

## 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.

4.1.	Level	Daily attendance	Online lessons per week				Support lessons:
			L1	Mathematics	L2	Other subjects (minimum)	
	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	


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

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...)
- 2**

**#Spelling**

I write correctly: Word choice, spelling, punctuation, no abbreviations...
- 3**

**#Precaution**

I do not post sensitive information (address, phone number...)
- 4**

**#Value others**

I am positive, I encourage, I congratulate other pupils' interventions if I like them. I avoid criticizing others.
- 5**

**#Cooperation**

I look for ways to work with others, sharing what I do if I need to. I like to help.
- 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...)
- 7**

**#Publication**

I will only publish what I have permission for (photos, sounds, texts...)
- 8**

**#Ownership**


When I share something, I indicate its origin (author, link...)
- 9**

**#Safety**


If I have a problem with someone on Teams, I tell my parents or my teacher.
- 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...)
- 2**

**#Langage:**

J'écris correctement : choix des mots, orthographe, ponctuation, pas d'abréviations, etc.
- 3**

**#Prudence**

Je ne publie pas d'informations sensibles (adresse, téléphone...)
- 4**

**#Bienveillance**

Je suis positif, j'encourage, je félicite les interventions des autres élèves si elles me plaisent. J'évite de critiquer les autres.
- 5**

**#Coopération**

Je cherche à travailler avec les autres, en partageant si besoin ce que je fais. J'aime aider.
- 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...)
- 7**

**#Publication**

Je ne publie que ce pour quoi j'ai l'autorisation (photos, sons, textes...)
- 8**

**#Propriété**


Quand je partage quelque chose, j'indique son origine (auteur, lien...)
- 9**

**#Sécurité**

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