected.

However, if a parent is late the school takes care of the child and contacts them after 15 minutes. The supervisor 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 supervisor takes the child to room B 903 (IT room in the primary building) to call the parents. The parents, legal guardian or authorized person retrieves the child after signing a discharge form. 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 in collecting a pupil is noted in his/her file. For further information, please refer to our Uncollected Child Policy ( [Appendix 2](#) ).

### **Well-being at school – optional**

The "Well-being in School" program has been integrated and developed in our school life in collaboration with an internal school working group and external experts and has been highly successful.

You can find more information about the program on our school's website. However, we would like to point out that participation in the "Wellbeing in school" project is voluntary for children. If you do not want your child to participate in the program, you can still pick up your child from 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 to complete at the beginning of the school year 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 do so.

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

## 2.3 Secondary School

**Secondary School –  
building open from 7:50  
Monday to Friday  
8:20 to 16:00**

\*Lunch break every day from 11:45 to 2:15 . (continuous service in the canteen).

First bell 8 :15		
	from	to
1	8 :20	9 :05
2	09 :10	09 :55
3	10 :00	10 :45
Break	10 :45	11 :05
4	11 :05	11 :50
5	11 :55	12 :40
6	12 :45	13 :30
7	13 :35	14 :20
8	14 :25	15 :10
9	15 :15	16 :00

### **Free afternoons - Secondary school**

Some pupils may be required to be present at school on their official free afternoons, for example those attending attending catch-up classes (rattrapage), Learning Support, certain classes of Religion and Ethics, mother tongue (L1) for pupils without a language section (SWALS), and pupils following Other National Languages (ONL) courses such as Irish, Maltese, Finnish or Swedish.

**First-year pupils** are normally free on Tuesday and Thursday afternoons.

**Second-year** pupils are normally free on Thursday afternoons.

**Year 3** pupils are normally free on Friday afternoons.

**Year 4** pupils are normally free on Friday afternoons.

**Year 5** pupils are normally free on Wednesday afternoons<sup>1</sup> .

There is no guaranteed free afternoon in Years **6 and 7**.

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<sup>1</sup> For these pupils, a bus will depart at 13:30 from Grid1 at the Centre-Gare station.

### 3. BUILDINGS

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

<b>NURSERY Luxembourg I</b> 4, rue Coudenhove-Kalergi				
<b>PRIMARY SCHOOL</b> Main entrance Bd. Konrad Adenauer				
1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year	4 <sup>th</sup> year	5 <sup>nd</sup> year
Block E/F	Block E/F	Block D/E	Block D/B	Block B
<b>SECONDARY SCHOOL</b> Main entrance 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 pupils must present their pupil card to security guards to access the premises.
- Visits are authorized 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.

### 4. ACCESS TO THE SCHOOL

Our school is committed to promoting sustainable transport and we therefore encourage our pupils to walk, cycle or use public transport (tram, bus) to get to school. We strongly encourage you to take advantage of these sustainable transport options.

We would like to draw your attention to the fact that traffic is very heavy in the immediate surroundings of the school buildings. For this reason, young pupils must be dropped off and picked up at the nursery school building by their legal representatives or a person authorised to do so (under the conditions set out in the section [2 Timetable/nursery school](#)).

#### 4.1 By foot

In the morning, children may only be dropped off at the entrance gates specified above ([see section 2.2](#)) and may be picked up there after school.

## 4.2 By car

Please drive extremely careful around the school, respect de traffic rules and do not to park where it may be potentially dangerous for the children's passage. Please use the public parking on the other site of Blvd. Konrad Adenauer.

### 4.2.1 Nursery

A « Kiss & Go » Area is available.

### 4.2.2 Primary

The "Kiss & Go" drop-off zone (parallel to Boulevard Konrad Adenauer) will be removed in summer 2025 as part of the construction work for the new tram line. From the start of the 2025/2026 school year, an informal "Kiss & Go" option will be set up on the right-hand (south) side of Rue Antoine de Saint-Exupéry. A sign marked "Deliveries" or "Suppliers" will be installed at that location. However, based on an informal agreement between the Kirchberg Fund and the City of Luxembourg, parents will be allowed to use this space during drop-off and pick-up times without the risk of being fined by municipal officers. This arrangement applies only if the use remains occasional and is strictly limited to the purpose of a quick drop-off.

Parents are asked to follow the Highway Code, respect cycle lanes, and avoid parking on sidewalks, green areas, or in spaces reserved for school buses. The public car park opposite Boulevard Konrad Adenauer (nearly 500 spaces) and the Coque car park will remain available for drop-off and pick-up for at least the next two years.

### 4.2.3 Secondary

Pupils who drive to school are strictly forbidden from parking in the nursery school car park. They must also not use bicycle parking areas for motorbikes or park directly next to the building (e.g. along walls or fences). Instead, we recommend using the P+R car park on Boulevard Konrad Adenauer, close to the secondary school entrance.

## 4.3 By bus

### 4.3.1 By school transport with the Association des Transports Scolaires des Elèves des European Schools (ATSEEE).

For all enquiries regarding school transport, complaints and suggestions, please contact the ATSEEE directly at the European Parliament, Adenauer 06H011, L-2929 Luxembourg, tel. 4300 22 934, mobile: 621 149 673 / 621 683 753, [info@atseee.eu](mailto:info@atseee.eu), [www.atseee.eu](http://www.atseee.eu).

The ATSEEE organises bus routes from outside the city of Luxembourg. Please find the information on the Association's website, where you can also register online.

The nursery school shuttle service will be available again for the 2025/2026 school year.

An ATSEEE security guard will accompany the children on the shuttle. In the morning, they'll accompany the children from the bus stop to Rue Coudenhove-Kalergi, then directly to the entrance of the nursery building. The ATSEEE will provide the same service for children returning home at lunchtime or in the evening.

Please note that there will be no shuttle service on Wednesday afternoons.

The School specifies that it is not responsible for the management of buses operated by the ATSEEE or the City of Luxembourg. Furthermore, the School specifies that the bus stop located on Rue Léon Hengen is not part of the School grounds and that traffic regulations and restrictions on access for unauthorised vehicles apply.

- Timetable

<b>Morning</b>	<b>Afternoon</b>
arrival at 8 :10	Departure at 13:30 (for pupils who do not have classes in the afternoon)
	Departure at 16 :15

- Nursery

If you'd like to use the school transport service, please get in touch with ATSEEE, who will take care of accompanying your child from the pick-up point to the nursery school gate.

- Primary and Secondary School

Pupils arriving by bus will enter through gate 1 (BUS), which provides direct access to the playground.

#### 4.3.2 Public transport

Tram, train, bus: All forms of public transport are free in Luxembourg (free travel only in 2nd class on trains). This does not apply to ATSEEE buses.

### 4.4 Access to premises/buildings

- When attending an appointment/meeting with the management and/or teachers, parents will be given a visitor badge by the security guard upon presentation of valid ID and written proof (meeting, invitation or appointment confirmation) provided by the school. You are asked to respect the location mentioned in your appointment confirmation.
- Parents are not permitted to enter the school premises to accompany their children to the classroom door, nor to wait for them there or in the hallways (except for the beginning of the school year, as mentioned in Part I). They are also not allowed to pick up their children from these areas or from the playground.
- Special Needs/Reduced Mobility:  
Parents of pupils with specific health needs requiring short or long-term assistance should contact the school administration to obtain appropriate authorization tailored to their child's specific situation.

#### 4.4.1 Entrance / Exit

##### 4.4.1.1 Nursery

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

<b>Morning entry: 8:15–8:30</b>	
<b>End of day: Monday 15:40 – 16:00 and Tuesday to Friday 12:40 – 12:50</b>	
Classes located in block C*:	Classes located in Block A*:
Entrance through the back door	Entrance through the main door

\*SWALS pupils are dropped off by their parents between 8:15 and 8:30 in the entrance hall.

#### 4.4.1.2 Primary:

##### a) Arrival:

In the morning, children are dropped off at their respective entrances.  
When the bell rings, pupils are collected by their teacher in the playground.

##### b) Departure:

- If pupils are collected by their parents, they are accompanied to the exit by their teacher. (see [section 2.2](#) )
- If they go to the CPE or are taken care of by daycare centers (Sunflower, La Luciole, Rockids, Tiramisu, Butterfly, etc.), pupils will meet their teacher in the school playground.
- Pupils enrolled in an extracurricular activity immediately after school will go to the gathering point and will be supervised by the extracurricular staff.
- Pupils who take the bus will exit through gate 1 (BUS), which leads directly to the bus platform.
- Pupils who are authorised to leave alone (after completing the "Authorisation to leave" form) and who have their card will leave through the main primary school gate. Primary school pupils are not allowed to leave the school building alone outside of school hours. In the event of early departure, which must be duly announced, and only in this case, the pupil must be picked up by their parents in the main hall. The security guard is responsible for checking all information relating to early departure authorisation.

It is essential to complete the "Authorisation to Leave" document that will be given to you at the beginning of the school year so that we are aware of your child's daily departure arrangements. In the event of a one-off change, please notify the teacher by email **at least 24 hours in advance**. In the event of a permanent or long-term change, the "Authorisation to Leave" document must be completed again.

#### 4.4.1.3 Secondary school:

Entrance:

Access is via:

- The main entrance from 7:50
- The bus dock gate will be opened as soon as the buses arrive (approximately 8:00 to 8:20)
- The gate giving access to the Coque will be opened according to the schedule of physical education classes taking place there.
- Access via the gate between the Administration building and the assembly hall is reserved exclusively for Primary School pupils.

**Depending on their timetable, S1 to S5 pupils may be allowed to arrive at school later if a teacher is absent at the start of the day (authorisation A).**

Departure:

The exit is via:

- The main exit.
- The bus gate will be opened at the bus departure time.
- Once a pupil has gained access to the school premises upon opening of the gate and before the start of classes (between 7:50 and 8:20), they may not leave the premises, regardless of the exit authorisation they have.

- The gate giving access to La Coque is closed according to the schedule of physical education classes taking place there.

**Permission to leave:**

- **S1-S5 pupils, depending on their timetable, may be authorised to leave school early when a teacher is absent at the end of the day (authorisation B).**
- **S4 and S5 pupils may be authorised to leave school during the lunch break and the period before and/or after the lunch break, provided that the pupil has free periods during this time (authorisation C). The absence of a teacher cannot be considered a free period.**

The right to leave during free periods:

- is **reserved exclusively for S6 and S7 pupils**, subject to parental authorisation.
- may be requested in **very exceptional cases**. The request must be submitted in writing in advance to the Management, which will then grant approval if deemed appropriate.

**For authorisations A + B + C, a link to a form will be sent to pupils and parents on the first day of the school year.**

We would also like to remind you that it is not possible to leave the school during the 5-minute break between lessons.

## 5. SCHOOL FEES (MINERVAL), BACCALAUREATE REGISTRATION AND OTHER FEES

### 5.1 School fees

#### 5.1.1 Payment of school fees

The reference documents can be consulted on the European Schools website (<http://www.eursec.eu>) under 'Enrolment and Fees'. The Board of Governors has set the fees for pupils who are not automatically eligible (category III) for the 2025-2026 school year as follows:

School fees for category III (depending on the date of enrolment as a Category III pupil)					
School year 2025-2026					
Pupils enrolled <u>before</u> 2013-2014			Pupils enrolled from 2013-2014 <u>onwards</u>		
Nursery	Primary	Secondary	Nursery	Primary	Secondary
3,566.24 €	4,903.64 €	6,686.77 €	4,195.58 €	5,768.99 €	7,866.79 €

Specific tuition fees: children of NAMSA staff members based on the date of enrolment					
School year 2025-2026					
Pupils enrolled <u>before</u> 2013-2014			Pupils enrolled from 2013-2014 <u>onwards</u>		
Nursery	Primary	Secondary	Nursery	Primary	Secondary
7,132.48 €	9,807.28 €	13,373.54 €	8,391.16 €	11,537.98 €	15,733.58 €



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 % as of the third child. 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.

**Any change in family or professional circumstances must be communicated immediately by email to the following address: [LIST-LUX-MDM-SCHOOLING@eursc.eu](mailto:LIST-LUX-MDM-SCHOOLING@eursc.eu)**

### 5.1.2 Terms of Payment

Parents subject to school fees commit themselves to pay them in accordance with the following terms:

a) First enrolment of a child at the European School

In accordance with the decisions of the Board of Governors in April 2015 and in order to confirm the child's enrolment, a deposit of 25%, payable **before 5 July 2025**, will be required.

b) Parents whose children already attend the European School

**In accordance with the decision of the Board of Governors of April 2015, all Category III parents must pay a deposit of 25% by 30 June at the latest in order to maintain the existing enrolment for the following school year. This deposit is non-refundable (see Article 29 of the General Regulations of the European Schools, Ref: 2014-03-D-14-en-13).**

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

c) Common provisions for all parents

The balance of 75% must be paid no later than 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 installments.

In this case, payments must be made no later than the following dates:

**25% by 31 October 2025,**

**25% by 31 January 2026,**

**25% by 31 March 2026.**

The request for payment of school fees in instalments must be submitted using the form "Païement des frais de scolarité par échelonnement" (Payment of school fees in instalments) available at [www.euroschool.lu/site/fr/inscription](http://www.euroschool.lu/site/fr/inscription) and will remain valid for the entire period of the pupil's schooling.

**Important notes:**

**No child will be admitted to class in September 2025 if the deposit has not been paid within the specified time frame.**

**Furthermore, if, by 1 September of the school year, all or part of one or more invoices have not been paid in full, the pupil concerned will be considered by the School as having been removed from the register and will no longer be admitted to the School for the school year. If necessary, the sum due will be recovered by legal action.**

### 5.1.3 Reductions

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 Director 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 of the current year**. 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. To be eligible for assistance, you must be a member of the APEEE. ( [Appendix 4](#) )

#### Important note:

The Director may decide that, in certain situations—such as health or safety concerns, government directives, or exceptional events like epidemics, pandemics, natural disasters, or other unforeseen circumstances—online or remote classes do not automatically qualify for a reduction in the course fee. If you wish to request a fee reduction, whether your child attends in person or remotely, the request must follow the procedures outlined above.

### 5.1.4. Change of category

When a pupil changes category due to a change in the parent's professional status (for example, a change from category I to category III at the end of a temporary contract with the Commission):

- the Minerval must be calculated pro rata to the number of months concerned (one month being considered as one tenth of a school year):
- if the Minerval is to be paid from now on, from the beginning of the following month up to and including the month of July,
- if the Minerval is no longer payable, from September until the end of the previous month.

## 5.2 Baccalaureate registration fees

All 7th-year pupils, regardless of category (I, II, or III), are required to pay the Baccalaureate registration fee by 31st March of the relevant year. Following the Board of Governors' decision in December 2011, the registration fee is adjusted annually for inflation. For the 2025 Baccalaureate, the fee will be €105.98 and will be included in the overall school bill sent out in October for the current school year.

## 5.3 Other fees

All pupils, regardless of their category I, II or III, are subject to the payment of certain additional expenses, the payment terms for which are set out in this memorandum. These fees are payable by parents.

### 5.3.1 Intermath

This is a set of two mathematics books for primary school and a Matific licence at a total price of **32€**. This amount will be included in the overall invoice for October of the current school year. If one or both books are lost, a replacement request must be made via the following email address: [LUX-ACCOUNTING-SCHOOLFEES@eursc.eu](mailto:LUX-ACCOUNTING-SCHOOLFEES@eursc.eu). These books will also be invoiced to parents.

### 5.3.2 Photocopying costs

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.

Furthermore, we would like to remind you that in accordance with Article 29 paragraph 1 of the General Rules of the European Schools (Réf.: 2014-03-D-14-en-13), on a pupil's enrolment at a European School, his/her legal representatives shall undertake to pay the fees fixed by the Board of Governors and other sums owed to the school within the time period set for payment.

### 5.3.3 School outing fees for nursery and primary school pupils

Two installments are requested :

- Parents receive an invoice from the school for €100€ for excursions and external activities for each of their children. The organisation of all these activities is the responsibility of the teachers, with the school taking care of the payment. At the beginning of the school year, parents will receive more detailed information on how the €100 is used.
- €40 in the class fund for each of their children. The money is managed by the class treasurers and used freely by the teacher for activities requiring more specific needs, such as ingredients for activities in the kitchen, small projects for Christmas or Easter, etc.

### 5.3.4 The Mediterranean World

This is a booklet for the humanities course in the 3<sup>rd</sup> cycle of secondary school. An amount of approximately €6 to €7 will be included in the overall invoice for the month of October of the current school year.

### 5.3.5 University registration file

**For pupils who wish the school to handle their university or tertiary education applications, a fee of €130 to €260 will apply, depending on the university and country. For applications**

**to French and UK universities, we recommend that pupils submit their applications through the school rather than independently.**

Parents must complete and return the form available on the school's website, under the heading "Procedures and Forms". They must pay the corresponding fees in advance. No group payments by section will be accepted.

### 5.3.6 Certification report of historical grades obtained

Each pupil who wishes the School to issue a report certifying the grades obtained at during their schooling will be charged €150 per request.

Parents must send a request by e-mail to the secretariat of the cycle concerned and pay the corresponding fees in advance.

## 6. CATERING SERVICE

Catering services are provided by SODEXO. The SODEXO service provider's office is located at the back of the canteen and is open Monday to Friday from 8:00 to 11:30.

Tel: 26 68 39 45

Email: [ecoleeuropeenne1.LU@sodexo.com](mailto:ecoleeuropeenne1.LU@sodexo.com)

Website: <https://sodexoeducation.lu/>

### Less waste at school

The school aims to educate pupils about all areas of life, including ecology and the environment. The project focuses on prevention, with two main goals: raising awareness about waste reduction and responsible consumption and promoting a campaign to prevent waste at school.

From the start of the 2022/2023 school year, we strongly recommend that parents and pupils no longer use disposable plastics such as plastic cling film, packaging such as Actimel, Capri Sun, compote, etc., disposable plastic water bottles, etc.

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

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

In addition, hot drink machines will no longer be equipped with single-use cups. Personal, reusable cups of an appropriate size may be used. SODEXO will offer reusable cups for sale with a 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! It is between 100 and 300 times cheaper than bottled water and significantly less expensive than soft drinks and other sugary drinks.

## 6.1 Nursery School

### 6.1.1 Meal Time

Nursery school pupils eat their meals **on Mondays only**, in their classrooms between 12:30 and 13:30.

### 6.1.2 Meals

The hot meal consists of a starter, a main course and a dessert. Pupils may bring sandwiches from home (the "tartiniste" option), but it is not possible to reheat meals (as mentioned in point [6.2.2](#) ).

The daily menus are available throughout the school year on the school website, under the "Canteen" section: <http://www.euroschool.lu/site/fr/cantine/>

### 6.1.3 Terms and conditions

**Registration is mandatory** for all nursery children with the service provider, via their website: <https://sodexoeducation.lu/ecoles-europeennes-et-cpe/> including "Sandwich" option choice.

Meal fees are paid in advance to the service provider on a quarterly basis. The amount will vary depending on the number of days during which pupils eat at the school catering service during a term.

Parents who do not subscribe must register their child under the "tartinistes" option. Information on subscribing is available on the website [www.euroschool.lu](http://www.euroschool.lu).

## 6.2 Primary School

### Meal Time

Primary school pupils have lunch in their dedicated dining room only **on Mondays and Wednesdays** from 12:00 to 14:15. P5 pupils eat in the secondary school canteen from 13:45 to 14:15.

### 6.2.2 Meals

- For P1 to P4 pupils, the hot meal consists of a starter, a main course and a dessert. Pupils may bring sandwiches from home (the "tartiniste" option). It is not possible to reheat meals brought from home in the canteen.
- For P5 pupils, the terms and conditions set out under [6.3.2](#) for secondary school pupils (secondary school self-service only) apply, as do the terms and conditions set out under [6.3.3](#) .

The daily menus are available throughout the school year on the school website, under the "Canteen" section: <http://www.euroschool.lu/site/fr/cantine/>

### 6.2.3 Terms and conditions

Registration is mandatory for all primary children from P1 to P4 with the service provider, via their website: <https://sodexoeducation.lu/ecoles-europeennes-et-cpe/> <https://sodexoeducation.lu/fr/38/ecoles-privees/> except for P5.

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 informations regarding the registration are available on the website [www.euroschool.lu](http://www.euroschool.lu).

### 6.3 Secondary school pupils, teachers and administrative staff

For secondary school pupils, teachers and administrative staff, there are various points of sale. Hot meals, sandwiches, snacks and drinks are available for purchase.

#### 6.3.1 Opening hours

**The secondary school cafeteria** is open:

- Monday to Friday from 11:45 to 14:15.

Secondary school pupils who do not have classes in the afternoon may also eat there.

**The cafeteria** is open every day from Monday to Friday from 7:50 to 16:00. All pupils can access it during opening hours. **Pupils in grades 1 to 3 can only stay there if there is space available and with the consent of the education advisor.**

**The food truck** is open every day from Monday to Friday from 10:30 to 14:00.

#### 6.3.2 Meals

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

Pupils can choose from several options: single dish / starter + main course / main course + dessert / starter + main course + dessert. Drinks, sandwiches and salads are also available à la carte.

The cafeteria offers pastries, sandwiches, salads, snacks and drinks throughout the day.

The food truck offers a different menu every day. In addition to the cafeteria, pastries and snacks are available in the morning.

#### 6.3.3 Terms and conditions

##### Secondary Cycle and P5 – Meal Payment Information

- All meals, snacks, desserts, and drinks must be paid using electronic payment cards, which can be reloaded online.
- The card is valid for your child's entire time at school.

For new pupils and P4 graduates:

- Please request a card from the provider by email before the school year starts.
- The card is free and will be given to your child by their main teacher.

For pupils arriving during the school year:

- Cards can be picked up at the SODEXO office at the back of the canteen.

Lost or damaged cards:

- Report immediately to the SODEXO office or by email.
- Replacement cards cost €15, and the balance from the old card will be transferred to the new one.

## 7. SCHOOL TRIPS

### Generalities

Compulsory school trips are organised by all European Schools every year. They are an integral part of the pedagogical offer of the European Schools. Pupils are obliged to take part in these trips because they are an integral part of the curriculum.

The organisation of school trips, including their educational content, is the sole responsibility of each school. Parents are solely responsible for financing school trips.

Compulsory school trips are defined as school trips covering all academic levels of the primary and secondary cycle and whose cost exceed €100 per pupil. These school trips can be ski trips, sports trips, sea trips, as well as “à la carte” secondary school trips where all pupils at an academic level are involved, even if they can travel to a variety of destinations.

The School currently anticipates that all planned compulsory school trips will take place during the 2025/2026 academic year, as planning for these has already begun.

Details of compulsory trips by cycle are given below.

Pupils' participation in school trips is compulsory.

However, the management reserves the right to exclude a pupil for behavioural or safety reasons.

### Organisational documents and/or regulations relating to compulsory trips

All organisational documents and/or regulations relating to compulsory trips, communicated by the school, the administrative team and/or the teaching team, must be respected by the pupils participating in the trip(s) and by their parents.

#### 1) Persons concerned

All minors travelling abroad **without their parents** they need two things: a valid ID (like a passport) and a parental authorisation. The person who has parental authority over the child (father, mother or guardian) must complete the documents requested by the school.

The child must carry this authorisation with them and present it on request, along with their original identity document.

#### 2) Fees

A chancery fee may be levied when the parental authorisation is drawn up and must be paid directly to the local authority. This fee is payable by the parents.



The school form ( [Appendix 6](#) ) must be completed and signed by the parent(s) at the school office, upon presentation of a valid identity document. The signature will then be certified by the school secretary.

All trips/outings, even outside school hours, must be authorised by the school management and the pupils' parents.

### 3) Special features

#### - For Luxembourg residents

- Complete the parental authorisation for outings/medical consent ( [Appendix 5](#) )
- Provide authorisation issued by the population office of the **child's municipality of residence**.

The person who has parental authority must appear in person to have their signature legalised and provide the following information:

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

For more information: <https://guichet.public.lu/en/citoyens/citoyennete/certificat-casier-judiciaire/certificat-copie/legalisation-signature.html>

#### - For non-residents

- Complete the parental authorisation for travel/medical consent form ( [Appendix 5](#) )
- Complete the parental authorisation for "non-resident" travel ( [Appendix 6](#) )

## 7.1 Primary

### **Green Classes**

**Third-year** primary school pupils take part in a three-day nature school organised by the school. This nature school consists of outdoor activities, nature discovery, forest activities and discovery of forest fauna and flora.

### **Sea classes**

**Fourth-year** pupils take part in a four-day seaside class organised by the school. This seaside class consists of water sports, beach activities and discovering marine fauna and flora.

### **Mountain classes**

**Fifth-year** pupils take part in a five-day mountain class organised by the school. This mountain class includes mountain walks, mountain sports activities and discovering mountain flora and fauna.

Parents will receive all additional information about the respective school trips in good time. In addition, information evenings for parents will be offered.

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

In addition to these compulsory school trips, numerous subject-related outings and trips (lasting a maximum of one school day) are organised throughout the year. Parents are invited to support the classes as accompaniers. The decision to ask parents to accompany day trips is made by the class teachers. Participation by pupils is also compulsory.

## 7.2 Secondary

**S2 and S6** pupils take part in a school trip that is part of the curriculum. The S2 and S6 trips will be organised in the spring.

**S5** pupils take part in a school trip that is part of the biology curriculum. This trip, which normally lasts two days and one night, will be organised in the spring and involves several groups.

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

In addition to these compulsory school trips, numerous subject-related outings and trips may be organised during the year. Participation by pupils is also compulsory.

## 7.3 Payment and refund policy for school trips (Primary and Secondary)

By registering (\*) their child for a school trip, the pupil's parents

- promise to pay the School for the trip, whether it's a fixed price or based on an estimated budget, following the payment schedule given before my child signs up.
- understand and agree to the rules below about any possible refund for part of the trip cost.

(\*) Registration here means the formal, written registration of the pupil for a school trip and not a simple expression of interest, for example following a "survey" organised by a teacher at the School.

Note: for compulsory trips, parents undertake to pay the price. In the event of non-participation not approved by the Management, parents will be required to pay the price of the trip.

However, if a medical certificate is provided and accepted by the cancellation insurance, only the excess will remain payable by the parents.

The refund terms are as follows:

- a) In the event of a pupil's withdrawal for duly established reasons, the School will reimburse any expenses it has not already incurred in relation to the trip and any costs it has incurred but for which it can still obtain reimbursement. In this case, the refund will be made after deduction of any cancellation fees incurred by the School. In the event of withdrawal for medical reasons, a medical certificate must be submitted to the School. In all cases, the refund will only be made after the School has been able to establish the final statement of expenses relating to the trip.

It should be noted that the School does not always take out cancellation insurance. For school trips costing more than €100 per pupil, the School takes out insurance on behalf of the parents (included in the cost of the school trip), whereas for school outings or trips costing less than €100 per pupil, no cancellation insurance is taken out. The School will communicate whether or not insurance cover is provided. Any excess retained by the insurer when making a claim is payable by the parents.

b) In the event of a pupil's exclusion before or during a trip, the School will not reimburse any travel-related expenses whatsoever. In addition, the pupil's parents undertake to reimburse the School for any additional costs that may be necessary to ensure the child's repatriation as soon as possible, as well as any costs relating to School staff who may be required to accompany the pupil (for all or part of the journey) during repatriation (taxi, plane, accommodation costs, etc.).

c) If a school trip generates a surplus of:

- $\geq 10\%$  of the price invoiced to parents (for example, if the school trip costs €460 per pupil, any amount  $\geq$  €46) **or**
- a total amount of €50 per pupil (e.g. if the school trip costs €700 per pupil, any amount  $\geq$  €50), this amount shall be reimbursed to the pupils/parents.

If there's only a small leftover amount, it goes into the "Kitty" (reserve). This money helps cover trips that cost more than planned and unexpected expenses, so the School doesn't have to handle complicated refunds.

### **In the event of cancellation by the management**

To ensure the health and safety of pupils and accompanying adults, the Director may cancel any planned trip or excursion, compulsory or optional, in the event of force majeure (e.g., epidemic, pandemic, natural disaster, third-party or governmental actions), unforeseen circumstances, or any situation affecting safety or the smooth running of the trip. 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 decision-making bodies of the European Schools and/or national government authorities.

In this case, and without the School being required to consult parents, the School will take all possible steps with the various service providers to try to reduce the financial impact of these 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 that remains due will not be covered by the School and will remain the responsibility of the parents. The final statement will be drawn up by the School and communicated to parents at a later date.

If a full or partial refund of the balance of the costs relating to the cancellation of the trip/excursion is obtained from the service providers, the refund to the parents will only take place after the final statement of costs relating to the trip/excursion has been drawn up by the School.

Air travel: flight delays or cancellations

In the event of flight cancellation or delay, and in accordance with European Regulation No. 261/2004 of 11 February 2004 establishing common rules on compensation and assistance to passengers in the event of denied boarding, cancellation or long delay of flights, the carrier is required to respect the rights of passengers provided for in this Regulation.

The names of the carriers will be provided by the teacher when organising the trip.

If you have any questions in this regard, please contact the airline(s) concerned directly.

## **8. EXTRACURRICULAR ACTIVITIES**

You will find all the information you need about extracurricular activities on the website:

<https://periscolaire.apeeel1.lu/>

## 9. 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](mailto:motsdezaza@gmail.com)

## 10. PRIMARY AND SECONDARY SCHOOL LIBRARY

### 10.1 Nursery and primary school

#### **Where is the library located?**

Rooms D1.3 - D1.4 - D1.5 for nursery school.

Rooms C-204 for primary school (1 to 5).

#### **Who is in charge of the library?**

The school librarian manages the library within the framework defined by the primary and nursery school management.

#### **Why have a library?**

The library is a wonderful tool for your children's personal enrichment. During school hours, children come to the library. There, they learn to:

- love and respect books,
- gradually develop a taste for reading, which is an important asset for their studies and future life,
- increase their knowledge while having fun,
- discover a book in their second language, -
- use a library to find a book or information

The library is also a very useful tool for teachers:

- search for information on a subject under study,
- borrow books adapted for the second language.

#### **Access to the online catalogue:**

The online catalogue "Oliver" can be consulted at the following address:

<https://eel1.oliverasp.co.uk>.

Each pupil has a personal account. This allows them to view the books they have borrowed, save reading lists, extend the loan period for a book, etc.

To log in, simply use your school email address (the same as for Office) and click on "Forgotten password" to generate a password and access the site. The catalogue can also be consulted without a login, in read-only mode.

Any lost or damaged books must be replaced by the families.

#### **Contacts:**

Librarian Ms Nadine Peiffer

Tel.: 432082 383

Email: [LIST-LUX-PRI-LIBRARIAN@eursc.eu](mailto:LIST-LUX-PRI-LIBRARIAN@eursc.eu)

#### **Opening hours:**

Monday, Wednesday: 8:25 – 16:00

Tuesday, Thursday, Friday: 8:25 - 13:15

## **10.2 Secondary School**

The secondary school library is a quiet place, open to all pupils for reading, studying or research.

#### **A rich and multilingual collection:**

With over 42,000 titles, the library offers books in:

- French, English, German, as well as
- Luxembourgish, Dutch, Spanish, Portuguese, Swedish, Finnish, Polish, Estonian, Lithuanian, Latvian, Irish, Bulgarian and Ukrainian,
- Books for learning Italian, Maltese and Latin.

Magazines and newspapers in several languages complete the collection.

#### **Access to the online catalogue:**

The online catalogue "Oliver" can be consulted at the following address:

<https://eel1.oliverasp.co.uk>.

Each pupil has a personal account. This allows them to view the books they have borrowed, save reading lists, extend the loan period for a book, etc.

To log in, simply use your school email address (the same as for Office) and click on "Forgot your password" to generate a password and access the site.

The catalogue can also be viewed without a login, in read-only mode.

## Other resources:

Luxembourg National Library: Registration is strongly recommended for those aged 14 and over. It provides wide range of print and digital resources (e-books, journals, databases, etc.).

Library Sharepoint: <https://eursc.sharepoint.com/sites/Seclibrary>

Here you will find :

- practical information on the services offered,
- a purchase suggestion form,
- useful links (catalogue, BnL, Europresse resources for citing sources and evaluating the reliability of information, etc.).

A multimedia area with eight computers is available for research and schoolwork during free periods.

## Borrowing Books:

To borrow items, readers must present their **school card** with the library barcode or, failing that, give their surname.

They may borrow **3 books** for a period of **3 weeks**. An extension is possible upon request to the librarian.

**Pupils are responsible for the books they borrow. They must be returned on time and in good condition. In the event of loss or damage, the book must be replaced.**

## Opening times and facilities:

The library is open **Monday to Friday from 8:20 to 16:00**.

Presentations of the library and its resources are scheduled at the beginning of each school year for first-year pupils, in the presence of their class teacher.

Throughout the year, activities to encourage reading are offered.

## Library rules

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

- To behave respectfully and remain quiet.
- To leave their bags in the lockers provided for this purpose at the entrance to the library and leave their school card on the librarian's desk.
- To respect the library equipment and leave their table clean.
- Not to bring food or drink into the library.
- Not to play in the library, including online games.
- To follow the instructions given by the librarian.
- The policy prohibiting mobile phones also applies to the library.

## Contacts:

Librarian Ms Nadia Khemiri

Tel.: 43 20 82 238

Email: [LIST-LUX-SEC-LIBRARIAN@eursc.eu](mailto:LIST-LUX-SEC-LIBRARIAN@eursc.eu)

# 11. MEDICAL AND PSYCHOLOGICAL SERVICES

## 11.1 First aid and emergency service:

- 11.1.1 Nursery school: Opening hours of the nursery school infirmary: Monday from 8.30 to 16:00, Tuesday from 8.30 to 13.15, Thursday from 8.30 to 13.15 and Friday from 8.30 to 13.15. If the nurse is absent, the assistants will accompany the pupils to the secondary school infirmary.
- 11.1.2 The primary school infirmary, located on the ground floor (block B of the primary building), is open every day as follows: Monday and Wednesday from 8:25 to 16:20 and Tuesday, Thursday and Friday from 8:25 to 13:15.
- 11.1.3 The secondary school infirmary, located on the ground floor of block C (room C-002) of the secondary building, is open every day from 8:30 to 16:30.

In the event of an accident, pupils are sent directly to the hospital on duty and parents are notified immediately by telephone.

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

Within three days, parents must complete and return to the nurse the form available from the medical service and attached to this document( [Appendix AAA](#) ) allowing the school to establish the accident report.

The school medical service deals with accidents and/or illnesses that occur at school and/or on the way to school. The medical service provides emergency treatment but does not provide follow-up care. Please note that injuries and illnesses that occur at home (during holidays, weekends, etc.) must be treated by parents or the family doctor.

If the school (the nurse and/or teacher) considers that a child is unfit to remain in class due to their state of health, the child must be collected by their parents or another authorised person. Only pupils who are of legal age are allowed to return home alone.

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

**Please do not send your children to school if they are ill! Any child who arrives at school ill must be picked up by their parents or guardian in order to prevent the spread of illness or epidemics.**

The school, the CPE and the after-school care centre are separate institutions that do not share medical information and/or medication. Please provide the necessary information yourself.

## 11.2 Medical examinations:

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.



### 11.3 Contagious diseases

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 is deemed 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 pupil 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 pupils can be exempted from School for a period of 2 days by their parents and without a medical certificate.

#### **At the time of enrolment and before the start of EACH school year, parents are required to inform the Management of:**

- a) Any health problems their children may have that require immediate special care. In the interests of the child, this information will be communicated to the nurse and the teachers concerned.
- b) Individualised Care Plan (PAI)  
In the event of health problems requiring special monitoring and/or emergency intervention, a document called an "Individualised Care Plan" / personal emergency plan (PAI) is issued and signed by the family doctor/allergist. A copy of the PAI document and the necessary medication must also be given to the nurse at the school where the child is enrolled.
- c) Any change in office and/or private telephone numbers, and, if applicable, the contact details of a person to contact in the event of the parents' absence.
- d) Any change in the child's health during the year must also be reported by post and addressed exclusively to the school management.
- e) Any medical or psychological issues requiring special measures during tests (S1-S3) or exams (S4-S6) (e.g. extra time) must be communicated exclusively to the Director, accompanied by a medical/psychological certificate or report. The same request must be submitted before 15 October in S5 for the S6-S7 orientation cycle and for the Baccalaureate.

### 11.4 Social and psychological services:

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-director for the primary school.

The school has also three psychologists. Their job is primarily to provide support in academic, emotional and behavioural manners concerning pupils. They also participate in the proceedings of the Special Education Needs and provide support and information to teachers in relation to pupils 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 email and 10 days to obtain an appointment because of the workload the service is facing.

**Ms Virginie BATAILLE**

[virginie.bataille@eursc.eu](mailto:virginie.bataille@eursc.eu)

Responsible for the following sections: **ES – FI – PL – PT – FR** in primary school from P4 to S7 in secondary school.

Office at the primary school: B-905

Telephone: 432082 – 441

Office at secondary school: B-007

Telephone: 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	/

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**Ms. Sabine FASS**

[sabine.fass@eursc.eu](mailto:sabine.fass@eursc.eu)

Responsible for the following sections: **EN – NL – SV – DE – LT** in primary school from P4 to S7 in secondary school.

Office at the primary school: B-905

Telephone: 432082 - 441

Office at secondary school: B-007

Telephone: 432082 – 279

Timetable	Morning	Afternoon
Monday	8.30-12.30	13.30-16.30
Tuesday		/
Wednesday	8.30-12.30	13.30-16.30
Thursday	8.30-14.00	/
Friday	8.30-13.30 (every second Friday)	/

**Ms Raquel FERNANDEZ**

[raquel.fernandez@eursc.eu](mailto:raquel.fernandez@eursc.eu)

In charge of all language sections in nursery school as well as P1, P2, P3 and the "Well-being at School" project.

Office in the nursery school: B-004

Telephone: 432082 – 402

Office at the primary school: B-905

Telephone: 432082 – 441

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	/

## 12. HOMEWORK (SECONDARY SCHOOL)

The times indicated below are approximate. The maximum time allocated for homework should not be considered the rule. This time may vary and increase/decrease for pupils with special needs.

Year	Hours per day
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 individual pupil programmes

For more details, please refer to our homework policy. ( [HOMEWORK POLICY \(SECONDARY\)](#) )

## 13. NOTEBOOKS AND REPORT CARDS

Report cards will be distributed on the following dates:

Nursery school	
	Date
1st oral phase	January 2026
2nd oral phase	June 2026

Primary school	
	Submission date
1st oral phase	November 2025
2nd phase (electronic version)	February 2026
3rd phase (electronic version)	July 2026

Secondary school		
Years		Submission date
1, 2, 3, 4, 5, 6	Mid-term report	End of October 2025
	1st half-yearly report	End of January 2026
	Interim report	End of March 2026
	Second half-yearly report	End of June 2026 (1,2,3) – Beginning of July 2026 (4,5,6)
7	Interim report	End of October 2025
	Half-yearly report	Mid-February 2026
	Preliminary note	End of May 2026

In general, compositions and assignments counting towards the B mark (years 4 to 7) can be consulted by parents by appointment with the teacher concerned. According to the general rules of European schools, the legal representatives of pupils are responsible for taking the B test in S4 and the official examinations in the first term of S5. In order to enable pupils in Years 5 and 6 to see the results of their end-of-year written examinations, teachers are requested to set aside a period of lessons during the last two weeks of the school year.

Parents of pupils in classes 5 and 6 may also consult the written examinations from Monday 29 June to Thursday 2 July 2026 between 10:00 and 12:00 in room B-002 in the presence of an educational advisor.

Article 6.4.10 of the European Baccalaureate Regulations states: "Candidates and/or, if they are minors, their legal representatives, are authorised to see and receive a copy of their original paper, the final mark awarded to the examination paper (average of the marks awarded by the first and second examiners and, where applicable, the mark awarded by the third examiner), the marks awarded by each of the examiners (mark of the first examiner, mark of the second examiner and, where applicable, mark of the third examiner), the examiners' comments, the examination subject and the marking instructions."

Consultation of examination papers after marks have been awarded:

The rules governing the European Baccalaureate stipulate that candidates have the right to consult their examination papers and the total marks awarded by each examiner.

The request must be sent by email to Mr Wedel ([LUX-DIRECTOR@eursc.eu](mailto:LUX-DIRECTOR@eursc.eu)), copying in Ms Lemarié ([LUX-DEPUTY-DIRECTOR-SECONDARY-CYCLE@eursc.eu](mailto:LUX-DEPUTY-DIRECTOR-SECONDARY-CYCLE@eursc.eu)) and the BAC coordinator ([sonia.raposo@eursc.eu](mailto:sonia.raposo@eursc.eu)).

The Director will make all documents available within three working days of receiving the request.

Late requests to view exam papers will not be accepted. Regulations for the European Baccalaureate (Ref.: 2015-05-D-12-en-28.3)

## 14. PARENT-TEACHER MEETINGS

Evenings will be organised for parents at different times of the year for the different cycles and classes. These will be announced in circulars in due course.

Please make a note of several important information meetings:

Dates	Nursery School (4 years old)	Primary School
03.09.2025		17:00 - 18:00 : meeting for new primary school parents with the school management
08.09.2025	16:30- 17:00: SWALS teachers and parents meeting 17:00 - 17:30 : meeting for parents of all nursery school pupils with the school management team 17:30 - 18:30: meeting for class teachers and parents	
10.09.2025		<ul style="list-style-type: none"> <li>16:30 – 17:00: L2 and SWALS meeting for P1 parents</li> <li>17:00 - 18:00 : meeting between P1 teachers and parents</li> <li>18:00 – 18:30: tour of the school by P1 class teacher</li> </ul>
15.09.2025		<ul style="list-style-type: none"> <li>16:30 – 17:00: L2 and SWALS meeting for P2 parents</li> <li>17:00 - 18:00: meeting between P2 teachers and parents</li> <li>18:00 - 18:30 : tour of the school by P2 class teacher</li> </ul>
17.09.2025		<ul style="list-style-type: none"> <li>16:30 – 17:00: L2 and SWALS meeting for P3 parents</li> <li>17:00- 18:00 : P3 parents' meeting with class teachers</li> <li>18:00 - 18:30 : tour of the school by the P3 class teacher</li> </ul>

22.09.2025		<ul style="list-style-type: none"> <li>• 16:30 -17:00: L2 and SWALS meeting with P4 parents</li> <li>• 17:00 - 18:00 : meeting between teachers and parents of P4 pupils</li> <li>• 18:00 - 18:30 : tour of the school by the P4 teacher</li> </ul>
24.09.2025		<ul style="list-style-type: none"> <li>• 16:30 – 17:00 : L2 and SWALS meeting with P5 parents</li> <li>• 17:00- 18:00 : meeting between teachers and parents of P5 pupils</li> <li>• 18:00 - 18:30 : tour of the school by P5 class teacher</li> </ul>

Dates	Secondary School
17.09.2025	17:00: meeting for all parents of S1 pupils with the school administration
	17:45: meeting for parents of S1 pupils with the head teacher
13.11. 2025	16:15 - 19:30: meeting for parents of S1-S2-S3 pupils
20.11.2025	16:15 - 19:30 : meeting for parents of S4-S5-S6-S7 pupils
09.12.2025	17:30 – 19:00 : meeting for parents of S3 pupils (subject choices for S4-S5)
16.12.2025	17:30 - 19:30: meeting for parents of S5 pupils (subject choices for S6-S7)
22.04.2026	17:00 – 18:30 : meeting for parents of P5 pupils / Primary-Secondary Transition

The aim of these meetings is to inform parents about the school's organisation, programmes and teaching methods, to enable them to get to know the teachers and to provide them with important information about the choices available to pupils entering Year 4 and Year 6.

## 15. CONTACTS WITH THE LUXEMBOURG SCHOOL I

A lot of useful information is published on the school's website (class timetables, book lists, holiday calendar, and much more). **Some documents can only be viewed online. Announcements will also be made on the SMS-MySchool portal (<https://sms.eursc.eu>).**

☎ 43 20 82-1



📠 43 20 82-344



✉ [www.euroschool.lu](http://www.euroschool.lu)

Contact form available on the website:



General - <https://www.euroschool.lu/site/fr/nous-contacter/>

IT/Distance learning help desk - <https://www.euroschool.lu/site/it-distance-learning-helpdesk/>

MANAGEMENT / ADMINISTRATION			
Position	Name		
Director	Mr M. WEDEL	Please contact the secretary's office	
Assistant to the Director	Ms K. KONS	43 20 82 – 228	<a href="mailto:KATJA.KONS@EURSC.EU">KATJA.KONS@EURSC.EU</a>
Telephone reception		43 20 82-1	<a href="mailto:LUX-SECRETARIAT-ADMINISTRATION@EURSC.EU">LUX-SECRETARIAT-ADMINISTRATION@EURSC.EU</a>
Secretariat	Ms J. CASALE Ms S. FALANA Ms E. RUIZ SALAS Ms E. ACS-WEBER	43 20 82-254 43 20 82-222 43 20 82-224 43 20 82-609	<a href="mailto:LUX-SECRETARIAT-ADMINISTRATION@EURSC.EU">LUX-SECRETARIAT-ADMINISTRATION@EURSC.EU</a>
Deputy Director of Finance and Administration	Mr P. KRIPPLER	43 20 82 – 235	
Senior Accountant and HR Manager	Ms E. MEYNIEL	43 20 82 – 236	<a href="mailto:LIST-LUX-ACCOUNTING-OFFICER@EURSC.EU">LIST-LUX-ACCOUNTING-OFFICER@EURSC.EU</a>
School fees	Ms P. VIEGAS Ms S. TOKTAS	43 20 82 – 348 43 20 82 - 605	<a href="mailto:LUX-ACCOUNTING-SCHOOLFEES@EURSC.EU">LUX-ACCOUNTING-SCHOOLFEES@EURSC.EU</a>
Opening hours: 8:00 – 12:00 and 13:00 – 16:00			

NURSERY AND PRIMARY SCHOOL			
Position	Name		
Deputy Head of Nursery and Primary School	Ms S. RIBIC	Please contact the nursery & primary school office	
Deputy Head's Assistant	Ms N. JOSE	43 20 82 -387	<a href="mailto:LUX-ASSISTANT-DEPUTY-DIRECTOR-NURSERY-AND-PRIMARY-CYCLE@eursc.eu">LUX-ASSISTANT-DEPUTY-DIRECTOR-NURSERY-AND-PRIMARY-CYCLE@eursc.eu</a>
Secretariat	Ms A. SONNTAG WAWZYNIAK Ms B. KIRCH Ms M. STATHAKI	43 20 82 – 700	<a href="mailto:LUX-SECRETARIAT-NURSERY-AND-PRIMARY-CYCLE@EURSC.EU">LUX-SECRETARIAT-NURSERY-AND-PRIMARY-CYCLE@EURSC.EU</a>
General Coordinator Organisation/Management	Ms L. MEBELE-FRIELINK	43 20 82 – 597	<a href="mailto:MEBELELI@TEACHER.EURSC.EU">MEBELELI@TEACHER.EURSC.EU</a>
General Coordinator for Education/School Life	Mr M. HEINONEN	43 20 82 - 608	<a href="mailto:MIIKKA.HEINONEN@EURSC.EU">MIIKKA.HEINONEN@EURSC.EU</a>
General Coordinator, SUPPORT	Ms F. DELENCLOS	43 20 82 – 258	<a href="mailto:FLORENCE.DELENCLOS@EURSC.EU">FLORENCE.DELENCLOS@EURSC.EU</a>
Nurses	Ms C. REUTER Ms C. GLOD Ms C. TANGREDI	43 20 82 – 446	<a href="mailto:LIST-LUX-PRI-INFIRMARY@EURSC.EU">LIST-LUX-PRI-INFIRMARY@EURSC.EU</a>

Nursery Caretaker	Mr L. Ruiz Fernández	43 20 82 – 211	<a href="mailto:LIST-LUX-NUR-CARETAKER@EURSC.EU">LIST-LUX-NUR-CARETAKER@EURSC.EU</a>
Primary School Caretaker	Mr. L. FOURMANOIS	43 20 82 – 252	<a href="mailto:LIST-LUX-PRI-CARETAKER@EURSC.EU">LIST-LUX-PRI-CARETAKER@EURSC.EU</a>
Psychologists	Mrs V. BATAILLE Ms. S. FASS Ms. R. FERNANDEZ	43 20 82 - 441	<a href="mailto:LIST-LUX-PRI-PSYCHOLOGIST@EURSC.EU">LIST-LUX-PRI-PSYCHOLOGIST@EURSC.EU</a>

SECONDARY SCHOOL			
Position	Surname		
Deputy Head, Secondary	Ms C. LEMARIÉ	Please contact the secondary school office	
Deputy Head's Assistant	Mr J. COLL MARMOL	43 20 82 – 246	<a href="mailto:LUX-ASSISTANT-DEPUTY-DIRECTOR-SECONDARY-CYCLE@EURSC.EU">LUX-ASSISTANT-DEPUTY-DIRECTOR-SECONDARY-CYCLE@EURSC.EU</a>
Secretariat	Ms S. FALANA Ms. S. BRANCO DE VERA Ms R. VAUDEVILLE	43 20 82 – 800	<a href="mailto:LUX-SECRETARIAT-SECONDARY-CYCLE@EURSC.EU">LUX-SECRETARIAT-SECONDARY-CYCLE@EURSC.EU</a>
Coordinator for Classes 1 to 3	Mr J-N. FEDERSPIEL	43 20 82 – 251	<a href="mailto:jean-noel.federspiel@eursc.eu">jean-noel.federspiel@eursc.eu</a>
Coordinator for classes 4 to 7	Mr D. ALCAZAR	43 20 82 – 250	<a href="mailto:DANIEL.ALCAZAR@EURSC.EU">DANIEL.ALCAZAR@EURSC.EU</a>
BAC Coordinator	Ms. S. RAPOSO	43 20 82 - 513	<a href="mailto:sonia.raposo@eursc.eu">sonia.raposo@eursc.eu</a>
Intensive Support Coordinator A and B	Ms F. DUCHESNE	43 20 82 – 218	<a href="mailto:FREDERIQUE.DUCHESNE@EURSC.EU">FREDERIQUE.DUCHESNE@EURSC.EU</a>
Intensive Support Coordinator A	Ms P. GIANNETTI	43 20 82 – 218	<a href="mailto:paola.giannetti@teacher.eursc.eu">paola.giannetti@teacher.eursc.eu</a>
Intensive Support Coordinator A	Mr J. PALOMO LOPEZ	43 20 82 – 603	<a href="mailto:JOSE-ANTONIO.PALOMO-LOPEZ@EURSC.EU">JOSE-ANTONIO.PALOMO-LOPEZ@EURSC.EU</a>
General and Moderate Educational Support Coordinator	Ms M. SALINAS	43 20 82 – to be confirmed	<a href="mailto:MARIA.SALINAS-CARMONA@EURSC.EU">MARIA.SALINAS-CARMONA@EURSC.EU</a>
Nurses	Ms N. FAYOLLE Ms C. TANGREDI	43 20 82 – 268	<a href="mailto:LIST-LUX-SEC-INFIRMARY@EURSC.EU">LIST-LUX-SEC-INFIRMARY@EURSC.EU</a>
Caretaker	Mr J.-F. PERL	43 20 82 – 241	<a href="mailto:LIST-LUX-SEC-CARETAKER@EURSC.EU">LIST-LUX-SEC-CARETAKER@EURSC.EU</a>
Psychologists	Ms V. BATAILLE Ms. S. FASS	43 20 82 – 279	<a href="mailto:LIST-LUX-SEC-PSYCHOLOGIST@EURSC.EU">LIST-LUX-SEC-PSYCHOLOGIST@EURSC.EU</a>

**These staff members can be met by appointment. Please contact them by e-mail or by telephone using the numbers indicated and inform them in advance of the topic you would like to discuss.**

**Teachers cannot be contacted by telephone. Parents may send messages to individual teachers via their children to arrange interviews or by email (<https://sms.eursc.eu> under “Course Info” (see chapter P<sup>2</sup>). The pupil's diary is a means of communication between parents and teachers.**

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

A list with the appointment reception times for each teacher (by appointment), along with their professional email addresses, is published on the school website during the 1<sup>st</sup> term of the school year.

### **Primary and Nursery School**

Once an appointment has been made, parents will receive confirmation (by email) from the teacher specifying the location and time of the meeting. This confirmation must be presented to the security guard at the entrance to the building in order to access the meeting location.

### **Secondary School**

When parents have a question, they are asked to follow the following communication policy:

- For absence or disciplinary problems: the education advisers for the year concerned;
- For problems related to learning or teaching the subject: the teacher;
- For problems relating to socialisation, integration into the group/class, etc.: the education advisor for the year in question. For problems relating to socialisation, integration into the group/class, etc.: the education advisor for the year in question, the main teacher or any other teacher;
- For questions relating to enrolment and choice of options: the cycle coordinators;
- For questions relating to school guidance: the guidance teacher in the language section concerned;
- For any questions concerning guidance, etc.: The guidance coordinator,
- For learning disabilities proven by a specialist report, dated less than two years ago: the support coordinator.

Parents may contact the secondary school management or the school management **only if no solution to the problem can be found**.

## **16. ABSENCES**

### **16.1 Absence due to illness**

#### **Nursery/Primary**

If a pupil is unable to attend school for health reasons, parents must inform the class teacher and the primary school office before 8.30 . (LIST-LUX-PRI-PUPIL-ABSENCES@eursc.eu ).

The child must provide a medical certificate to the class teacher upon their return for any absence of more than two days. After seven late arrivals or three unjustified absences, a reminder will be sent to the family.

#### **16.1.2 Secondary**

If a pupil is unable to attend school for health reasons, parents must inform the year's educational advisor before 9:00 at the relevant email address:

S1: [LIST-LUX-SEC-PUPIL-ABSENCES-S1@eursc.eu](mailto:LIST-LUX-SEC-PUPIL-ABSENCES-S1@eursc.eu) ;  
S2: [LIST-LUX-SEC-PUPIL-ABSENCES-S2@eursc.eu](mailto:LIST-LUX-SEC-PUPIL-ABSENCES-S2@eursc.eu) ;  
S3: [LIST-LUX-SEC-PUPIL-ABSENCES-S3@eursc.eu](mailto:LIST-LUX-SEC-PUPIL-ABSENCES-S3@eursc.eu) ;  
S4: [LIST-LUX-SEC-PUPIL-ABSENCES-S4@eursc.eu](mailto:LIST-LUX-SEC-PUPIL-ABSENCES-S4@eursc.eu) ;  
S5: [LIST-LUX-SEC-PUPIL-ABSENCES-S5@eursc.eu](mailto:LIST-LUX-SEC-PUPIL-ABSENCES-S5@eursc.eu) ;  
S6: [LIST-LUX-SEC-PUPIL-ABSENCES-S6@eursc.eu](mailto:LIST-LUX-SEC-PUPIL-ABSENCES-S6@eursc.eu) ;  
S7: [LIST-LUX-SEC-PUPIL-ABSENCES-S7@eursc.eu](mailto:LIST-LUX-SEC-PUPIL-ABSENCES-S7@eursc.eu)



**To be allowed to return to class after an absence of more than two days, the pupils must present a note of excuse accompanied by a medical certificate.** After an absence for which a medical certificate is not required (less than 3 days) or after an absence for which no authorisation has been requested, **the pupils must submit a written excuse signed by a parent/guardian, stating the reason for the absence, either by email or in writing (in this case, signed by a parent/guardian and to be given to the pupils upon their return to school).**

- Secondary school pupils: in the boxes reserved for this purpose in the hall (ground floor of building B, room B001). If a pupil is unable to provide a written excuse after an absence (forgot or other reason), they must inform **the year's educational advisor** before returning to class (see secondary school internal regulations).

If a Year 4-6 pupil is absent from a test, parents must contact the school on the day of the test and a medical certificate issued by a doctor practising in Luxembourg or the immediate vicinity must be presented or sent to the school upon the pupil's return to school. The same rule applies to long tests and "pre-bac" tests for Years S4-S7.

## 16.2 Inability to participate in physical education classes

A pupil may only be exempted from participating in physical education and swimming lessons upon presentation of a medical certificate accompanied by a written request from the parents addressed to the Management. The exemption is granted by the Management for a period of more than one month and for a maximum of one semester and may be renewed. A pupils exempted with a medical certificate for a period of less than one month shall submit their medical certificate to their physical education teacher and attend the class passively. The school may call on the school doctor.

## 16.3 Requests for authorisation of absence

Except in cases of duly certified illness, a pupil may only be exempted from the obligation to attend school **with the authorisation of the Director**. Except in cases of force majeure, this authorisation must be requested by the head of the family **at least seven calendar days in advance** using the form available at [Appendix 7](#) also available on the school's website under the heading **"Forms"**.

The request must be made in writing and supported by the necessary evidence. In exceptional cases, the Headteacher may authorise an absence for a maximum of two days.

Parents' attention is particularly drawn to the fact that it is not possible **to authorise pupils' absences in the week preceding or following holiday periods, except in exceptional cases provided for in the General Regulations (Article 30). Transport/airline ticket issues are not considered exceptional cases.** A special circular on the rules governing absences during the school day will be provided to parents of secondary school pupils at the beginning of the school year.

## 16.4 Teacher absences

Parents can check teachers' absences for the day on the school website under the heading "Teacher's absences":

Primary: [https://www.euroschool.lu/luxschool/slideshowframes\\_primary\\_new.htm](https://www.euroschool.lu/luxschool/slideshowframes_primary_new.htm)

Secondary: [http://www.euroschool.lu/luxschool/slideshowframes\\_pupil\\_new.htm](http://www.euroschool.lu/luxschool/slideshowframes_pupil_new.htm)

A generic account is provided to all parents of pupils at the European School Luxembourg I with the pupil's computer account. Parents are requested to contact the secondary school office for any information on this subject.

## 17. SMS-MYSCHOOL AND OFFICE 365

SMS My School

<https://sms.eursc.eu>

- This web portal is a comprehensive school management system (SMS) to which everyone (parents, secondary school pupils, teachers, administrative staff) has personal access<sup>3</sup>.
- This tool, which is common to all European schools, enables effective communication via email and a notification system on **the home page**. From the start of the school year, all parents will be able to view their child(ren)'s timetable online. Pupils' absences will be recorded in real time at the start of the lesson (except for school trips, sports lessons, etc.) and parents will be informed promptly. On the portal, they will be able to see absences for the last 14 days.
- All information concerning school life (parent-teacher evenings, events, trips/outings, etc.) will be posted on the portal, with emails sent to parents. It is therefore vital that parents consult it regularly, etc.
- **Parents are requested to inform the school administration by email as soon as possible of any change of address, employer, email address, private telephone number and work/office number at the following address: [LIST-LUX-MDM-SCHOOLING@eursc.eu](mailto:LIST-LUX-MDM-SCHOOLING@eursc.eu)**
- When logging into SMS-MySchool, secondary school pupils are redirected to the Office 365 (O365) portal, where they must use their O365 email address and password to complete the login process. Primary school pupils do not have access to the portal. Parents will use their own access (email address provided to the school). For more information, please read the information below.

### Secondary



- **Course Info:** This section provides brief information about the subject content, main topics/themes, their main objectives, and the order in which the topics are covered during the year.
- **Upcoming assignments:** The work schedule, which includes information about homework, classwork, tests, etc., will be visible to parents and pupils (secondary). Teachers will indicate the tests/essays/exams scheduled in class in SMS MySchool, so that each family can optimise their revision.
- **The SMS system** is intended to be an aid and a supplement to schoolwork. It does not replace everything that pupils need to note down at school and cannot reflect all the assignments, projects and small tests that pupils will continue to do. The fact that an assignment does not appear on SMS does not mean that pupils do not have to do it.

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

- **Graded Exercises:** Parents and pupils will find a history of the marks obtained for specific exercises or assignments in which they have been assessed.
- **Term Reports:** These will be posted online as soon as the school publishes the autumn reports.

For optimal performance, the SMS portal requires:

1. Pupils to check their school email (<http://office365.eurasc.eu>) daily.
2. Pupils to log in to the SMS portal (<https://sms.eurasc.eu>) daily.
3. Exclusive use of the school email address for all communication with the school (teachers and administration). The ICT plan prohibits the use of pupils' personal email addresses, social networks and file hosting within the school.

**OFFICE 365** (PUPILS IN NURSERY SCHOOL, P1 AND P2 ARE EXCLUDED FROM USING OFFICE 365, SEE MEMORANDUM 2023-07-M-7-EN-1)

Microsoft Office 365 (O365) is an online platform for cloud-based communication and collaboration that incorporates several applications and services such as Mail and Calendar, storage and sharing space (OneDrive), Office applications (Word, Excel, PowerPoint), OneNote and Teams.

With an O365 account, pupils receive an O365 email address.

This address is used as the primary address in SMS-MySchool.

To log in to SMS-MySchool, pupils must use their O365 email address and password.

To reset a forgotten O365 password, pupils must provide a **secondary email address in SMS-MySchool**. Step-by-step instructions on what to do if you forget your O365 password can be found on the IT/Distance learning help desk website.

<https://www.euroschool.lu/site/ict-helpdesk-distance-learning/>.

The usernames and passwords for the two IT accounts (the school account used to log in to the school computers and Wi-Fi network, and the O365 account) will be sent to parents by email in early September. The O365 account password will be automatically reset to the school account password on that date.

### **Distance learning**

In order to harmonise teaching activities, following feedback from parents, pupils and teachers and advice received from the Secretary-General's office during the COVID-19 pandemic, we have prepared distance learning policies.

The COVID-19 years have taught us the importance of being able to switch from in-person to online classes.

We were well prepared at the time, and it is important to maintain this level of adaptability by following the current policies, which can be found in [Appendix 8](#) and [Appendix 9](#).

**In such a situation, it is very important that all pupils have access to their O365 account, and the school also recommends that all secondary school pupils have their own computer (see also the book list and BYOD recommendations).**

The "ICT Help desk – Distance learning" web page provides 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/>

## 18. PLAGIARISM

The school has subscribed to online software that allows secondary school teachers (and even teachers in other cycles) to check whether the work produced by pupils is their own or has been copied and pasted from a website or other source. The penalties incurred are set out in the secondary school's internal regulations.

## 19. WIFI

A Wi-Fi network reserved for pupils (called "Euroschooll") covering the entire site is in place. This network allows pupils to access the Internet with their own PCs as part of the BYOD S5-S7 project, using the login details provided by the school.

Smartphone connection to Wi-Fi is not possible for pupils in S1 to S3. Smartphone connection will be possible from S4 onwards, but only in break rooms and outdoors.

Pupils are automatically granted Wi-Fi access provided they are at least 13 years old, are in S4 or above, and have explicitly validated and accepted the IT charter on a school computer at least once per school year. For information, the current IT charter<sup>4</sup> does not allow pupils to use social networks or to use the email address provided by the School to open accounts (social networks, gaming platforms, etc.). Each pupil is limited in terms of access speed, but the limitations are sufficient for OneDrive synchronisation and video streaming. However, it is recommended that all network services that are not essential for lessons, such as private clouds, update services (to be done at home) and online gaming clients (Steam, etc.) be disabled. Finally, access is filtered, which means that VPN connections are not permitted.

Pupils in S4 to S7 will be able to use Wi-Fi in classrooms (but only with the permission of their teachers).

Pupils can ask the pupil committee for help if they are unable to configure their personal device. The School's IT department cannot assist pupils with the configuration of their personal equipment, unless it is used as part of the "BYOD" project (see next point).

*We would like to draw your attention to the importance of respecting and properly applying the Charter for the use of IT resources and devices by pupils at the European School Luxembourg I (available on the School's website [www.euroschooll.lu](http://www.euroschooll.lu) under the heading Official texts, rules and memoranda).*

*We would like to emphasise that the use of the European School's IT resources is reserved exclusively for educational activities.*

*Access to the resources and equipment provided by the School is a privilege, not a right.*

*Each pupil is required to strictly comply with the operating conditions, rules of good use and good conduct contained in the Charter.*

*The School may carry out regular or occasional checks to verify that IT resources and equipment are being used in accordance with the provisions of the Charter.*

*Pupils who contravene the rules set out in the Charter are liable to disciplinary measures as provided for in the General Regulations of the European Schools and the School's Internal Regulations.*

*As legal representatives, parents are responsible for ensuring that the Charter is properly applied, both by themselves and by their children.*

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<sup>4</sup> [2020-08-m-1-EN-1/ab](#)

*We are confident that all the rules set out in the Charter will be respected and applied by both pupils and parents, and that parents will ensure that their children comply with the Charter as their legal representatives.*

Parents may ask the form tutor responsible for their child's year group to block their child's access to the Wi-Fi network.

### **Bring Your Own Device (BYOD) and the digital learning project**

The digital revolution of the last decade, with the advent of tablets, smartphones and other mobile computing devices, has had a tremendous impact on all our lives. Mobile information technologies are used in all spheres of life, both professional and private, for work and leisure, but they also have a significant impact on education.

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

From the 2020-2021 school year and from S5 onwards, pupils will need to have an electronic device (computer/tablet) to run the GeoGebra 6 software (as required by the mathematics curriculum) and, following a decision by the Education Council, **the school has decided to increase the minimum requirements for running Geogebra (see [Computer Specifications](#))**.

For the current school year, this will apply to all S5, S6 and S7 pupils, who will need to have a laptop for educational purposes, which can also be used in other subjects.

In 2022, the School installed special lockable lockers for storing and charging electronic devices. These lockers are located near the secondary school cafeteria and in the entrance hall of the canteen.

**Parents are asked to remind their children that these lockers are available to the entire secondary school population and that it is therefore important to respect everyone's right to access them. Furthermore, malicious locking of lockers results in a considerable workload for the technical team.**

#### **The main objectives of the project are as follows:**

- To find a more attractive and effective way of delivering the curriculum.
- Assign and check homework more effectively.
- Offer differentiated activities based on pupils' needs.
- Ensure that pupils become familiar with the educational/cultural use of new technologies.
- Raise pupils' awareness of the possibilities and dangers of the internet.
- Replace some textbooks with digital textbooks in the future (depending on availability).
- Optimise distance learning.
- Improve typing skills (it should be noted, however, that typing will not replace traditional handwriting, which the school still considers a fundamental and important skill, for example for examinations).

#### **Practical aspects of the projects**

Pupils will be given personal access to the school's Wi-Fi for educational purposes and will also receive detailed rules on the use of computers/laptops within the school.

The use of computers/tablets does not replace the use of traditional learning tools, i.e. books, pens and paper, but it will help us to reduce unnecessary paper waste.

When and how the computer/tablet will be used in class will depend on the teacher and their lesson planning.

If the digital learning project is introduced in all subjects of the school curriculum, it will also focus on teaching pupils about the potential, but also the dangers, of mobile communication and the 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 will share their knowledge and experience of teaching with tablets with their colleagues in order to develop all teachers' 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 other European Schools and to try to exchange teaching materials specifically designed for the programmes taught in European Schools.

Finally, all teachers will continue to receive professional training from our IT team and IT teachers, but also possibly from external experts on the different ways in which digital learning can be applied in the classroom.

In addition, the school will organise regular meetings to share examples of good practice.

## **20. INTERNAL RULES**

The school rules define all the rules of school life. They set out the rights and duties of each member of the educational community.

The school's internal regulations are also available on the school's website [www.euroschool.lu](http://www.euroschool.lu).

The school would like to draw your attention to the following points:

### **20.1 Access to La Coque**

#### **20.1.1 Primary**

Parents may accompany pupils to the Coque swimming pool.

To ensure the safety of pupils, it is necessary to clarify everyone's responsibilities.

**a)** The swimming instructor is responsible for:

- For the course taught and compliance with the EE Curriculum,
- The safety of the pupils, for which he is assisted by the head teacher.

**b)** The regular teacher is responsible for:

- For their pupils at all times,
- Assisting the swimming instructor in supervising his/her pupils,
- Remaining alone with the swimming instructor around the occupied pool.

**c)** The accompanying adult for groups of more than 14 pupils:

- Accompanies the group during travel (there and back),
- Supervises one of the two changing rooms,
- Joins and follows the lesson from the stands. He does not have access to the pools.

### 20.1.2 Secondary school:

- First-year pupils travelling to the sports complex are accompanied by their physical education teacher on the outward and return journeys.
- Other classes meet their PE teacher at the sports complex, La Coque or Hall G. The teacher sets the meeting place with the pupils.

## 20.2 Photography on school grounds and at the swimming pool

**It is forbidden to take photos or videos anywhere on school premises, including the swimming pool and gyms (pupils, parents, school staff).**

## 20.3 Tobacco, drugs and alcohol

The European School of Luxembourg I strongly opposes the consumption of tobacco and alcohol and the use of drugs by pupils in general and, in particular, in the buildings and throughout the school grounds, as well as during school activities/excursions.

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

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

The school has a special campaign with specific measures, called "Just say, No!", which can be consulted on the school's website.

### 20.3.1 Tobacco

Smoking is strictly prohibited in all buildings and throughout the school grounds. The law of 11 August 2006 on anti-smoking expressly prohibits smoking inside educational establishments of all types and on their premises. Violations of this provision are punishable by a fine of €25 to €250.

### 20.3.2 Drugs, alcohol

Any pupil found in possession of drugs or alcohol on school grounds or during a school activity/excursion may be summoned before a disciplinary committee.

As part of the "Schola Sana" project, the school has introduced procedures to be followed in the event of pupils being at risk:

1. if a child is known or suspected to be at risk
2. in the event of possession, sale or consumption of alcohol or drugs

The aim is to ensure that reported cases of children at risk are followed up. These procedures are put in place by the school, but any member of the school community can initiate one of them if they deem it necessary. Details of how these procedures are applied can be found on the school's website under "[Pastoral care](#)":

The school's psychologists, in collaboration with teachers and the relevant authorities, also organise awareness-raising and prevention workshops in classrooms throughout the year.



## 20.4 Use of outdoor areas by secondary school pupils

Secondary school pupils are not permitted to occupy the outdoor areas of the primary school. Secondary school pupils are required to play football in the secondary school playground provided for this purpose.

## 20.5 No games that expose pupils to danger may be played (snowball fights, water fights, skateboarding, etc.).

## 20.6 Prohibited items at school

It is forbidden to bring dangerous objects onto the school campus (any type of knives and sharp objects, butterfly knives, firearms, airsoft guns, pepper spray, stink bombs, fireworks, firecrackers, chains, ropes, etc.) and in general any object that can be used to threaten or injure a person.

## 20.7 Items found in secondary school

Pupils are required to hand in any lost property either to their teacher, one of the educational advisors or the caretaker. Lost property is placed in a box and can be collected from room B-001 (for small items of value) or room C-007 (for clothing and larger items). If the lost item is not claimed by the end of the school year, it will be donated to a charity. Taking possession of a lost item without the intention of handing it over to the above-mentioned persons may be considered theft.

## 20.8 Rules governing the use of mobile phones and headphones

In nursery and primary school, the non-educational use of mobile phones and any other electronic equipment (smart watches, etc.) is 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 connected devices is detailed in the primary school's internal regulations.



Annexe - Règles et  
sanctions - Usage té

A working group, made up of all stakeholders in our school community, met to establish a new policy on the use of mobile phones in secondary school. This new policy was approved by the Education Council and published at the start of the 2024-2025 school year.

A full description of the rules governing the use of mobile phones and headphones is available in [the secondary school's internal regulations](#).

## 20.9 Tolerance and Respect Policy

Our school has a zero-tolerance policy towards any type of racist or discriminatory behaviour. This applies to language and gestures as well as the use of offensive symbols. Given the fundamental values on which our school was founded and to which it remains committed, the use of provocative political symbols or gestures associated with totalitarian regimes, for example, whether past or present, left-wing or right-wing, must also be considered inappropriate in our school environment.

## 20.10 Monetary transactions between pupils



All monetary transactions between pupils, such as the sale of items, collections for charity, etc., are not permitted on school premises during school hours – unless expressly authorised in advance by the management.

## 21. INSURANCE

### Coverage

Pupils are insured for bodily injury sustained during the school day, school/cultural/sports activities and trips authorised and organised by the school, and during the normal journey to and from school (home-school).

In the event of an accident, parents are requested to contact the nurse for the relevant cycle in order to complete an accident report (see also [0](#) ).

**The school is insured for accidents with the "Association d'Assurances Accidents" (AAA). Please note that it is essential to obtain prior authorisation from the AAA before undertaking any treatment abroad following a school accident.**

Finally, the school insurance does not cover bodily injury or property damage resulting from an activity that is not related to normal school life and that was not previously authorised and/or organised by the school, nor does it cover damage incurred if pupils have left the school premises without authorisation.

### Damage caused by the pupil

Pupils are covered for bodily injury caused to third parties during the period in which they are under the direct or indirect responsibility of the School. However, they are not insured if the damage caused to the third-party results from the use of a motor vehicle belonging to or driven by the pupil.

Any material damage, such as damage or deterioration to the School's facilities/furniture and buildings, caused by the pupil must be paid for by their parents. A procedure will be put in place whereby parents will receive an invoice for the damage to be repaired.

### Damage to the pupil's property

Pupils are not insured for damage to their personal property and clothing, particularly in the event of theft, including items stored in lockers. The School will not respond to any claims from pupils or parents regarding such incidents (theft of phones, money, SODEXO cards, etc. and/or damage to pupils' equipment and personal belongings) and, as a result, these will not be dealt with internally in any way (interviews, inspections, CCTV footage checks). However, if an offence is committed, the School reserves the right to take any necessary action.

Pupils' lockers should be used to keep items locked away, but they are neither insured nor monitored. In general, pupils should not bring items to school that are not useful for their work. With regard to theft, the school reminds parents that pupils are advised not to leave money or valuables in changing rooms and lockers.

## 22. SCHOOL BOOKS – DIARIES – CALCULATORS - EQUIPMENT REQUIRED FOR PHYSICAL EDUCATION

### 22.1 Textbooks

Each year, the school publishes a list of textbooks that all pupils are required to purchase.

<https://www.euroschool.lu/site/fr/liste-de-livres/>

The list will be available on the school website from 20 June of the previous school year. In addition, for certain subjects, books published by the European Schools are compulsory and invoiced to parents.

<u>Primary cycle</u>		
<u>Title of the book</u>	<u>Classes</u>	<u>Amount</u>
Intermath (two books + one Matific licence) (Mathematics in primary school)	All classes	32.00 € (billed with other school fees)

<u>Secondary cycle</u>		
<u>Book title</u>	<u>Classes</u>	<u>Amount</u>
Mediterranean World (Worksheets for the Humanities Course)	Year 3 of secondary school	around €6 to €7 The school will provide a paper or digital copy.

The "Eurobio 6-7" textbooks for Biology 4 will be published by the Publications Office (OPOCE) on their "EU Bookshop" website: <https://bookshop.europa.eu/en/>

Anyone interested can download the PDF file at: <http://bookshop.europa.eu/en/eurobio-6-7pbQI3008426/>

## 22.2 Agenda

All pupils in classes S1-S7 must have a neatly kept diary in which lessons and homework are recorded. **The use of the school diary distributed free of charge to pupils in S1-S3 is compulsory.**

## 22.3 Calculators and electronic devices

### **S4**

In accordance with the requirements of **the mathematics and physics programmes** for the S4 secondary year at European Schools and by decision of the Working Group of Experts meeting on 23 April 2020, S4 pupils must have a scientific calculator that is neither graphic nor programmable for the 2025-2026 school year (the model used in S3, if applicable, may be sufficient).

### **S5-S7**

In accordance with the requirements of **the mathematics and physics programmes** for years S5, S6 and S7 of the European Schools and by decision of the Expert Working Group, pupils in years S5, S6 and S7 must have the following for the 2025-2026 school year:

For examinations and classwork:

A scientific graphing calculator. The technical parameters/specifications of the calculator are as follows:

Required features:

- Trigonometric functions
- Exponential and logarithm
- Numerical equation solving
- Statistics with 1 and 2 variables
- Factorials and combinations
- Binomial distributions
- Normal distributions
- Functions: table of values
- Numerical integration
- Numerical differentiation

- Graphs

Prohibited functions:

- Formal calculation

The calculator recommended by teachers is the Numworks in S5, S6 and S7

**For classroom work only:**

Use of various applications in accordance with the programme (programming, spreadsheets, dynamic geometry, data processing, etc.). Personal devices used as part of the BYOD scheme already in place will be used.

**However, considering that pupils will in any case need to purchase an electronic device (computer/tablet) for the Maths and Physics programme, and following discussions at the Education Council, the school has decided that all S5, S6 and S7 pupils should have a laptop at school for educational purposes, which will also allow them to use it in other subjects (see also the BYOD project).**

You can find the school's recommendation regarding the minimum specifications required for laptops used for educational purposes at school in [Secondary: Calculators and computers – Schola Europaea Luxembourg I](#).

## 22.4 Equipment required for Physical Education

Appropriate clothing must be worn for sports. Failure to bring the required equipment will result in exclusion from the class:

Physical education:

- Shorts or tracksuit bottoms
- T-shirt
- Socks & sports shoes

Swimming:

- Swimsuit (mandatory, includes swim briefs, swim boxers and any swimsuits made of "Lycra" material that sticks to the skin; swim shorts are prohibited).
- Swimming cap (compulsory, fabric caps strongly discouraged)
- Bath towel (compulsory)
- Pool sandals (strongly recommended).

To avoid accidents and infections, we strongly advise against wearing jewellery during these classes. To avoid losing these items, pupils are asked not to wear them on the day or, if necessary, to leave them with their personal belongings. The school accepts no responsibility for lost items.

## **23. GUIDANCE AND INFORMATION ON HIGHER EDUCATION AND CAREERS (secondary school)**

Advisers from various European Union countries visit the school and are available to meet with parents and pupils. Documentation concerning university studies is available to pupils in the secondary school library.

Parents and pupils who would like further information can contact the following teachers:

German	Ms KOCH-BRADSHAW	French	Mr BROCARD
Belgian (Flemish)	Mr ISRAEL	Irish	Mr. CROSBY
Belgian (French-speaking)	Mr BOELEN	Luxembourgish	Mr AGOSTINI
British	Mr WATSON	Dutch	Mr KOYCU

Spanish	Ms REVILLA SANCHEZ	Polish	Ms SKALECKA
Finnish	Ms AALTO	Portuguese	Ms FERREIRA
Swedish	Ms BÄCKSTRÖM		

## 24. GUIDANCE IN SECONDARY SCHOOL

A team of teachers is available to listen to and advise pupils who are facing personal problems or difficult situations at school. These pupils can take advantage of the guidance service during their free periods. A list of teachers who are members of the guidance group will be posted in each classroom at the beginning of the year. All discussions will remain strictly confidential.

## 25. PEER MEDIATION

Peer mediation is a method of resolving conflicts between pupils by the pupils themselves, i.e. by mediators who have undergone intensive training. Mediation is based on the principles of confidentiality and active listening.

**The aim of** peer mediation is to steer the discussion towards a solution that satisfies both parties involved in order to avoid escalation and help pupils change and improve the way they deal with conflict situations appropriately and without violence. This will also improve the school environment. **The advantage** of peer mediation is that disciplinary actions and disputes at school can be reduced.

The **Peer** Mediation Project has been in place since September 2010. The **Peer Mediation Committee**, made up of mediators, leads a group of around 40 pupils from Years 4 to 7, each mediator having completed their own certified training.

Ms Marianne de Grave supports the committee as a coach. She has undergone specific advanced training for this purpose.

In addition to their involvement in conflicts, the peer mediation group is also committed to prevention: pupils in our S1 classes are visited by mediators at the beginning of the school year, receive information and know who to contact if necessary. During the school year, the mediators also work actively on projects against violence and for a better atmosphere in our school (the "S-TEAM" project in cooperation with the SNJ).

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

- The educational advisor for their year group,
- The mediators during their contact hours:  
in room D-104, Tuesdays and Thursdays from 10:45 to 11:05.
- Ms. Marianne De Grave (C309).

Starting in the 2025-2026 school year, the S-TEAM project will be launched in the primary school, initially in the French-speaking section. It aims to raise pupils' awareness of non-violent conflict management, kindness and listening. Appropriate activities will be offered to promote a peaceful school environment. The project will gradually be extended to the entire primary school.

## 26. PEER LEARNING

**Peer learning** is an educational practice in which pupils interact with each other to achieve specific educational goals.

In peer learning, one pupil is an 'expert' and the other is a 'beginner'. The former will help the latter by teaching them a concept. Peers do not necessarily need to be from the same class or age group. Peer learning is about learning from each other.

### **When might you use peer learning?**

We all know that pupils learn at different rates. So encouraging those who learn more quickly to help others is always a good idea. But peer learning is useful for all pupils: by explaining and presenting a concept, the 'expert' pupil draws on their own understanding and develops their skills.

At the beginning of the school year, all pupils will be informed of the procedure and steps to follow to help or be helped by peer learning.

Pupils who wish to join the peer learning group should contact their Education Advisor.

Please send any questions, comments or suggestions to [LIST-LUX-PEER-LEARNING@eursc.eu](mailto:LIST-LUX-PEER-LEARNING@eursc.eu).

## **27. KIVA ANTI-BULLYING PROGRAMME**

KiVa is an innovative school programme to combat bullying that was developed at the University of Turku in Finland, based on research into bullying and its mechanisms. KiVa's goal is to prevent bullying and deal with it effectively.

Our school is a "KiVa school" at both primary and secondary level.

The KiVa programme is a school-wide approach to reducing the incidence and negative effects of bullying behaviour on pupils' well-being at school.

### **Prevention, intervention, and follow-up**

KiVa is based on three main elements: prevention, intervention and follow-up.

KiVa is an evidence-based programme that aims to prevent school violence and deal effectively with cases of bullying. The first element is crucial, but the second is just as important, as no prevention effort will eliminate harm once and for all. The third aspect of KiVa is the constant monitoring of the situation in the school and the changes that occur over time.

#### **KiVa lessons (S1)**

In S1, pupils have a weekly period with their form teacher (S1AAA). One of the objectives of this session, as well as the role of the form teacher, is to deliver KiVa lessons as part of universal actions. The form teacher is trained by the KiVa team to ensure that these lessons are taught.

### **The main components of KiVa**

KiVa includes both universal and targeted actions. Universal actions are aimed at all pupils and are primarily intended to prevent bullying. The indicated actions must be implemented when a case of bullying has occurred. They are specifically aimed at children and adolescents who have been involved in bullying as perpetrators or victims, as well as several classmates who are called upon to support the victim; the goal is to put an end to the bullying.

The KiVa golden rules

1. We treat everyone with respect
2. Together, we will make the class a group that everyone wants to be part of.
3. We do not bully others.
4. We will fight against hidden bullying.
5. We will not participate in bullying or reinforce bullying.
6. We will support and defend the person who is being bullied.
7. We will all speak to someone about bullying.

### **Strong evidence of effectiveness**

The effects of the KiVa programme have been evaluated in numerous studies indicating that bullying and victimisation have decreased in Finland since the implementation of the KiVa programme. KiVa has been evaluated in several countries; international studies in the Netherlands, Estonia, Italy, and Wales show that KiVa is effective outside Finland as well.

### **Parent Guide**

The Parent Guide is part of the KiVa programme and aims to provide parents with information about bullying and what can be done at home and at school. Cooperation between parents and the school and a supportive home environment are essential in the fight against bullying.

More information at <https://www.kivaprogram.net/parents-guide/>

If bullying is suspected, members of the KiVa team will intervene and have an individual discussion with the pupil who does not feel comfortable within the group, as well as individual discussions with the other pupils involved.

After 1-2 weeks, the KiVa team will have a follow-up individual meeting with the pupils involved to assess the situation and see if it has improved and if the bullying has stopped. The KiVa team works in collaboration with the head teacher and educational advisers and will guide the pupils to find positive solutions for themselves. The KiVa team helps to develop empathy and positive solutions.

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

If you have any questions about your child's case or the KiVa programme, you can contact the KiVa team directly at this email address:

Primary: [LIST-LUX-PRI-KIVA@eursc.eu](mailto:LIST-LUX-PRI-KIVA@eursc.eu)

Secondary: [LIST-LUX-SEC-KIVA@eursc.eu](mailto:LIST-LUX-SEC-KIVA@eursc.eu)

More information on our website:

[Kiva – Schola Europaea Luxembourg I \(euroschoollu\)](http://Kiva-Schola Europaea Luxembourg I (euroschoollu))

## **28. CHOICE OF SUBJECTS IN THE PRIMARY AND SECONDARY CYCLES**

**This is a summary guide and should not be considered as a set of rules. In case of doubt, the school will always apply the rules of the European Schools.**

**All choices must be made during the previous year before the end of January.**

### **28.1 Primary**

The choice of language section is final and cannot be changed during the pupil's schooling.

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

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

### **28.2 Secondary**

#### **28.2.1 Year 1**

Third language: this must be one of the official languages of the European Union and a class will be created if at least seven pupils request it. The <sup>third</sup> language must be continued until the end of

the fifth year and can be chosen for the Baccalaureate if a sufficient number (five) of pupils choose it.

The following choices may be modified: religion/morals, Irish ONL<sup>5</sup> (for Irish pupils in categories I or II), Finnish ONL (for Finnish pupils in categories I or II in the Swedish section), Maltese ONL (for Maltese pupils) and Swedish ONL (for pupils of Swedish nationality in category I or II in the Finnish section).

#### 28.2.2 Year 2

Latin as a non-compulsory option must be chosen for two consecutive years. It is not possible to start Latin later. From the fourth year onwards, continuity is only guaranteed if a sufficient number of pupils choose it.

The only choice that can be changed is the choice of: religion/morals.

#### 28.2.3 Year 3

Pupils who began studying Latin in Year 2 will continue this course in Year 3. Other pupils may choose ICT as a non-compulsory option. ICT and Latin are mutually exclusive in Year 3.

The only choice that can be changed is religion/morality, and from Year 3 onwards, these subjects are taught in the pupils' L2.

#### 28.2.4 Year 4 and Year 5

An information evening is organised for parents of S3 pupils and a detailed information brochure is available on the school's website regarding the choice of options for S4-S5. The brochure is updated annually.

<http://www.euroschool.lu/site/secondary-choice-of-subjects/#5>

#### 28.2.5 Year 6 and Year 7

The choice at this level becomes more complex and separate meetings are organised for pupils and parents. A detailed information brochure is available on the school website. The brochure is updated annually.

<http://www.euroschool.lu/site/secondary-choice-of-subjects/#6>

### 28.3 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 (later History and Geography) and ethics/religion, and from year 4 in Economics.

### 28.4 Additional information

Some information can be found on the general website of the European Schools: [www.eursec.eu](http://www.eursec.eu) or directly on the website of the European School Luxembourg I: <http://www.euroschool.lu>

Specific questions can be addressed to:

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<sup>5</sup> ONL = Other National Language

Nursery/Primary	Secondary
<u>General Coordinator for Education and School Life:</u>  Mr M. Heinonen Tel: 43 20 82 608 Email: <a href="mailto:miiikka.heinonen@eursc.eu">miiikka.heinonen@eursc.eu</a>	<u>S1-S3 Coordinator:</u>  Mr J-N. Federspiel (S1 -S3) Tel.: 43 20 82-251 Email: <a href="mailto:jean-noel.federspiel@eursc.eu">jean-noel.federspiel@eursc.eu</a>
<u>General Management and Organisation Coordinator:</u>  Ms L. Mebele-Frielink Tel: 43 20 28 597 Email: <a href="mailto:mebeleli@teacher.eursc.eu">mebeleli@teacher.eursc.eu</a>	<u>S4-S7 Coordinator:</u>  Mr D. Alcazar (S4-S7) Tel: 43 20 82-250 Email: <a href="mailto:daniel.alcazar@eursc.eu">daniel.alcazar@eursc.eu</a>
	<u>BAC Coordinator</u>  Ms S. Raposo Tel.: 43 20 82-513 Email: <a href="mailto:sonia.raposo@eursc.eu">sonia.raposo@eursc.eu</a>

## 28.4.1 Change of subjects studied

### 28.4.1.1 Primary

In primary school, any requests to change L2, ethics, religion or ONL (Swedish, Finnish, Irish) courses must be submitted to the school office **before 31 January**.

The chosen course cannot be abandoned during the school year. Changes can only be made for the following school year.

For more information about changing sections, second languages or religion/morality, please refer to our "Procedure for changing LII, section or religion" on our website.

### 28.4.1.2 Secondary

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

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

Please contact the coordinator for the relevant year if you have any questions about this.

## 29. TYPES OF EDUCATIONAL SUPPORT FOR LEARNING

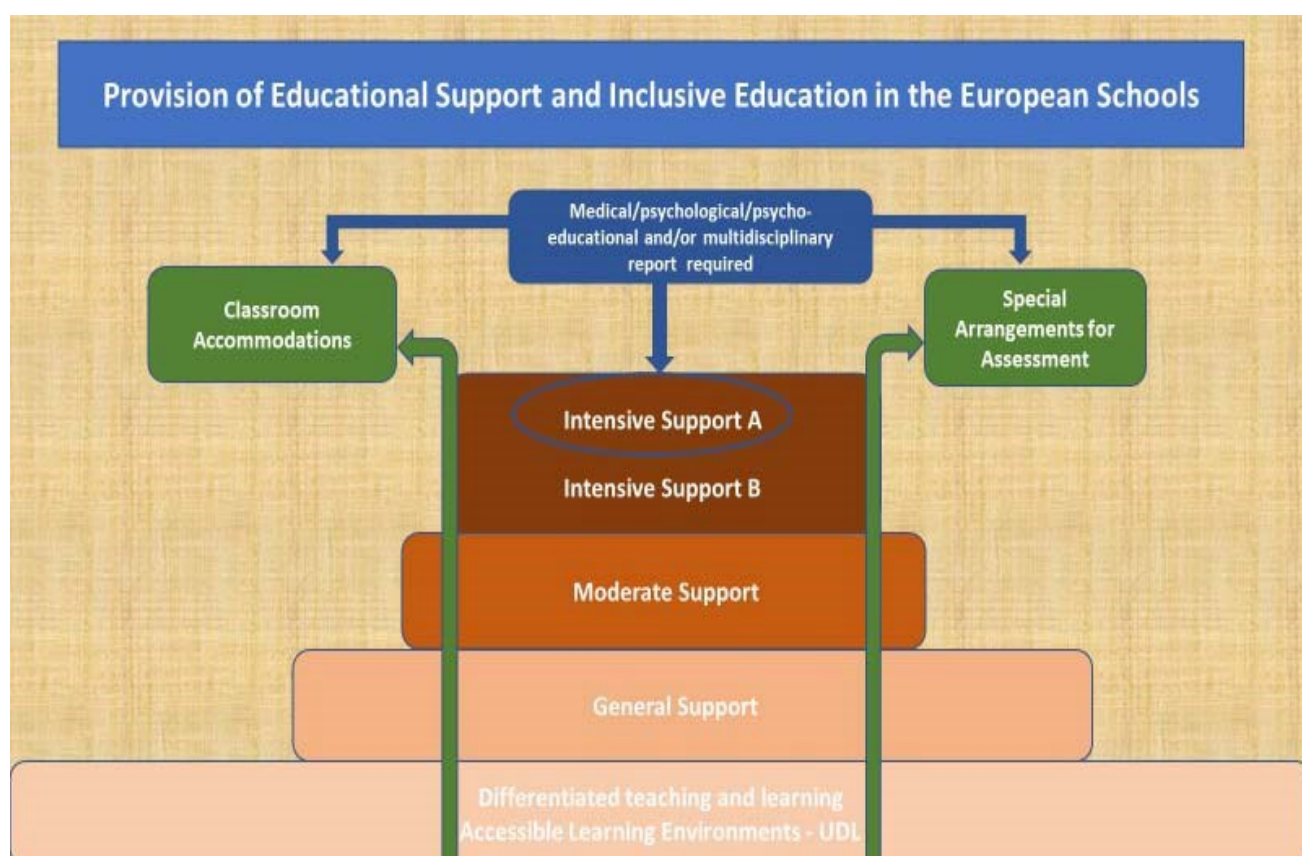
Support coordinators ("Supco" and "Cogesu"):

- Nursery and primary school: Ms Florence DELENCLOS , Ms Annalisa DESTEFANIS, Ms Adriana PASTRANA
- Secondary school:
  - Intensive support: Ms. Frédérique DUCHESNE, Ms. Paola GIANNETTI and Mr. José A. PALOMO LOPEZ
  - General and moderate support: Ms Maria SALINAS



The reference documents (2012-05-D-14-en-10 and 2012-05-D-15-en-14) can be consulted on the European Schools website

<https://www.eursec.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).**

## 29.1 Reasonable adjustments:

### 29.1.1 In class:

Depending on their needs, pupils may require different accommodations.

European Schools encourage the use of assistive/compensatory technologies (devices, applications and software) and other accommodations for pupils with disabilities who may need them in order to access education on an equal basis with others.

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

### 29.1.2 Universal and special arrangements in assessment situations:

Universal provisions: these are provisions made available to all pupils in assessment activities. They may include booklets containing formulas in science subjects, simplified language in assignments and examinations, electronic versions of tests, adaptations to make assignments accessible, or the use of other provisions to be put in place.

These provisions are listed and made available to pupils during examinations, tests and other forms of assessment to enable pupils to realise their potential in the fairest way possible.

Special provisions: If the assessment conditions, including during pre-baccalaureate and baccalaureate exams, present a risk of disadvantaging the pupil's performance – particularly if they have special educational needs – by preventing them from demonstrating the level at which they have acquired the required skills, special arrangements may be requested and authorised for written and oral exams.

Special arrangements are authorised when they are clearly related to the pupil's specific needs and/or diagnosed disabilities and justified by a medical/psychological/psycho-educational and/or multidisciplinary report.

## **29.2 Educational support:**

### **29.2.1 General support:**

This is intended for any pupil who, at some point during their schooling, needs support (beyond normal differentiation in the classroom), or who may encounter difficulties in a specific area of a subject or need to "catch up" because they arrived late in the European Schools system, or because they have been ill or are not studying in their mother tongue or dominant language.

A pupil may also need additional help to acquire effective learning strategies or study skills.

#### **Procedures:**

- Requests for general educational support come from teachers. Parents or legal guardians must also submit a request to the teacher of the subject in question.
- Once the school administration has decided to provide such support, parents are informed that support has been decided for their child.
- The support coordinator creates small support groups. In very exceptional cases, general support may be provided to a single pupil.
- The support teacher works with the class teacher or subject teacher to draw up a Group Learning Plan (GLP) detailing the group's work. This plan includes objectives and success criteria for the group.
- Parents are informed of their child's progress within the general support group by email and by the support teacher at the end of each term.
- In primary school, general support is organised as co-teaching in classrooms, which benefits all pupils.

### **29.2.2 Moderate support**

- This is an extension of general support.
- It is provided to pupils who need more targeted support or who have more significant learning difficulties.
- It may be suitable for pupils who have difficulty following the curriculum due to language problems, concentration difficulties or other reasons.
- It can be organised on a longer-term basis than general support, and each pupil is given an Individual Learning Plan (ILP).

#### **Procedures:**

- Teachers request moderate support for their pupils. Parents can also submit a request to the teacher of the subject in question.
- Once the school administration has decided to provide such support, parents are informed that support has been decided for their child.
- The support coordinator sets up small groups or individualised support, either in or outside the classroom, depending on the needs of the pupil or pupils and the availability of support teachers.

- Groups are organised vertically or horizontally within or between sections, focusing on the needs of the pupils concerned.
- Support teachers draw up an Individual Learning Plan for each pupil in consultation with the main or subject teacher. This ILP must be monitored regularly.
- The IEP includes specific learning objectives and criteria for assessing 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

### 29.2.3 Intensive support

**Type A intensive support:** this is provided following an assessment of the pupil's needs by an expert and the signing of an agreement between the headteacher and the parents. Intensive support is provided to pupils with specific educational needs, whether in terms of learning, emotional, behavioural or physical needs.

The specialist's report (dated within the last two years) and a request (a simple email is sufficient) must be sent to Supco to request the organisation of a GCS (support advisory group) meeting.

The Support Advisory Group (SAG) is a multi-professional group at school level that assesses requests for intensive support, including documentation, and advises the headteacher on the learning and assessment adjustments to be granted and the support measures to be put in place.

The composition of the SAG may differ between the nursery and primary cycles and the secondary cycle. In addition to the chair, the SAG is composed of the pupil's teachers, the EdSup coordinator and the pupil's parents/legal representatives. Other relevant actors may also be involved: school psychologist, cycle coordinators, educational advisers, school doctor, therapists under tripartite agreements, independent external experts who can accompany parents/legal guardians. At the request of the school management, educational support inspectors may also participate in GCS meetings.

The support advisory group will draw up a support plan, including special arrangements for tests, special classroom accommodations, support lessons or classroom assistance. This plan will be submitted to the Director for approval. If the plan is approved, all teachers will be informed and support lessons or assistance will be organised.

This plan is valid for the entire school year. A new SAG is carried out each year and support is adapted to new needs.

Intensive lesson A has two main objectives: 1. To focus on the learning disorder and help the pupil find their own way of compensating for it. 2. In a subject: to develop their skills, abilities, and knowledge in that subject.

#### **Intensive support type B:**

In exceptional circumstances and only on a short-term basis, the Director may decide to provide intensive support B to a pupil or group of pupils whose special educational needs have not been diagnosed and who are unable to access the curriculum.

For example, when a pupil or group of pupils cannot access the programme for linguistic reasons (because they are taking courses in a language they do not yet know), the pupil may receive language support integrated into the subject, i.e. 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 due to intensive support should be limited, as far as possible, to exceptional cases.

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

- be legible, on headed paper, signed and dated
- Indicate the title, name and professional references of the expert(s) who assessed and diagnosed the pupil.
- In the case of a medical/psychological/psycho-educational or multidisciplinary report, specifically indicate the nature of the pupil's medical and/or psychological needs and the tests or techniques used to reach the diagnosis.
- The report on learning disorders must describe the pupil's strengths and difficulties (cognitive assessment if applicable), their impact on learning (educational evidence) and the tests or techniques used to establish the diagnosis.
- The report on medical/psychological issues must 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 exists, and the conclusion on how they relate to the average results. The tests should be standardised at international or national level.
- **All reports must include a summary or conclusion indicating the necessary accommodations and, where appropriate, recommendations for teaching/learning for the school.**
- A medical/psychological/psycho-educational and/or multidisciplinary report must be regularly updated and must not be more than four years old or when the pupil changes cycle. In the case of a permanent and unchanging disability (and with the agreement of the SAG), no new tests other than regular updates will be required. For a request for special arrangements in the context of the European Baccalaureate, a fully updated medical/psychological/psycho-educational and/or multidisciplinary report will be required. Documents must not be more than two years old, i.e. they must not be dated before October in S3 and after October in S5.
- In order to avoid any conflict of interest, the expert responsible for assessing the pupils shall not be an employee of the European School or a parent of the pupil.
- If it is not written in one of the vehicular languages, it must be accompanied by a translation into French, English or German.

### **Procedures**

#### **For pupils whose needs correspond more to profile A:**

- The need for intensive support is identified, at enrolment or during the school year, by the pupil's legal representatives or teachers.
- A written request for intensive support is sent to the support coordinator by the pupil's teachers or legal representatives.
- The support coordinator contacts the pupil's legal representatives and requests that a file be compiled (as specified above) so that a meeting of the Support Advisory Group can be organised.
- The Support Advisory Group meets to discuss how best to meet the pupil's needs and advise the Headteacher on the measures to be put in place.
- Support Advisory Group meetings are chaired either by the Director or their delegate.

- The support coordinator draws up the minutes of the Support Advisory Group meeting and the intensive support agreement to be signed by the Headteacher and the pupil's legal representatives.
- After the intensive support agreement has been signed, the support coordinator organises the intensive support and any other necessary measures.
- An Individualised Support Plan (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 plenary meeting of the Support Advisory Group must be held each year to begin, renew or terminate intensive support, unless the parents agree to participate in a restricted meeting with the main teachers and other teachers concerned.
- If necessary, the Support Advisory Group may meet at any time during the school year, in plenary or restricted session, to evaluate and/or amend the intensive support agreement.
- When the school is unable to provide an appropriate education for a child, it may declare itself unable to meet the child's needs.
- In this case, the Director shall make a final decision, taking into account the opinion of the Support Advisory Group.
- The pupil's legal representatives are informed of their child's progress through Intensive Support A (in the end-of-term or end-of-semester report), with the exception of Year 7.

#### **For pupils whose needs are more in line with profile B:**

- Teachers or the pupil's legal representatives request intensive support B for the pupil in writing from the support coordinator. A description of the pupil's needs or level will be useful and appreciated.
- The pupil's legal representatives are informed by email that support has been recommended for their child and decide whether or not to enrol them in this course.
- The support coordinator creates small groups or organises individualised support, either in or outside the classroom, depending on the pupil's needs and the availability of support teachers.
- Groups are organised vertically or horizontally within or between sections, focusing on the needs of the pupils concerned.
- Support teachers draw up an ILP for each pupil in consultation with the main or subject teacher. This should be monitored regularly.
- The ILP includes specific learning objectives and criteria for assessing pupil's progress and the success of the support.
- The pupil's legal representatives are informed of their child's progress through Intensive Support B (in the end-of-term or end-of-semester report), with the exception of Year 7.

#### **Appeal 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.

**Information on the support offered by the European School is summarised in the previous paragraph. For more detailed information, please follow the links below:**

– for primary [school](#) [Nursery and Primary: Educational support – Schola Europaea Luxembourg I](#)

– for secondary school: [Secondary: Educational support – Schola Europaea Luxembourg I](#)

## 29.3 Assessment and promotion

### Assessment and promotion principles

The requirements and provisions of Chapter IX of the General Regulations apply to pupils who receive educational support but follow the full school programme in all its requirements. The class council then decides **on promotion**. The pupil is promoted.

Any pupil benefiting from a school programme and/or subjects adapted to their needs cannot be promoted in the usual way but may progress with their class group provided that this is in the interests of their social and academic development. The class council then decides **on progression**. The pupil is not promoted at the end of the year and does not receive a report card, but receives a certificate. The year is not passed. Progression can continue until the first semester of S5 at the latest.

Any pupil who meets all the promotion criteria can resume normal schooling. To rejoin the standard school programme, they must therefore demonstrate achievements comparable to those of 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.**

European Schools issue a special report card that describes the subjects studied and the pupil's level of achievement.

For more details about secondary school, please follow the link:

<https://www.euroschool.lu/site/fr/secondaire-soutien-educatif/>

## 29.4 European Baccalaureate

European Schools believe that all pupils should have the opportunity to demonstrate their abilities under the fairest possible assessment conditions. Where these assessment conditions are likely to disadvantage a candidate – particularly if they have special educational needs – by preventing them from demonstrating their level of proficiency, special arrangements may be requested and authorised for written and/or oral examinations. These arrangements are not intended to compensate for any lack of knowledge or skills. (see document 2012-05-D-15-en-14). Requests for special arrangements for the Baccalaureate cycle (S6 and S7) must be made **before 15 October in the 5th year**.

## 30. LOCKERS AND BADGES IN SECONDARY SCHOOL

### 30.1 Lockers

Every secondary school pupil is required to have a locker. This locker is the only place where they can keep their personal belongings under lock and key. However, the school is not responsible for any theft or damage to pupils' property. Under no circumstances will pupils be allowed to share lockers.

At the beginning of the school year, each pupil will be assigned a locker number and will be required to provide their own padlock with key and install it by the end of the second week of school at the latest. If keys are lost, the caretaker will not be able to cut off oversized padlocks.

For safety and hygiene reasons, the Management reserves the right to carry out locker checks in the presence of the pupil concerned.

The hours of access to the lockers are as follows:

7:50 – 8:20  
10:45 – 11:25  
11:50 – 12:00  
12:30 – 12:50  
13:20 – 13:40  
14:10 – 14:20  
At 16:00

## 30.2 Badges

Each year, all secondary school pupils will receive an identification badge on which the various exit authorisations will be indicated by a distinctive colour.

Pupils in Years 6, 7 and 5 with permission C must show their badge when leaving school.

**All pupils must also show their badge spontaneously when arriving at or leaving school at the end of their timetable and before 4:00 p.m. Access to the site will only be possible upon presentation of this badge.**

Any request for a replacement badge (due to loss or theft) must be submitted to the year advisor.

## 31. PUPIL MOBILITY PROGRAMMES (CONCERN ONLY SECONDARY)

Attending classes at a school in a foreign country offers pupils the opportunity to develop in several ways, such as improving their language skills and becoming more mature through experience in a different educational and cultural environment.

European Schools – both traditional and accredited – offer the possibility of hosting other pupils and also encourage their own pupils to attend other schools. Both types of European Schools can offer full exchanges (visiting and hosting) or one-way visits. These exchanges are commonly known as the 'pupil mobility programme'.

These trips are often organised during the first term of Year 5. However, where justified, the first term of Year 4 may also be considered.

For more information, please visit the school's website page dedicated to school exchanges:

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

## 32. VISITS BY EXTERNAL PUPILS

If a pupil at the school wishes to invite a friend from outside the school, a written request from their parents is required in advance. In principle, authorisation can only be granted for a maximum of one day and the teachers concerned must give their consent. The visitor must be of the same age as the pupils in the class. Authorised visitors must report to the head teacher for secondary school pupils and to the school office for primary school pupils in order to obtain written authorisation.

Provided that the visiting pupil has obtained this written authorisation, they will be covered by the school's insurance during their visit.

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

### **33. SECURITY**

For your safety and that of all users of the school premises, the perimeter of the site, the entrances and certain gathering places in the buildings of the European School Luxembourg I are under video surveillance.

The school site is monitored by a security service provided by an external company. This service is responsible for controlling access to the site for all users: pupils, parents, teaching and administrative staff, and other service providers.

All visits to the site must be requested and approved in advance. Proof of this confirmation must be presented to security guards in order to access the site. It is forbidden to remain on school premises (playground, circulation in buildings).

All users of the site (with the exception of nursery and primary school pupils) must wear and present their badge.

The school reserves the right to change its alert level at any time and to adapt security measures and procedures accordingly.

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

### **34. PROTECTION OF PERSONAL DATA AND RIGHT TO INFORMATION**

#### **34.1 Introduction**

The European School (the data controller) undertakes to respect your privacy and to comply with the requirements 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 natural persons with regard to the processing of personal data and on the free movement of such data, more commonly known as the General Data Protection Regulation (GDPR).

"Personal data" means any information relating to an identified or identifiable natural person. In the School, the persons concerned are the pupils and their parents/legal representatives. Consequently, your personal data will be processed solely for the purposes of administering and supporting your child(ren). It will be kept for as long as necessary and at least for the duration of your child(ren)'s schooling at the European School. It will be treated as strictly confidential and will not be disclosed to third parties, except where necessary for technical reasons relating to the operation of the European Schools or for legal obligations.

To facilitate the management of activities, the European School also enters into contracts with third parties. These third parties are required to respect the confidentiality of the data entrusted to them and to use it only for the purpose of fulfilling their commitments to the School. In this context, data processing agreements and arrangements are drawn up between the School and these third parties.

With regard to the processing of your personal data, or that of your child(ren), you have a right to information and a right of access to such data. You also have the right to have your data deleted, and you also have the right to object to its processing.



When the School processes personal data with your consent, this consent may be withdrawn at any time. Withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal.

To facilitate the exercise of your rights, you can contact our Data Protection Officer by email: [LUX-DPO-CORRESPONDENT@eursc.eu](mailto:LUX-DPO-CORRESPONDENT@eursc.eu)

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

### **34.2 Keeping the database up to date**

In order to comply with Article (5) of the GDPR, the European School of Luxembourg I wishes to keep its database up to date.

To this end, parents/guardians are requested to inform the School administration by email as soon as possible of any changes to:

- Address;
- Employer;
- Email address;
- Private and/or work/office telephone number;
- Identity;
- Family status
- Pupil departure (0 )

to the following address: [LIST-LUX-MDM-SCHOOLING@eursc.eu](mailto:LIST-LUX-MDM-SCHOOLING@eursc.eu)

In the event of a change of employer, administrative status or contract expiry date, please also attach a new certificate issued by your institution's personnel department so that you can be placed in the correct financial category.

In the event of a change in family situation (separation, divorce), please provide supporting documentation establishing who has parental authority over the child.

Any supporting documents provided must be included in your child's file. These documents must be returned to the School as soon as possible by the child's legal representative(s). The undersigned certifies that the information provided is true and accurate and undertakes to notify the School of any changes.

We thank you in advance for your cooperation.

### **34.3 Image rights: general information**

Our school takes photographs and makes video recordings of our pupils when they participate in a wide range of school activities (e.g. shows, school trips, etc.).

Authorisations relating to your child(ren)'s image rights must be entered by parents/legal guardians in the MySchool (SMS) system.

We would like to point out that, unless you indicate your choice in SMS (consent and/or refusal), as parents/legal guardians, you will not be able to access your child(ren)'s SMS profile(s) or the information contained therein.

In order to respect the privacy of your child(ren) and to comply with data protection legislation (the General Data Protection Regulation and applicable national legislation), we are legally obliged to obtain your prior consent before taking photographs and making video recordings of your child(ren) during the school year.

This must be done by you. To assist you in this process, you will find a description of each option below (see point 4.c).

If you have any questions and/or require further information, please contact our Data Privacy Officer (DPO) by email at: [LUX-DPO-CORRESPONDENT@eursc.eu](mailto:LUX-DPO-CORRESPONDENT@eursc.eu)

#### 34.3.1 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' caption.

#### 34.3.2 Consent

When a person is identifiable, it is necessary to obtain their prior consent for:

Capturing their image: Before taking a photograph, their consent must be obtained.

Publish their image: The fact that a person agrees to be photographed does not automatically imply their consent to the publication, distribution or use of their image.

**N.B.:** With regard to minors, the consent of their legal representatives must be sought, even if the minor is deemed to be "capable of discernment"; the written and signed authorisation of the child's legal representatives is required for the distribution or publication of an image, even in a school magazine.

### 34.4 Image rights: use of photos at the European School

#### 34.4.1 How does the school seek parental consent?

Our school takes photographs and makes video recordings of our pupils when they participate in a wide range of school activities (e.g. shows, school trips, newsletters/gazettes, yearbooks).

In order to respect the privacy of your child or children and to comply with data protection legislation (the General Data Protection Regulation and applicable national legislation), we are legally obliged to obtain your prior consent before taking photographs and making video recordings of your child or children during the school year.

Valid for the current cycle, parents/legal guardians can now complete their responses to the consent requests online, on the SMS application.

#### 34.4.2 How do I access the SMS Web parent portal?

The school your child(ren) attends will send you an email with your login and password. With these credentials, you can access the application from the following link: <https://sms.eursc.eu/>

When you access the SMS application (Parent Web), you must provide consent for your children or you will be denied access to the portal.

If you are defined as the child's guardian, a "Privacy Statement<sup>6</sup>" will be displayed. You are asked to read this document and confirm that you have understood it.  
This must be done for each child in the family.

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

### 34.4.3 What types of consent are there? ([Appendix 10](#) )

#### 34.4.3.1 Yearbook

I authorise the school to take photographs of my child and publish them in the Yearbook for communication purposes.

#### 34.4.3.2 Newsletter/Gazette/Magazine

I authorise the school to take photos of my child and publish them in a local school newsletter/gazette/magazine for communication purposes and to share the educational activities carried out by the pupils.

#### 34.4.3.3 Website

I authorise the school to take photographs and make video recordings of my child during school activities and trips, celebrations and other school events and to publish them on the school's website for communication and publicity purposes related to the school.

#### 34.4.3.4 Communication with parents/class activities

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

#### 34.4.3.5 Communication to parents and teachers/joint activities

I authorise the school to take photos of my child during activities involving several classes or language sections (e.g. end-of-year shows, Christmas shows, school activities and trips) and to share them with parents and teachers at the school electronically (SharePoint or by email with a link to the parents/teachers, with an expiry date) for communication purposes.

#### 34.4.3.6 Name association

If I accept one or more of the above options, I also authorise the school to associate my child's name with the published photo (for example, to congratulate a child who has won a competition or prize) for communication purposes.

The consent form available on SMS authorises the School to:

- Take photos as part of "**school activities**": a general term allowing teachers who wish to do so to photograph pupils in class and not only during school trips, shows and/or other school events;
- **Share** photos/videos: via tools authorised by the School such as Sharepoint, OneDrive, etc. ... Prohibition of publication on social networks (WhatsApp, Facebook, Twitter, Instagram, etc.);

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<sup>6</sup> Privacy Statement

- Images must be kept for a period of **one (1) year**. All photos from the past school year must be deleted by **31 December** at the latest.
- Consent given will be **valid for the cycle** (Nursery, Primary or Secondary). It may be modified or withdrawn at any time 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 pictures of your child during a specific event when the choice indicated in the SMS is "Rejected"). Only changes to the SMS form, and at your request, will be processed.

#### 34.4.4 Who can give consent?

- The persons who are defined as responsible for the child.
- If both parents are defined as responsible, the first person to access the portal must give consent. An email is automatically sent to the responsible persons to notify them that consent has been given.
- In the event of divorce/separation/joint custody, the first person to access the portal must give consent. An email is automatically sent to the second person responsible to notify them that consent has been given.

#### 34.4.5 When should consent be given?

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

#### 34.4.6 How to change consent?

For any change of choice, you must contact the school's DPO to submit your request via email: [LUX-DPO-CORRESPONDENT@eursc.eu](mailto:LUX-DPO-CORRESPONDENT@eursc.eu)

#### 34.4.7 SMS: Obtaining new access codes

For any requests for new passwords and SMS access codes, please send your request via email to: [LIST-LUX-ICT@eursc.eu](mailto:LIST-LUX-ICT@eursc.eu)

### 34.5



Consignes  
visiteurs.pdf

The instructions mentioned in the attached "Visitor Instructions" document must also be followed by parents and all visitors when visiting or being present on the premises.

The School has not prohibited parents from taking photos during school events (shows, concerts, plays, etc.). This seemed a little unreasonable, as most parents take these kinds of photos to immortalise the event and have no intention of publishing them or posting them online.

Taking photos by parents during school activities is considered a "domestic activity" within the meaning of the GDPR, i.e. the processing of personal data by a natural person in the course of a purely personal or domestic activity, and therefore unrelated to any professional or commercial activity.

Recital 18 of the GDPR specifies in this regard that "*Personal or domestic activities could include [...] the use of social networks and online activities that take place in the context of these activities [...]*" In other words, a parent could post a photo taken during a show on their Facebook account, provided that it is "private", showing their child alongside other classmates. The parents of the other children, who may be uncomfortable with such a post, can ask the parent concerned to remove it. **The School cannot intervene** in cases of difficulties relating to the sharing of photos taken by parents during school activities, as it is not the "data controller".

### 34.6 School trips: accompanying adults



Consignes  
visiteurs.pdf

The instructions mentioned in the attached "Visitor Guidelines" document must also be followed by parents and all visitors when visiting or being present on the premises.

During school trips, it is common for parents/legal guardians to accompany classes to help supervise the pupils. Although this is also a school activity, accompanying adults are **NOT PERMITTED** to take photos of pupils.

### 34.7 Framework for the right to information for parents who do not/no longer exercise parental authority over their children

In accordance with the legislation in force, in line with Article 376-1 of the Luxembourg Civil Code, a parent who does not/no longer exercises parental authority retains the right to information on unusual aspects of their child's academic life. This includes matters such as major changes in schooling, guidance or enrolment in a private institution.

Our approach is based on striking a balance between respecting these rights and protecting the best interests of the child. The school's management and teaching staff are obliged to provide this information when requested by a parent who does not/no longer has parental authority. However, the decision to share specific details will depend on the nature of the information and its impact on the child's academic life. Where appropriate, the headteacher will decide what information to share.

We remain committed to maintaining open communication and protecting the well-being of all pupils, while respecting the legitimate rights of parents.


In view of the above, access to SMS, as a purely technical and electronic means of communication, will be suspended for parents who do not exercise or no longer exercise parental authority. However, requests from parents to obtain information relating to their children will be considered on a case-by-case basis and the requested information may, where appropriate, be disclosed in accordance with the above-mentioned elements and procedure.

#### Useful documents:

1. The General Regulations of the European Schools (Ref.: 2014-03-D-14-en-15) are available in all official languages of the European Union and can be found on the European Schools website [www.eursc.eu](http://www.eursc.eu) under *Legal basis of the European Schools*.

2. For requests for special measures for pupils with specific needs, it is strongly recommended that you consult the following documents available on the official website of the European Schools  
<https://www.eursec.eu/en/European-Schools/studies/educational-support>
  - Policy on educational support in European Schools (Ref. 2012-05-D-14-en-10)
  - Educational support provision in European Schools (Ref. 2012-05-D-15-en-14)

## Appendix 1

 <b>CALENDRIER DES VACANCES 2025/2026 / HOLIDAY DATES 2025/2026 / FERIENKALENDER 2025/2026</b>		
<b>Rentrée scolaire / Start of school year / Beginn des Schuljahres</b>	Mardi/ Tuesday / Dienstag	02/09/2025
<b>Journée pédagogique/ Pedagogical day / Lehrerfortbildungstag</b>	Lundi / Monday / Montag	06/10/2025
<b>Toussaint/ All Saints/ Allerheiligen</b>	du lundi / from Monday / von Montag au vendredi / to Friday / bis Freitag	03/11/2025 - 07/11/2025 <sup>1</sup>
<b>Noël / Christmas / Weihnachten</b>	du lundi / from Monday / von Montag au vendredi / to Friday / bis Freitag	22/12/2025 - 02/01/2026 <sup>1</sup>
<b>Carnaval / Carnival / Fastnacht</b>	du lundi / from Monday / von Montag au vendredi/ to Friday / bis Freitag	16/02/2026 - 20/02/2026 <sup>1</sup>
<b>Pâques/ Easter / Ostern</b>	du lundi / from Monday / von Montag au vendredi/ to Friday / bis Freitag	30/03/2026 - 10/04/2026 <sup>1</sup>
<b>Fête du travail / Labour day / Tag der Arbeit</b>	Vendredi / Friday / Freitag	01/05/2026
<b>Journée de l'Europe / Europe Day / Europatag</b>	Samedi / Saturday / Samstag	09/05/2026
<b>Ascension / Ascension /Christi Himmelfahrt</b>	Jeudi / Thursday / Donnerstag Vendredi / Friday / Freitag	14/05/2026 15/05/2026 <sup>2</sup>
<b>Pentecôte/ Whitsun / Pfingsten</b>	du lundi / from Monday / von Montag au vendredi/ to Friday / bis Freitag	25/05/2026 - 29/05/2026 <sup>1</sup>
<b>Fête nationale/ National holiday / Nationalfeiertag</b>	Mardi/ Tuesday / Dienstag	23/06/2026
<b>Fin des cours*/ End of school year* / Ende des Schuljahres*</b>	Vendredi / Friday / Freitag	03/07/2026
<b>Proclamation du baccalauréat/ Proclamation of the baccalaureate / Abiturfeier</b>	Vendredi / Friday / Freitag ou/ ou /oder Samedi / Saturday / Samstag	03/07/2026 ou/or/oder 04/07/2026

\* 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.

<sup>1</sup> inclus / inclusive / einschliesslich

<sup>2</sup> pending the final calendar of the European Commission due to be published in spring 2025. Should this day (15.05.2026) be a school day, the start of the school year 2025/2026 will be adjusted accordingly / en attendant la publication définitive du calendrier par la Commission européenne, prévue pour le printemps 2025. Dans le cas où le 15 mai 2026 serait un jour d'école, le début de l'année scolaire 2025/2026 sera ajusté en conséquence. / Vorbehaltlich der endgültigen Veröffentlichung des Kalenders durch die Europäische Kommission, die für den Frühling 2025 vorgesehen ist. Falls der 15. Mai 2026 ein Schultag ist, wird der Beginn des Schuljahres 2025/2026 angepasst.



## Appendix 2



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 pupils be collected as soon as they finish school. If, however, a parent is late, the school will take care of the child and contact the parents after 15 minutes.

The person in charge of the system is responsible for waiting 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 takes the child to room B 903 (primary school building) to call the parents. The parent, legal guardian or authorised person collects the child after signing a release form. 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 noted in the pupil's file.

Yours sincerely.

\*\*\*\*\*



Liebe Eltern,

Wie im Memorandum angekündigt, ist es unerlässlich, dass die Schülerinnen und Schüler nach Unterrichtsende pünktlich abgeholt werden. Sollte ein 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, in den Raum B 903 (Gebäude der Primaire), um von dort die Eltern anzurufen. Der Elternteil, Erziehungsberechtigte oder Bevollmächtigte übernimmt das Kind nach Unterzeichnung einer Einverständniserklärung.

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 of Parents of Pupils of European School Luxembourg 1***

All parents at Luxembourg 1 are represented by APEEEL1, the only organisation officially recognised by the European Schools Statute. **It is a partner that influences decisions affecting children, as APEEEL1 representatives participate locally in several formal school committees, including the Board of Governors, advisory committees, education councils, etc. and, at the level of the Board of Governors of the European Schools, through INTERPARENTS. To do this, APEEEL1 needs many parent volunteers to participate in its Management Committee.**

We have been a non-profit association under Luxembourg law since 1953. Our objectives are detailed in our statutes. The members of the Management Committee are volunteers, elected for a term of two consecutive years. Our main objective is to promote transparent communication, enable parents to cultivate their interest in their children's education, and support and contribute to the work of the school. **As a result, we play a key role in decisions that affect pupils,** thereby contributing to improving and maintaining the quality of teaching at the school. We are represented on the school canteen committee in order to present parents' views on the day-to-day running of the school's catering service.

We collaborate with other associated organisations, such as ATSEEE and ASF "Actions sans Frontières". We coordinate the network of class representatives and organise information evenings and other activities and events. We maintain a social fund to provide financial assistance to our members for the cost of compulsory school trips, etc. We advise parents on a wide range of topics, including academic support programmes, pupils whose mother tongue does not correspond to the language sections (SWALS), disciplinary councils, choice of courses and transfers between cycles (nursery/primary/secondary).

We regularly send information to parents via class representatives, the website, Town Hall calls and the Facebook page.

We also organise extracurricular activities and language exchanges, among other things. Membership of APEEEL1, which costs €50 per family per year, gives access to the services offered. It also gives priority registration for activities and waives the €50 administration fee for each individual registration. It also allows you to stand for election to the Management Committee and vote on policies to be implemented or supported.

#### **WE ARE COUNTING ON YOU AND THANK YOU FOR YOUR SUPPORT.**

To become a member, please see the attached membership form. Please visit our website (address below) for the other application form and further instructions on how to register.

A.P.E.E.E.L 1 C002, European School Lux 1, 23 BVD Konrad Adenauer, L-1115 Luxembourg  
Telephone 432082422 Email: [office@apeeel1.lu](mailto:office@apeeel1.lu) or [admin@apeeel1.lu](mailto:admin@apeeel1.lu) Website: [www.apeeel1.lu](http://www.apeeel1.lu)  
<https://periscolaire.apeeel1.lu/> Facebook: APEEEL1- Parents Association European School Lux1

2025

## Appendix 4

A.P.E.E.E.L 1

SCHOLAEUROPAEA  
Luxembourg I

**APEEEL1 (Kirchberg)  
Membership Form  
Standing order – Bank transfer form\***  
(Please complete form using capital letters)

I, the undersigned:

First name/ *First name* Last name/ *Surname*:Home address/ *Address / Street, No./ Street, number*:

Postcode:

Postcode: .....

Town/Ville: :.....

Telephone number: .....

Nationality:.....

E-mail:

☐ authorise APEEEL1 to use this email to contact me directly.Please provide us *with* information regarding your children attending school

Child 1: (section, level): ..... Child 3: .....

(for example \*DE-P3 is German section, Primary 3)

Child 2: ..... Child 4: .....

By completing this section, I agree to set up a standing order/ By completing this section, I agree to set up a standing orderI authorise my bank to **transfer** from my account number IBANthe sum of **50 euros**, the first time on/ *the sum of 50 euros, the first time on* \_\_\_\_ / \_\_\_\_ /20 \_\_\_\_and thereafter on the same date each calendar year, this sum being my annual subscription, to the following APEEEL1 account / *and thereafter on the same date each calendar year, this sum being my annual subscription, to the following APEEEL1 bank account:*

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 or FAPEEEL). / *Please note that this standing order cancels and replaces any existing standing order in favour of APEEEL1 or FAPEEEL.*

Please return to / Please send this form to:

(APEEEL1) - Room C-002 Primary European School – 23 Bd Konrad Adenauer – L-1115 Luxembourg

Or by email / Or by email to [admin@apeeel1.lu](mailto:admin@apeeel1.lu)

Please circle if you are a newcomer to the school Sept. 2025 - Newcomer to the school Sept. 2025: YES

If you wish to cancel your membership or you leave the school please inform APEEEL1. If you wish to cancel your membership or you leave the school, please inform APEEEL1.

## Appendix 5

### AUTORISATION PARENTALE POUR SORTIE / VOYAGE SCOLAIRE ET POUR LES SOINS MÉDICAUX D'URGENCE PENDANT LES EXCURSIONS

### PARENTAL AUTHORISATION FOR SCHOOL TRIPS AND FOR EMERGENCY MEDICAL TREATMENT DURING EXCURSIONS

### EINVERSTÄNDNISERKLÄRUNG DER ELTERN FÜR DEN AUSFLUG / DIE KLASSENFAHRT UND FÜR MEDIZINISCHE NOTFALLVERSORGUNG WÄHREND DER EXKURSIONEN

**Je soussigné(e)/ I undersigned/ der/die Unterzeichnende :**

Nom, prénom/ name, first name/ Name, Vorname: \_\_\_\_\_

N° de téléphone/ Phone number/ Telefonnummer : \_\_\_\_\_

**Parent/tuteur légal de/ parent/legal guardian of/ Eltern/Erziehungsberechtigter von :**

Nom/ last name/ Name: \_\_\_\_\_

Prénom/ first name/ Vorname: \_\_\_\_\_

Classe/ class/ Klasse: \_\_\_\_\_

L'autorise à participer au voyage organisé par l'école/ I grant permission for him/her to participate in the school trip /outings described below / Ich gebe ihm/ihr hiermit die Erlaubnis, an der/dem unten beschriebenen Klassenfahrt/-ausflug teilzunehmen :

**Lieu/ Place/ Ort :** \_\_\_\_\_

**Dates/ dates/ Datum :** \_\_\_\_\_

*J'autorise le (les) professeur(s) accompagnateur(s) à confier mon enfant à un service de soins spécialisés. En cas d'urgence et dans l'impossibilité de me joindre, je l'autorise également à faire pratiquer toute intervention chirurgicale et de soins médicaux si cela s'avère nécessaire.*

*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.*

*Ich ermächtige die begleitenden Lehrkräfte, mein Kind den entsprechenden medizinischen Diensten anzuvertrauen. Für den Fall, dass der Lehrer/die Schule nicht in der Lage ist, mich zu kontaktieren, erteile ich auch die Erlaubnis, dass alle notwendigen medizinischen Notfallbehandlungen für meinen Sohn/meine Tochter durchgeführt werden können.*

**Remarque :** pour les voyages obligatoires, les parents s'engagent à en payer le prix. En cas de non-participation non validée par la Direction, les parents seront tenus de payer le prix du voyage.

Toutefois si un certificat médical est remis et qu'il est accepté par l'assurance annulation, seul le montant de la franchise restera à la charge des parents.

For mandatory trips, parents must cover the costs. If a pupil is absent without approval of the school management, the full amount is due. With a medical certificate accepted by the insurance, only the deductible applies.

Die Kosten für verpflichtende Fahrten tragen die Eltern. Wird eine Nichtteilnahme von der Schulleitung nicht genehmigt, ist der volle Betrag zu zahlen. Bei Vorlage eines ärztlichen Attests und Anerkennung durch die Reiserücktrittsversicherung haben die Eltern lediglich die Selbstbeteiligung zu tragen.

(tel que stipulé dans le mémorandum des parents / as stated in the parents' memorandum / wie im Eltern-Memorandum festgelegt )

#### **Important :**

Les élèves doivent être en possession de l'original d'une pièce d'identité valable et non d'une copie.

Pupils must be in possession of the original of a valid identity document, not a copy.

Die Schülerinnen und Schüler müssen im Besitz des Originals eines gültigen Ausweisdokuments sein, nicht einer Kopie.

**Date/ date / Datum :** \_\_\_\_\_

Signature parent/ signature parent/ Unterschrift Erziehungsberechtigte/r : \_\_\_\_\_

## Appendix 6

### AUTORISATION PARENTALE DE SORTIE DE TERRITOIRE (POUR LES ÉLÈVES NON-RÉSIDENTS)

### PARENTAL AUTHORIZATION TO LEAVE THE COUNTRY (FOR NON-RESIDENT PUPILS) ELTERLICHE ERLAUBNIS INS AUSLAND ZU REISEN (FÜR NICHTANSÄSSIGE SCHÜLER)

Town/country of residence/ Town/country of residence Wohnsitz Gemeinde/ Land	
I, the undersigned, I, the undersigned I, the undersigned,	
Give permission to my son/daughter Give permission to my son/daughter Erlaube meinem Sohn/meiner Tochter	
To travel to Zu reisen nach	
Under the supervision of Under the supervision of	
Date: Date: Datum:	
Parent signature Parent signature Unterschrift Eltern	

Date/date/Datum:

For parental authorisation for pupils resident in Luxembourg, please visit [www.guichet.lu](http://www.guichet.lu).

Management signature:

Please find more information about parental authorisation at [www.guichet.lu](http://www.guichet.lu).

Please find more information about parental authorisation at [www.guichet.lu](http://www.guichet.lu)

Bitte finden Sie weitere Informationen zur elterlichen Erlaubnis unter [www.guichet.lu](http://www.guichet.lu)

## Appendix AAA

### NOTICE TO PARENTS OF PUPILS CONCERNED ABOUT A SCHOOL ACCIDENT OR AN ACCIDENT ON THE WAY TO SCHOOL

---

Dear Parents,

Your child has been involved in an accident during a school activity or on the direct route between home and school. The school will prepare and submit an accident report to the Accident Insurance Association (AAA) as soon as possible. In this context, we invite you to:

- 1) declare that it is a school accident when you go to the emergency room or when your child is seen by a doctor and, unless otherwise indicated, not to pay any medical expenses in advance.
- 2) fill in all the personal details requested (national registration number for your child and yourself) in the form below;
- 3) fill in the details of the doctor consulted (name, doctor's code) as well as a description and location of the injuries observed in the form below;
- 4) Submit this form, duly completed, to the infirmary of the relevant cycle (nursery, primary, secondary) within three days of the accident.
- 5) Send the medical certificates to justify your child's absence, in accordance with the internal procedure of the relevant school level, either to the nursery/primary school office or to the secondary school counsellors.
- 6) Keep invoices and other medical documents relating to your child so that they can be sent to the relevant departments when required; **do not send them to the school**. N.B.: Doctors and clinics must claim payment for their services directly from the AAA. With regard to expenses incurred at pharmacies, you must contact the National Health Fund (CNS) after receiving the AAA file number. (The school will not have this file number, which is only communicated to the pupil's parents directly by the AAA).

**All decisions and information concerning the follow-up and coverage of expenses are the responsibility of the AAA. The school therefore has no authority in this matter.**

In practice, the AAA will contact the legal representatives to provide them with the file number. For more information on the application of its reimbursement policy, please visit: <https://aaa.public.lu/fr/accidents-maladie-pro/accidents-scolaire-periscolaire.html>. However, please note that certain services resulting from the school accident must be authorised **in advance** by the AAA. If the costs are likely to exceed the expected rates, it is strongly recommended that you submit a preliminary estimate to the AAA.

Thank you in advance for your understanding and cooperation. Please do not hesitate to contact us if you require any further information.

Management

**GDPR:** please note that the information requested on this form is mandatory. It will be processed for the purpose of completing an accident report for your child. The recipients of the data are: the European School of Luxembourg I and the Accident Insurance Association (AAA) of Luxembourg. For further information, please send your request by email to our Data Protection Officer at: [LUX-DPO-CORRESPONDENT@eursc.eu](mailto:LUX-DPO-CORRESPONDENT@eursc.eu)

<u>Pupil</u> Surname: _____ First name: _____		Pupil's registration number <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>	
Address: _____			
Year group: _____		Class: _____	
<u>Legal guardian</u> Surname: _____ First name: _____		Registration number of legal representative <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>	
Address: _____			
Date of accident: ____/____/20____		Time of accident: <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="margin: 0 5px;">:</div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>	
<b>Detailed description of the accident</b> , specifying <b>the victim's activity</b> at the time of the accident, <b>the objects involved</b> (e.g. tools, machines, sports or games equipment, materials, objects, instruments, substances, etc.) and <b>any events</b> that deviated from the normal course of the activity and led to the accident.			
<b>In the event of a commuting accident, please indicate the exact location (address of the accident site).</b>			
If applicable, please indicate the public authority (e.g. police, ITM) that was notified/was on site following the accident:			
Were there any eyewitnesses? <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div><input type="checkbox"/> Yes (name, address)</div> <div><input type="checkbox"/> No</div> </div>			
Name and address of the first person notified: _____			
<b>In the event of injury</b> , please indicate the <b>nature</b> of the injury(ies) <div style="display: flex; flex-wrap: wrap; margin-top: 5px;"> <div style="width: 50%;"> <input type="checkbox"/> Superficial wounds and injuries  <input type="checkbox"/> Bone fractures  <input type="checkbox"/> Dislocations, sprains and strains  <input type="checkbox"/> Concussions and internal trauma  <input type="checkbox"/> Other injury(ies), please specify: _____ </div> <div style="width: 50%;"> <input type="checkbox"/> Effects of noise, vibrations and pressure  <input type="checkbox"/> Effects of extreme temperatures, light or radiation  <input type="checkbox"/> Shock (emotional/psychological)  <input type="checkbox"/> Burns and frostbite </div> </div>			
Please indicate <b>the location</b> of the injury/injuries <div style="display: flex; flex-wrap: wrap; margin-top: 5px;"> <div style="width: 50%;"> <input type="checkbox"/> Head  <input type="checkbox"/> Neck  <input type="checkbox"/> Back  <input type="checkbox"/> Chest  <input type="checkbox"/> Abdomen, pelvis  <input type="checkbox"/> Other injury(ies), please specify: _____ </div> <div style="width: 50%;"> <div style="margin-bottom: 5px;">Eye(s) <input type="checkbox"/> left <input type="checkbox"/> right</div> <div style="margin-bottom: 5px;">Shoulder(s) <input type="checkbox"/> left <input type="checkbox"/> right</div> <div style="margin-bottom: 5px;">Arm(s), including elbow(s) <input type="checkbox"/> left <input type="checkbox"/> right</div> <div style="margin-bottom: 5px;"> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">Left</div> <div>hand(s) <input type="checkbox"/> Right hand(s) <input type="checkbox"/></div> </div> </div> <div style="margin-bottom: 5px;">Leg(s), including knee(s) <input type="checkbox"/> left <input type="checkbox"/> right</div> <div>Foot(s) <input type="checkbox"/> left <input type="checkbox"/> right</div> </div> </div>			
Name and address of the <sup>first</sup> doctor consulted: _____			
Dr. _____ Date of consultation: ____/____/20____      Doctor code (if known): <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="margin: 0 5px;">-</div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>			
Name of hospital visited: _____			
Consequences of the injuries <input type="checkbox"/> Death of the insured <input type="checkbox"/> The insured person did not stop attending the establishment or participating in the activity <input type="checkbox"/> The insured person stopped attending the establishment or activity on: _____/_____/20_____ <div style="display: flex; align-items: center; margin-top: 5px;"> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="margin: 0 5px;">:</div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>		The insured person <input type="checkbox"/> resumed attending the establishment or activity on: _____/_____/20_____  <input type="checkbox"/> has not (re)commenced attending the establishment or activity	

**Appendix 7**  
**School year 2025-2026**

**DEMANDE D'AUTORISATION D'ABSENCE**  
**REQUEST FOR PERMISSION OF ABSENCE**

<p><i>Please submit this request at least one week in advance to the deputy director.</i> <i>Veuillez transmettre cette demande au directeur adjoint au moins 7 jours calendrier à l'avance</i></p>			
Nom + Prénom élève / Last Name + First Name Pupil /			
Classe Class	Prof principal Class teacher		
<p>Par la présente, je demande d'autoriser l'absence de ma fille/mon fils / I hereby request permission for my son/daughter to be absent from school /</p>			
Date de début/ from Date :	Du/ From (Période / Période )	Date de fin/ End Date :	Au /Until (Période / Période )
Justification			
Nom + Prénom parent/ Last Name + First Name parent /			
Signature + Date parent			
Absence authorized by the Director <input type="checkbox"/>		Absence NOT authorized by the Director <input type="checkbox"/> <sup>1</sup>	
Commentaire / Comment :			
<p><sup>1</sup> Refus de la Direction, si les parents décident que l'élève sera absent malgré le refus de la direction, l'absence sera considérée comme injustifiée, mais n'entraînera aucune mesure disciplinaire. Si un test est programmé pendant l'absence, l'élève n'aura pas la possibilité de le passer à une date ultérieure.</p> <p>Article 30-3-c du Règlement général des Ecoles européennes : Absences pour convenance personnelle</p> <p>i. Un élève ne peut être dispensé de l'obligation de fréquenter régulièrement les cours que par une autorisation du directeur.</p> <p>ii. Sauf cas de force majeure, cette autorisation doit être demandée par les représentants légaux de l'élève au moins sept jours calendrier à l'avance. Les demandes doivent être faites par écrit; elles doivent indiquer la durée de l'absence et sa justification.</p> <p>iii. L'autorisation ne peut être accordée que pour une durée de deux jours maximum, augmentée des délais de route raisonnables.</p> <p>iv. Sauf cas de force majeure, une autorisation d'absence aux cours ne peut être donnée pour la semaine précédant ou celle suivant les périodes de vacances ou de congés scolaires.</p> <p>v. En cas de décès d'un membre de la famille jusqu'au deuxième degré, la durée de l'absence autorisée peut être prolongée.</p>		<p><sup>1</sup> 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.</p> <p>Article 30 of the General Rules of the European Schools: Absences on personal grounds</p> <p>i. Only the Director may give a pupil permission to be absent from school.</p> <p>ii. Except in cases of force majeure, the pupil's legal representatives must apply for such permission at least one week in advance. Requests must be made in writing, indicating the period of absence, and giving reasons.</p> <p>iii. Permission may be granted for a maximum of two days plus reasonable travelling time.</p> <p>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.</p> <p>v. v. In the case of the death of a close relative, a longer absence may be permitted.</p>	





School policy on distance learning for nursery/primary school pupils at Luxembourg 1

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

The policy described below was implemented during the Covid pandemic. However, it may also be implemented in cases of force majeure.

### **1. General information for parents**

Parents are kindly requested to note that:

- Teachers will use Teams/SMS to communicate with pupils and teachers.
- The necessary equipment will be taken home. Collecting equipment left behind at school is only possible in very exceptional circumstances and must be clarified in advance with the class teacher and the school office.
- All work completed during the distance learning period must be kept in a folder that can be brought back to school and used by teachers as a basis for assessment if necessary. It is up to the teacher concerned to decide how this will be handled.
- In nursery school and primary school, when children are not sufficiently independent, parents must help them to complete certain online activities and participate in video meetings.
- In primary school, online sessions should last at least 20 minutes.
- Parents should remind their children to be punctual for online lessons and ensure that they have a quiet space to work.
- No food or drink during the meeting and no siblings present, if possible, please.
- It is recommended that headphones be used whenever possible to help children concentrate.
- Pupils should adjust the background effects on their cameras to protect their privacy. Teachers can help children with this.
- Live recordings of sessions are prohibited under all circumstances.
- Teams should not be used as a communication tool by pupils unless it is related to school work assigned by a teacher.
- N.B. Please ensure you read the Teams Charter (at the end of this document) with your child.

### **2. Organisation of a day/week during distance learning**

We would like to point out that our distance learning policy refers to document [2020-09-D-10-en-5](#), which you can find on [the European Schools' main page](#).

#### **2.1. Nursery**

- A weekly work plan is communicated no later than the evening before the closure.
- Suggested daily learning schedule: 1.5 hours (this is not equivalent to an online session)
- One online session per day – preferably in the morning. Each pupil must participate in an online session at least once a day.
- Detailed planning for the week or individual days is at the discretion of the class teachers.

#### **2.2. Primary**

- The work plan for primary school will be communicated no later than the evening before the closure and will follow the thematic plan below.
- One lesson per day will be scheduled for L1, L2 and mathematics. However, we would like to emphasise that this does not automatically mean one online session per day for all these subjects. Work may also be submitted in the form of homework. (See below for the schedule of live sessions).
- One online session per day in the morning. Each pupil must participate in an online session at least once a day.

### 3. Overview of a weekly schedule in primary school

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

#### 3.1 Further details:

##### - Sports lessons

o The sports instructor will send a video or exercises each week.

##### - Support lessons

o ISA/ISB, moderate support: The number of lessons should be the same as at school.

o General support: The number of lessons is agreed with the class teacher.

### 4. Online sessions

Children will also have a number of online lessons per week. It is up to the teachers to decide whether the online sessions will take place in class groups or in small groups.

Level	Daily attendance	Online lessons per week				
		L1	Mathematics	L2	Other subjects (minimum)	Support lessons:
P1	✓	2	2	2	1	Must include some online sessions, depending on the child's needs.
P2	✓	2	2	2	1	
P3	✓	2	2	3	1	
P4	✓	2	2	3	1	
P5	✓	2	2	3	1	

#### 4.1. Further details:


The L2 time slot for each level must be respected. Online support classes will mainly be scheduled 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, the organisation of some classes may deviate slightly from these guidelines.

##### Note:


If the school or cycle has to use scenario 2 and one or more levels are already teaching remotely, the rules may differ and be adapted to the current situation.

## TEAMS Charter



### 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.

## Distance learning at the European School Luxembourg 1

### Secondary cycle

The policy described below was implemented during the Covid pandemic. However, it may also be implemented in cases of force majeure.

- During the week, teachers will deliver lessons online using Teams, following the usual timetable. At the start of each lesson period in their timetable, they will always be in contact with their pupils, check attendance and start the lesson. In some cases, they will start a 'normal lesson', in others they will simply set homework and answer pupils' questions.
- In fact, the number of interactive lessons per week must represent at least 50% of the normal timetable. This is extremely important for lower classes where pupils need more direct contact and guidance. Below is a table showing the suggested number of interactive lessons.

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

- Pupils who are not present during interactive lessons or who have not completed their assignments on time are recorded as absent. If an assignment covers more than one day and there is no feedback, the pupil is recorded as absent in all corresponding periods of the weekly timetable. Parents and educational advisers must be kept informed of any lack of participation and involvement in online teaching/distance learning.
- The use of Teams as the main platform is mandatory. SMS and Outlook may be used to integrate communication, particularly with parents. It is also possible to use other software provided by the European School, but only if it offers additional features not found in Teams.
- Email communications to parents must always include the course code in the header to avoid confusion for parents with more than one child at the school.
- In general, teachers should avoid asking parents to print documents, as some families do not have a printer at home.
- Teachers strive to increase harmonisation by sharing examples of good practice. The subject coordinator should facilitate this process.
- Teachers responsible for educational support courses should try to contact all pupils in their courses and inform parents if a pupil does not respond (especially for individual courses). The support teacher should ask the subject teacher to add them to their team so that they can receive the relevant course documents and information and, if necessary, assist the pupil during lessons.
- Some pupils may have logistical and connection problems at home and may find it difficult to cope with the same workload they have during normal lessons. At the same time, other pupils may have more time to work and are willing to take on an even heavier workload than normal. For this reason, it is suggested that teachers give basic compulsory homework for all pupils and also some optional homework.

## **Appendix 9**

### **HOMEWORK POLICY (SECONDARY)**

#### **1. Definition of homework**

Homework refers to any work or activity that pupils are asked to do outside of class (including studying). Homework is assigned by teachers to their pupils. In some cases, a pupil may be required to do additional work in order to catch up to the required level. The school recommends that pupils and parents review the day's lessons on a daily basis.

Pupils with special needs may also require a different approach to homework than that proposed in this document.

#### **2. Purpose of homework**

- Completion of work begun in class;
- Revision for tests, or learning work;
- Project/display work;
- Additional reading to supplement classroom work.
- Preparation for presentations and group work;
- Additional tasks to support work done in class and develop certain skills;
- Encourage pupils to develop the confidence and self-discipline necessary to work independently;
- Learn to manage their time so that they can spread their workload evenly throughout the week.

In all cases:

- Teachers should practise differentiation and personalised teaching when assigning homework.
- Homework should not be given as a formal assessment, as pupils may have had help, and the educational support available in one family may be different from that of another.
- Homework should always be checked and corrected.
- It should not be given as a punishment
- It must always have a clear educational objective that must be communicated to pupils.
- Teachers should not set homework during the holidays.

#### **3. Communication**

All assignments and tests must be published in the school management system (SMS) S1 to S7 and must be mentioned in class. It is also possible to use the Office365 platform (Teams: Assignments) to assign and expand on assignments. In this case, assignments via SMS must clearly refer to Teams/Office365, or teachers must inform parents, for example by email, that they will be assigning tasks in a specific manner throughout the school year.

Homework must also be entered in the school diary by pupils, especially in S1, S2 and S3. All tests should be posted in the SMS.

#### **4. Responsibilities of parents, teachers and pupils with regard to homework**

##### **Responsibilities of teachers**

- Performance in homework should be considered part of the pupil's overall formative assessment.
- Teachers must ensure that homework is appropriate to the pupil's abilities, level and age.
- Homework should be corrected and/or marked regularly. This may include peer assessment and self-assessment.
- In the week leading up to exams in S5, S6 and S7, there should be no homework as pupils need to focus on revision.
- Long written assignments should always be marked and commented on individually.
- Pupils who have been absent should ask whether they need to do homework and what would be an appropriate deadline.

##### **Pupil responsibilities**

- Pupils must always complete their compulsory homework assignments.
- Pupils are responsible for regularly checking their assignments via text message or TEAMS.
- S1, S2 and S3 pupils will write down the homework assignments for each class in their diaries.
- Pupils must meet the deadlines for their assignments.
- Being absent on the day the assignments are set is not an excuse for not doing them.
- If a pupil is absent, they must find out what work has been set and catch up on it.

##### **Parents' responsibilities**

- Reinforce the importance of homework.
- Provide a suitable study space and the necessary tools for doing homework.
- Ensure that extracurricular activities are compatible with having enough time for homework and other family activities.
- Agree with pupils on a specific time for homework.
- Ensure that sources of distraction (computers, mobile phones, television, etc.) are controlled during homework time (their impact on the pupil's concentration should not be underestimated).

#### **5. Approximate time to be allocated for each year and each subject**

The nature, frequency and volume of homework is left to the professional judgement of teachers. However, they should take into account the number of periods they teach per week and, if necessary, give their pupils a weekly proportion of homework. Teachers should be flexible when assigning homework, and it is desirable that they come to a reasonable agreement with pupils, when they have other assignments and exams to complete, on the date on which the homework is due. Time spent on homework per year

The time indicated below is only an approximation. The maximum time allocated for homework should not be the rule. This time may vary and increase/decrease for pupils with special needs.

*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 individual pupil programmes.*

#### **6. Policy on short and long tests.**

As a general rule, long tests (at least one period) and short tests (less than one period) must be announced at least one week in advance (long tests) or three days in advance (short tests).

**Tests in S1, S2 and S3**

Tests should be reduced as much as possible in S1, S2 and S3 and other forms of assessment should be put in place. The school will provide a timetable allowing for a balanced distribution of different forms of assessment across all subjects.

**7. B-test and PreBAC for S4, S5, S6 and S 7:**

The school will provide a balanced schedule for these tests. If one of these examinations is not held on the scheduled date, it will be rescheduled, taking care not to overload pupils with numerous examinations in the following weeks.

## Appendix 10

### Sharing of Personal Data

Recipient	Purpose(s)	Data communicated	Exercising your rights or additional information
Oliver	To enable pupils to borrow books from primary and secondary school libraries	<b>Pupil:</b>  Surname First name Date of birth Email address provided by the school to the pupil Parents' email address for pupils who do not have an address provided by the school (primary)	Send an email to:  <a href="mailto:lux-dpo-correspondent@eursc.eu">lux-dpo-correspondent@eursc.eu</a>
Catering provider (SODEXO)	Follow up on pupil registrations with the catering service. Pupils whose parents do not wish them to use this service are still registered as "tartinistes" (pupils who bring their own lunch).	<b>Pupil:</b>  Surname First name Pupil ID Class/Cycle O365 Login  <b>Parents/Legal guardians:</b>  Surname First name Postal address Email Payment ID (allow the parent/legal guardian paying for the service to be added to a fraternity)	Send an email to:  <a href="mailto:Dpo.group@sodexo.com">Dpo.group@sodexo.com</a>  Or to the DPO at:  <a href="mailto:lux-dpo-correspondent@eursc.eu">lux-dpo-correspondent@eursc.eu</a>
	In the case of an Individualised Care Plan (ICP)  Only care records related to food allergies will be communicated to the service provider	<b>Pupil:</b>  Surname First name Registration number Type(s) of allergy(ies) Details of symptoms	
ATSEEE	School transport organisation	Pupils' postcodes	Send an email to:  <a href="mailto:info@atseee.lu">info@atseee.lu</a>
APEEEL1	Management of access to extracurricular activities  Event organisation  Management of injuries during extracurricular activities	Surname First name (parents, children and/or accompanying persons)	Send an email to:  <a href="mailto:Office@apeeel1.lu">Office@apeeel1.lu</a> or  <a href="mailto:admin@apeeel1.lu">admin@apeeel1.lu</a>




Ministry of National Education, Children and Youth (MEN)	Monitoring of compulsory education in accordance with the <i>Law of 20 July 2023 on compulsory education</i>	<b>Pupil:</b> School year Pupil registration number Date of enrolment Date of deregistration	Send an email to: <a href="mailto:lux-dpo-correspondent@eursc.eu">lux-dpo-correspondent@eursc.eu</a>
----------------------------------------------------------	--------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------

Recipient	Purpose(s)	Data communicated	Exercise your rights or obtain additional information
School photographer	Taking, printing and distributing photographs of the School's pupils.  Printing of photos.  Printing badges for secondary school pupils, to be used within the School for access to and/or exit from the site and for borrowing books from the library.	<b>Pupil:</b> Surname First name Date of birth Year Locker number Pupil ID number Library code Exit codes Photograph	Send an email to the School's Data Protection Officer: <a href="mailto:lux-dpo-correspondent@eursc.eu">lux-dpo-correspondent@eursc.eu</a>
Category 1 employers	Payment of tuition fees	<b>Pupil:</b> Surname First name Date of birth Year  <b>Parents/Legal guardians:</b> Surname First name	Contact your employer(s)
Category 2 employers	Payment of tuition fees	<b>Pupil:</b> Surname First name	Contact your employer(s)

<p>Travel agency(ies)</p>	<p>Organisation of school trips:</p> <p>Transportation reservations; Hotel and accommodation bookings; Booking equipment (e.g. ski equipment); Etc.</p>	<p><b>Pupil:</b> Surname First name Date of birth Class Gender (used in particular for organising hotel rooms) Exact identity as stated on your identity card and/or passport; Medical information (particularly in the case of food allergies)</p> <p>Depending on the trip, the following information may be provided:</p> <p>Identity card and/or passport number (flight booking); Physical data (height, shoe size, etc., particularly for ski trips when equipment needs to be hired);</p> <p>If a pupil is unable to participate for medical reasons, the travel agency will request a copy of a medical certificate</p>	<p>Send an email to the School's DPO: <a href="mailto:lux-dpo-correspondent@eursc.eu">lux-dpo-correspondent@eursc.eu</a></p>
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## Appendix 11

 <p><b>SCHOLAEUROPAEA</b> LUXEMBOURG I KIRCHBERG</p>	<p><b>LEAVING SCHOOL FORM PUPILS</b> <b>ABMELDEBESTÄTIGUNG SCHÜLER</b></p> <p>one form per child / ein Formular pro Kind</p>
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Veillez compléter ce formulaire et le retourner au bureau de l'école (adresse e-mail ci-dessous). Vous pouvez rayer toute section dont vous n'avez pas besoin.

- Nursery/Primary: [LUX-SECRETARIAT-NURSERY-AND-PRIMARY-CYCLE@eursc.eu](mailto:LUX-SECRETARIAT-NURSERY-AND-PRIMARY-CYCLE@eursc.eu)
- Secondary school: [LUX-SECRETARIAT-SECONDARY-CYCLE@eursc.eu](mailto:LUX-SECRETARIAT-SECONDARY-CYCLE@eursc.eu)



Please complete this form and return it to the school secretariat (e-mail address below). You can cross out the fields you do not need.

- Nursery/Primary: [LUX-SECRETARIAT-NURSERY-AND-PRIMARY-CYCLE@eursc.eu](mailto:LUX-SECRETARIAT-NURSERY-AND-PRIMARY-CYCLE@eursc.eu)
- Secondary cycle: [LUX-SECRETARIAT-SECONDARY-CYCLE@eursc.eu](mailto:LUX-SECRETARIAT-SECONDARY-CYCLE@eursc.eu)



Bitte füllen Sie dieses Formular aus und geben Sie es im Schulsekretariat ab (E-Mail Adresse siehe unten). Sie können alle Felder durchstreichen, die nicht erforderlich sind.

- Nursery/Primary school: [LUX-SECRETARIAT-NURSERY-AND-PRIMARY-CYCLE@eursc.eu](mailto:LUX-SECRETARIAT-NURSERY-AND-PRIMARY-CYCLE@eursc.eu)
- Secondary school: [LUX-SECRETARIAT-SECONDARY-CYCLE@eursc.eu](mailto:LUX-SECRETARIAT-SECONDARY-CYCLE@eursc.eu)

Pupil details / Schüler Angaben	
▪ Surname / Name	
▪ First name	
▪ Year group / Stufe	
▪ Class / Klasse	

Leaving Details / Informationen zur Abmeldung	
▪ Leaving date / Austrittsdatum	
▪ Reason / Grund	
▪ New address / Neue Adresse	
▪ Country / Land	
▪ Obtain medical book / Obtenir livret médical / Medizinisches Heft erhalten	<input type="checkbox"/> Yes / Ja <input type="checkbox"/> No
<b>If you move / Bei einem Umzug</b>	
▪ please indicate your new address	
▪ please indicate your new address	
▪ geben Sie bitte Ihre neue Adresse an	

New School / Neue Schule	
▪ Name of School / Name der Schule	
▪ Country / Land	
Legal representative 1 / Guardian 1 / Custodial parent 1	
▪ Relationship to child / Relation zum Kind	
▪ Surname / Surname	
▪ First Name	
▪ Current Address / Current Address / Aktuelle Adresse	
▪ Postcode / Postcode / Postleitzahl	
▪ Country / Land	
▪ Email	
▪ Telephone number / Phone Number / Telefonnummer	
Legal Guardian 2 / Guardian 2 / Erziehungsberechtigte(r) 2	
▪ Relationship with child / Relation to child / Relation zum Kind	
▪ Surname / Surname	
▪ First name / First Name / Vorname	
▪ Current address / Current Address / Aktuelle Adresse	
▪ Postcode / Postleitzahl	
▪ Country / Land	
▪ Email	
▪ Telephone number / Phone Number / Telefonnummer	
Remarks / Remarks / Anmerkungen: ..... .....	
<div> <div></div> <div>Signature Parents / Guardian / Pupil / Schüler (Only if of age / Nur bei Volljährigkeit)</div> </div> <div> <div></div> <div>Date</div> </div>	
Reserved for the School / Der Schule vorbehalten	
Form return date:.....	