



**MEMORANDUM FOR PARENTS  
SCHOOL YEAR 2014-2015  
EUROPEAN SCHOOL LUXEMBOURG II**

---

European School Luxembourg II  
6, rue Gaston Thorn  
L- 8268 Bertrange  
Tél. +352 273 224 - 1  
[www.eursc-mamer.lu](http://www.eursc-mamer.lu)

Bertrange, 25<sup>th</sup> July 2014

Dear parents and students,

The third school year on our new campus will begin for pupils on Tuesday September 2nd 2014, kindly find enclosed the relevant information regarding the organisation of the school for this year 2014-15.

Allow me to point out several important elements regarding this school year:

- During summer 2014, new games will be set up in the playground of the nursery and primary schools allowing the pupils to better profit from their recreational periods.
- Following a huge survey undertaken during spring 2014 on all members of the school community, we were able to gauge the strengths of our school system but also identify possible ways of improving further. Here is the outline of what we wish to implement during 2014-15:
  - A policy of enhanced communication via a new website and a module of personalized communication between the school and the parents (scheduled to begin October 2014). A regular newsletter will also be implemented progressively throughout the year.
  - The primary school will begin using a new version of the school agenda while the secondary school will operate on a biannual rhythm for all 7 years with two intermediate reports (in autumn and in spring) and two grade reports (in winter and then at the end of the school year). A new way for parents and teachers to meet in the secondary school will be put in place during November 2014 in order to facilitate a maximum number of meetings.
  - The activities proposed for the secondary school students during their free time will be reviewed after the school year begins. Pupils in the secondary school can also access the study room (C001) every day from 08:45 until 16:30, a room devoted to personal study under the active supervision of an educational advisor who gives guidance and help in order to “Learn to learn”. Pupils who wish to remain will have access to a specific room for each secondary school cycle (S1-2-3, S4-5, S6-7). The library remains open to all pupils every day from 08:15 to 16:30 for individual study and reading. From October, educational activities will be proposed by the teachers to the students depending on their free periods during school hours, these are “Play and Learn” activities which are available by pre-registration. Finally, the swimming pool can be accessed by all students under the surveillance of a lifeguard during school hours and depending on the timetable of swimming classes. A specific timetable will be made available during October.
  - In November 2014 the School Advisory Council focused on a new multi-annual school plan 2015-18 and an extensive study of the rhythm of schooling for all three school cycles will be undertaken winter 2014-15. A specific working group will be established for this purpose.
  - Prevention weeks to encourage respect in Primary School and to promote health and the fight against addiction will take place in 2014-15.. More detailed information regarding this will be communicated as soon as possible.
  - We will have the opportunity to meet on several occasions in order to review the development of our school project. Members of school staff will be able to meet Monday December 1<sup>st</sup> 2014 for a day of professional development which will constitute of a day off for the pupils. Many public committees and meetings will be organised throughout the year to exchange views, inform and envision the future of your children.

Several holiday dates for the school year have already been announced:

- Celebration of the **European Day of languages** Friday September 26th 2014 on our campus.
- Celebration of the **10<sup>th</sup> anniversary of the fall of the Berlin Wall** between November 10<sup>th</sup> and 14<sup>th</sup>. Expositions, meetings and original events will be proposed during this week to recall the importance of the building of Europe.
- The **Christmas Market** organised by *Action Sans Frontières* Saturday November 22<sup>nd</sup> 2014 on our campus. The school encourages actions of solidarity and celebrates the diversity of European traditions.
- The organisation of **EUROSPORT** from March 11<sup>th</sup>-14<sup>th</sup> 2015 on the Luxembourg I campus. The pupils of our school will wear our colours and attempt to beat their 4<sup>th</sup> place obtained in 2013 in Alicante at the latest edition of EUROSPORT.
- Celebration of the **Fête de l'Europe** on our school campus Saturday May 9<sup>th</sup> 2015. The exact programme will be developed throughout this year so as to foster the participation of all and to enhance the spirit of enterprise between pupils, their teachers and their parents.

It will be a great pleasure to welcome back the members of staff, pupils and parents in September 2014. **For the new parents**, the first date to take note of is **Monday September 1<sup>st</sup> at 11:00**: a visit to the school will be organised for familiarizing yourselves with our campus.

All the members of staff and I wish you and excellent school year 2014-15.

Regards,

Emmanuel de Tournemire, Headmaster - Directeur



The General Rules of the European school (Ref: 2011-04-D-11-en-2) and the teaching curriculum are available in all official languages of the European Union and can be found on the website of the European School [www.eursc.eu](http://www.eursc.eu) under *Legal Basis of the European Schools*.

Dear Parents,

Please find below information concerning the organisation of the School for the school year 2014-2015. **The first school day will start on Tuesday, 2<sup>nd</sup> September 2014 and will end for all pupils at the end of the morning classes.**

<b>A</b>	<b>FIRST DAY OF TERM</b> .....	<b>5</b>
<b>B</b>	<b>TIMETABLE</b> .....	<b>6</b>
<b>C</b>	<b>CONTACTS WITH THE SCHOOL</b> .....	<b>9</b>
<b>D</b>	<b>PARENT-TEACHER MEETINGS AND PARTICIPATION IN SCHOOL LIFE</b> .....	<b>12</b>
<b>E</b>	<b>COMMITTEES WITHIN THE SCHOOL</b> .....	<b>16</b>
<b>F</b>	<b>SCHOOL PLAN</b> .....	<b>19</b>
<b>G</b>	<b>TRANSPORT</b> .....	<b>21</b>
<b>H</b>	<b>SCHOOL FEES, REGISTRATION FEE FOR THE BACCALAUREATE AND OTHER FEES</b> .....	<b>27</b>
<b>I</b>	<b>ARRANGEMENTS FOR MEALS</b> .....	<b>30</b>
<b>J</b>	<b>SCHOOL TRIPS</b> .....	<b>32</b>
<b>K</b>	<b>EXTRA-CURRICULAR ACTIVITIES</b> .....	<b>34</b>
<b>L</b>	<b>LIBRARY IN THE PRIMARY AND SECONDARY SCHOOL</b> .....	<b>34</b>
<b>M</b>	<b>ACTIVITIES IN THE SECONDARY SCHOOL</b> .....	<b>35</b>
<b>N</b>	<b>MEDICAL AND PSYCHOLOGICAL SERVICES</b> .....	<b>36</b>
<b>O</b>	<b>HOMEWORK</b> .....	<b>38</b>
<b>P</b>	<b>SCHOOL REPORTS</b> .....	<b>38</b>
<b>Q</b>	<b>ABSENCES FROM SCHOOL</b> .....	<b>40</b>
<b>R</b>	<b>INTERNAL SCHOOL RULES</b> .....	<b>41</b>
<b>S</b>	<b>CHANGE OF ADDRESS</b> .....	<b>42</b>
<b>T</b>	<b>INSURANCE</b> .....	<b>43</b>
<b>U</b>	<b>SCHOOL BOOKS – DIARY – CALCULATORS</b> .....	<b>43</b>
<b>V</b>	<b>INFORMATION ON HIGHER EDUCATION AND CAREERS</b> .....	<b>44</b>
<b>W</b>	<b>COUNSELLING AT THE SECONDARY SCHOOL</b> .....	<b>44</b>
<b>X</b>	<b>PEER MEDIATION</b> .....	<b>45</b>
<b>Y</b>	<b>SUBJECT CHOICES</b> .....	<b>45</b>
<b>Z</b>	<b>TYPES OF LEARNING SUPPORT MEASURES</b> .....	<b>48</b>
<b>AA</b>	<b>LOCKERS AND BADGES IN THE SECONDARY SCHOOL</b> .....	<b>52</b>
<b>BB</b>	<b>VISIT OF GUEST PUPILS</b> .....	<b>52</b>
	<b>APPENDIX I: HOLIDAY DATES</b> .....	<b>53</b>
	<b>APPENDIX II: LIABILITY WAIVER FORM</b> .....	<b>54</b>
	<b>APPENDIX III: REQUEST OF ABSENCE FORM</b> .....	<b>55</b>
	<b>APPENDIX IV: EUROPEAN HOURS</b> .....	<b>56</b>
	<b>APPENDIX V: THE PARENTS' ASSOCIATION</b> .....	<b>58</b>
	<b>APPENDIX VI: ACTIONS WITHOUT BORDERS</b> .....	<b>61</b>

# A FIRST DAY OF TERM

## 1. Visiting the buildings

A school visit is organised **on Monday, 1<sup>st</sup> September 2014 between 11:00 and 12:00 for the families of new pupils.** The meeting place is the entrance of the Administrative Building.

## 2. Beginning of Nursery school

Children who were already in the 1<sup>st</sup> grade of nursery school during the school year 2013-2014 start on **Tuesday, 2<sup>nd</sup> September 2014 at 08:35.**  
**End of the day: 12.50**

New pupils will arrive in small groups and in rotation as from **3<sup>rd</sup> September 2014 at 08:35.** This will ensure a gentle integration of the "beginners" and it will give them special attention on the first day. All parents of new pupils should receive by 14<sup>th</sup> July 2014 at the latest a notification confirming the enrolment and mentioning the first day of school. If you do not receive it on time, please contact the Secretary Office (Phone Number: 273 224 3002 or 3239) as from August 26<sup>th</sup> 2014.

## 3. Start of the school year for Primary pupils

To ease the beginning of the pupils in 1<sup>st</sup> grade, their first day of school has been set later than that of the other pupils. A sign with the abbreviation of the section (CS-DE-DK-EL-EN-FR-HU-IT) will indicate the meeting point for each language section.

Beginning of Primary class, Tuesday 2 <sup>nd</sup> September 2014		
Year	Beginning of classes	Meeting point
1	10:15	Playground of the Primary school
2, 3, 4 et 5	8:40	Playground of the Primary school

**End of school on the first day: 12:50 for all the classes of Primary school.**

## 4. Start of the school year for the 1<sup>st</sup> year Secondary pupils

On the first day of the new school year, Tuesday September 2<sup>nd</sup> 2014 children should be in school at 8:40 and wait outside the covered area of the Administrative Building. The Educational Adviser responsible for the first year, Mr TOUSSAINT (the Principal Educational Adviser) and the principal class teachers will meet them there with the sign indicating the section and the class. The teachers will send the children to their classrooms.

## 5. Start of the school year of secondary pupils in years S2 to S7

Pupils in years S2 to S7 can enter directly in the Secondary building, which will be accessible as from 8:00.

Notice boards on levels 2 and 0 will inform pupils of the location of classes. Pupils have to be in their classroom by 8:40 where their principal class teacher will welcome them. They will then receive their timetable and other useful information.

**End of school on the first day: 13:00 for all the classes of Secondary school on Tuesday September 2<sup>nd</sup> 2014.**

## B TIMETABLE

### 1. NURSERY SCHOOL

Nursery - The building is open as from 8:00				
Monday *	Tuesday	Wednesday	Thursday	Friday
8:35 - 16:20	8:35 - 12:50	8:35 - 12:50	8:35 - 12:50	8:35 - 12:50

\* Lunch will be served in the classroom between 12:00 and 13:00

#### OPENING OF THE DOORS: 8:00

Entrance of pupils: parents bring their children inside **the Nursery Building (MAT)**.

#### Reception of pupils every day:

8:00 – 8:15: reception and supervision in the library on the ground floor of the **Nursery Building (MAT)**.

8:15 – 8:35: reception and supervision in the morning on a weekly rotation in **two classrooms on the ground floor and two classrooms on the first floor.**

8:35: **Start of the class**

#### DEPARTURE OF PUPILS:

##### - Monday :

- 16:20- 16:30: parents will pick up their children in the classrooms of the Nursery Building.
- 16:30 : departure of pupils to the shuttle bus and the school buses

##### - Tuesday to Friday :

- 12:50 – 13:00: parents will pick up their children in the classrooms of the Nursery Building.
- 13:00 : departure of pupils to the shuttle bus and the school buses

**The school does not provide supervision after 13:00 from Tuesday to Friday or after 16:30 on Mondays.**

### 2. PRIMARY SCHOOL

Primary School 1 <sup>st</sup> and 2 <sup>nd</sup> grade – The building is open as from 8:00				
Monday*	Tuesday	Wednesday*	Thursday	Friday
8:40 – 16:20	8:40 – 12:50	8:40 – 16:20	8:40 -12:50	8:40 – 12:50

\* Lunch break from 11:30 to 12:30

#### OPENING OF THE DOORS: 8:00

#### Reception of pupils every day:

- 8:00 – 8:20 reception and supervision of pupils in the central corridor on the ground floor in the **PRIMARY Building.**
- 8:20 – 8:40 reception and supervision of pupils in the central playground of the **PRI Building**
- 8:40 **beginning of the class** – pupils line up at meeting points in the central playground with their class teachers

## DEPARTURE OF PUPILS FROM P1 AND P2:

### - Monday and Wednesday :

- **16:20** : end of P1 and P2 classes
- **16:30**: departure of pupils to the shuttle bus and the school buses

### - Tuesday, Thursday and Friday :

- **12:50** : end of P1 and P2 classes
- **13:00**: departure of pupils to the shuttle bus and the school buses

**The school does not provide supervision after 13:00 on Tuesdays, Thursdays and Friday nor after 16:30 on Mondays and Wednesdays.**

Primary School 3 <sup>rd</sup> , 4 <sup>th</sup> and 5 <sup>th</sup> year – The building is open as from 8:00				
Monday*	Tuesday	Wednesday*	Thursday	Friday
8:40 – 16:25 or 16:30	8:40 – 13:00	8:40 – 16:25 or 16:30	8:40 – 13:00	8:40 – 13:00

\* Lunch break from 12:20 to 13:20 (P3 and P4) and from 13:00 to 14:00 (P5)

## Reception of pupils everyday:

- **8:00 – 8:20:** reception and supervision of pupils in the central corridor on the ground floor in the **PRI Building**.
- **8:20 – 8:40:** reception and supervision of pupils in the central playground of the **PRI Building**.
- **8:40:** **beginning of classes** – pupils line up at meeting points in the central playground with their class teachers

## DEPARTURE OF PUPILS FROM P3 AND P4:

### - Monday and Wednesday:

- **16:25** : end of classes P3 and P4
- **16:30** : departure of pupils to the shuttle bus and school buses

### - Tuesday, Thursday and Friday:

- **12:55** : end of classes P3 and P4
- **13:00** : departure of pupils to the shuttle bus and school buses

## DEPARTURE OF PUPILS FROM P5:

### - Monday and Wednesday:

- **16:30** : end of classes P5 and departure of pupils to the shuttle bus and school buses

### - Tuesday, Thursday and Friday:

- **13:00** : end of classes P5 and departure of pupils to the shuttle bus and school buses

It is important to stick to the timetable so that pupils can take part in all the activities and learn the school rules quickly.

PARENTS CANNOT BRING THE PUPILS INTO THE PLAYGROUND; THEY CAN ONLY WAVE THEM GOODBYE AT THE ENTRANCE OF THE PRIMARY BUILDING.

PARENTS CAN PICK UP THEIR CHILDREN DIRECTLY IN THE MAIN PLAYGROUND IN THE PRIMARY BUILDING.

**The school does not provide supervision after 13:00 on Tuesdays, Thursdays and Fridays nor after 16:30 on Mondays and Wednesdays.**

### 3. SECONDARY SCHOOL

Secondary School – The building is open as from 8:00				
Monday	Tuesday	Wednesday	Thursday	Friday
8:45 – 16:30	8:45 -16:30	8:45 – 16:30	8:45 – 16:30	8:45 – 16:30

Supervision is organised in the office of the educational advisers (A201) as from 8:00.

Lunch break is scheduled every day from 12:15 to 14:00 (continuous service in the canteen) according to the individual timetable of each pupil.

1st bell at : 08:40		
	From	Until
1 <sup>st</sup> lesson	08h45	09h30
2 <sup>nd</sup> lesson	09h35	10h20
<b>Break</b>	<b>10h20</b>	<b>10h35</b>
3 <sup>rd</sup> lesson	10h40	11h25
4 <sup>th</sup> lesson	11h30	12h15
5 <sup>th</sup> lesson	12h20	13h00
<b>Break</b>	<b>13h00</b>	<b>13h10</b>
6 <sup>th</sup> lesson	13h15	14h00
7 <sup>th</sup> lesson	14h05	14h50
8 <sup>th</sup> lesson	14h55	15h40
9 <sup>th</sup> lesson	15h45	16h30

*At the end of a lesson, the bell rings once to indicate the start of the break. The following lesson begins at the second bell.*

#### **Free afternoons in the Secondary School**

The presence of certain pupils might be requested during an afternoon when they are normally free. This is particularly true for those following courses in rattrapage, Learning Support, certain courses of religion, mother tongue for pupils without a language section and for pupil in sections where protected subjects exist, such as ancient Greek and the Other National Languages (ONL): Irish, Maltese.

**1<sup>st</sup> year classes** are free on Tuesday and Thursday afternoon.

**2<sup>nd</sup> year classes** are free on Tuesday afternoon.

**3<sup>rd</sup> year classes** are free on Thursday afternoon.

There is no guaranteed free afternoon in years **4, 5, 6 and 7.**



## C CONTACTS WITH THE SCHOOL

 + 352 273 224  
 + 352 273 224 -5901  
**Web site :** [www.eursc-mamer.lu](http://www.eursc-mamer.lu)

### Administration:

**8:00 – 17:00** during the school period and  
**9:00 – 12:00** during the school holidays except when the school is closed

### Nursery and Primary Secretariat:

**8:00 – 11:00 and 13:00 – 14:30** on Tuesdays, Thursdays and Fridays (short day) and  
**8:00-11:00 and 14:00-16:30** on Mondays and Wednesdays (long day)

### Secondary Secretariat:

**8:30-11:30 and 14:00-16:30** during the school period

<b>DIRECTION / ADMINISTRATION</b>				<b>TEL: +352 273 224</b>	
<b>Function</b>	<b>Name</b>	<b>✉ E-mail contact</b>	<b>Room</b>	<b>Tel.</b>	
Headmaster	Mr E. de TOURNEMIRE		202	-5001	
Assistant of the Headmaster	Mrs C. COLNEL	<a href="mailto:celine.colnel@eursc.org">celine.colnel@eursc.org</a>	203	-5001	
Secretaries of the Direction	Mrs C. SOMMEN	<a href="mailto:carine.sommen@eursc.org">carine.sommen@eursc.org</a>	206	-5002	
	Mrs A. THOMAS	<a href="mailto:anne.thomas@eursc.org">anne.thomas@eursc.org</a>	206	-5002	
Reception	Mrs A. NEVES	<a href="mailto:ana.neves@eursc.org">ana.neves@eursc.org</a>		-5000	
	Mrs A. MARTIN	<a href="mailto:angele.martin@eursc.org">angele.martin@eursc.org</a>		-5000	
Bursar	Mr E. RISSE	<a href="mailto:emmanuel.risse@eursc.org">emmanuel.risse@eursc.org</a>	214	-5004	
Administrative Secretary	Mrs N. LEYDET	<a href="mailto:nadine.leydet@eursc.org">nadine.leydet@eursc.org</a>	213	-5004	
School fees	Mrs M. FELT	<a href="mailto:marie.felt@eursc.org">marie.felt@eursc.org</a>	209	-5009	
Orders and Delivery	Mrs I. VILELA	<a href="mailto:isabel.vilela@eursc.org">isabel.vilela@eursc.org</a>	209	-5012	
Administration caretaker	Mr H. SOMMERER	<a href="mailto:horst.sommerer@eursc.org">horst.sommerer@eursc.org</a>	111	-5015	
Sport caretaker	Mr A. VANINI	<a href="mailto:anthony.vanini@eursc.org">anthony.vanini@eursc.org</a>		-6004	

<b>NURSERY AND PRIMARY SCHOOL</b>				<b>TEL: +352 273 224</b>	
<b>Function</b>	<b>Name</b>	<b>✉ E-mail contact</b>	<b>Room</b>	<b>Tel.</b>	
Deputy Headmaster	Mr GL. LONGO		106	-3002	
Pedagogical Secretaries	Mrs Y. MICHAUD	<a href="mailto:yolande.michaud@eursc.org">yolande.michaud@eursc.org</a>	121	-3002	
	Mrs B. BREDA	<a href="mailto:benedicte.breda@eursc.org">benedicte.breda@eursc.org</a>	121	-3003	
	Mrs M. FISCHER	<a href="mailto:melanie.fischer@eursc.org">melanie.fischer@eursc.org</a>	121	-3239	
Nursery and primary nurses	Mrs C. PRAT	<a href="mailto:concepcio.prat@eursc.org">concepcio.prat@eursc.org</a>	123	-3004	
	Mrs M. RODRIGUEZ RIOS	<a href="mailto:m.rodriquez_rios@eursc.org">m.rodriquez_rios@eursc.org</a>	123	-3005	
Nursery caretaker	Mrs C. LAINE	<a href="mailto:corinne.laine-pagnon@eursc.org">corinne.laine-pagnon@eursc.org</a>	201	-2213	
Primary caretaker	Mr J-P SCHNEIDER	<a href="mailto:jean_philippe.schnei@eursc.org">jean_philippe.schnei@eursc.org</a>	124	-3202	
Psychologist	Mrs S. FASS	<a href="mailto:sabine.fass@eursc.org">sabine.fass@eursc.org</a>	106	-3008	
Nursery Librarians	Mrs M. VENETSANOU	<a href="mailto:maria.venetsanou@eursc.org">maria.venetsanou@eursc.org</a>	102	-3010	
	Mrs L. MOLLER-ANDERSEN	<a href="mailto:lone.mollerandersen@eursc.org">lone.mollerandersen@eursc.org</a>	102	-3011	
Primary Librarians	Mrs M. VENETSANOU	<a href="mailto:maria.venetsanou@eursc.org">maria.venetsanou@eursc.org</a>	101	-3010	
	Mrs L. MOLLER-ANDERSEN	<a href="mailto:lone.mollerandersen@eursc.org">lone.mollerandersen@eursc.org</a>	101	-3011	
Coordinator support	Mrs I. THOMAS	<a href="mailto:irene.thomas@eursc-mamer.lu">irene.thomas@eursc-mamer.lu</a>	107	-3205	

SECONDARY SCHOOL			Tel : + 352 273 224	
Function	Name	✉ Email contact	Tel.	Room
Deputy Director	Mr M. WEDEL		- 4001	A-210
Secretaries of the Deputy-Director	Mme V. LABIS	<a href="mailto:veronique.labis@eursc.org">veronique.labis@eursc.org</a>	- 4001	A-209
	Mme B. THISSERANT	<a href="mailto:blandine.thisserant@eursc.org">blandine.thisserant@eursc.org</a>	- 4002	A-209
	Mme M. FISCHER	<a href="mailto:melanie.fischer@eursc.org">melanie.fischer@eursc.org</a>	- 4002	A-209
Educational Advisers' office	Continuous presence of the Educational Advisers		- 4222	A201
Educational Advisers	M. K. STUER S1	<a href="mailto:kris.stuer@eursc.org">kris.stuer@eursc.org</a>	- 4145	B-118
	Mme C. NICOLAY S2 + S3	<a href="mailto:christiane.nicolay@eursc.org">christiane.nicolay@eursc.org</a>	- 4145	B-118
	Mme C. MAISSIN S4	<a href="mailto:christine.maissin@eursc.org">christine.maissin@eursc.org</a>	- 4628	B-020
	Mme L. BEUKEN S5	<a href="mailto:ludivine.beuken@eursc.org">ludivine.beuken@eursc.org</a>	- 4628	B-020
	Mme P. RAMENTOL S6	<a href="mailto:pepita.ramentol@eursc.org">pepita.ramentol@eursc.org</a>	- 4118	A-115
	Mme P. RAMENTOL S7 (FR-EL-IT)	<a href="mailto:pepita.ramentol@eursc.org">pepita.ramentol@eursc.org</a>	- 4145	A-115
	M. K. STUER S7 (DE-DK-EN)	<a href="mailto:kris.stuer@eursc.org">kris.stuer@eursc.org</a>	- 4628	B-020
Principal Educational Adviser	M. D. TOUSSAINT	<a href="mailto:didier.toussaint@eursc.org">didier.toussaint@eursc.org</a>	- 4235	A204
Coordinator for the years S1 to S4	M. G. PELIKAN	<a href="mailto:gerhard.pelikan@eursc.org">gerhard.pelikan@eursc.org</a>		A-212
Coordinator for the years S5 to S7	Mme S. BOUZETTE	<a href="mailto:sabine.bouzette@eursc.org">sabine.bouzette@eursc.org</a>		A-211
Coordinator SWALS / support	Mme C. HENRIKSEN	<a href="mailto:charlotte.henriksen@eursc.org">charlotte.henriksen@eursc.org</a>		A-206
Secondary nurse	Mme A. ROTH	<a href="mailto:alexandra.roth@eursc.org">alexandra.roth@eursc.org</a>	- 4218	A-219
Secondary caretaker	M. S. FELTES	<a href="mailto:serge.feltes@eursc.org">serge.feltes@eursc.org</a>	- 4008	A-220
Psychologist	Mme A. FALLAHZADEH	<a href="mailto:anissa.f@eursc.org">anissa.f@eursc.org</a>	- 4246	B-208

**You can meet these members on appointment. Please contact them by e-mail or by phone on the numbers indicated and mention in advance the topic you would like to discuss.**

**Teachers cannot be contacted by telephone. Parents may send messages to individual teachers by email and via their children to arrange interviews.** The pupil's diary is the privileged means of communication between parents and teachers. A list of the teacher's email addresses is available on the school website.

A lot of useful information is published on the school website (class timetable, lists of schoolbooks or holiday calendar). Many documents are sent exclusively by Email.

## **PRIMARY SCHOOL**

When a parent has an appointment with a teacher, they receive a written confirmation mentioning the time and place of the meeting. Parents should then present this letter to the guard at the main entrance in order to reach the place of the meeting.

## **SECONDARY SCHOOL**

Parents can contact:

- The principal educational adviser or the educational adviser of the year concerned for any problem of absences or disciplinary problem
- The teacher for any problem related to learning or teaching of the subject
- The principal educational advisers, the educational adviser of the year concerned, the principal class teacher or any other teacher for any socialising or integration problem in the class/group
- Cycle coordinators for any question relating to enrolment and option choice
- The career adviser of the language section concerned for any question relating to career guidance.

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

### **Communication between school and families:**

#### Role of the pupils

- Preparing homework
- Being active in lessons
- Handing in assignments
- Asking a teacher in case of any problems/questions
- Showing parents tests

#### Role of the parents

- Following up on pupils' homework at home
- Signing tests (if asked)
- Contacting the school with any questions or issues by informing school/counselors/teachers through:
  - Writing message/question in agenda
  - Sending mail to the person concerned within the school asking for an appointment
  - Meeting with teachers in order to discuss their questions/issues

Please respect teachers' working hours.

#### Role of school management:

- Informing parents via the reports 4 times a year (2 term reports and 2 intermediate reports)
- Arranging parents/teachers evenings

#### Role of counselors:

- Sending absences to the parents by mail every month (SMS)
- Assisting in meetings between teachers and parents (on request from a teacher)

#### Role of class teacher:

- Ensuring the well-being of each pupil—in the case of a problem: get the pupil on the right track by:
  - Talking to the pupil
  - Getting in contact with the parents if the above doesn't help
  - Collaborating with colleagues, counselors, coordinators and if needed: the management
- Following up on Class Councils

#### Role of each teacher:

- In case of a problem/issue: Discussing with pupils and if there is no improvement: informing parents either by mail, in the agenda or by setting up a meeting that the child is not reaching his/her full potential (subject teacher should also inform class teacher of the pupil concerned).
- Informing the parents about test results:
  - S1-S3: tests given to the pupils for the parents to keep (teachers can ask to see them signed)
  - S4-S7: Compos remain in the school and other tests are given to the parents to see (teachers can ask to see them signed)
- Informing parents if a pupil often has incomplete homework.

## **D PARENT-TEACHER MEETINGS AND PARTICIPATION IN SCHOOL LIFE**

Information meetings are organised during the year for the parents of the different classes. Circulars will be distributed giving details.

Please note the following important dates for the school year 2014 -2015:

<b>dates</b>	<b>Nursery (pupils aged 4)</b>
08.09.2014	19.00: meeting for parents of the nursery school (M1 and M2) - MAT
<b>Dates</b>	<b>Primary school</b>
02.09.2014	19.00: meeting for parents of P1 pupils - PRI
10.09.2014	19.00: meeting for parents of P2 pupils - PRI
11.09.2014	19.00 : meeting for parents of P3 pupils - PRI
15.09.2014	19.00: meeting for parents of P4 pupils - PRI
09.09.2014	19.00: meeting for parents of P5 pupils - PRI
18.09.2014	19.00: meeting for parents of SWALS/ONL pupils - Studio
22.09.2014	19.00: meeting for parents with religion and ethics teachers - Studio
05.11.2014	19.00: meeting for parents of P1 pupils for language II - PRI
08.10.2014	19:00: skiing trip meeting for parents of P5 from Lux I & Lux II – Salle des Fêtes LUX II
27.11.2014	19:00: skiing trip meeting for parents of P5 - classroom of the class teacher

Dates	Secondary school
18.09.2014	19.00: meeting for parents of SWALS pupils
	19.30: meeting for parents of ONL pupils
	20.00: meeting for parents of S1 pupils- Salle des Fêtes
11.11.2014	17.00-20.30: meeting for parents of S1-S2-S3 pupils- SEC
13.11.2014	17.00-20.30: meeting for parents of S4-S5 pupils- Secondary
17.11.2014	17.00-20.30: meeting for parents of S6-S7 pupils- Secondary
07.01.2015	19.00: meeting for parents of S5 pupils (option choices for S6)
21.01.2015	19.00: meeting for parents of S3 pupils (option choices for S4)

The aim of these meetings is to inform parents about certain aspects of school organisation and work, the programmes and the teaching methods of the school, to enable them to meet their children's new teachers and give them useful information on the choices of pupils entering S4 and S6.

## **PARENTS' PARTICIPATION**

### **L'Ecole fête l'Europe : Saturday May 9<sup>th</sup> 2015**

In co-operation with the school, every year the Parents' Association organises a party, during which the school is open to everyone and various cultural, social and sports activities are organised. A barbecue and stands serving national specialities provide food and refreshments for everyone.

### **Coffee Morning Networking**



Following this successful initiative of parents who wish to meet once a month in the new buildings of the European School Luxembourg II, in order to socialize, create a feeling of belonging and help each other out, we are happy to continue this activity in 2014/2015.

School staff, members of the Parents' Association APEEEL2, members of school Associations as "Mots de Zaza" or "Actions without Borders" and external speakers come to present their activities or offer themes of common reflection (for instance Education, Respect, Bullying)

**Every 3rd Tuesday of each month** (if holidays the following Tuesday)

Dates: 16<sup>th</sup> September – 21<sup>st</sup> October – 18<sup>th</sup> November – 16<sup>th</sup> December 2014

20<sup>th</sup> January – 24<sup>th</sup> February – 17<sup>th</sup> March – 21<sup>st</sup> April – 19<sup>th</sup> May – 16<sup>th</sup> June 2015

Place: **CAFETERIA OF THE EUROPEAN SCHOOL Luxembourg II**

Entrance: **ADMINISTRATION** (a list will be given to the security guard, he will add any person who did not sign up before)

Time: **08.30am to 10.30am** (knowing that the canteen is an open place and that the pupils will have a break from 10.20 to 10.40am)

**Please confirm your interest to come to the Coffee Morning Networking or receive the monthly emails** by email to Danielle Ribs-Fleischmann: fleischmann\_ribs@me.com. You can also contact her on +352 621 78 55 22.

## **NURSERY CYCLE:**

### ▪ **Parents' evenings**

A parents' evening for each class is organised at the beginning of the school year, when "new" parents can find out all about the nursery school and meet other parents. For this school year, the meeting will be held on 8<sup>th</sup> September 2014 at 19:00.

Individual interviews are also planned during the school year.

In November and during the third quarter, the parents will have an individual appointment with the class teacher of the nursery school to discuss their child's work and relationships.

Another information evening is organised by the school in May/June for parents of children going to primary school with the teachers of 1st year primary.

On 17<sup>th</sup> September 2014 at 19:00, the school organises a meeting with the Director and the parents of the new SWALS children (Croatian, Romanian, Slovak, and Slovene) and ONL (Maltese and Irish).

### ▪ **Class representatives and Parents' Association (APEEE)**

At the beginning of the school year, each class elects two representatives who speak for the interests of the class at the school management and at the class teacher.

The Parents' Association plays an active role in the life of the school and takes position on all aspects of the school, the buildings and school life. For further details, please visit the website: [www.apeee.lu](http://www.apeee.lu)

The APEEE also organises the extracurricular activities, please visit the website: [www.activitesperiscolaires.lu](http://www.activitesperiscolaires.lu)

### ▪ **Appointment times and the first school day**

Parents wishing to discuss their child's progress with the class teacher should take an appointment. Parents receive a list of official appointment times at the beginning of the school year.

We ask parents to show consideration to the teachers on the first school day in not trying to make appointments with them and not staying in the school buildings or grounds.

### ▪ **Informal participation**

In addition to the formal events, parents are often invited to accompany class outings, library visits or swimming lessons (M2) or to help organising events in class.

Teachers also rely on the goodwill of the parents to establish a pleasant atmosphere in the classroom.

- **School Library**

A library exists in the Nursery School for each language section. The class teachers with the librarians will inform parents about the use of the library.

## **PRIMARY CYCLE**

- **Class representatives and Parents' Association (APEEE)**

At the beginning of the school year, each class elects two representatives who speak for the interests of the class to the school management and to the class teacher.

The Parents' Association plays an active role in the life of the school and takes position on all aspects of the school, the buildings and school life. For further details, please visit the website: [www.apeee.lu](http://www.apeee.lu)

The APEEE also organises the extracurricular activities, please visit: [www.activitesperiscolaires.lu](http://www.activitesperiscolaires.lu)

- **Teachers' appointment times**

Parents wishing to discuss their child's progress with the class teacher should make an appointment. Parents receive a list of official appointment times at the beginning of the school year.

We ask parents to show consideration to the teachers on the first day of term in not trying to make appointments with them and not staying in the school buildings or grounds.

- **Parental cooperation**

In addition to official meetings, parents are often invited to accompany class outings or to help organise events in the class such as parties, visit to the library or during swimming lessons.

Teachers also rely on the goodwill of parents to establish a good atmosphere in the classroom.

- **Parents' financial contribution**

- School trips and outings: the cost of the trips and the outings is communicated long in advance.
- Fund of class: It is up to the parents to decide whether they will have a class fund or not. In any case, the class teachers will not be charged with this responsibility.
- Catching up courses: For catching up courses, the parents are charged with the cost of the books, the photocopies and the payment of the teacher who will possibly supervise the children before the lesson.

- **Parents' evenings**

Please look at the summary table above.

- **School Library**

The library of the Primary school contains books for all the linguistic sections. Teachers of the class in collaboration with the librarians will inform the parents on the required methods of collaboration with the families. Without the assistance of the volunteer parents and of their association "Les Mots de Zaza», it would not be possible for the library to function. The School launches an urgent call to all the parents, who have some free hours and would like to help the School, to join the association. The librarians of the School (working to part-time) will be happy to welcome them and to put them in contact with the association "Les Mots de Zaza".

## **E COMMITTEES WITHIN THE SCHOOL**

In order to encourage discussion within the school community, several committees meet regularly.

### **1. The Health and Safety Committee**

The school put in place this advisory committee in order to discuss all questions related to the health, security and well-being of the users of the school site.

Its' main missions are:

- The analysis of working conditions and risks
- The development of violence prevention and awareness campaigns
- The verification that the regulatory requirements are being adhered to through inspections and inquiries.
- The analysis of the circumstances and causes of accidents.
- Consultative advice in important planning

The committee is comprised of all those principally involved with the school: the pupil representatives, the parents' association, the directors, the administrator, the coordinators, the nurses, the psychologists, the chief safety officer and the technical supervisor.

An email address has been created so everyone can submit their opinions to the committee: [chs@eursc-mamer.lu](mailto:chs@eursc-mamer.lu).

All topics submitted to this email address will be examined by the committee.

All the CHS reports will be published on our website.

The next CHS meetings will take place:

- Monday November 24<sup>th</sup> 2014 at 16:45
- Monday May 18<sup>th</sup> 2015 at 16:45.

### **2. The Canteen Committee**

This committee is comprised of the representatives of the parents, the teachers, the pupils, the school administration and the Children's Centre (CPE).

The core task of this committee is to relay to the service provider of the catering services the interests of the different users.

The committee is required to meet at least four times a year. For the school year 2014-15, the following dates have been decided upon: September 22<sup>nd</sup> 2014, November 19<sup>th</sup> 2014, January 12<sup>th</sup> 2015, March 9<sup>th</sup> 2015, May 11<sup>th</sup> 2015 and June 29<sup>th</sup> 2015.

After every meeting, the report will be published online on the European School website no more than three weeks later.

For any comments concerning the canteen, we invite you to send a message to the following email address: [cantine@eursc-mamer.lu](mailto:cantine@eursc-mamer.lu).

All emails will be afforded great attention and an overview will be provided at the next canteen committee meeting.

### **3. The Education Councils**

(See General Rules of the European Schools 2014-03-D-14-fr-1)

In each school two Education Councils shall be formed:

- Education Council for the nursery and primary schools
- Education Council for the secondary school

Each of the Education Councils shall normally meet four times per term.



For the nursery and primary cycles, the following dates have been fixed: September 29<sup>th</sup> 2014, December 15<sup>th</sup> 2014, March 16<sup>th</sup> 2015 and June 24<sup>th</sup> 2015.

For the secondary cycle: October 7<sup>th</sup> 2014, January 21<sup>st</sup> 2015, March 23<sup>rd</sup> 2015 and May 12<sup>th</sup> 2015.

The task of the Education Councils:

- to seek optimum conditions for effective teaching
- to promote positive and stimulating human relations
- to seek to introduce all measures likely to highlight the school's European character.

Composition:

a) The Education Council for the nursery and primary cycles shall be composed of the Director and Deputy Director, of elected representatives of the teaching staff and of elected representatives of the Parents' Association.

b) The Education Council for the secondary cycle shall be composed of the Director and Deputy Director, of elected representatives of the teaching staff, of elected representatives of the Parents' Association and of elected representatives of the pupils.

The Director may invite other persons whose presence he/she deems necessary.

c) The school's Administrative Board shall determine the number of representatives in each school; this number must be the same for each of the groups represented.

The report shall be submitted to the Council for approval at the next meeting.

After each meeting, the report shall be published online on the school website no later than three weeks afterwards.

We invite you to submit your remarks and suggestions to the following email address:

cematpri@eursc-mamer.lu (nursery and primary cycles)

cesec@eursc-mamer.lu (secondary cycle).

#### 4. **The School Advisory Council**

(See Reform of the European Schools System 2009-D-353-en-4)

The School Advisory Council is composed as follows:

- Director
- Members of the management team:
  - Deputy Director for the Secondary
  - Deputy Director for the Primary
  - Bursar
  - Principal Educational Adviser
- Representatives of the teachers:
  - Two representatives of the Staff Committee: one for the nursery-primary, one for the secondary.
  - Two representatives of the Primary Education Committee
  - Two representatives of the Secondary Education Committee
  - One representative of the locally recruited teachers
  - One representative of the AAS
  - The President and Vice-President of the Parents' Association
  - Two representatives of the students

The Director may invite other persons whose presence he/she deems necessary.

Role of the school advisory council:

Within the framework of the general objectives of the system, the SAC makes proposals and gives opinions with a view to the setting of the school's priorities and objectives in all areas of school life. These priorities and objectives are used as the basis for the production of the multi-annual school development plan and of the annual school plan, on the basis of which the budget required for its implementation will subsequently be drawn up.

The SAC also deals with the school's internal affairs.

As the SAC is an advisory body, 'decisions' are taken by consensus, responsibility for the final decision lying with the Director or the Administrative Board, depending on the subject.

The SAC meets twice a year. For the school year 2014-15, the following dates have been fixed: November 12<sup>th</sup> 2014 and March 2<sup>nd</sup> 2015.

After each meeting, the report will be published online on the school website no later than three weeks afterwards.

We invite you to submit your remarks and suggestions to the following email address: [cce@eursc-mamer.lu](mailto:cce@eursc-mamer.lu).

## **5. Administrative Councils**

(Reform of the European Schools System 2009-D-353-en-4)

The European schools benefit from a certain amount of pedagogical, administrative and financial autonomy and its' functioning is included in an annual activity report presented by the Director. Autonomy comes within the general framework of the regulations and decisions of the Board of Governors, including the Financial Regulation, which specifies its limits and the obligations in budgetary management terms.

One of the fundamental missions of the Administrative Council will be to adopt a multi-annual school plan and an annual school plan as well as its' budget plan on the basis of an annual activity report.

The composition and role of the Administrative Board are defined in Articles 19 and 20 of the Convention defining the Statute of the European Schools. Article 20, in particular, stipulates that the Administrative Board "shall perform such other administrative duties as may be entrusted to it by the Board of Governors."

Autonomy is designed to allow decisions, which can be taken locally to be taken at that level, without the need to refer back to the central governance level, distinguishing between:

- Decisions which may have an impact at system level on the other schools.

The Administrative Board, chaired by the Secretary-General, the guarantor of the system's coherence, would take these decisions, the list of which below is neither exhaustive nor prescriptive:

- o Recruitment conditions of locally recruited staff
- o Creation of AAS posts
- o Category II contracts and school fee levels
- o Setting of school fee levels (Category III) within the limits of a banded range determined by the Board of Governors
- o Timetable reductions for teachers and other staff
- o Various activities with implications for the school's budget
- o School development strategy: cooperation, partnership, sponsors, etc.

- Decisions which are the responsibility of the Director in accordance with the provisions of the statutes, rules and regulations, in particular the General Rules, and decisions on points such as:

- Local in-service training provision for staff

- ICT: staff development and training
- Data protection
- Child protection
- Transfers provided for by the Financial Regulation
- Enrolments of pupils

- Decisions concerning other organisations within the school, such as the Parents' Association: for example, questions pertaining to the canteen, transport or extra-curricular activities.

Frequency of meetings:

The Administrative Board meets twice a year. Extraordinary meetings may be convened if need be, according to the provisions of the General Rules of the European Schools (article 64.1).

October 18<sup>th</sup> 2014: Review of results and outlook, on the basis of the previous year's activity report, taking account of the general objectives of the system defined by the Board of Governors, the Boards of Inspectors and the Budgetary Committee. All questions concerning the school coming within the field of competence of the AB.

February 3<sup>rd</sup> 2014: Discussion and adoption of the annual school plan and of the draft budget for the next calendar year. All questions concerning the school coming within the field of competence of the AB.

The decisions of the AB are taken by consensus as far as possible.

If the Chair of the AB finds that it is impossible to reach a consensus, he/she may put the question to the vote.

The following take part in voting: the Director, the representative of the Commission, the parents' representatives (one vote), the Staff Committee representatives (one vote), the AAS representative, the Chair.

Each member of the AB has the right to propose items to enter on the agenda for the next CA meeting.

## **F SCHOOL PLAN**

<b>PRIORITIES OF THE MULTIANNUAL SCHOOL PLAN 2014-2015</b>
--

The School Advisory Council has put four priorities forward during its meeting on 18<sup>th</sup> January 2012. The details can be found in the multiannual School plan.

### **PRIORITY N°1: Create a school spirit and ease the transition**

- Consultation with all relevant partners (pupils, teachers, PAS staff, APEEE) to develop a common culture
- preparation of the move, together with the APEEE, the ATSEE, the Office of the Secretary General of the European Schools and the Luxemburgish authorities
- preparation of the celebrations for the opening

### **PRIORITY N°2: A school where it is pleasant to live and study**

- child protection
- high quality and harmonised teaching
- focus on the needs of everyone
- successful contacts with all the members of the school community
- health promotion and focus on physical education
- rich cultural and community life
- consideration of the aspirations and promotion of personal commitment to the benefit of all

### **PRIORITY N°3: A European School integrated in Luxembourgish society**

- teaching of the mother tongue and European spirit
- increased contacts with neighbouring schools, the Luxembourgish authorities and the European institutions
- regular contacts with the other European schools
- partnership with the University of Luxembourg and opening to the professional world

### **PRIORITY N°4: A School at the top of technological progress**

- ecological approach
- high-tech multimedia equipment used for teaching and communication
- continuing education meeting everyone's requirements and using e-learning resources
- self-evaluation culture and prevention of failure at school
- culture of continuous improvement in quality of services and procedures

<b>PRIORITIES OF THE ANNUAL PLAN 2014/2015</b>
--

### **COMMUNICATION**

- Systematic communication via the school website and a newsletter
- Regular parent-teacher meetings
- Establish a means of communicating online with parents (Web parents). Expected to be online by October 2014
- Communication and sharing amongst the teachers: establishment of intranet and regular plenary meetings
- Meetings between the students and the management of the school

### **WELL-BEING OF STUDENTS AND STAFF**

- Clear school rules: communication of the rules, application of the rules and respect of the deadlines, consultation in case of the need for new rules
- Encouraging confidence between all the members of the school community
- Regular maintenance of the buildings and their facilities
- Encouraging extracurricular and voluntary activities
- Access to further activities for secondary school pupils during recreational periods (study room, recreation room, Play & Learn activities)
- Combatting harassment, peer mediation and child protection

### **INNOVATIVE WAY OF LEARNING**

- Promotion of new pedagogical projects and follow-up of ongoing projects
- Book promotion, organisation of events in the libraries
- Arrangement and finalization of an educational garden and promotion of sustainable development
- School trips linked to the curriculum
- Cultural and sports meetings

### **PROMOTING AN OPEN ATTITUDE**

- Participation in Luxembourgish and European projects
- Regular contact with the University community
- Co-operation with the local and Luxembourgish schools
- Encouraging contact with Luxembourgish businesses, foundations and associations

## EUROPEAN SPIRIT

- European Day of languages (Friday, September 26<sup>th</sup> 2014).
- Celebration of the 25<sup>th</sup> anniversary of the Berlin Wall (10-14<sup>th</sup> November 2014)
- Creation and animation of a “Carrefour de Langues” in all three school cycles
- Upgrade of European projects
- Visits to European institutions and participation in cultural/scientific events
- Participation of pupils in Eurosport 2015 (11-14<sup>th</sup> March 2015).
- “L’Ecole fête l’Europe” Saturday May 9<sup>th</sup> 2014 on the European Day

## QUALITY CONTROL

- Promotion of self-assessment
- Taking into account individual needs (pupils, members of staff, parents) via academic support and the organisation of specific activities (conferences, workshops).
- Fight against academic failure
- Ongoing training and professional development (Professional development day December 1<sup>st</sup> 2014).

## G TRANSPORT

Please refer to the Mobility plan published on the Website of the school (<http://www.eursc-mamer.lu> – School – General Information – How to find us).

### 1. Collective Transport

#### 1.1 Bus

The “Association des Transports Scolaires » of the European Schools - ATSEE, Parlement européen, Bâtiment Schuman, SCH 01 B006, L-2929 Luxembourg, tel. 4300 23 945, Fax: 4300 24 572, ATSEE@europarl.europa.eu, [www.atsee.lu](http://www.atsee.lu) - organises school bus services. You can find more information on the website of the “Association” as well as a registration form to download about the educational support.

Buses arrive at the school bus platform according to the schedules of the school day: arrivals between 8:15 and 8:35, departures at 13:15 and 16:45.

A security guard keeps an eye on the school bus platform on departure and arrival times.

An adult supervisor stays on the buses organised by the ATSEE against payment of a monthly subscription. See the document "Description of the school buses support" on the Website of the school.

#### 1.2 Luxembourg City Bus – No. 8

The number 8 Luxembourg City Bus has its terminus on our site. The schedules of this bus are available in the appendix. Real time information for this bus is available on the Luxembourg City website: <http://www.vdl.lu/Ligne08.html>

#### 1.3 Train

The school is served by the line CFL n°50 (Luxembourg-Kleinbettingen-Arlon), stop «Mamer-Lycée ». The schedule of this line is available on the website of the CFL (<http://www.cfl.lu/CFLInternet/Espaces/01EspaceTravelers>).

For safety reasons, the school does not recommend the use of the train for children under 12 years old if a person authorized to travel alone does not accompany them.  
An awareness campaign to safety regulations has been launched with the cooperation of the CFL.

## **2. Individual Transport**

### 2.1 Bike

The school is served by the national cycle track PC 13 Nicolas Frantz and by several municipal bicycle paths. Five bike garages are available on the school grounds.

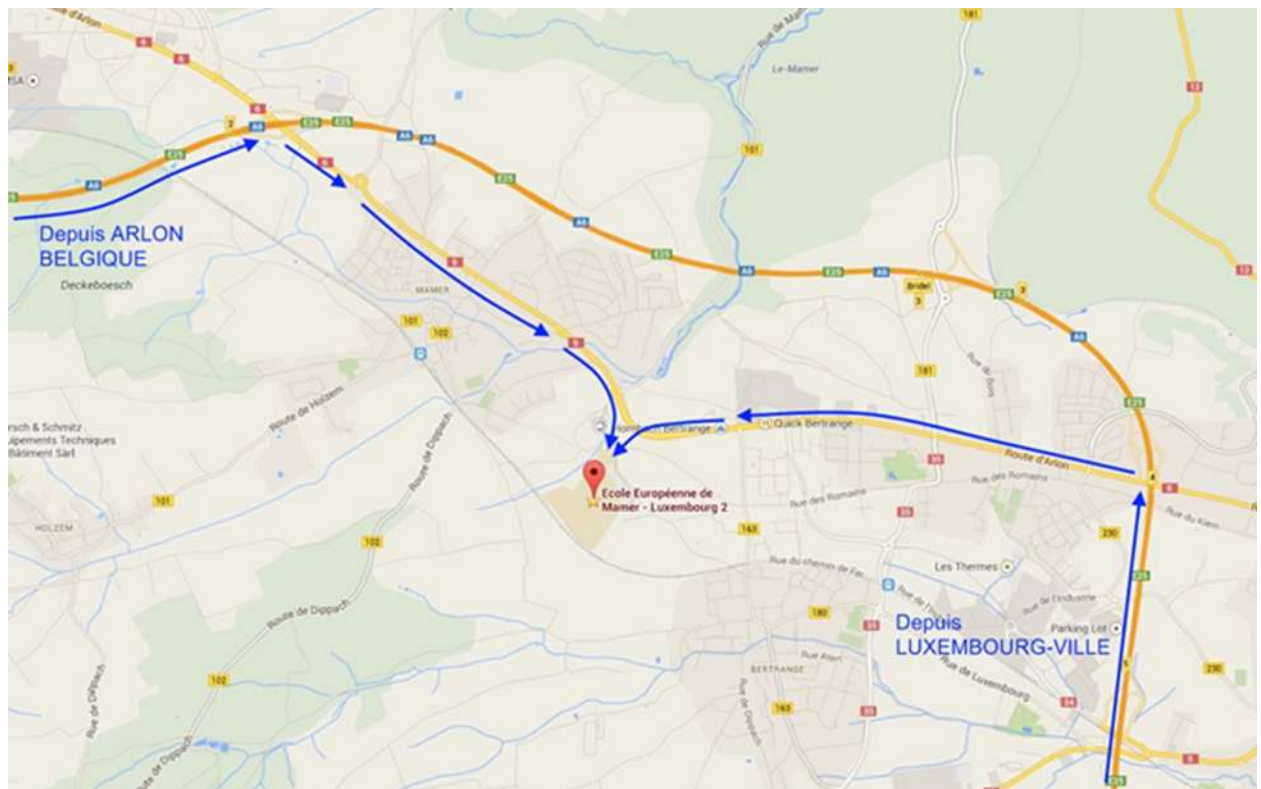
### 2.2 Car

Coming from Belgium via the motorway E25/A6:

- Take exit 2 “Mamer”
- Follow the signs for “Mamer”
- First roundabout: first exit
- Second roundabout: second exit
- Follow the signs for “Ecole Européenne”

Coming from Luxembourg City via the motorway E25/26:

- Take exit 4 “Strassen”
- Follow the signs for “Bertrange”
- Continue on this route until the roundabout: second exit
- Follow the signs for “Ecole Européenne”



Pedestrians always have priority over vehicles, especially in the case of children.  
 It is strictly forbidden to park on the pavements, in reserved zones, on pedestrian walkways, near the entrances, doors and road markings.  
 On the entirety of the site of the school, the highway code of the Grand Duchy is enforced. In the case of the non-respect of these rules, the Luxembourgish police may intervene.

## Parking

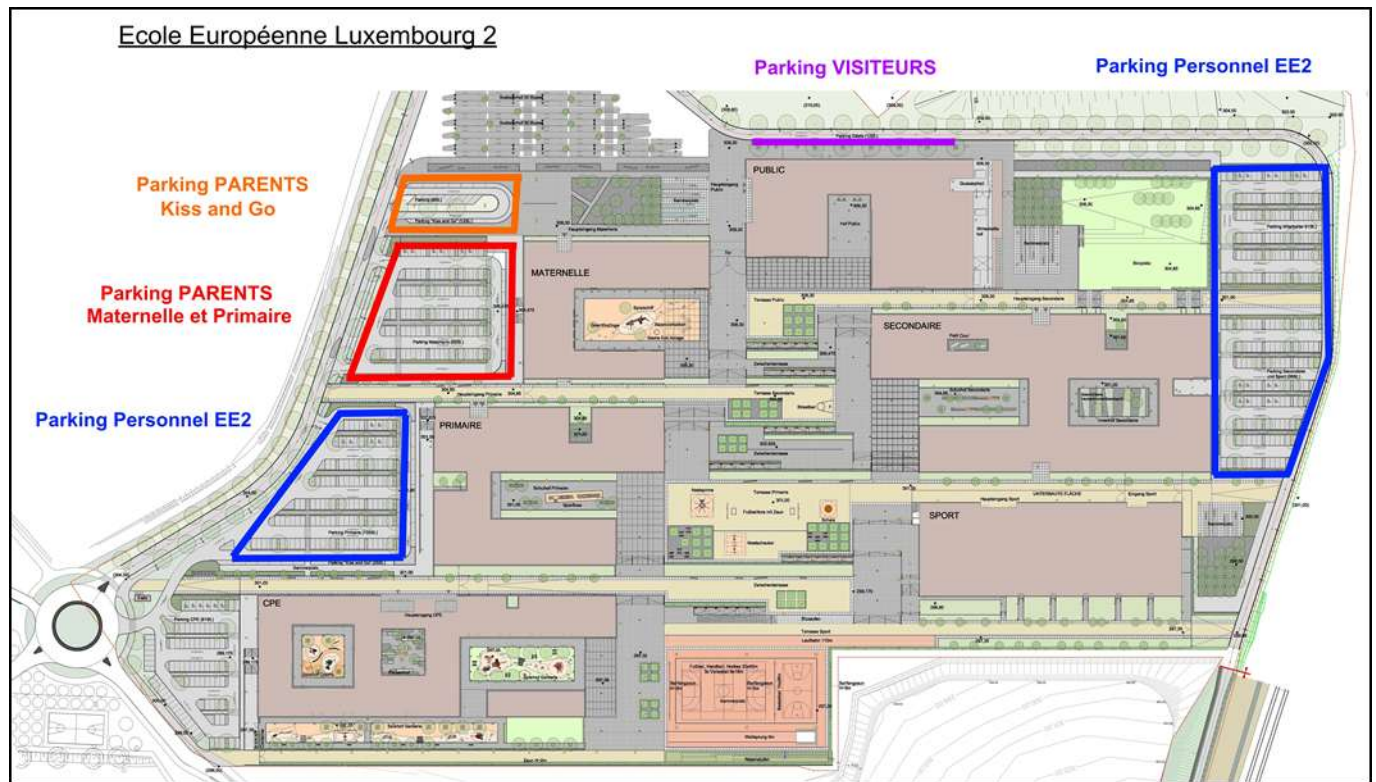
Parking and dropping-off lanes (kiss and go) are available for the school users. Parking access is regulated. Anyone parking outside of the authorized parking spaces shall be fined.  
 We draw your attention particularly to respecting the areas for the pedestrians, bikes and buses.

### Use of parking places

Parking places in the school were reorganised in order to:

- improve the security near the nursery and the primary schools permitting parents to park as close as possible to the entrances,
- to make places available for visitors to the school
- avoid the use of reserved parking spaces by non-authorized persons. The plan presented below highlights the different available parking places:

- **1 Parking exclusively for parents** who are dropping their children to the nursery and primary schools.
- **1 Zone “Kiss & Go” exclusively for parents** who drop their children and leave immediately (secondary school pupils).
- **1 Visitors Parking in front of Administration**
- **2 Parking for members of staff only**



School parking places are not to be used like Park & Ride. Improperly parked vehicles will be fined by the Luxembourgish Police.

## **Visitor Access**

Access to the interior of the school is regulated. Parents who have a meeting with a teacher or a member of the school administrative staff must produce evidence of this meeting to the caretaker or security guard.

- **Administrative Building**  
All visitors must present themselves to the security guard of the administration Building.  
The visitor registers in the visitors' logbook  
The visitor presents an identity card to the security guard who exchanges it for an identification badge, which must be worn in a visible place.
- **Nursery and Primary Schools**  
All visitors must present themselves to the security guard of the nursery and primary buildings.  
The visitor registers in the visitors' logbook.  
The visitor presents an identity card to the security guard who exchanges it for an identification badge, which must be worn in a visible place.
- **Secondary School**  
Access to the secondary school is made through the administration building.  
All visitors must present themselves to the security guard of the building.  
The visitor registers in the visitors' logbook.  
The visitor presents an identity card to the security guard who exchanges it for an identification badge, which must be worn in a visible place.

## **Pupil's Access**

NURSERY
---------

### 1. Pupils accompanied by their parents.

#### 1.1. The arrival of the children

The school opens the doors at 8:00. Parents can accompany their children to the room designated to the reception of the pupils.

#### 1.2. The departure of the children

Parents can go directly to the classrooms to pick up their children. Monday 16:15-16:30, other days 12:45-13:00.

Pupils that go to CPE are collected directly from the classrooms by the CPE instructors.

### 2. Pupils using the buses

#### 1.1. Arrival

The pupils are welcomed directly at the bus stops and accompanied to the interior of the building by the school staff, recognisable by their fluorescent vests.

The reception at the bus stops is guaranteed after 08:15 and ends when the last bus arrives.

The security guards in the shuttles also ensure a good functioning of these operations.



## 1.2. Departure

The pupils are accompanied by school staff to the bus stop and once they have got onto the bus they are then entrusted to the staff of this service.

## 3. The early exit of pupils

The early exit of pupils is only possible if a parent or a legal guardian comes and collects the child directly from the classroom. The teacher and the secretary must be informed in advance via the "Permission for Early Departure" form.

## 4. Pupils who go to CPE

The CPE instructors take the pupils directly into the school.

# PRIMARY

## 1. Pupils accompanied by their parents

### 1.1 The arrival of the children

The school opens the doors at 08:00. The pupils enter by the main door of the building.

Parents cannot access the interior of the building nor the playground, with exception to the parents of P1 who, during the month of September, can request a special badge from the management to accompany their children to the assembly point.

The security guards and the supervisors, recognisable by their yellow or orange fluorescent vest, will assume responsibility of the children and assist them if necessary.

Only in case of lateness, pupils of P1 and P2 can be accompanied into their classrooms by their parents. Other pupils must go to their classrooms alone, once dropped off by their parents in the interior of the building.

### 1.2 The departure of the children

Parents make use of the main door of the building and come into the playground to pick up their child. Parents have access to the playground:

- Mondays and Tuesdays from 16:25
- All other days from 12:55

A security guard is in charge of opening the main door and surveying it during the entire departure of the children.

Once their child has been collected, parents are directed to the main door without delaying in the school. Exit is only through the main door. The main door will be open until 16:45 Mondays and Tuesdays or 13:15 (all other days). A security guard controls the doors during the entire departure of the pupils.

After 16:45 (Mondays and Tuesdays) and after 13:15 (all other days) no special surveillance can be expected. In case of repeated lateness in dropping off or picking up a child, the parent will be invited to meet the Director.

## 2. Pupils using the buses

### 2.1 Arrival

The pupils are welcomed directly at the bus stops by the school staff and required to make their way to the building. Along the route, the staff, recognisable by wearing a fluorescent vest, ensure the safety of the children. Once inside, the other members of staff require the children to make their way without waiting to the assembly points in the playground

## 2.2 Departure

After 16:20 Mondays and Tuesdays and from 12:50 all the other days, the pupils assemble under the covered playground in the primary school. Here, they are divided by the bus stop of their departure and watched by the school staff. The signs indicate the number of the terminal and the buses, in different colours, helping the children find their way and get themselves to the correct point of departure.

IT IS IMPORTANT THAT THE NUMBER OF THE BUS THE PUPIL MUST TAKE BE NOTED IN THEIR AGENDA AND THAT THEY KNOW IT. The transport association provides a badge, which the children must always carry with them. After this assembly point, the children are escorted to the buses/shuttles by the school staff recognisable by a fluorescent vest. The departure of the groups to different bus stops enables for better surveillance and distribution of the children in the buses.

School staff accompanies the pupils to the bus stop and once they have got onto the bus they are then entrusted to the staff of this service.

### **PLEASE TAKE NOTE:**

**It is vitally important to notify the school about any change of plan for a child normally using school transport.**

**If a child who normally takes the bus is to be met by parents, go to CPE or go to an extra-curricular activity the parents MUST notify the school – through the class teacher AND the secretary.**

### **3. Pupils who go to CPE**

These pupils are taken care of in the school by CPE educators.

### **4. The early exit of pupils**

The early exit of pupils is only possible if a parent or a legal guardian comes and collects the child directly from the classroom. The teacher and the secretary must be informed in advance via the “Permission for Early Departure” form.

### **5. Pupils who leave the school alone**

Certain families have expressed the wish to let their children leave the school alone after classes. This is only possible via the “Request of Release” which can be obtained from the Pedagogical Secretary. Once completed, this form will be signed by the vice-principal on three copies: one for the pupil’s record, another to keep at home and the third for the pupil. This form will have to be shown to the security guards prior to the pupil’s exit.

SECONDARY
-----------

The school open its’ doors at 08:00.

Parents who drop their children by car must use the “**KISS & GO**” lane.

Pupils have access to the building after 08:00. They can go to room A-202 (S1-S2-S3), room A-203 (S4-S5), room B-019 (S6-S7) or the library after 08:15.

Pupils can stay in their recreation room after classes finish until 16:45 at latest.

# H SCHOOL FEES, REGISTRATION FEE FOR THE BACCALAUREATE AND OTHER FEES

## 1. School fee\*

### 1.1 Payment of the school fee

The Board of Governors has set the school fees for non-entitled pupils (**category III**) in 2014-2015 as follows:

#### a) Pupils enrolled before the school year 2013/2014

- Nursery	2.868,20 €
- Primary School	3.943,51 €
- Secondary School	5.377,92 €
- Minimum	1.434,10 €

For families with more children in the European school, the rates are reduced to half for the second child and to the minimum for subsequent children.

#### b) New pupils enrolled as from the school year 2013/2014

- Nursery	3.374,35 €
- Primary School	4.639,78 €
- Secondary School	6.326,97 €

For families with more children in the European school, the rates are reduced to 20 % for the second child and to 40 % for subsequent children

The school fees for the children of **NAMSA** employees for the school year 2014 - 2015 will be

#### a) Pupils enrolled before the school year 2013/2014

- Nursery school	5.736,40 €
- Primary School	7.887,02 €
- Secondary School	10.755,84 €
- Minimum	2.868,20 €

For families with more children in the European school, the rates are reduced to half for the second child and to the minimum for subsequent children.

#### b) New pupils enrolled as from the school year 2013/2014

- Nursery school	6.748,70 €
- Primary School	9.279,56 €
- Secondary School	12.653,94 €

For families with more children in the European school, the rates are reduced to 20 % for the second child and to 40 % for subsequent children

**Please inform immediately in writing the school secretary of any change in family situation or parents' job.**

## **1.2 Terms of payment**

Parents subject to school fee commit themselves to pay the fee as follows:

a) First enrolment of a child at the European School

In application of the decisions of the Board of Governors of April 2005 and in order to validate the enrolment of a child, a deposit of 25% has to be paid **before August 15<sup>th</sup> 2014**.

A deposit invoice will be sent in due time.

b) Parents of children already enrolled at the European School

**According to the decision of the Board of Governors of April 2005 and in order to secure the enrolment for the next school year, all parents of category III shall, from now on, pay a deposit of 25% by 30<sup>th</sup> June at the latest. This deposit will not be reimbursed (cf. General Rules of the European Schools ref. 2011-04-D-11-en-1).**

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

c) Common provisions for all parents

Parents are expected to pay the outstanding 75% at the latest 30 days after the date of the invoice, which will be issued in October.

However, on condition they have signed and returned the bank standing order duly completed before 30<sup>th</sup> June (b) or 15<sup>th</sup> August (a), parents can pay the remaining 75% by instalments.

The school will ask its financial institution to claim the money on the following dates:

**25% in November 2014**

**25% in January 2015**

**25% in March 2015 at the latest.**

The bank standing orders remain valid throughout the schooling.

### **Important notes:**

**No pupil will be admitted in September if the deposit has not been paid within the given deadline.**

**Furthermore, if at the end of the school year the school fees remain due or have not been paid completely, the pupil concerned is considered by the School to be removed from the enrolment register and will not be admitted to the European School the following year. If necessary, the payment of the outstanding sum will be requested by judicial means.**

## **1.3 Fee reduction**

In accordance with the guidelines of the Board of Governors, discounts may be granted if the monthly net income of the family (family allowances not included) does not exceed certain thresholds. The thresholds are periodically adjusted. To be valid, requests for discounts must be addressed to the Head of the European School before 30<sup>th</sup> November of the current year. Supporting documents requested by the School to create a file for fee discount must be returned **by 30<sup>th</sup> January at the latest**. These documents will be handled in the strictest confidence.

Requests for assistance may also be addressed to the Parents' Association, which has its own social fund. In order to benefit from any support, it is necessary to belong to the APEEE. See Appendix

## **2. Registration fee for the Baccalaureate**

All 7<sup>th</sup> year pupils, whatever their category (I, II or III), must pay the registration fee for the Baccalaureate (85.24 €) by 31<sup>st</sup> March of the year in question (see the Arrangements for implementing the regulations for the European Baccalaureate, Ref.: 2012-10-D-419-en-1). The amount due is included in the global bill issued in October for the current school year.

In certain cases, the pupils can register for extra Baccalaureate optional courses. The registration fees for this option will be fixed at 25 € and are added to the general Baccalaureate fees.

## **3. School insurance**

The annual allowance of school insurance is **0.87€** for 2014-2015. This is charged to parents and the payment is **compulsory** for all pupils **whatever the time of enrolment at the school.**

**The due amount concerning the school fees, the registration fee for the Baccalaureate and the social insurance are already mentioned in the bill of October from the current school year.**

## **4. Other fees**

All pupils whatever their category (I, II or III) are expected to pay a few additional costs. The terms of payment are mentioned in the rest of the document.

### **4.1 Intermath**

Set of books for Mathematics in primary school (20€)

### **4.2 The Mediterranean world**

Worksheets for Human Sciences course in secondary school (14€)

### **4.3 Lockers in secondary school**

Each pupil in secondary school is supposed to have a locker.

The rent of lockers is invoiced yearly **for each pupil, for an amount of 2.50€ non-refundable.**

### **4.4 Badges for the secondary cycle**

Every year, each pupil of the secondary cycle will get a school identity badge mentioning the timetable and the authorization to leave the school during the day with a distinctive colour. The cost of this badge will be charged every year to parents.

All requests for the renewal of the card (in case of loss or theft) will entail a cost of €5 per card. This sum will be payable in cash after the introduction of this request at the reception of the administration building.

### **4.5 File for university enrolment**

**Every pupil wishing the school to take care of the enrolment to a High School will be charged (130 or 260€).**

**The other school fees are mentioned in the invoice of September of the current school year.**

Parents are supposed to pay the invoice. The grouped payments by section are not accepted.

#### **4.6 Cost for photocopies**

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

The lump sum proposed is based on the the real consumption during the current year. An evaluation will be carried out at the end of every school year in order to verify if the sum paid by the parents covered the photocopying costs.

After the first Educational Council of the school year, the fixed amount for the year will be communicated to the parents. The costs paid by the parents credited to a specific extra-budgetary account. A report of the use of the extra-budgetary accounts is communicated annually to the members of the administrative board.

#### **4.7 Transport Card “My Card”**

Every pupil in the secondary school will have the opportunity to acquire a transport card “My Card,” specifying the locality of his or her bus stop. This transport card is free and valid for three years.

At the beginning of every school year, every pupil must go to the reception of the Administration building in order to receive a new sticker to place on the card.

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

All requests for the renewal of the card (in case of change of address, loss or theft) will entail a cost of €5 per card. This sum will be payable in cash after the introduction of this request at the reception of the administration building.

## **I ARRANGEMENTS FOR MEALS**

The company EUREST provides school meals for the European School of Luxembourg II and the CPE V. As such, it creates a commercial and contractual relationship between EUREST and the parents.

### **1. Access to the canteen and registration**

#### **1.1 Nursery and primary school**

Parents of new pupils will receive a letter presenting the services delivered and have the opportunity to enrol their children.

A letter confirming the enrolment will be sent to parents with children enrolled the year before to give them the opportunity to modify the choice of meal, using the enrolment form to return by post to EUREST.

The updated general conditions of EUREST will be enclosed in the letters.

**Registration for the school canteen is compulsory and determines the school enrolment for children in nursery and primary school.**

The pupils from nursery school have to be registered for the school canteen for the Monday meals. The meals are delivered directly to the classroom. The pupils from nursery school who bring their own packed lunch on Monday meals have to pay the "Tartiniste" fee for the supervision of the meals.

The pupils from primary school have to be registered for the school canteen. They will eat their meal in the primary school canteen in the Administrative building. The meals will be served directly at the table. The pupils of Primary school who bring their own packed lunch for the Monday and Wednesday meals will have to pay the "Tartiniste" fee for the use of the school canteen on those particular days. Please note that on the other days, when the lunch falls under the contact with CPE, children do not have the possibility to bring their sandwiches to be "Tartiniste".

As from the school year 2014-2015, in case the new pupils enrolled are not registered with Eurest, the school will communicate the personal details of the parents to the food catering service provider under contract, as mentioned in the enrolment application of the school. This is necessary to facilitate the sending of the invoices. The data shall be treated strictly confidentially and shall not be transmitted to a third party, unless otherwise provided by law.

## **1.2. Secondary school**

Registration is not compulsory.

The pupils use the electronic token they received last year.

On the first day of term, new pupils from secondary school will receive from their teacher a token and a letter presenting the services delivered and the procedure to recharge their account online (<http://eel2-eurest.moneweb.lu/>).

The pupils have access to the secondary school canteen in the "Administrative" building. Hot meals and sandwiches are available. The pupils from Secondary school who have no class in the afternoon can also eat there.

## **1.3. Hypo allergic meals**

Hypo allergic meals can be supplied for pupils in the three cycles. Hypo allergic meals are available only if a medical certificate is delivered and after consultation by the medical service of the school and/or the medical service of CPE (see procedure under J- Medical and Psychological service in the Memorandum of the School / Enrolment rules and functioning of the buildings of CPE for the CPE).

## **2. The "Tartiniste" service**

EUREST makes areas available for "Tartinistes" in the canteen for pupils in primary school (on Mondays and Wednesdays) and secondary school (every day). The "Tartiniste" pupils bring their own packed lunch to school (cold meals, sandwiches, salad and so on). Water and beakers are at their disposal.

**Registration is compulsory for the pupils in nursery and primary school in order to benefit from the "Tartiniste" service on Mondays and Wednesdays.**

## **3. Meal schedule**

- **Nursery:** **Only on Mondays** from 12:00 to 13:00  
Meal is delivered in the classroom
- **Primary:** **On Mondays and Wednesdays** from 11:30 to 14:00  
Three sittings are organised according to the various grades.  
Pupils eat their meal in the canteen of the Primary school located in the Administrative building.
- **Secondary:** **Monday to Friday**: continuous service from 12:00 to 14:00  
Pupils eat their meal in the canteen of the Secondary school located in the Administrative building.

#### **4. Cafeteria of the school**

All pupils in Secondary school have access to the cafeteria to buy drinks and snacks. Only pupils of year 4-7 may stay in the cafeteria during opening hours (08.00 – 16.00). Pupils of year 1-2-3 may only stay if there are enough places left and with the agreement of the educational adviser.

#### **5. Payment of the fee for meals**

##### **5.1. Nursery and primary cycles**

The payment of the fee for the meals is chargeable through a subscription system.

Meals must be paid in advance to the company EUREST. The invoices are sent to the parents by the end of October and beginning of March. The price depends on the number of days the pupil uses the meal service during the half-year (the period taken up by school trips, countryside trips, seaside trips, skiing trips or countryside trips is automatically deducted).

Payments can be made by wire transfer or direct debit. For payments by direct debit, 1% discount is granted.

Meals that are missed will only be reimbursed after six consecutive school days of absence on certified medical grounds.

Primary pupils who bring their own packed lunch must subscribe to the “Tartinistes” service.

##### **5.2. Secondary school:** Token system

In the secondary school, meals, snacks, desserts and drinks must be paid with an electronic token, rechargeable online (<http://eel2-eurest.moneweb.lu/>).

This token is valid throughout the schooling. In case of loss, the token will be replaced and charged 15 euros. Any problem with the token must be reported to the catering firm.

The remaining balance is kept on the token for the following year.

For pupils in the last grade or those leaving the school, the remaining balance can be reimbursed by wire transfer by downloading the reimbursement form (<http://eel2-eurest.moneweb.lu/>).

**In the absence of a teacher, pupils of year S1-S2-S3 must go to the educational advisers’ offices and can – depending on the circumstances – get permission to stay in the cafeteria.**

#### **6. Data privacy**

EUREST is committed to respecting your privacy when handling your data collected in the enrolment and re-enrolment forms. Your personal data shall be processed solely for accounting purposes and possibly for the recovery of unpaid amounts of meal services at the European School Luxembourg II and CPE V.

EUREST ensures that the data shall not be transmitted to a third party and shall be deleted at the end of the statutory limitation period.

## **J SCHOOL TRIPS**

### **1. Primary school**

School journeys are an inherent part of the school programme and are therefore compulsory. A child can be excused from a school journey only on medical grounds. The request must be made to the Head of School and justified by the delivery of a medical certificate.



Parents bear the responsibility to subscribe to cancellation insurance.

The legal guardian of a child who is ill during a school trip has to pay the medical costs incurred in the event of a notification of sickness.

In case of financial difficulties, families can get in touch with the school administration to ask for financial support in the journey costs (social fund).

### **Countryside trips (Green classes)**

The pupils in 2<sup>nd</sup> and 3<sup>rd</sup> grade of primary school take part in Green classes organised by the school in a rural centre located in the Vosges (Plaine):

- 3 days of trip for the P2: 20-22<sup>nd</sup> April 2015 or 22-24<sup>th</sup> April 2015
- 5 days of trip for the P3: 6-10<sup>th</sup> October 2014 or 13-17<sup>th</sup> October 2014.

Parents will receive detailed information about these journeys in due time.

### **Seaside trips**

In the spring, pupils in 4<sup>th</sup> grade of primary school spend one week on the Belgian Coast. During this trip, children participate in many visits in order to explore the area (fauna, flora, culture). This trip will take place from June 22<sup>nd</sup> 2015 to June 26<sup>th</sup> 2015.

### **Skiing trips**

All pupils in 5<sup>th</sup> grade spend ten days in skiing trips "snow classes". In the past years, this trip was organised in Switzerland in December, January or February.

Skiing trip 2014: 9-17<sup>th</sup> December 2014.

Do not hesitate to contact the Administration or the Direction of the school for any further information about the school trips.

## **2. Secondary school**

School journeys are an inherent part of the school programme and are therefore compulsory. A child can be excused from a school journey only on medical grounds. The request must be made to the Head of School and justified by the delivery of a medical certificate.

Parents bear the responsibility to subscribe to cancellation insurance.

The legal guardian of a child who is ill during a school trip has to pay the medical costs incurred in the event of a notification of sickness.

In case of financial difficulties, families can get in touch with the school administration to ask for financial support in the journey costs (social fund).

### Trips included in the school curriculum

In S2, a 3-day trip from 22-24<sup>th</sup> September 2014.

In S6, a one-week trip 18-25 April 2015.

In S4, in the context of the Biology course, a 2-day trip in April/May.

### Outings and trips linked to a subject

Many outings and several school trips linked to a subject (and lasting 1 school day maximum) are organised throughout the school year. For insurance purposes, any trip/outing, even when it happens outside school period, must be authorised by the Director of the school and the pupils' parents.

Teachers can exclude from a trip a pupil who represents a risk for the group.

## **3. Payment**

Invoices will be sent to the school trip coordinators in PDF format.

Any deposit charged to parents is non-refundable.

If a pupil does not attend a school trip, 20% of the trip price mentioned on the invoice is non-refundable, even if no deposit was charged.

The balance of the invoice has to be paid before the school trip.

#### **4. European Social Fund**

The main purpose of the European Social Fund is to designate funds to individual cases, intended to cover part of the costs related to educational outings and to school trips. In order to encourage the responsibility of the families, this financial aid only partially covers the amount of the costs except in exceptional cases.

Nevertheless, the aid of the European Social Fund of the European School of Luxembourg can be supplemented by financial assistance from the Parents' Association of the European School of Luxembourg (A.P.E.E.E.L.). In this case, it is now the responsibility of the A.P.E.E.E.L. to verify with the European School of Luxembourg II in order to avoid the abuse in the allocation of the financial aids.

Since the school year 2011/12, the European Social Fund has been financed principally by periodic revenue generated from the hot and cold drinks dispenser made available by the school community. Mandated by the Director, the management committee must be composed of at least the Administrator, a representative of every school cycle and a financial manager. The principal mission of the committee will be to examine all the requests that are submitted to it and provide advice to the Director. Notwithstanding the establishment of this committee, the Director will always make the final decision.

## **K EXTRA-CURRICULAR ACTIVITIES**

Please visit our website [www.activitesperiscolaires.lu](http://www.activitesperiscolaires.lu) for information concerning the extra-curricular activities.

## **L LIBRARY IN THE PRIMARY AND SECONDARY SCHOOL**

### **LIBRARIES IN THE SCHOOL**

There is a separate library for each cycle and the opening hours of the three school libraries follow the opening hours of the School.

A library committee meets twice a year, which is comprised of the librarians, the representatives of the parents, parents and partner associations in order to determine the objectives of the year, the programme of activities and budgetary priorities.

#### **a) NURSERY LIBRARY**

##### **Location**

The Library is located in the Nursery Building, Room 101.

##### **Contact**

Librarian: Mrs. Cynthia Weber (Library assistant)

##### **Collection**

The collection includes approximately 4 500 items and is organised according to the mother tongues. Each language section offers a significant number of books.

##### **Lending policy**

Nursery pupils are allowed to borrow two items when they come to the library (once a week). The SWALS and ONL pupils can borrow one book in their mother tongue and one book in the language of their section.

## **b) PRIMARY LIBRARY**

### **Location**

The Library is located in the Primary Building, Room N°101 & 102.

### **Contact**

Librarians: Mrs Lone Möller-Andersen & Mrs Maria Venetsanou

### **Collection**

The collection includes approximately 30 000 items. The collection is organised according to the mother tongues and uses the Dewey Decimal Classification System.

### **Lending policy**

Pupils can borrow books and magazines from the main Library collection. Pupils visit the library on a weekly basis (1<sup>st</sup> & 2<sup>nd</sup> grade) or every other week (3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> grade) with their class teacher and can borrow up to three books.

## **c) SECONDARY LIBRARY**

### **Location**

The library is located in the building of the Secondary school, in room A101 & A102.

### **Contact**

Librarians: Mrs Marina Marousi – Library assistant: Ms Isabelle Pierard

### **Collection**

The library owns a collection of about 15.000 items. The collection is organised according to the mother tongues and uses the Dewey Decimal Classification System.

### **Lending policy**

The pupils of Secondary school can borrow three books for 3 weeks.  
Encyclopaedias and dictionaries are excluded from the loan.

## **M ACTIVITIES IN THE SECONDARY SCHOOL**

### **“PLAY& LEARN”**

As from the month of October, free activities called “Play & Learn activities” will be proposed for the secondary school during the school year (e.g.: Sport, theatre, writing workshop,...). The educational activities are aimed at interested pupils who do not have any lesson in their timetable at the specific time. Pupils who register to an activity, commit themselves to participating in all the activities throughout the entire year.

### **ACCESS TO THE SWIMMING POOL FOR RECREATONAL SWIMMING**

When they do not have lessons, pupils of the secondary school have the option of accessing the swimming pool for independent swimming according to a specific schedule published every trimester and under the supervision of a lifeguard.

## **N MEDICAL AND PSYCHOLOGICAL SERVICES**

- **Primary school:**

The infirmary is located in the Primary building in room 123. The infirmary is open from 8:00 to 16:30 on Mondays and Wednesdays and from 8:00 to 13:00 on Tuesdays, Thursdays and Fridays.

- **Nursery school:**

The person in charge of the class or the assistant will accompany the children to the infirmary of nursery school.

- **Secondary school:**

The infirmary is located in the Secondary building in room A219. The infirmary is open from 8:00 to 16:30 from Monday to Friday. The infirmary will be closed every day for lunch break. The nurse in primary/nursery school will provide the service.

### **1. First Aid and Emergency Services:**

The school medical service will deal with the accidents or illnesses that occurred at school and/or the way to school. The medical service provides an emergency treatment, but no follow-up.

If the school (nurse or teacher) considers that a child is not fit to stay in the class because of his/her health status, the parents or any other person in charge must pick up the child.

The parents are requested to notify to the secretary office of any change in private or professional phone number. The details of a contact person are also useful in case the parents cannot be reached.

### **Accidents**

In case of major accident, the pupils are directly sent to the local hospital, accompanied by the paramedic. The school will notify the parents at once. (The parents are requested to notify any change in phone number at the secretary office).

If it is necessary to see a doctor after an accident, the parents or legal guardians will be reached by phone to accompany the child. After the doctor visit and within three days, parents are expected to fill in a form and return it to the nurse, so that the school can establish an accident declaration. This form is available at the medical service.

The Insurance Company must authorize any medical treatment in a foreign country in advance. We advise you to have the first medical examination in Luxembourg.

### **Children requiring special health care**

- a) A child with health problems requiring immediate special care must be noticed to the medical service and the main teacher. This information will be communicated in confidence to the teachers concerned and the headmaster.
- b) The school does not provide medicines. The parents have to bring the medicines with the emergency protocol to the infirmary. The parents will recuperate the emergency case at the end of the school year. The same procedure applies the following year with a new emergency protocol. The school is not responsible for expired medications.
- c) The medicines will be administered to the child only if a comprehensive medical kit is supplied with the detailed emergency protocol, correctly filled in. Without medical kit or protocol, it implies that the child does not need any treatment. The medical service will not contact parents who do not follow the procedure.
- d) Any change in the pupil's state of health and/or medical treatment during the year should also be communicated by post addressed exclusively to the medical service with the supporting

documentation.

In case of school trip, the parents have to provide the teacher with the emergency kit and the emergency protocol.

- e) In case of food allergy, the parents are responsible to register their child to the hypo allergic meals or “tartiniste” meals with the food catering company. If a child is registered to the usual school meal, it implies that the child does not need any hypo allergic meal.
- f) Special considerations or requests concerning psychological or medical problems, which might require special resources during tests (S1-S3) or long tests (S4-S6) (e.g. extra time) should be submitted in writing only to the school Management, together with a report from a medical or psychological specialist, before 15<sup>th</sup> May of every year for the next school year. The same request must be submitted without fail to the Director before 15<sup>th</sup> May in 5<sup>th</sup> grade for the orientation cycle S6-S7 and before 15<sup>th</sup> May in 6<sup>th</sup> grade for the Baccalaureate examinations.

### **Treatment of serious or contagious illness**

If a school nurse has to administer a medicine, this medicine must be delivered at the infirmary with a medical certificate. Without a medical certificate, the medicine will not be given to the child. If a pupil develops a contagious disease, parents have to inform the school immediately and should respect the rules regarding staying away from school. A pupil can return only with a medical certificate from the family doctor.

Pupils in nursery or primary school are not allowed to carry medicines in the school bag. Any treatment must be delivered to the nurse or class teacher.

### **Medical check-up and file**

A doctor is working part-time at the school. Pupils in nursery, primary and secondary school have a medical check-up every other year. These check-ups are compulsory.

When a child leaves the school, the parents are requested to collect the medical file at the infirmary.

**The school and the medical service decline responsibility for any incident occurred for non-observance of the rules of the Memorandum.**

## **2. Social and Psychological Service**

The school keeps contacts with various social and psychological services. We advise parents whose children show learning or behavioural problems to contact the educational advisers or the principal class teacher for the secondary school and the deputy-head for the primary school.

Two part-time psychologists are working at the school. Their task is mainly to provide support with academic, emotional and behavioural problems concerning students. They also participate in the procedures of Special Education Needs: they provide support to the teachers and inform them of the students' specific needs.

NOTE: the psychologists do not perform psycho educational and/or diagnostic assessments. These assessments must be made outside the school.

Scheduling an appointment is required and must be done by email or phone. You can count on 2 to 3 days period for an answer to the mail and 10 days to obtain an appointment because of the workload the service is facing.

# O HOMEWORK

## PRIMARY SCHOOL

1. Homework can take several forms. It is necessary to consider the capability of the children and their level of learning. The teachers will have to determine the homework suited to their pupils.
2. 4<sup>th</sup> and 5<sup>th</sup> grades represent a significant stage in progress through the secondary cycle in experience and knowledge and consequently homework will become more regular and targeted.
3. It is important to underline that each linguistic section has specific characteristics and particularities being part of the educational tradition of each country. Therefore, it is impossible to determine a valid rule for all the classes and all linguistic sections.
4. Teachers do not systematically mark homework because it is not necessarily personal research and educational background can vary from one family to another. Nevertheless, homework assignments are always corrected.

## SECONDARY SCHOOL

As guideline, the following figures represent the maximum time per week for an average pupil:

Grade	1	2	3	4	5	6	7
Hours	7/8	8/9	9/10	12/13	13/14	16	16

If it appears that these figures are not realistic for a certain class or group of pupils, these cases must be examined individually.

Homework should be assigned as early as possible and the deadline should be fixed together with the pupils. Homework given for the following day should not exceed 15 minutes.

The calendar for long tests from S1 → S6 is published at the beginning of the academic year on the school website. A maximum of 3 long tests per week is permitted.

# P SCHOOL REPORTS

Reports will be distributed on the following dates:

Primary School	
	Date of distribution of reports
First unofficial report	November 2014
First report	February 2015
Second Report	3 <sup>rd</sup> July 2015

During the parent/teacher evenings at the beginning of the school year, the teachers responsible for the class and the LII teachers explain the system of the school report in terms of skills and strategies used for the evaluations and review the cross-curricular skills.

As the parents can notice, school report evaluation is not a way of classifying the children (based on the skill to reproduce the acquired knowledge), but it concerns the way they use their knowledge and how they apply it to their individual work (application of the skills).

**In November**, the parents will meet individually with the class teacher to discuss the child's progress in their work, cross-curricular skills and social activities. The list of the skills serves as a guide for this meeting. If serious problems are raised, it is recommended that they should be discussed with the class teachers and with the Deputy- Director.

A first written report is sent to the parents **at the end of February**. This report has already been discussed with the pupil. It contains a complete list of the cross-curricular skills and the specific skills for every subject. The teachers also record on the school report their individual remarks.

**In April or May**, the primary school will inform the parents by registered letter if there is a risk that the child will repeat the school year. At this point, it is still possible to try to remedy the situation. **This letter does not establish a definitive decision but aims at informing the parents of the concrete risk of repeating.**

**At the end of the year**, the same skills are revised during the class council to evaluate the progress of the pupil. A final page summarizes all the information, with an explanation on the decision of the class council for the following school year.

**During the school year, parents can make an appointment with the teacher of the class or another teacher to have an opinion and advice, as well as with the Deputy-Director. The official schedules for meeting parents by the teachers will be published at the beginning of the school year.**

Secondary School		
Years		Date of distribution of reports
<b>1, 2, 3</b>	First intermediate report	End of October 2014
	1 <sup>st</sup> semester report	December 2014
	Second intermediate report	March 2015
	2 <sup>nd</sup> semester report	June 2015
<b>4, 5, 6</b>	First intermediate report	Beginning of November 2014
	1 <sup>st</sup> semester report	January 2015
	Second intermediate report	April – May 2015
	2 <sup>nd</sup> semester report	Early July 2015
<b>7</b>	First intermediate report	Beginning of November 2014
	1 <sup>st</sup> semester report- Preliminary mark	February 2015
	Second intermediate report	April 2015
	2 <sup>nd</sup> semester report - Preliminary mark	May 2015

In general, examinations and tests counting for the B mark (years 4 to 7) may be viewed by the parents during an appointment with the teacher concerned. In order to allow pupils in years 4 to 6 to see the results of their examinations, teachers arrange a class for the pupils two weeks before the class-council.

Parents of pupils in years 4 to 6 can also view the examination scripts from Monday 6<sup>th</sup> July to Thursday 9<sup>th</sup> July 2015 between 10:00 and 12:00 in room A-202 in the presence of a principal educational adviser.

Article 6.3.10.1. of the Arrangement for implementing the Regulations for the European Baccalaureate says "in principle candidates may view their scripts and the total marks awarded by each examiner (internal, external and, where relevant, a third examiner). [...].The candidate may be accompanied by his parent/guardian". In the school of Luxembourg I examination scripts may be viewed from Monday 6<sup>th</sup> July

to Thursday 9<sup>th</sup> July 2014 between 10:00 and 12:00 in room A-202 and in the presence of a principal educational adviser.

## Q ABSENCES FROM SCHOOL

### Absence for health reasons

When a child is unable to attend school for several days because of illness, the legal representative of the child is requested to:

- For secondary school: inform the central switchboard of the school before 10:00 (+352 273224)
- For primary school and Nursery: inform the pedagogical secretariat before 9:00 (+352 273 224 - 3002)

**Pupils who have been absent for more than two days must submit an excuse note accompanied by a medical certificate indicating the reason for their absence before they can return to their class.** For an absence which does not require a medical certificate (i.e. an absence of less than three days) or which has not been previously authorised by the school, parents are requested to provide a written excuse indicating the reason of the absence, to be handed in by the pupil **before** returning to the class.

Nursery and primary pupils should give this excuse to their class-teacher.

Secondary pupils should either send the excuse by e-mail to the educational adviser of the year concerned or hand it in at the office the educational advisers (A-201).

If secondary pupils are not able for whatever reason to hand in a written excuse, they should inform the educational adviser of the year concerned before returning to the class (see the Rules for the Secondary School).

### Inability to attend the Physical Education lesson

A pupil can be excused from gym classes or swimming courses only on the presentation of a medical certificate accompanied by a written request of the parents addressed **to the Director**. This dispensation allowed by the Management is limited to one term but is renewable upon production of a further certificate. The school may call for an opinion from the school doctor.

### Requests for permission to be absent from school

Except in cases of duly certified illness, only the Head may give a child permission to be absent from school. Such permission should be asked in writing **at least 8 days in advance** by using the form attached, which is also available on the school website [www.eursc-mamer.lu](http://www.eursc-mamer.lu). It should clearly indicate the reasons for the request. In exceptional cases, the Head may authorise an absence but for a period of 2 days maximum.

Parents' attention is particularly drawn to the fact that **permission cannot be granted for additional free days in the weeks preceding or following a holiday period except for exceptional reasons as laid down in the school rules.** (A problem of transport/flight tickets is not considered as an exceptional case).

In case of an absence during the week preceding or following a holiday period, a medical certificate will always be required, even for less than 3 days.

A separate circular will be transmitted to parents of secondary pupils at the beginning of term concerning rules for absences during the school day.

If a pupil in years 4-6 is absent from an examination, it is imperative that the parents contact the school on the day of the examination and a medical certificate issued by a doctor working in Luxembourg or its



immediate surroundings must be submitted or sent to the school before the end of the examination period. The same rule applies for long tests and “prebacs” in years S4-S7.

## **R INTERNAL SCHOOL RULES**

Each pupil in primary and secondary school will receive a copy of the internal school rules at the beginning of term. It will also be available on the school website [www.eursc-mamer.lu](http://www.eursc-mamer.lu).

For the primary cycle, it concerns simple rules of good behaviour, which are discussed and commented upon in class by the teachers.

Please note already the following points:

### **1. Permission to leave school - primary school and Nursery**

#### **In Nursery school:**

In the morning, the children are dropped off by the parents at the entrance of the Building.

#### **Between 8.00 and 8.15:**

Reception and supervision in the library on the ground floor in the Nursery Building.

#### **Between 8.15 and 8.35:**

Supervision in the morning is organised on a weekly rotation in two classrooms on the ground floor and two classrooms upstairs. A map with the supervision class will hang in the central corridor.

#### **In Primary school:**

In the morning, pupils are dropped off by the parents at the entrance of the Building. Teachers will take care of pupils of the primary school when the bell rings. At the end of the day they will bring back the children to the exit or the person in charge of the “centre d’études” will meet them in the central playground of the Primary building (The exact meeting point will be specified at the beginning of the school year).

Parents are not allowed to accompany their children to the classroom, or to the playground, or to wait for them inside the buildings. Indeed, for safety reasons, parents are not allowed inside the school building and campus.

Adults have a strictly controlled access to the school. A badge identifies adults who have a reason to be on the school grounds (librarians or other authorised personnel).

Parents who have an appointment with a teacher are requested to use the main entrance of the school and to report to the caretaker or security guard on duty, who will give them a visitor’s badge in exchange for an identity card and the appointment confirmation. They should meet the teacher at the agreed location.

Pupils of the primary cycle are not allowed to leave the school building. If it has been duly announced that a pupil has to leave earlier, he/she must be collected by his/her parents inside the building.

**PARENTS WHO WISH THEIR CHILD TO LEAVE ON ITS OWN HAVE TO FILL IN A LIABILITY WAIVER FORM (Appendix II).**

### **2. Permission to leave in the secondary school**

The school internal rules are submitted to the Education Council for approval.

### **3. Access to/exit from the secondary school**

The main access to the school is through the gate between the Administration building and the Nursery building.

Every day, from 8:00 to 8:45, the gate leading to the train station will stay open under the supervision of a security guard. At the end of each short day, this gate will stay open to allow pupils to reach the station.

### **4. Smoking**

It is strictly forbidden to smoke in the school buildings or anywhere on the school grounds. Electronic cigarettes are not allowed.

### **5. Drugs**

Any pupil caught in possession of illegal drugs on the school grounds will be called in front of a disciplinary committee.

In the context of the project “Schola Sana”, the school has introduced three procedures to follow in case pupils are in danger:

1. Awareness or assumption of a child in danger
2. Possession, sale, consumption of alcohol or drugs
3. Harassment, intimidation, extortion, blackmail, racketeering, physical, moral and psychological violence

The aim is to ensure a follow-up of reported cases of children in danger. These procedures are put in place by the school, but all those involved or the school community are welcome to initiate any of them if they deem it necessary. Details on the procedures are available on the school website [www.eursc-mamer.lu](http://www.eursc-mamer.lu) under “General Information”.

### **6. Lost and found property**

Pupils are requested to hand in lost property either to the teacher in the class or to one of the educational advisers. Should the owner not claim the property by the end of the school year, it will be donated to a charity.

A pupil having stolen or who assisted in stealing or who perpetrated an act of violence may be called in front of a discipline committee.

Places where lost properties are kept:

Secondary, primary and nursery schools: at the entrance of each building.

Sports Hall: At the entrance of the administrative building (accompanied access by a security guard).

## **S CHANGE OF ADDRESS**

**Parents are requested to inform the school administration in writing as soon as possible of any change: address, email address, employer, private or business phone number.**

## T INSURANCE

Pupils are insured against personal accidents during school hours and on their normal journey to and from the school, on condition that the premium has been paid. As a rule, pupils are also insured in cases where they cause bodily or material damage to third persons at times when they are under the direct or indirect responsibility of the school, on condition that the premium has been paid. On the other hand, they are not insured if such damage to third parties results from the use of a motor vehicle belonging to or driven by the pupil.

Furthermore, pupils are not insured against damage caused to their personal property or clothes, against damage that occurs in the course of activities that have no connection with school life, or against damage that occurs when pupils have left the school site without proper authorisation.

Concerning theft of valuables, the school wish to remind parents that pupils should not leave money or other valuables in the changing rooms. Pupils' lockers, though not assured, should be used to keep items that have to be left. Overall pupils should not bring to school any items that are not necessary for their school work.

In the case of an accident, parents are requested to contact the nurse for the cycle concerned in order to make an accident declaration.

**The school has accident insurance with the company "Association d'Assurances Accidents" (AAA) as well as an additional school insurance with the Vanbreda group to cover civil liability and accident. We insist that it is the necessary to obtain in advance the authorisation from the insurance company before any treatment abroad resulting from a school accident.**

**For more details, please visit the website [www.aaa.lu](http://www.aaa.lu)**

Pupils who leave the school area during the school day (free periods or lesson cancelled because of a teacher's absence) are not covered by the school insurance.

Pupils who leave school during lunch break to go to a place different than home are not covered by the school insurance.

The yearly premium for the school insurance is 0.87 € for 2013-2014. It is charged to all parents and payment is **obligatory** for all pupils **regardless of the enrolment period at the school.**

## U SCHOOL BOOKS – DIARY – CALCULATORS

### **School books**

Each year, the school publishes a list of books that have to be purchased by all pupils. The list is available on the school website as from 20<sup>th</sup> June of the preceding school year.

Moreover, in some subjects, books published by the European Schools are compulsory and charged to the parents.

Intermath for Maths in the primary school (price: 20 € for the set charged together with the school fees).

For S3 pupils, worksheets called "The Mediterranean World" will cost 14€.

Eurobio for Biology in the secondary school can be downloaded under the responsibility of the parents following this link: <http://bookshop.europa.eu/en/eurobio-6-7-pbQI3008426/>

Photocopies carried out by teachers for their lessons are directly charged to families in the form of an annual contribution.

## Diary

Each pupil of classes S1-S7 must keep a diary neatly in which lessons and homework are noted.

## Calculators

All pupils from years S1-S7 must possess a calculator.

Pupils from years S4-S7 must possess the calculator **TI-Nspire Touchpad CAS or TI-Nspire CX CAS (software 3.9.X.X or higher)** regardless of the maths course they follow.

The exact model of the required calculator will be indicated in the book lists available on the school website. These models are updated during the school year according to the instructions of the Central Office. The rules in force are those published on the school website.

For mathematics courses in the other years, any basic calculator is accepted.

## Physical Education and Swimming in the Primary and Secondary School

The following items of clothing are required for sport in school:

Gym or sports: Tights, shorts, or jogging pants (no jeans) + t-shirt  
Pair of clean sports shoes used exclusively for the course  
Rubber band for long hair

Swimming: Bathing suit and bathing cap are compulsory  
Only swimming tights are permitted  
For girls a one-piece bathing suit is preferred, but a sports bikini is permitted

## **V INFORMATION ON HIGHER EDUCATION AND CAREERS**

Advisers from various European Union countries visit the school and may be consulted by pupils and parents. Documentation on higher education is available to pupils in the school library.

Parents and pupils who are interested in further information or in arranging an interview are asked to contact the following teachers:

German:	<b>M. BARZ</b>	Danish:	<b>Mrs KRISTIANSEN</b>
French:	<b>M. BELPAUME</b>	Greek:	<b>Mrs. LEKKA</b>
Belgian (French speaking):	<b>Mrs. NEUBERG</b>	Italian:	<b>M. AYOUB</b>
British:	<b>Mrs. THOMAS</b>	Luxembourgish:	<b>Mr. WOLFF and Mrs. KAREN</b>

## **W COUNSELLING AT THE SECONDARY SCHOOL**

A group of teachers are available to listen to and advise pupils with personal problems or facing a difficult situation at school. These pupils may contact the counselling service during their free time. A list of all members of the counselling group will be posted in each classroom at the beginning of the school year. All meetings will be treated in the strictest confidence.

## **X PEER MEDIATION**

This is a process where volunteer pupils facilitate resolving interpersonal problems of other pupils within the school community in a climate of neutrality and confidence.

The aim of the process is:

- to lead discussions towards a win-win resolution for both sides in order to avoid further trouble;
- to help pupils modify and improve their handling of situations of conflict in a non-violent manner. In this way, their own self-esteem will grow, as will their listening skills and ability to handle difficult situations.
- to improve the overall climate in school and to reduce disciplinary actions and disputes within school. The positive outcome for teachers is to have more time available for teaching.

Operational peer mediation started in September 2010. It is led by about 50 pupils from year 6 who followed a comprehensive training programme and received a mediator's diploma.

The students are supported by a team of enthusiastic teachers and coaches having followed part of the training of M.E.N.J.E. - S.C.R.I.P.T of Luxembourg for mediation projects by peers in Luxembourgish schools.

## **Y SUBJECT CHOICES**

### **PRIMARY CYCLE**

#### **1. CHOICE OF THE SECOND LANGUAGE**

At the European School, a child has to take courses in a second language as from the 1<sup>st</sup> grade in Primary in the form of one lesson a day. This second language will accompany the pupil through the schooling until the Baccalaureate. This language will be the teaching language for the courses of human sciences, history, geography and economy in the 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade of secondary school.

A change in the choice of language is normally not allowed except in the 6<sup>th</sup> grade of secondary school.

For further information, please refer to the General Rules of the European Schools.

The second languages (vehicular languages) taught are:

#### **ENGLISH**

#### **FRENCH**

#### **GERMAN**

If the child is in the:

German section: the available choices are English or French (except for SWALS)  
English section: the available choices are French or German (except for SWALS)  
French section: the available choices are English or German (except for SWALS)

Danish section  
Greek section  
Italian section  
Czech section  
Hungarian section

} the available choices are: English, French or German

The children with Slovak, Slovene and Rumanian nationality are considered as students without language section (SWALS) and they are enrolled in the French, English or German section. The language of the section chosen is the pupil's second language.

The school organises mother tongue courses for all SWALS pupils provided that a duly qualified teacher is available, or that the school can recruit one. These courses take place during the L2 time and are compulsory.

Before taking a decision, please read carefully the following points:

- 1) The General Rules do not foresee a change in second language, whatever the reason. Normally, a change in linguistic choice is not allowed. If a change of language is requested, whatever the age or the level, the decision is taken by the Headmaster and is subject to the following conditions:
  - The existence of a written justified request from parents, or tutors
  - An unanimous deliberation from the class council relative and a decision relative to this request
  - A clear proof, established by the School, of the pupils capacity to attend the requested course
  - The absence of administrative obstacles related to requested change.
  - The decision and the reasons justifying it will be notified to the applicant.
- 2) We recommend to avoid choosing a second language that would actually be the child's 3rd language (additional work, interference between the 3 languages, possible psychological effects).

The choice of 2nd language has a main impact on the child's education throughout the schooling and becomes the vehicular language of certain subjects in the secondary cycle.

## **2. CHOICE OF RELIGION OR NON-DENOMINATIONAL MORAL CLASSES**

All the children of the European School are obliged to follow religion or non-denominational Moral classes organised by the school.

In our school the possible options for religious instruction are:

**CATHOLIC            PROTESTANT            ORTHODOX**

*(Other options could be available if pupil numbers suffice and according to the rules of groups as described by the General regulations of the European Schools.)*

These choices are not always available in all language sections. These options could be also teach in the vehicular language of the pupils from the level P3.

A request to change from one religion or ethics class to another must be highly motivated and addressed to the Direction of the school **by 30/04** for the following school year.

No change will be accepted after this date.

## **SECONDARY CYCLE**

**This is a very brief guide and should not be regarded as definitive. In case of any doubt, the school will always apply the General School rules.**

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

### **Year 1**

There is one new choice: L3 (DE, EN, ES, DE, IT) 2 periods. 3<sup>rd</sup> language must be continued to the end of year 5 and can be taken to Baccalaureate level if there is a sufficient number (5) of pupils who choose it. (N.B. This is often the last possibility to choose a course in English).

The following choices may be modified: religion/ethics, ONL<sup>1</sup> Irish (Irish national only), ONL Maltese (Maltese nationals only).

---

<sup>1</sup> ONL = Other National Language

## Year 2

There is a new option course: Latin 2 periods. A course will be created provided at least seven pupils opt for it.

Greek pupils in the Greek section can choose an extra course in Ancient Greek, which is guaranteed until the end of year 5.

The only courses that can be modified are religion/ethics and the complementary courses of Irish and Maltese.

## Year 3

There is a new choice between two option courses: Latin 2 periods (4 periods in 2014-2015) or ICT 2 periods. The continuity of the course in the older years above is guaranteed provided a sufficient number of pupils have chosen the course.

Music and Art are option courses. They may be chosen in year 4, or even year 6, without having been studied in year 3 provided the pupil can demonstrate a sufficient knowledge of and interest in the subject.

The only courses that can be modified are religion/ethics and the complementary courses of Irish and Maltese.

The Religion and Ethics courses are taught in L2.

## Years 4 and 5

An information evening is organised for parents and a detailed information booklet is distributed.

Mathematics can be chosen at the 4 or 6 period level. This choice may well affect later choices (maths and sciences in the 6<sup>th</sup> year, university courses....). It is possible to drop from 6 to 4 period Mathematics at the end of the first semester of year 4 or at the end of the 4<sup>th</sup> year only.

Optional subjects are chosen from the list: Latin, Ancient Greek (beginners), Economics (in language 2), Language 4 (beginners, any official language of the European Union), Art, Music, and ICT. (These last three subjects if possible in LII).

For pupils of Irish or Maltese nationality, an ONL course in Irish or Maltese can replace the option L IV.

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

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

**Apart from the change in Mathematics mentioned above or possibly a change of religion/ethics, a change of subjects is allowed neither during the 4<sup>th</sup> and 5<sup>th</sup> year, nor between the two years.**

The courses that can be modified under YEAR 3 can be modified when entering year 4.

## Years 6 and 7

At this stage, the choice becomes complicated and meetings are organised separately for pupils and parents. Moreover, S5 pupils receive a booklet with detailed information at the end of December. It is not possible to give a comprehensive description of the curriculum, but there are a few hints.

Subjects are grouped into compulsory, optional and complementary categories. Those in the optional and complementary groups will be created only if a sufficient number of pupils opt for them, and depend on organisational constraints.

Some subjects must have been started in the 3<sup>rd</sup> or 4<sup>th</sup> year if they are to be taken at this stage. These are Latin, Ancient Greek, Economics and Language 4. Art, Music and ICT also require strong bases, acquired in school or outside.

It is clearly important to consider future University courses and careers in making the 6<sup>th</sup> year choice. Many member states send professional career advisors to the school in due time.

## General points

In order to succeed in the higher years of the secondary school, a high level in Language 2 (the “working language”) must be reached. As from year 1, it is used for every possible opportunity in Art, Music, ICT and Physical education. It is used as a teaching language as from year 3 in Human Sciences (History and Geography) and in Religion (year 3), from year 4 in Economics. If we cannot create an option which is normally taught in the mother tongue because of the lack of pupils (in years 6 and 7) or because of timetable problems, we shall try to offer pupils the possibility of having the subject in their working language.

## Further information

A certain amount of information can be found on the central European Schools website <http://www.eurasc.eu> or the European School Luxembourg II website [www.eurasc-mamer.lu](http://www.eurasc-mamer.lu) .

For specific questions, please contact:

<b>Mr Pelikan (S1-S2-S3-S4)</b>	E-mail : <a href="mailto:gerhard.pelikan@eurasc.org">gerhard.pelikan@eurasc.org</a>
<b>Mrs Bouzette (S5-S6-S7)</b>	E-mail : <a href="mailto:sabine.bouzette@eurasc.org">sabine.bouzette@eurasc.org</a>

## Changes in subjects studied

All requests for changes of subjects must be made to the school Management **before the end of February** of the preceding year. The school will be flexible as regards this deadline changes for pupils in the 3<sup>rd</sup> and 5<sup>th</sup> years requesting changes of their option choices for the 4<sup>th</sup> and 6<sup>th</sup> years respectively. A request for a change in 2<sup>nd</sup> or 3<sup>rd</sup> language (**which must be submitted, without exception, before the end of February using the appropriate form**) will depend on the approval of the teacher concerned and on a level test in May. The final decision, which must be taken by the class council in June, will be communicated to you in the end-of-the-year report. Such a change is neither possible between 4<sup>th</sup> and 5<sup>th</sup> grade, nor between 6<sup>th</sup> and 7<sup>th</sup> grade. A change in 2<sup>nd</sup> language at the start of the 6<sup>th</sup> year does not imply a change in vehicular language.

A change in religion/ethics must always be requested by the end of the previous school year (before 10<sup>th</sup> May).

# Z TYPES OF LEARNING SUPPORT MEASURES

## SWALS

### **Coordinators:**

Mrs Andrea BRIESTANSKA for the primary school: <a href="mailto:andrea.briestanska@eurasc-mamer.lu">andrea.briestanska@eurasc-mamer.lu</a> Mrs Charlotte HENRIKSEN for the secondary school: <a href="mailto:charlotte.henriksen@eurasc.org">charlotte.henriksen@eurasc.org</a>
---

SWALS pupils (Students without a Language Section) who are enrolled in other language sections (EN, FR, DE) can benefit from extra support if needed when they show weaknesses in Language 2.

## SUPPORT

### **Support coordinator (SUPCO):**

<b>Mrs Irene THOMAS for the primary school:</b> <a href="mailto:irene.thomas@eurasc-mamer.lu">irene.thomas@eurasc-mamer.lu</a> <b>Mrs Charlotte HENRIKSEN for the secondary school:</b> <a href="mailto:charlotte.henriksen@eurasc.org">charlotte.henriksen@eurasc.org</a>
---



*The reference documents (2012-05-D-15-en-8 and 2012-05-D-14-en-7) are available on the website of the European Schools.*

As from September 2013 there will exist three types of Support: General Support, Moderate Support and Intensive Support (A and B).

In year 1 of secondary, during the 4 first weeks, there is a lesson of Support with the form teacher. This lesson, which is already in the students' timetable is dedicated to "learning-to-learn" activities and is intended to help the new students to become acquainted with study skills in Secondary.

### 1) **General and Moderate support:**

#### Definitions:

- General Support is for all students who may experience difficulty in a particular aspect of a subject, may need to 'catch up' due to late arrival in school or illness or may be working in their non-mother tongue. Pupils may need additional help with acquiring effective learning strategies or study skills.
- Moderate Support is an extension of General Support and is provided to pupils with a mild learning difficulty or in need of more targeted support. This could be appropriate for pupils who may be experiencing considerable difficulty in accessing the curriculum due to, for example, language issues, concentration problems or other reasons. It is provided for a longer period than General Support.

#### Procedures:

- Teachers request General or Moderate Support for their students. Parents or legal representatives can also request this support.
- The Administration of the school will decide when support is necessary. The teacher will inform parents that support has been decided for their child.
- The Support Coordinator will create support groups. Under exceptional circumstances, general and moderate support can be offered to a student on a one-to-one basis.
- Groups are organised vertically, horizontally, within or across sections, by focusing on the needs of the pupils concerned.
- The **general** support teacher and the subject teacher plan and set up specific targets, including criteria for success. This is included into the Group Learning Plan (GLP), which is available by the SUPCO.
- The **moderate** support teacher and the subject teacher make the Individual Learning Plan (ILP), which is available from the SUPCO. This plan includes specific learning objectives and criteria for evaluating a pupil's progress and the success of the support.
- Parents are informed about the evaluation in the end of the support period or in the end of Trimesters and Semesters.

#### Please note for the secondary school:

- General and moderate support will start as from October in order for the teachers to know the students and their strengths and weaknesses. The request should be made on a template which is distributed to the teachers per mail, in the teachers' room or by Mrs Henriksen. This template should be handed in to Mrs Henriksen (A206) or in her pigeonhole.

- Once a student has been admitted to a support course he/she must attend it regularly. If a student refuses the support lesson or disturbs the lesson due to his/her behaviour, the SUPCO must be informed and the student can be excluded from support course.
- **Support courses can be requested at all times during the year (after 1<sup>st</sup> October)**

## 2) **Intensive support A and B**

### Definitions:

- Intensive Support A (ISA) is provided following an expert's assessment of the pupil's special individual needs and the signing of an agreement between the Director and the parents. Intensive Support A is provided for pupils with specific educational needs: learning, emotional, behavioural or physical needs.
- Intensive Support B (ISB): In exceptional circumstances, and on a short-term basis only, a Director may decide to provide Intensive Support for a pupil without special educational needs, for example in the form of intensive language support for a pupil who is unable to access the curriculum.

A pupil's absence from other lessons while receiving educational support should be restricted as far as feasibly possible to exceptional cases.

### Procedures

#### For pupils whose needs are best described using description A:

- The needs of Intensive support can be detected already at the inscription or during the year, either by a teacher or by the legal representatives.
- A written request is sent to the SUPCO by a teacher or the legal representatives including a report from a specialist.
- The SUPCO contacts the parents in order to arrange an Advisory Group Meeting.
- The Advisory Group will meet in order to get as clear a view as possible of the student's problems or deficiencies and of his/her potential and to advise the Head on the best way of helping the student to get along in the school.
- People present at the Advisory Group Meeting: Head or his/her delegate, Support Coordinator, L1 teacher, form teacher and the student's parents. Other teachers and the psychologist or other specialists can be invited as well.
- The support coordinator is in charge of preparing the Intensive Support Convention, which should be signed by the Head of the school and the legal representatives.
- The ILP must be made by support teacher(s) and form teacher(s) in collaboration.
- The legal representatives of the student are informed of their child's progress in the end of the semesters or trimesters.
- The Intensive Support Convention is valuable for one school year and an Advisory Group Meeting will be organised in order to arrange a follow up and evaluate the intensive support.
- An Advisory Group Meeting can be held any time during the school year if needed. The Intensive Support Convention can also be adapted during the school year if needed.
- There may be occasions where despite the school's best efforts, continuing education in the European School is not in the best interest of the child. In this case, the school can declare itself incompetent to provide for the needs of a student.
- In this case, the Head takes the decision after advice from the Advisory Group.

For pupils whose needs are best described using description B:

- Teachers or pupil's legal representatives request short-term Intensive Support for the pupil in writing.
- The pupil's legal representatives are informed that this support has been recommended for their child.
- The Director and pupil's legal representatives sign an agreement stating the reasons, nature and length of the Intensive Support to be given.
- The support coordinator creates small groups or organises individual support, in or outside the classroom, depending on the pupil's needs and the availability of teachers.
- Groups are organised vertically, horizontally, within or across sections, by focusing on the needs of the pupils concerned.
- The support teachers write an ILP for each pupil in cooperation with the class/subject teacher. This should be evaluated in the end of each Semester or Trimester.
- The ILP includes specific learning objectives and criteria for evaluating the pupils' progress and the success of the support.
- Pupils' legal representatives are informed of their child's progress in short-term Intensive Support.

### **3) Assessment and promotion**

Principles for assessment and promotion:

For the assessment and promotion of pupils receiving educational support but following a complete curriculum according to full requirements, the provisions in Chapter IX of the General Rules will apply.

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

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

S5 Pupils 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 (General Rules, Chapter IV).

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

### **4) European Baccalaureate**

The European Schools believe that all students should be allowed to demonstrate their ability under assessment conditions that are as fair as possible. Where standard assessment conditions could place a candidate particularly those with special educational needs at a disadvantage, preventing them from demonstrating their level of attainment, special arrangements for written and/or oral examinations may be requested and authorized (see document 2012-05-D-15-en-8). This authorisation must be requested before May 15<sup>th</sup> when the pupil is in S5. These arrangements are not intended to compensate for any lack of knowledge or ability.

**ALL support courses will finish on Friday 22<sup>nd</sup> May 2015 except Intensive Support A which will finish on Friday 12<sup>th</sup> June 2015.**

## **AA LOCKERS AND BADGES IN THE SECONDARY SCHOOL**

### **1. Lockers**

Every child is required to have a locker in the secondary school. This is the only place where personal belongings can be locked up. Please note that the school cannot be held responsible for loss or damage to pupils' property.

**A non-reimbursable service charge of 2.50 €** is payable for each pupil. Pupils are not allowed to share the same locker.

At the beginning of the school year, a locker number will be allocated to each pupil. Pupils must bring their own padlock with key and place it by the end of the 2<sup>nd</sup> week. If the key is lost, the caretaker will not be able to cut oversized padlocks.

The directorate may check the contents of the lockers (in the presence of the owner), in the interests of hygiene and of security.

The access hours to the lockers will be communicated by means of posters.

### **2. Badges**

Every year, all pupils in the secondary school receive a school identity badge on which the level of authorization to leave the school during the day will be indicated with a distinctive colour. All pupils must show their badges whenever they leave the school and at the request of any member of staff, including the security guards.

The cost of this badge (2 €) will be charged to parents.

## **BB VISIT OF GUEST PUPILS**

If a pupil wishes to invite an outside friend to the school, a prior written request by the parents is necessary. The permission may only be granted for maximum one day and the teachers concerned must agree. The guest pupil must be the same age as the pupils of the class. This kind of visit is not allowed during the week preceding or following the school holidays. The authorised guest pupil must go to the principal educational adviser for the secondary school and to the secretariat for the primary school to obtain the written authorisation and pay the **obligatory insurance fee 3,60 €**.

In the primary school, only former students are authorised to visit their former class or children (Cat I & II) who will be inscribed in European School in coming months with prior permission from Deputy Direction (a form is available from the pedagogical secretary).

## APPENDIX I: HOLIDAY DATES

### **TO ALL PARENTS OF PUPILS**

Please find below the holiday dates for the school year 2014/2015 approved by the Administration Board:

<b><i>Opening of School Year</i></b>	<b>Tuesday, 2<sup>nd</sup> September 2014</b>
<b><i>Halloween</i></b>	<b>From Saturday, 25<sup>th</sup> October to Sunday, 2<sup>nd</sup> November 2014</b>
<b><i>Pedagogical Day</i></b>	<b>Monday December 1<sup>st</sup> 2014</b>
<b><i>Christmas</i></b>	<b>From Saturday, 20<sup>th</sup> December 2014* to Sunday, 4<sup>th</sup> January 2014</b>
<b><i>Half term holiday</i></b>	<b>From Saturday, 14<sup>th</sup> February to Sunday, 22<sup>nd</sup> February 2014</b>
<b><i>Easter</i></b>	<b>From Saturday, 28<sup>th</sup> March to Sunday, 12<sup>th</sup> April 2015</b>
<b><i>Labour Day</i></b>	<b>Friday, 1<sup>st</sup> May 2015</b>
<b><i>School Fair</i></b>	<b>Saturday, 9<sup>th</sup> May 2015</b>
<b><i>Ascension</i></b>	<b>From Thursday, 14<sup>th</sup> May to Sunday, 17<sup>th</sup> May 2015</b>
<b><i>Whitsun</i></b>	<b>From Saturday 23<sup>rd</sup> May to Sunday 31<sup>st</sup> May 2015</b>
<b><i>National Holiday</i></b>	<b>Tuesday, 23<sup>rd</sup> June 2015</b>
<b><i>End of school Year</i></b>	<b>Friday, 3<sup>rd</sup> July 2015</b>
<b><i>Proclamation of the Baccalaureate results</i></b>	<b>Saturday, 4<sup>th</sup> July 2015</b>
<b><i>Re-Opening of school Year 2015/2016</i></b>	<b>Wednesday, 2<sup>nd</sup> September 2015</b>

Classes for years 1 to 6 in the secondary school will stop when the Baccalaureate oral exams start. This date will be released in mid-March but will probably be end of June 2015.

Emmanuel de TOURNEMIRE,  
Director

\* Friday 19<sup>th</sup> December 2014: Full day of lessons



## APPENDIX II: LIABILITY WAIVER FORM

**I, the undersigned** .....

**Parent of the pupil** .....

**In class** .....

in Primary School

Hereby authorize my own child to leave the school alone after class (on Mondays and Wednesdays at 4.30 pm, on Tuesdays – Thursdays and Fridays at 1 pm).

Therefore, I relieve the school administration and staff from any legal or criminal liability and I shall assume full responsibility for my child.

Telephone number: .....

Mobile number: .....

Useful information: .....  
.....  
.....

Done at Bertrange, on .....

**Signature(s)**

.....  
.....

Stamp and signature of the School Administration



## APPENDIX III: REQUEST OF ABSENCE FORM

*Article 30 of the General Rules of the European Schools: Absences on personal grounds*

*"i. Only the Director may give a pupil permission to be absent from School.*

*ii. Except in cases of force majeure, the pupil's legal representatives must apply for such permission at least one week in advance.*

*Applications shall be made in writing, indicating the period of absence and giving reasons.*

*iii. Permission may be granted for a maximum of two days plus reasonable travelling time.*

*iv. Except in cases of force majeure, permission may not be granted for the week preceding or the week following school holiday periods or public holidays.*

*v. In the case of the death of a close relative a longer absence may be permitted."*

**Name of the pupil**

**First name**

**Class**

**Class teacher**

I hereby request permission for my son/daughter to be absent from school:

→ on ..... during ..... period

→ from ..... to .....

**Justification:**

.....  
 .....

Name of the parent: .....

E-mail: .....

Signature : .....

Date: .....

***Please submit this request to the deputy director.***

**Absence authorized by the Director**

Date : .....

Name and signature: .....

**Absence NOT authorized by the Director**

Date : .....

Name and signature : .....

Remark :

.....  
 .....

# APPENDIX IV: EUROPEAN HOURS



## GUIDE FOR PARENTS

<p>What is it?</p>	<p>It is a non-disciplinary curriculum area which is one of the foundations of the European schools. It is taught broadly through diverse activities based on a multidisciplinary content.</p> <p>The reference document from the Superior Council: 2001 - D - 85.</p> <p>"European hours" also offers the possibility of mixing and regrouping students from different nationalities giving students the opportunity to relate positively to one another, work together and communicate through shared activities</p> <p>It is not a language course, but a lesson during which students are expected to engage with, to appreciate and to value their own culture and that of others while respecting the 'European community feeling' with its transnational dimension.</p>
<p>Who does it concern?</p>	<p>All the children in Primary years 3, 4 and 5 participate</p>
<p>What are the aims?</p>	<ul style="list-style-type: none"> <li>• Mixing and regrouping students of different nationalities.</li> <li>• To enable them to relate to each other, communicate and work together during the activities that are on offer</li> <li>• Value and see the school as a unit beyond the language sections</li> <li>• To stimulate students to participate actively in building their own learning path through a supportive interaction with staff.</li> <li>• To bring teachers together, and create opportunities to work together, share different experiences, teaching practices and innovative methodologies</li> <li>• Promote harmonisation between language sections</li> <li>• Study and deepen the cultural and social heritage of Europe</li> </ul>
<p>What are the general objectives?</p>	<ul style="list-style-type: none"> <li>• To develop a European identity based on the cultural identity of the students</li> <li>• To pursue goals such as intercultural understanding and respecting and accepting other despite their differences</li> <li>• To create and develop an intercultural context where the differences and common aspects are valued</li> <li>• To further the idea of a European dimension</li> <li>• To promote knowledge appreciation, self-esteem respect and a spirit of collaboration between pupils</li> <li>• To build personal and social training courses for students</li> <li>• To promote the spirit of initiative, autonomy and solidarity</li> </ul>
<p>When does this take place?</p>	<p>Two consecutive periods of 45 minutes per week (Wednesday 14h55 -16h25 pm) with a break between lessons</p>
<p>Who are the students?</p>	<p>Students come from all language sections and they are blended and regrouped according to criteria suggested by the inspectors and fixed by</p> <ul style="list-style-type: none"> <li>• the management</li> <li>• the working group</li> <li>• the coordinators and all teachers in accordance with the instructions of the European schools.</li> </ul> <p>Grouping criteria are based on</p> <ul style="list-style-type: none"> <li>• the students' second language</li> <li>• a balance amongst the sections</li> <li>• the teacher's language skills.</li> </ul> <p>To allow for a balance there may be a limited number of students from the same class in each European Hours group.</p>



<p>What is the language used by hours European teachers?</p>	<p>Teachers can speak in a vehicular language of the school (French, English, German), particularly when addressing all students. Based on the needs of students, they can also use their own languages or any other means of non-verbal communication at their disposal. The main purpose is communication between students and teachers. Should this become too difficult for the child to understand the teacher may ask another student to translate into the pupil's mother tongue.</p>
<p>What are the suggested activities?</p>	<p>All types of activities that meet the general objectives and the spirit of the European hours. For this purpose, the school has formulated a Policy document which is revised annually (available at any time from the Pedagogical Secretary). The themes have been selected by teachers in consultation with the management. Each teacher plans their activities and harmonises them with their colleagues. The themes for the coming year will be discussed at the beginning of the school year with the teachers concerned.</p>
<p>How is the year organised?</p>	<p>The school year is divided into six periods corresponding to periods of school holidays. Teaching groups change each period. This is to allow the students to experience as many of the various activities, approaches and methods as possible.</p>
<p>Where do these lessons take place?</p>	<p>In the class teacher's room in school or in the workshop rooms available. The list of European Hours teachers and their rooms are available from the secretary. In addition, the 2 gymnasiums are available for the teachers who wish to use them.</p>
<p>What are the workshops?</p>	<p>Depending on the skills of the teachers and instruments/equipment at their disposal, specific workshops can be offered (for example recorders, choir, cooking ICT). So the workshops on offer vary from year to year. This is in the interest of extending the educational range on offer and also to stimulate, satisfy and awaken a curiosity in the child to explore further fields of interest. The workshops are available to a limited number of pupils. Consequently consideration is given to all sections while trying to reach as many pupils as possible during the three years for which students have access to European Hours. The teachers offering the workshops visit each European Hours group and explain the activities on offer to the students, who can then opt to participate. The limited number of places sometimes requires teachers to choose only a few children according to the criteria defined above. Recorder and Choir workshops last all year. Each rotation of the cooking workshop operates for a period of 6-7 weeks and can have a maximum of 12 children. The ICT workshop runs for a period of 10-12 weeks and can accommodate between 10 and 12 children.</p>
<p>Is the pupils' work evaluated?</p>	<p>Yes. In the middle and at the end of the school year the skills acquired by the students will be assessed in the school report.</p>
<p>Who should I ask if I have a question about European Hours?</p>	<p>The child's class teacher, in the first instance. He or she can then pass your questions on to the European Hours coordinator and/or the management.</p>



## APPENDIX V: THE PARENTS' ASSOCIATION

(APEEEL2 – *Association des Parents d'Elèves de l'Ecole Européenne Luxembourg II*, member of  
FAPEEEL – *Fédération des Associations des Parents d'Elèves des Ecoles Européennes au Luxembourg*)

All parents of pupils attending the European School Luxembourg II are represented by the APEEEL2. The APEEEL2 is officially recognized by the European School statutes as the only valid representative of parents of pupils at the European School Luxembourg II in so far as concerns related to the School and other third parties go. Elected APEEEL2 members on the Management Committee take part in various formal school-based committees, including the Administrative Board (*Conseil d'Administration*) and the School Advisory Council (*Conseil Consultatif d'Ecole*), the Education Councils (*Conseils d'Education*), and others such as the Canteen, Health and Safety Committee and Library Committees. The school-based committees are where important decisions on different aspects of school life and its organisation and management get taken and it is therefore important for parents to have a voice on these committees through its APEEEL2 representatives. The APEEEL2 is also represented on INTERPARENTS which is the body which represents all the parents of all the pupils attending the different European Schools at Board of Governors level as well as in its committees and working groups.

The APEEEL2 is a non-profit organisation registered under Luxembourgish law. Detailed objectives are set out in its Articles of Association (*Statut*). The principal aim of the APEEEL2 is to foster open communication and provide a medium through which parents of current students can develop their interest in the education of their children, participate in and support the work of the School, becoming genuine partners in the decisions that affect children and families, thereby enhancing the quality of the pupil and parent experience during the time that these are associated with the European School II in Luxembourg.

The APEEEL2 works closely with the school in the organisation of a wide range of activities for pupils at the school (e.g. various competitions such as the Christmas card and Photography competitions held in the last years and a Logo completion which is planned for next year, talks such as those on Alcohol and Drug Awareness and a planned talk on the construction of identity in a multilingual and multicultural context). It also offers a number of services to parents, the main one of these being that of interfacing with the school with the aim of enhancing the educational experience of our children. Since the school first opened in September 2012, APEEEL2 and the School, together, have organised *L'Ecole en Fête*, an Open Day-cum-School-Celebration in which all members of the school community come together to showcase and celebrate School life. APEEEL2 also collaborates with related organisations, including *Actions sans Frontières*, *Mots de Zaza* and the Transport Association (ATSEEE). It coordinates the network of class delegates and organises activities such as question and answer meetings. It maintains a social fund to provide financial assistance under certain conditions, and raises money to donate equipment and materials to the school. It provides advice to parents on issues including the integration of children needing educational support (covering what was formerly SEN and *rattrapage*), ONL/SWALS, bullying and discipline, choosing options, transfer between cycles (nursery/primary/secondary).

Through, FAPEEEL the Association which links the Parents' Association of the two European Schools in Luxembourg and operates a permanent Secretariat, various other services are offered. These include an extensive programme of extracurricular activities and Summer camps, as well as language exchanges (*échanges linguistiques*) and publication of the magazine "Ad Parentes".

APEEEL2 membership is inexpensive (the subscription is currently EUR 50 per family per year). Members have the right to vote on policy, and to stand for election to the management committee. The management committee is made up of dedicated volunteers. WE NEED AND APPRECIATE YOUR INVOLVEMENT AND SUPPORT. To ensure your registration is up to date, please complete the enclosed form and return it to our Secretariat.

APEEEL2 Office space in the Administration Building at the School  
Telephone 273 224-5127

Secretariat Office, Jean Monnet building, Room C1/004, L-2920 Kirchberg  
Telephone 4301 33105

Permanence days and times to be announced in September

Email [office@apeeel2.lu](mailto:office@apeeel2.lu)

Email Extracurricular Activities [periscolaire@fapeeel.lu](mailto:periscolaire@fapeeel.lu)

Website [www.fapeeel.lu](http://www.fapeeel.lu) (new website for APEEEL2 under development)



**Membership Form/ Formulaire d'adhésion**  
**Standing order – Bank transfer form\* / Ordre permanent- Virement bancaire**

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

**I, the undersigned/ Je soussigné:**

**First name/ Prénom:** .....

**Last name/ Nom:** .....

**Home address/ Adresse domicile**

**Street, No./ Rue, numéro:** .....

**Post Code/ Code postal:** ..... **Town/ Ville:** .....

**Phone No / Numéro de téléphone:**.....

**E-mail/ Courriel:** .....

I authorise APEEEL2 to use this email to contact me directly / *J'autorise l'APEEEL2 à utiliser ce courriel pour me contacter.*

**Work address/ Adresse professionnelle**

**Institution, Company/ Institution, Société:** .....

**Post Code/ Code postal:** ..... **Town/ Ville:** .....

**Phone No / Numéro de téléphone:**.....

**E-mail/ Courriel:** .....

I authorise APEEEL2 to use this email to contact me directly / *J'autorise l'APEEEL2 à utiliser ce courriel pour me contacter.*

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

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

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

Child/ *Enfant* 2: ..... Child/ *Enfant* 4: .....

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

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

and thereafter on 1st October of each year, this sum being my annual subscription to the APEEEL2, to the following account /

*et ensuite le 1er octobre de chaque année, cette somme représentant ma cotisation annuelle à l'APEEEL2 au compte bancaire suivant :*

BANQUE ET CAISSE D'EPARGNE DE L'ETAT

BIC: **BCEELULL** Account IBAN **LU05 0019 3855 8091 6000**

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 2/ *Veillez noter que cet ordre permanent annule et remplace tout ordre permanent existant en faveur de l'APEEEL2.*

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

**APEEEL2 – Room C1/004, JMO Building – European Commission – Kirchberg L-2920**



## APPENDIX VI: ACTIONS WITHOUT BORDERS

ACTIONS SANS FRONTIERES - AKTION OHNE GRENZEN  
ECOLES EUROPEENNES LUXEMBOURG  
([www.euroschool.lu/asf](http://www.euroschool.lu/asf))



Actions Without Borders of European Schools "ASF" (ex-Third World Committee) is a multicultural organisation including students, parents, teachers, and staff from the European Schools of Luxembourg who wish to support concrete projects in favour of developing countries.

The main objectives are the following:

- raising awareness of the students to the problems faced by the developing countries, stimulate their sense of sharing or solidarity and give them the opportunity to get involved in development aid. For example, during the school year 2012-2013, the students invented the new name of the Committee, designed a new logo and created stickers and bracelets intended for sale.
- raising funds to support various projects in developing countries. All of the funds raised go to the project. The organisation has never subsidized any travel of the committee members. The projects are practical and clearly identifiable in time and space.

In 2012-2013, the group supported long-term projects suggested by the pupils, parents or school staff.

An amount of **29.000 €** was allocated to projects in Bosnia-Herzegovina, Kenya, Burkina Faso, Gabon, Congo, Bolivia, Palestine and Colombia. The organisation also granted a **one-off aid measure** to various projects also suggested by the pupils, parents or school staff.

In 2012-2013, an amount of **10.230 €** was allocated in five chosen projects: in **Palestine, Gambia, Senegal, Rwanda and Tanzania**. In order to finance the projects and raise awareness of the school community, the Committee organised the **Christmas Market**, the **Sports Day in primary school**, two **dance parties** in secondary school, many cake sales during theatre performances and school concerts, a parade of Ethiopian ethnic costumes, animated **information stands** and **cultural discovery stands** during the Fête de l'Ecole in June.

We look forward to equally productive years ahead in 2013 and 2014 in terms of organised events as well as collective awareness and positive contribution to make our world a better place.

All the members of our school community are welcome to participate in our organisation, enrolment is free.

For any other information

please take contact with Ana Robertsson :

[robertss@pt.lu](mailto:robertss@pt.lu)

