

SCHOOL YEAR 2026–2027
EUROPEAN SCHOOL LUXEMBOURG I – KIRCHBERG
MEMORANDUM PARENTS

BACK TO SCHOOL



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 Wednesday, 2 September 2026, which will be a short day for all cycles, with adjusted school bus timetables.** The dates for the 2026-2027 holidays have already been communicated and can be found in Appendix 1 of this document.

As my statutory term as Director of the European School Luxembourg I comes to an end, I would like to warmly thank you for the nine years I have spent within this exceptional school and its remarkable school community.

It has been a great honour for me to serve as Director of this prestigious school. I am grateful to have had this unique opportunity to work in such a truly multicultural and multilingual environment. I will now return to Germany to take up the position of Headmaster of a secondary school in Freiburg.

My colleague from Varese and new Director, Ms Ariane Farinelle, will have the pleasure of welcoming you at the start of the new school year on Wednesday , 2 September 2026. I would like to wish her every success in her new role.

A message from the incoming Director

Dear Parents,

As I prepare to take up the role of Director of the European School Luxembourg I on 1 September 2026, I would like to express my sincere gratitude to Mr Martin Wedel for his remarkable work within our school. It is with great enthusiasm and humility that I look forward to serving our school community as Director.

My name is Ariane Farinelle, I am Belgian and fully committed to building on this legacy by continuing, enriching, and bringing to life the projects already underway. Convinced that learning develops progressively through a spiral process, inspired by Bruner's educational philosophy, I look forward to supporting every student in reaching their full potential. I am very much looking forward to meeting and engaging with all members of our school community and remain fully available to listen, exchange, and work together towards our shared goals.

I wish everyone a wonderful 2026/2027 school year, filled with learning, achievements, and meaningful projects. Together, let us continue to build an ambitious, caring school that looks confidently to the future.

Kind regards,

Martin WEDEL

Director (until 31 August 2026)

Ariane FARINELLE

Incoming Director (from 1 September 2026)

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Annexe 1,2,3,4,5,Vb, AAA,7,8,10,11

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 2026-2027 school year on **Wednesday, 2 September 2026 at 8:30** and
- for **new pupils** on a rotating basis and in small groups **from 3 September 2026**, 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 2026. If this is not the case, please contact our school office (tel. 43 20 82-270) from 26 August 2026 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 17 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 **Wednesday, 2 September 2026 (see detailed planning below)**.

To make the beginning easier for the 1st year pupils, their arrival has been fixed 30 minutes after that of the other pupils, so at 9:00. 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 Wednesday, 2 September 2026			
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 (02.09.2026):

- 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 (03.09.2026):

- 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 2026: 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 Wednesday, 2 September 2026 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 1 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 electronically to all parents by the end of September and may be used for any purpose.

In accordance with the law of 20 July 2023 on compulsory education, the school must transmit required data — including the national identification number (matricule) of pupils residing in Luxembourg — to the Ministry of National Education to monitor school attendance.

From September 2026 onwards, no certificate will be issued for resident pupils whose matricule has not been provided.

The information must be submitted as soon as possible, and at the latest the day before the pupil starts school.

2. TIMETABLE

2.1 Nursery school

LINK : [Timetables](#)

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.

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" ([Appendix 2](#)).

2.2 Primary School

LINK: [Timetables](#)

Lessons for children in P1 and P2 end at **15:30** 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

Students	Exit	Monday	Tuesday	Wednesday	Thursday	Friday
P3 – P4 – P5 with an accompanying adult	Gates 1, 2 & 3 (Grid 2)	16 :00	13 :15	16 :00	13 :15	13 :15
P3 – P4 – P5 without an accompanying adult and not participating in the Well-being at School programme	Primary School Main Exit	16 :00	13 :15	15 :00	13 :15	13 :15
Bus	Grid 1	16 :00	13 :15	16 :00	13 :15	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
[Nursery and Primary : Wellbeing](#)

2.3 Secondary School

LINK: [Timetables](#)

Free afternoons - Secondary school

Some pupils may be required to be present at school on their official free afternoons, for example those 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 afternoons¹.

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

Students who have a free afternoon may remain on campus during Period 6 for lunch. However, they must leave the school premises by 13 :15 h.

Please note that the school does not provide supervision for students during free afternoons. Parents are therefore responsible for arranging appropriate care and supervision after their child has left the school premises.

3. BUILDINGS

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

NURSERY Luxembourg I 4, rue Coudenhove-Kalergi				
PRIMARY SCHOOL Main entrance Bd. Konrad Adenauer				
1 st year	2 nd year	3 rd year	4 th year	5 nd year
Block E/F	Block E/F	Block D/E	Block D/B	Block B
SECONDARY SCHOOL 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 promotes sustainable transport and encourages pupils to walk, cycle or use public transport (tram, bus) to get to school.

Please note that traffic around the school is very heavy. Therefore, young pupils must be dropped off and picked up at the nursery building by their legal representatives or an authorised person. (under the conditions set out in the section [2](#) Timetable/nursery school).

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

4.1 Find us

Link : [Directions + Public transport](#)

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

Link ATSEEE : [Shuttle Busses](#) + [Timetables for a specific line](#)

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, www.atseee.eu.

4.1.2 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.

Link VDL : [Timetables for a specific line](#)

4.2 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.

4.2.1 Entrance / Exit

4.2.1.1 Nursery

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

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

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

4.2.1.2 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 Primary School)
- 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.

4.2.1.3 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

Link : [School Fees](#)

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

5.1.1 Payment of school fees

The reference documents can be consulted on the European Schools website (<http://www.eursc.eu>) under 'Enrolment and Fees'. The Board of Governors has set the fees for pupils who are not automatically eligible (category III) for the 2026-2027 school year as follows:

School fees for category III (depending on the date of enrolment as a Category III pupil)					
School year 2026-2027					
Pupils enrolled <u>before</u> 2013-2014			Pupils enrolled from 2013-2014 <u>onwards</u>		
Nursery	Primary	Secondary	Nursery	Primary	Secondary
3,637.56 €	5,001.71 €	6,820.51 €	4,300.47 €	5,913.21 €	8,063.46 €
Specific tuition fees: children of NAMSA staff members based on the date of enrolment					
School year 2026-2027					
Pupils enrolled <u>before</u> 2013-2014			Pupils enrolled from 2013-2014 <u>onwards</u>		
Nursery	Primary	Secondary	Nursery	Primary	Secondary
7,275.12 €	10,003.42 €	13,641.02 €	8,600.94 €	11,826.42 €	16,126.92 €

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 15 July 2026**, 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 four instalments.

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

30th November 2026
31st December 2026
31st January 2027
28th February 2027.

The request for payment of school fees in instalments must be submitted using the form "Paiement des frais de scolarité par échelonnement" (Payment of school fees in instalments) available at 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 2026 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 (Categories I, II and III) must pay the Baccalaureate registration fee by 31 March of the relevant year.

For the 2027 Baccalaureate, the fee is 108.10 €.
It will be included in the October school invoice.

5.3 Other fees

All pupils (Categories I, II and III) are subject to additional fees. These are payable by parents and included in the October invoice unless stated otherwise.

5.3.1 Intermath

- 2 mathematics books + Matific licence
- **€32** (included in October invoice)
- Lost books will be invoiced separately. Replacement requests:
LUX-ACCOUNTING-SCHOOLFEES@eursc.eu

5.3.2 Photocopying costs

Photocopying for classroom use is invoiced centrally to avoid teachers collecting money. A fixed annual amount (based on equipment and supply costs) will be included in the October invoice. Please note: According to the General Rules of the European Schools, parents commit to paying all school fees within the stated deadlines.

5.3.3 School outing fees for nursery and primary school pupils

Two payments per child:

- **€100** for excursions and external activities (invoiced by the school). **In accordance with the Memorandum on school activities and field trips, any applicable refund will be issued to parents, subject to the terms and conditions set out therein.**
 - **€40** class fund (managed by class treasurers for small projects and activities)
- Detailed information will be provided at the beginning of the school year.

5.3.4 The Mediterranean World

Humanities booklet approx. **€6–7** (included in October invoice)

5.3.5 University registration file

If the school handles university applications:

- €132,60–€265,20 (depending on country/university)

For French and UK universities, applying through the school is recommended.

Parents must:

- Complete the form on the school website (“Procedures and Forms”)
- Pay the fee in advance
- No group payments accepted

5.3.6 Certification report of historical grades obtained

€150 per request

Request by email to the relevant cycle secretariat. Payment required 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

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

Less waste at school

The school promotes environmental awareness and waste prevention. The project aims to reduce waste and encourage responsible consumption at school.

Since the 2022/2023 school year, we recommend avoiding disposable plastics such as cling film, single-use packaging, and plastic water bottles.

Instead, pupils should use reusable lunch boxes (preferably stainless steel) and refillable water bottles. Simple snacks like sandwiches, fruit, vegetables, cereals, or homemade cakes can easily be packed without disposable packaging.

6.1 Nursery & Primary School

6.1.1 Meal Time

Nursery School:

Pupils eat in their classrooms on Mondays only, between 12:30 and 13:30.

Meal times are organised according to the school timetable (see [Canteen](#) link).

Primary School:

Meal times are organised according to the school timetable (see [Canteen](#) link)

For P5 pupils, the terms and conditions for secondary school pupils (secondary school self-service only) apply.

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. (see [Canteen](#) link)

6.1.2 Terms and conditions

[Registration](#) via the service provider's website is mandatory (including the "tartiniste" option) for P1 to P4.

Meals must be paid quarterly in advance. Fees depend on the number of days the catering service is used.

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

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.

Further information: www.euroschool.lu

7. SCHOOL TRIPS

Compulsory school trips are an integral part of the European Schools curriculum. Participation is mandatory for all pupils concerned (S2, S5 and S6). The school is responsible for organising the trips and defining their educational content. Parents are responsible for the related costs (all compulsory trips exceed €100 per pupil).

For the avoidance of doubt, a trip is considered compulsory not only when it is explicitly designated as such in the curriculum, but also when it has been formally approved by the Director as part of the school's educational programme. Participation in any such approved trip is mandatory for the pupils concerned.

Trips may include ski, sports, sea or "à la carte" secondary trips. All pupils at a given level participate, even if destinations differ.

The school expects all planned compulsory trips to take place during the 2026/2027 academic year. School management reserves the right to exclude a pupil for behavioural or safety reasons.

Authorisation & Required Documents

1. Mandatory Approvals

All trips and outings (including those outside school hours) require:

- ✓ Approval from school management
- ✓ Written parental authorisation

2. Travel Abroad (Minors Without Parent/Guardian)

Pupils must carry:

- ✓ A valid identity document
- ✓ A parental consent certificate

3. Administrative Fee

A chancery fee may apply for issuing official authorisation.

This fee must be paid directly to the local authority by the parents.

4. School Form – Appendix 6

The form must:

- ✓ Be completed in full
 - ✓ Be signed by hand by the parent/legal guardian
 - ✓ Be submitted to the school office/teacher
 - ✓ Include a copy of the valid identity document of the signing parent/legal guardian
- All organisational regulations communicated by the school must be strictly respected.

Special Provisions

Luxembourg Residents

Required Documents

- ✓ Parental authorisation for outings/medical consent (Appendix 5)
- ✓ Official authorisation issued by the municipality of residence

Signature Legalisation

The parent/legal guardian must appear **in person** to legalise their signature and provide:

- Departure and return dates
- Destination (country and location)
- Name of the accompanying adult

Further information:

<https://guichet.public.lu>

Non-Residents

Required Documents

- ✓ Parental authorisation for travel/medical consent (Appendix 5)
 - ✓ Parental authorisation for non-resident travel (Appendix 6)
-

7.1 Nursery and Primary : School Trips

[LINK](#)

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

[LINK](#)

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

- 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.

Please note that for trips with a small number of participants (fewer than 10 pupils), no cancellation insurance is taken out. In such cases, the provisions relating to reimbursement by the cancellation insurance do not apply.

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.

7.4 Financial assistance from the CAS for School Trips

- The "Comité des Activités Sociales (CAS)" of the European institutions provides both European Schools with an annual budget for financial assistance for parents of pupils at these Schools.

Please find more information on the [school's website](#).

- The **Parents' Association of the European School Luxembourg I (APEEEL1)** aims to support families who need financial assistance to cover expenses related to school trips, the purchase of an electronic device, and other educational costs. APEEEL1 has its own social fund, which is separate from the school's social fund. <https://www.apeeel1.lu/social-fund-activities/>

8. EXTRACURRICULAR ACTIVITIES

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

<https://periscolaire.apeeel1.lu/> (APPENDIX 3 & Appendix 4)

9. PRIMARY AND SECONDARY SCHOOL LIBRARY

9.1 Nursery and primary school

Access to the online catalogue:

[LINK](#)

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

Opening hours:

Monday, Wednesday: 8:25 – 16:00

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

10.2 Secondary School

Access to the online catalogue: **[LINK](#)**

The online catalogue "Oliver" can be consulted at the following address: <https://eel1.oliverasp.co.uk>.

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>

10. MEDICAL AND PSYCHOLOGICAL SERVICES

10.1 First aid and emergency service:

[LINK](#)

10.1.1 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.

10.1.2 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.

10.1.3 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.

The School cannot be held responsible for incidents that occur during activities organised by the CPE under its sole responsibility and can only possibly intervene if these incidents were to impact school life (if the situation were to continue during school hours).

10.2 Medical examinations:

One doctor works part time for the school. 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.

10.3 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.

10.4 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

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
Office at secondary school: B-007

Telephone: 432082 – 441
Telephone: 432082 – 279

Day	Morning	Afternoon	Thursday	8:30–12:30	13.00-16.00
Monday	8:30–12:30	13.30-16.30	Friday	9.30-13.30	
Tuesday	9.30-13.30				
Wednesday					

Ms. Sabine FASS 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
Office at secondary school: B-007

Telephone: 432082 - 441
Telephone: 432082 – 279

Day	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

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
Office at the primary school: B-905

Telephone: 432082 – 402
Telephone: 432082 – 441

Day	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	/

11. 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.

For more details, please refer to our homework policy.

[Nursery/Primary : Homework Policy – Schola Europaea Luxembourg I](#)
[Secondary: Homework Policy – Schola Europaea Luxembourg I](#)

12. NOTEBOOKS AND REPORT CARDS

Report cards will be distributed on the following dates:

Nursery school	
	Date
1st oral phase	January 2027
2nd oral phase	June 2027

Primary school	
	Submission date
1st oral phase	November 2026
2nd phase (electronic version)	February 2027
3rd phase (electronic version)	July 2027

Secondary school		
Years		Submission date
1, 2, 3, 4, 5, 6	Mid-term report	End of October 2026
	1st half-yearly report	End of January 2027
	Interim report	End of March 2027
	Second half-yearly report	End of June 2027 (1,2,3) – Beginning of July 2027 (4,5,6)
7	Interim report	End of October 2026
	Half-yearly report	Mid-February 2027
	Preliminary note	End of May 2027

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 2027 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 Mrs Farinelle (LUX-DIRECTOR@eursc.eu), copying in Mr Coll Marmol (LUX-DEPUTY-DIRECTOR-SECONDARY-CYCLE@eursc.eu) and the BAC coordinator (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)

13. PARENT-TEACHER MEETINGS

[LINK](#)

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.

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.eurasc.eu>).**

☐ 43 20 82-1

☐ 43 20 82-344

☐ 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	Ms A. FARINELLE	Please contact the assistant to the director's office	
Assistant to the Director	Ms K. KONS	43 20 82 – 228	KATJA.KONS@EURSC.EU
Telephone reception		43 20 82-1	LUX-SECRETARIAT-ADMINISTRATION@EURSC.EU
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	LUX-SECRETARIAT-ADMINISTRATION@EURSC.EU
Deputy Director of Finance and Administration	Mr P. KRIPPLER	43 20 82 – 235	
Head Accountant and HR Manager	Ms E. MEYNIEL	43 20 82 – 236	ELISE.MEYNIEL@EURSC.EU
School fees	Ms P. VIEGAS	43 20 82 – 348 43 20 82 - 605	LUX-ACCOUNTING-SCHOOL-FEES@EURSC.EU
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	LUX-ASSISTANT-DEPUTY-DIRECTOR-NURSERY-AND-PRIMARY-CYCLE@eursc.eu

Secretariat	Ms C. JADOT Ms B. KIRCH Ms M. STATHAKI	43 20 82 - 700	LUX-SECRETARIAT-NURSERY-AND-PRIMARY-CYCLE@eursc.eu
General Coordinator for Education/School Life	Mr M. HEINONEN	43 20 82 - 608	MIikka.HEINONEN@eursc.eu
Coordinator for Timetabling and Pedagogical Development	Mr L.P. PINHO DA SILVA		LUIS-PAULO.PINHO-DA-SILVA@eursc.eu
General Coordinator, SUPPORT	Ms S. MIRAGLIESE	43 20 82 - 258	SYLVIE.MIRAGLIESE@eursc.eu
Nurses	Ms C. REUTER Ms C. GLOD Ms C. TANGREDI	43 20 82 - 440	LIST-LUX-NUR-INFIRMARY@eursc.eu LIST-LUX-PRI-INFIRMARY@eursc.eu
Nursery Caretaker	Mr L. RUIZ FERNÁNDEZ	43 20 82 - 211	LIST-LUX-NUR-CARETAKER@eursc.eu
Primary School Caretaker	Mr L. FOURMANOIS	43 20 82 - 252	LIST-LUX-PRI-CARETAKER@eursc.eu
Psychologists	Mrs V. BATAILLE Ms S. FASS Ms R. FERNANDEZ	43 20 82 - 441	LIST-LUX-PRI-PSYCHOLOGIST@eursc.eu

SECONDARY SCHOOL			
Position	Surname		
Acting Deputy Director, Secondary	Mr J. COLL MARMOL	Please contact the secondary school office	
Acting Deputy Director's Assistant	Mr J-N. FEDERSPIEL	43 20 82 – 246	LUX-ASSISTANT-DEPUTY-DIRECTOR-SECONDARY-CYCLE@EURSC.EU
Secretariat	Ms S. FALANA Ms S. BRANCO DE VERA Ms R. VAUDEVILLE	43 20 82 – 800	LUX-SECRETARIAT-SECONDARY-CYCLE@EURSC.EU
Coordinator for Classes 1 to 3	Ms M. FERREIRA	43 20 82 – 251	FERREIMA@TEACHER.EURSC.EU
Coordinator for classes 4 to 7	Mr D. ALCAZAR	43 20 82 – 250	DANIEL.ALCAZAR@EURSC.EU
BAC Coordinator	Ms S. RAPOSO	43 20 82 - 513	SONIA.RAPOSO@EURSC.EU
Intensive Support Coordinator A and B	Ms F. DUCHESNE	43 20 82 – 218	FREDERIQUE.DUCHESNE@EURSC.EU
Intensive Support Coordinator A (S1-S2)	Ms P. GIANNETTI	43 20 82 – 218	GIANNEPA@TEACHER.EURSC.EU
Intensive Support Coordinator A	Mr J. PALOMO LOPEZ	43 20 82 – 603	JOSE-ANTONIO.PALOMO-LOPEZ@EURSC.EU
General and Moderate Educational Support Coordinator	Ms M. SALINAS	43 20 82 – 601	MARIA.SALINAS-CARMONA@EURSC.EU

Nurses	Ms N. FAYOLLE Ms C. TANGREDI	43 20 82 – 268	LIST-LUX-SEC-INFIRMARY@EURSC.EU
Caretaker	Mr J.-F. PERL	43 20 82 – 241	LIST-LUX-SEC-CARETAKER@EURSC.EU
Psychologists	Ms V. BATAILLE Ms. S. FASS	43 20 82 – 279	LIST-LUX-SEC-PSYCHOLOGIST@EURSC.EU

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

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

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 1st 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.**

14. ABSENCES

14.1 Absence due to illness

14.1.1 Nursery/Primary

If a pupil is unable to attend school for health reasons, parents must inform the class teacher and the nursery/primary school office before 8.30 . (list-lux-nur-pupil-absences@eursc.eu / 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.

14.1.2 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-student-absences-s1@eursc.eu

[S2: list-lux-sec-student-absences-s2@eursc.eu](mailto:list-lux-sec-student-absences-s2@eursc.eu)
[S3: list-lux-sec-student-absences-s3@eursc.eu](mailto:list-lux-sec-student-absences-s3@eursc.eu)
[S4: list-lux-sec-student-absences-s4@eursc.eu](mailto:list-lux-sec-student-absences-s4@eursc.eu)
[S5: list-lux-sec-student-absences-s5@eursc.eu](mailto:list-lux-sec-student-absences-s5@eursc.eu)
[S6: list-lux-sec-student-absences-s6@eursc.eu](mailto:list-lux-sec-student-absences-s6@eursc.eu)
[S7: list-lux-sec-student-absences-s7@eursc.eu](mailto:list-lux-sec-student-absences-s7@eursc.eu)

To return to class after an absence of more than two days, a student must provide a written excuse and a medical certificate.

For absences of less than three days, where no medical certificate is required, or for absences that were not covered by a prior authorisation request, the student must submit a written explanation stating the reason for the absence. This may be sent by email or provided in writing, signed by a parent or legal guardian and handed in upon the student's return to school.

14.2 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**. The request is to be sent to :

lux-secretariat-secondary-cycle@eursc.eu

Except in cases of force majeure, this authorisation must be requested by the parent/s **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.

14.3 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

Secondary: 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.

15. SMS-MYSCHOOL AND OFFICE 365

SMS-MySchool

 <https://sms.eursc.eu>

SMS-MySchool is the common school management portal used by all European Schools. Parents, secondary pupils, teachers and administrative staff have personal access.

Main features:

- Online timetable available from the beginning of the school year
- Real-time recording of absences (parents are notified; last 14 days visible)
- School life information (parent evenings, trips, events, etc.) with email notifications

- Course information (content, topics, objectives)
- Upcoming assignments, tests and exams (secondary)
- Overview of graded work
- Online publication of term reports

⚠ Important: SMS supports schoolwork but does not replace pupils' own notes or all classroom assignments.

🔴 Parents must inform the administration immediately of any change of address, employer or contact details via: LIST-LUX-MDM-SCHOOLING@eursc.eu

◆ Login Rules

- Secondary pupils log in using their Office 365 account.
- Parents use their own registered email address.
- Primary pupils do not have access to the portal.

Daily requirements for pupils:

1. Check their school email (Office 365)
2. Log in to the SMS portal
3. Use only the school email address for communication (no private emails or social media)

◆ Office 365 (from P3 onwards; not for Nursery, P1 & P2)

Office 365 includes:

- Mail & Calendar
- OneDrive (cloud storage)
- Word, Excel, PowerPoint
- OneNote
- Teams

The O365 email address is also used to log in to SMS-MySchool.

If a password is forgotten:

- A secondary email address must be registered in SMS
- Follow instructions on the ICT Helpdesk website

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

Login details for both the school IT account and the O365 account are sent to parents at the beginning of September.

◆ Distance Learning

The school has established distance learning policies (Appendices 8 & 9).

Important:

- All pupils must have access to their O365 account.
- Secondary pupils are strongly recommended to have their own computer (BYOD).

Support and contact form:

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

16. WIFI

The school provides a Wi-Fi network for pupils called "Euroschool", accessible across the entire site. Pupils may use their own devices within the BYOD project using school login details.

- S1–S3: No smartphone Wi-Fi access.
- From S4 onwards: Smartphone Wi-Fi allowed only in break rooms and outdoors.
- Classroom use (S4–S7): Only with teacher permission.

Wi-Fi access is granted automatically to pupils who:

- are at least 13 years old,
- are in S4 or above,
- have accepted the IT Charter at least once per school year on a school computer.

The IT Charter prohibits the use of social networks and the use of the school email address to create private accounts. Internet access is filtered; VPN connections are not allowed. Bandwidth is limited but sufficient for OneDrive synchronisation and video streaming. Non-essential services (private clouds, updates, gaming platforms, etc.) should be disabled.

Access to school IT resources is a privilege, not a right, and is strictly for educational purposes. The school may carry out checks. Violations may lead to disciplinary measures according to the General Regulations and Internal Rules. Parents, as legal representatives, are responsible for ensuring compliance. Parents may request that their child's Wi-Fi access be blocked.

The school's IT department does not configure private devices (except within the BYOD project). Pupils may contact the pupil committee for help.

Bring Your Own Device (BYOD) & Digital Learning Project

[LINK](#)

Since 2020–2021 (from S5 onwards), pupils must have a laptop or tablet capable of running GeoGebra 6, according to increased technical requirements. Currently, this applies to all S5–S7 pupils.

Lockable charging lockers are available near the secondary cafeteria and canteen entrance. Pupils must use them responsibly.

Main objectives:

- Make learning more attractive and effective
- Improve homework management
- Offer differentiated activities
- Promote responsible use of digital technologies
- Raise awareness of internet risks
- Gradually introduce digital textbooks
- Optimise distance learning
- Improve typing skills (without replacing handwriting)

Practical aspects:

- Devices are used for educational purposes only.
- They complement, not replace, traditional materials.
- Usage in lessons depends on the teacher.
- The project includes digital literacy education (including workshops with external experts).
- A teacher working group evaluates and develops the project.
- Exchange with other European Schools is encouraged.

17. 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.

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

17.1 Access to La Coque

17.1.1 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:

- 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:
- 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.

17.1.2 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.

17.2 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).

17.3 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.

17.3.1 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.

17.3.2 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.

17.4 Use of outdoor areas by secondary school pupils

Secondary school pupils are not permitted to use neither the primary school nor the nursery outdoor areas. Football may only be played in the designated secondary playground.

Any games or activities that may endanger the safety of pupils are prohibited.

17.5 Prohibited items at school

The bringing of dangerous objects onto the school campus (including knives, firearms, airsoft guns, pepper spray, fireworks, or any object that may be used to threaten or cause injury) is strictly forbidden.

17.6 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.

17.7 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](#).

17.8 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.

17.9 Monetary transactions between pupils

All monetary transactions between pupils such as soliciting or selling goods, charity collections etc. are not allowed on the school grounds during the school day, unless specifically pre-authorised by the management.

18. INSURANCE

Coverage

Pupils are insured against bodily injury occurring during the school day, authorised school activities and trips, and during the normal journey between home and school. In the event of an accident, parents must contact the nurse of the relevant cycle to complete an accident report (see also page Appendix AAA).

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.

The insurance does not cover incidents arising from unauthorised activities or when pupils leave the school premises without permission.

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 costs resulting from vandalism or material damage, including but not limited to breakages, damage to the School's buildings, facilities, fittings, furniture, library books or other School property, caused by a pupil, shall be borne by the pupil's parents or legal guardians. A procedure will be put in place whereby parents or legal guardians will receive an invoice covering the cost of repair or replacement.

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.

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

19.1 Textbooks

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

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.

Nursery/Primary – [Nursery and Primary: List of Books – Schola Europaea Luxembourg I](#)

Secondary – [List of Books – Schola Europaea Luxembourg I](#)

<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/>

19.2 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.**

19.3 Calculators and electronic devices

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**.

19.4 Equipment required for Arts/Music/Physical Education

[Nursery and Primary: List of Books – Schola Europaea Luxembourg I](#)

[Secondary : Special equipment and materials – Schola Europaea Luxembourg I](#)

20. 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. [Secondary : Careers guidance](#)

21. 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.

22. 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.

22.1 Primary

[Nursery and Primary : Educational Programme](#)

- * The choice of language section is final and cannot be changed during your child's schooling.
- * The choice of Language II (LII) is also final, unless the Class Council recommends a change.
- * For children in the second year of nursery school, parents will receive a form in May to choose Language II (LII).
- * In primary school, any requests to change Language II (L2), Ethics, Religion or an ONL course (Swedish, Finnish or Irish) must be submitted to the school office by ****31 January****.
- * Once a course has been chosen, it must be followed for the entire school year. Changes can only take effect at the beginning of the following school year.

22.2 Secondary

[Secondary : Choice of subjects](#)

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.

22.3 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.

22.4 Additional information

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

Specific questions can be addressed to:

Nursery/Primary	Secondary
<u>General Coordinator for Education and School Life:</u> Mr M. Heinonen Tel: 43 20 82 608 Email: miikka.heinonen@eursc.eu	<u>S1-S3 Coordinator:</u> Mrs M. FERREIRA (S1 -S3) Tel.: 43 20 82-251 Email: ferreima@eursc.eu
<u>General Coordinator Management and Organisation:</u> M. L. Pinho da Silva Tel: 43 20 28 597 Email: pinhodlu@eursc.eu	<u>S4-S7 Coordinator:</u> Mr D. Alcazar (S4-S7) Tel: 43 20 82-250 Email: daniel.alcazar@eursc.eu
<u>BAC Coordinator</u> Ms S. Raposo Tel.: 43 20 82-513 Email: sonia.raposo@eursc.eu	

23. TYPES OF EDUCATIONAL SUPPORT FOR LEARNING

Nursery / Primary : Educational support => [LINK](#)

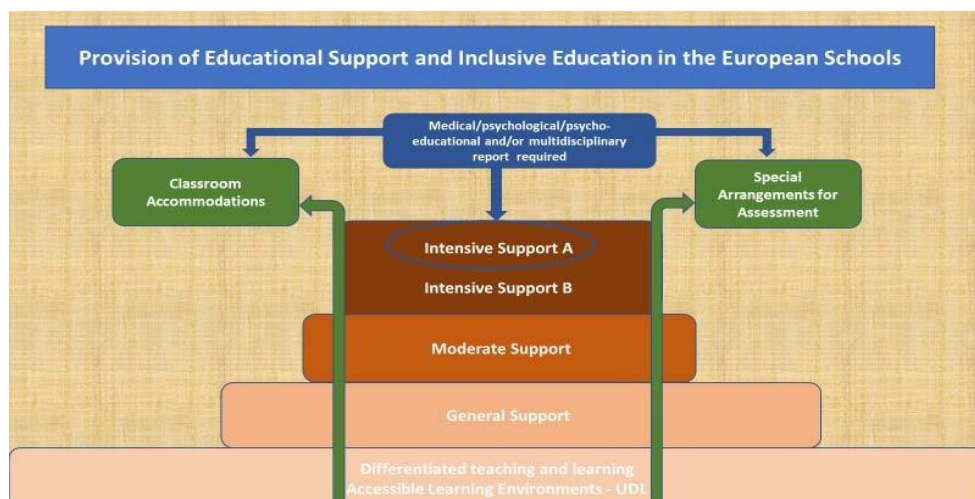
Secondary : Educational support => [LINK](#)

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

- Nursery and primary school: Mrs Sylvie MIRAGLIESE, 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-15) can be consulted on the European Schools website

<https://www.eursc.eu/en/European-Schools/studies/educational-support>



Educational support in the European schools is divided into two types of support: reasonable accommodations (in class and/or the tests and exams) and supports programs, namely General, Moderate and Intensive Support (A and B).

23.1 Reasonable adjustments:

23.1.1 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.

23.1.2 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.

23.2 Educational support:

A dedicated Educational Support section for both the Nursery/Primary and Secondary cycles is available on the school website at the following links:

[Nursery / Primary : Educational support](#)
[Secondary : Educational support](#)

The **Guidelines** for Educational Support in the **Secondary** Cycle are available in this section of the school website.

23.2.1 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:

- In the secondary: 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.

- In primary school, general support is organised as co-teaching in classrooms, which benefits all pupils.

23.2.2 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.

23.2.3 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 director 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 4 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.

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, it is mainly for the new comers.

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.

Medical, Psychological, Psycho-educational and/or Multidisciplinary Report

All reports must include a summary or conclusion specifying the necessary accommodations and, where appropriate, recommendations regarding teaching and learning to support the school in meeting the pupil's educational needs.

Criteria for the medical report, guidelines for the reimbursement by the JSIS and the list of therapists accepted by the PMO (European Commission) can be found on the Guidelines for Educational Support and on the school website at the following Link: [Multidisciplinary report](#)

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.

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.

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](#)

23.3 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 an adapted 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 progression status changes **WHAT** is taught. 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 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/>

23.4 European Baccalaureate

Secondary : 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**.

24. PUPIL MOBILITY PROGRAMMES (CONCERN ONLY SECONDARY)

Secondary : Mobility programme

25. 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.

26. 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.

27. PROTECTION OF PERSONAL DATA AND RIGHT TO INFORMATION

Data protection [LINK](#)

27.1 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

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

27.2 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 ([Appendix 11](#))

to the following address: 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.

27.3 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 Protection Officer (DPO) by email at: LUX-DPO-CORRESPONDENT@eursc.eu

27.3.1 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.

27.3.2 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.

27.4 Image rights: use of photos at the European School

27.4.1 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.

27.4.2 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 Statement²" 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.

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

27.4.3.1 Yearbook

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

27.4.3.2 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.

27.4.3.3 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.

27.4.3.4 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.

27.4.3.5 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.

27.4.3.6 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.);

² 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.

27.4.4 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.

27.4.5 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.

27.4.6 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

27.4.7 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

27.5



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.

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".

27.6 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.

27.7 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.eursec.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-15-en-15)
 - Educational support provision in European Schools (Ref. 2012-05-D-15-en-15)

Appendix 1

 CALENDRIER DES VACANCES 2026-2027 HOLIDAY DATES 2026- 2027 FERIENKALENDER 2026-2027		
Rentrée scolaire / Start of school year/ Beginn des Schuljahres	Mercredi/ Wednesday / Mittwoch	02/09/2026
Toussaint/ All Saints/ Allerheiligen	du lundi / from Monday / von Montag au vendredi / to Friday / bis Freitag	26/10/2026 - 30/10/2026 ³
Journée pédagogique/ Pedagogical day/ Lehrerfortbildungstag	Lundi / Monday / Montag	02/11/2026
Noël/ Christmas/ Weihnachten	du lundi / from Monday / von Montag au vendredi / to Friday / bis Freitag	21/12/2026 - 01/01/2027 ¹
Carnaval/ Carnival/ Fastnacht	du lundi / from Monday / von Montag au vendredi/ to Friday / bis Freitag	08/02/2027- 12/02/2027 ¹
Pâques/ Easter/ Ostern	du lundi / from Monday / von Montag au vendredi / to Friday / bis Freitag	22/03/2027 - 02/04/2027 ¹
Fête du travail/ Labour day/ Tag der Arbeit	<i>Samedi / Saturday / Samstag</i>	01/05/202⁷
Journée de l'Europe/ Europe Day/ Europatag	<i>Sonntag / Sunday / Samstag</i>	09/05/2027
Ascension/ Ascension / Christi Himmelfahrt	Jeudi / Thursday / Donnerstag Vendredi / Friday / Freitag	06/05/2027 07/05/2027⁴
Pentecôte/ Whitsun/ Pfingsten	du lundi / from Monday / von Montag au vendredi / to Friday / bis Freitag	17/05/2027 - 21/05/2027 ¹

³ inclus/ inclusive/ einschliesslich

⁴ jour « férié Commission »/ public holiday Commission / Feiertag Kommission

Fête nationale/ National holiday/ Nationalfeiertag	Mercredi/ Wednesday / Mittwoch	23/06/2027
Fin des cours*/ End of school year* / Ende des Schuljahres*	Vendredi / Friday / Freitag	02/07/2027
Proclamation du baccalauréat/ Proclamation of the baccalaureate/ Abiturfeier	Jeudi / Thursday / Donnerstag ou/ or /oder Vendredi / Friday / Freitag	01/07/2027 ou/or/oder 02/07/2027

* La date de fin des cours pour les classes 1 - 6 de l'école secondaire sera communiquée après validation par le Conseil d'Administration et conformément aux nouvelles règles en vigueur. / The end of lessons for classes for years 1 to 6 in the secondary school will be communicated after decision by the Administration Board, in accordance with the new rules in application. / Das Ende des Unterrichts für die 1.- 6. Klassen der Sekundarschule wird nach Entscheidung durch den Verwaltungsrats, gemäss der neuen Regelungen in Kraft, mitgeteilt.

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 de ce dispositif à la Maternelle attend 15 minutes dans le hall principal de la Maternelle à partir de 12h50 (du mardi au vendredi) et de 16h00 (le lundi). Le responsable de ce dispositif à l'école primaire attend 15 minutes dans le hall principal de l'école primaire à partir de 13h00 (mardi, jeudi et vendredi), de 15h30 (lundi et mercredi P1-P2) ou de 16h30 (lundi et mercredi P3-P5). Passé ce délai, l'enfant est conduit en salle B903 (salle informatique du bâtiment primaire), où le responsable concerné contacte les 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 € par 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.

Dear Parents,

As stated in the memorandum, it is essential that students are picked up promptly at the end of the school day. If a parent is delayed, the school will take responsibility for the child and contact the parent after 15 minutes.

The staff member responsible for this procedure in the Nursery School will wait for 15 minutes in the main hall of the Nursery School from 12:50 p.m. (Tuesday to Friday) and from 4:00 p.m. (Monday). The staff member responsible for this procedure in the Primary School will wait for 15 minutes in the main hall of the Primary School from 1:00 p.m. (Tuesday, Thursday and Friday), 3:30 p.m. (Monday and Wednesday P1–P2) or 4:30 p.m. (Monday and Wednesday P3–P5). After this period, the child will be taken to Room B903 (the computer room in the Primary School building), where the responsible staff member will contact the parents.

The child may only be collected by a parent, legal guardian, or an authorised person, who will be required to sign a release form.

If no parent or guardian can be reached, the school reserves the right to charge €35 per hour of additional staff time. The parent will then receive an invoice from the school's accounting department.

Please note that every late pick-up is recorded in the student's file.

Yours sincerely.

Liebe Eltern,
wie bereits im Memorandum angekündigt, ist es erforderlich, dass die Schülerinnen und Schüler unmittelbar nach Unterrichtsende abgeholt werden. Sollte sich ein Elternteil dennoch verspäten, übernimmt die Schule die Aufsicht über das Kind und kontaktiert die Eltern nach 15 Minuten.
Die für dieses Verfahren im Kindergarten verantwortliche Person wartet 15 Minuten in der Eingangshalle des Kindergartens ab 12:50 Uhr (Dienstag bis Freitag) bzw. ab 16:00 Uhr (Montag). Die für dieses Verfahren in der Primarschule verantwortliche Person wartet 15 Minuten in der Eingangshalle der Primarschule ab 13:00 Uhr (Dienstag, Donnerstag und Freitag), ab 15:30 Uhr (Montag und Mittwoch P1–P2) bzw. ab 16:30 Uhr (Montag und Mittwoch P3–P5). Nach Ablauf dieser Frist wird das Kind in den Raum B903 (Computerraum im Primarschulgebäude) gebracht, wo die jeweils verantwortliche Person die Eltern kontaktiert.
Das Kind kann anschließend nur von einem Elternteil, einem gesetzlichen Vertreter oder einer bevollmächtigten Person abgeholt werden. Hierfür ist eine Unterschrift auf einer entsprechenden Entlassungserklärung erforderlich. Kann kein Elternteil oder gesetzlicher Vertreter erreicht werden, behält sich die Schule das Recht vor, 35 € pro Stunde zusätzlichen Personalaufwands in Rechnung zu stellen. Die Eltern erhalten hierfür eine Rechnung der Schulbuchhaltung.
Bitte beachten Sie, dass jede verspätete Abholung in der Schülerakte 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

APPENDIX 3

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



2026-2027

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 or admin@apeeel1.lu Website: www.apeeel1.lu
<https://periscolaire.apeeel1.lu/> Facebook: APEEEL1- Parents Association European School Lux1

2026

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

SCHOLAEUROPAEA
Luxembourg I**APEEEL1 (Kirchberg)
Membership Form/ Formulaire d'adhésion**

(Please complete form using capital letters / Merci de compléter en lettres majuscules)

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 IBAN**the 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****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.

Management signature:

Please find more information about parental authorisation at www.guichet.lu.

Please find more information about parental authorisation at www.guichet.lu

Bitte finden Sie weitere Informationen zur elterlichen Erlaubnis unter 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

Pupil Surname: First name:	Pupil's registration number
Address:	
Year group:	Class:
Legal guardian Surname: First name:	Registration number of legal representative
Address:	
Date of accident: ____/____/20____	Time of accident: :
Detailed description of the accident , specifying the victim's activity at the time of the accident, the objects involved (e.g. tools, machines, sports or games equipment, materials, objects, instruments, substances, etc.) and any events that deviated from the normal course of the activity and led to the accident.	
In the event of a commuting accident, please indicate the exact location (address of the accident site). If applicable, please indicate the public authority (e.g. police, ITM) that was notified/was on site following the accident:	
Were there any eyewitnesses? ☐ Yes (name, address) ☐ No	
Name and address of the first person notified:	
In the event of injury , please indicate the nature of the injury(ies) ☐ Superficial wounds and injuries ☐ Effects of noise, vibrations and pressure ☐ Bone fractures ☐ Effects of extreme temperatures, light or radiation ☐ Dislocations, sprains and strains ☐ Shock (emotional/psychological) ☐ Concussions and internal trauma ☐ Burns and frostbite ☐ Other injury(ies), please specify:	
Please indicate the location of the injury/injuries ☐ Head ☐ Neck ☐ Back ☐ Chest ☐ Abdomen, pelvis Eye(s) ☐ left ☐ right Shoulder(s) ☐ left ☐ right Arm(s), including elbow(s) ☐ left ☐ right Left hand(s) ☐ Right hand(s) ☐ Leg(s), including knee(s) ☐ left ☐ right Foot(s) ☐ left ☐ right ☐ Other injury(ies), please specify:	
Name and address of the ^{first} doctor consulted: Dr. _____	
Date of consultation: ____/____/20____ Doctor code (if known): -	
Name of hospital visited	
Consequences of the injuries ☐ Death of the insured ☐ The insured person did not stop attending the establishment or participating in the activity ☐ The insured person stopped attending the establishment or activity on: ____/____/20____ :	The insured person ☐ resumed attending the establishment or activity on: ____/____/20____ ☐ has not (re)commenced attending the establishment or activity

School year 2026-2027
DEMANDE D'AUTORISATION D'ABSENCE
REQUEST FOR PERMISSION OF ABSENCE

<i>Please submit this request at least one week in advance to the deputy director. Veuillez transmettre cette demande au directeur adjoint au moins 7 jours calendrier à l'avance</i>			
Nom + Prénom élève / Last Name + First Name Pupil /			
Classe Class	Prof principal Class teacher		
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 /			
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 ☐		Absence NOT authorized by the Director ☐	
Commentaire / Comment :			
¹ 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. Article 30-3-c du Règlement général des Ecoles européennes : Absences pour convenance personnelle i. Un élève ne peut être dispensé de l'obligation de fréquenter régulièrement les cours que par une autorisation du directeur. 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. iii. L'autorisation ne peut être accordée que pour une durée de deux jours maximum, augmentée des délais de route raisonnables. 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. v. En cas de décès d'un membre de la famille jusqu'au deuxième degré, la durée de l'absence autorisée peut être prolongée.		¹ 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. Article 30 of the General Rules of the European Schools: Absences on personal grounds i. Only the Director may give a pupil permission to be absent from school. ii. Except in cases of force majeure, the pupil's legal representatives must apply for such permission at least one week in advance. Requests must be made in writing, indicating the period of absence, and giving reasons. iii. Permission may be granted for a maximum of two days plus reasonable travelling time. iv. Except in cases of force majeure, permission may not be granted for the week preceding or the week following school holiday periods or public holidays. v. v. In the case of the death of a close relative, a longer absence may be permitted.	

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 [2022-09-D-13-en-3](#), 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.

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 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	Pupil: 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: lux-dpo-correspondent@eursc.eu
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).	Pupil: Surname First name Pupil ID Class/Cycle O365 Login Parents/Legal guardians: 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: Dataprivacy.OSS.LU@sodexo.com Or to the DPO at: lux-dpo-correspondent@eursc.eu
	In the case of an Individualised Care Plan (ICP) Only care records related to food allergies will be communicated to the service provider	Pupil: Surname First name Registration number Type(s) of allergy(ies) Details of symptoms	
ATSEEE	School transport organisation	Pupils' postcodes	Send an email to: info@atseee.lu
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: Office@apeeel1.lu or admin@apeeel1.lu periscolaire@apeeel1.lu
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>	Pupil: School year Pupil registration number Date of enrolment Date of deregistration	Send an email to: lux-dpo-correspondent@eursc.eu

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.	Pupil: 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: lux-dpo-correspondent@eursc.eu
Category 1 employers	Payment of tuition fees	Pupil: Surname First name Date of birth Year Parents/Legal guardians: Surname First name	Contact your employer(s)
Category 2 employers	Payment of tuition fees	Pupil: Surname First name	Contact your employer(s)
Travel agency(ies)	Organisation of school trips: Transportation reservations; Hotel and accommodation bookings; Booking equipment (e.g. ski equipment); Etc.	Pupil: 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) Depending on the trip, the following information may be provided: Identity card and/or passport number (flight booking); Physical data (height, shoe size, etc., particularly for ski trips when equipment needs to be hired); If a pupil is unable to participate for medical reasons, the travel agency will request a copy of a medical certificate	Send an email to the School's DPO: lux-dpo-correspondent@eursc.eu

Appendix 11



LEAVING SCHOOL FORM PUPILS ABMELDEBESTÄTIGUNG SCHÜLER

one form per child / ein Formular pro Kind

 Veuillez 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
- Secondary school: 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
- Secondary cycle: 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
- Secondary school: 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	☐ Yes / Ja ☐ No
If you move / Bei einem Umzug ▪ 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:
--

_____ Signature Parents / Guardian / Pupil / Schüler (Only if of age / Nur bei Volljährigkeit)	_____ Date
--	---------------

Reserved for the School / Der Schule vorbehalten Form return date:.....
