



Memorandum

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1. SMS - MySchool : What is that?

This computer program dedicated to school management has been in use since the 2013-2014 school year. This web portal is a complete school management system (SMS = School Management System) to which everyone in the school community (parents, students, teachers, administrative staff) has personal access.

This modern tool common to all schools enables effective email communication and provides access to system announcements on the home page. Parents can view their children's schedules online. Student absences are also entered by the teachers at the start of lessons (except for school trips, sports classes, and so on...) and parents may view absences on the portal for the last 14 days.

Information regarding school life (parent-teacher evenings, events, trips, outings, and so on...) is posted on the portal and communicated by e-mail. It is therefore vital that parents consult the portal regularly. Parents should inform the school administration as soon as possible in case of a change of address, employer, email address, home phone number or service/office address by sending an email to the following addresses:

For the Nursery and Primary School: yolande.michaud@eursc.eu / melanie.fischer@eursc.eu

For the Secondary School: blandine.thisserant@eursc.eu / valentine.gillot@eursc.eu

Read more

Special feature for Secondary cycle

Course Info :

This section names the class and indicates the principal teacher. Courses will be listed along with the names of the teachers and their email addresses.

Term Reports (Report cards):

These will be posted as quarterly statements or autumn reports.

For an optimum effect, SMS requires:

- Regular consultation of school emails for students ((<https://office365.eursc.eu>);
- Regular connection to SMS for students (<https://sms.eursc.eu> or via the « MySchool » link on our website www.eel2.eu);
- An exclusive use of the school email for any contact with school (teachers and administration). It's totally prohibited to use personal email, social networks or file hosting at school.

Read more

Protection of personal data

The European School of Luxembourg II is committed to protecting your private life when processing your personal data and those of your child/children in accordance with the general regulation of the data protection (Rules UE 2016/679) relating to the protection of individuals regarding personal data processing. Your personal data will be processed solely for administration and support of your child/children. They will be stored for as long as necessary or at the least for the duration of your child/children's time at the school. They will be treated as strictly confidential and will not be subject to any disclosure to third parties, except for communications made necessary for the technical operation of the European Schools.

The European Schools enter into contracts with these third parties to provide services related to their management. These third parties are required to respect the confidentiality of the data entrusted to them and to use these data in order to fulfill their commitments to the European Schools.

In accordance with the legislation in force, you have the right of access to information and personal data about you or about your child/children and a right to rectification. On request, you may review the data being processed and correct any inaccuracies. Requests to consult or correct any of the data may be sent to the following email addresses.

Read more

Contacts

Nursery - Primary: yolande.michaud@eursc.eu / melanie.fischer@eursc.eu

Secondary: blandine.thisserant@eursc.eu / valentine.gillot@eursc.eu

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2. Access to the school

Read more

Welcome the students

1) Students arrival's condition for each cycles

Nursery cycle

The school opens its doors at 08:00. Parents should accompany their children to the specified rooms designated for arrival.

From 08:00 - 08:15 arrival and supervision will be in the Nursery Library.

From 08:15 - 08:35 arrival and supervision will be in two classrooms on the ground floor and two classrooms on the first floor.

These classrooms will change on a weekly basis. Classes begin at 08:35. Doors close by 09:00.

Primary Cycle

The school opens its doors at 08:00. Students enter through the main doors and proceed to the reception hall on level -1 of the Primary Building where arrival and surveillance will be from 8:00 - 8:20.

From 08:20 - 08:40, students will gather in the courtyard of the Primary Building, weather permitting. In case of inclement weather, students will proceed directly to their classrooms.

Classes begin at 08:40. From the courtyard, students will line up with their classroom teachers

Parents may not enter the interior of the building or the courtyard. Exceptionally during the first part of September, parents of P1 students may request an entry badge the security guard allowing them to accompany their children to the meeting point.

Security guards and supervisors are recognizable by their bright yellow or orange vests and will be available to assist the children with any of their needs.

Secondary Cycle

Students will have access to the buildings starting at 08:00. They may enter through the main doors of the Administration Building or by Entrance n°7 (access toward the CFL train station).

They may proceed to room room A-203 (for S4-5), room B-019 (for S6-7) or, starting at 08:15, they may go to the library.

Staff will be onsite in the Educational Advisers' Office (room A201) starting at 08:00.

2) Morning Supervision of the Bus Platforms

For students who come to school by bus, the school provides supervision around the bus platforms from 08:20 - 08:40 (or until the last morning school bus has arrived). and an accompaniment service for pupils from the nursery cycle from the bus platform to their respective buildings. Supervisors mark the route from the bus dock to the primary building.

Nursery students will be supervised and accompanied to their respective buildings by members of the staff and ATSEE security guards.

3) Late Arrival (Nursery and Primary Classes)

In case of late arrival, parents of Nursery, P1, and P2 students should bring their children directly to their classrooms.

Parents of all other students may accompany their children to the interior of their building, but then students must proceed alone to their classrooms.

Parents of the involved child who are repeatedly late will be contacted by the Direction of the school. .

4) Late Arrival (Secondary Classes)

You will find all the details in the secondary internal rules.

Read more

Dismissing the pupils when accompanied by a parent or other authorized person

Parents of children in the Nursery and Primary Classes may pick up their children at the end of the school day according to the following guidelines. Students in Secondary Classes may leave the school on their own at the end of the day.

Nursery cycle

Parents may come directly to the classrooms to pick up their children. On Mondays dismissal is from 16:15 – 16:30. On all other days dismissal is from 12:45 – 13:00. Students who go to CPE or other private daycare centers are picked up from their classrooms by the CPE or daycare staff.

Dismissal takes place only at the main doors, which will remain open until 16:45 on Mondays and until 13:15 on other days. A security guard will be monitoring the doors throughout the dismissal periods. The school cannot guarantee surveillance after 16:45 on Mondays and after 13:15 on other days.

An early dismissal is possible only if the parent or legal guardian has informed the teacher and the school secretary ahead of time (see the form « Request for Early Dismissal» in the annex). In those cases, the parent or legal guardian may proceed directly to the classroom to pick up their child.

NOTE: If finally you can't pick-up your child and that he/she needs to go home with another person or with public transport, please contact the nursery secretariat **before 11h50** to advise the teacher.

Primary cycle

Parents wearing their entry badge "PARENTS" provided by the school may use the main doors of the building to access the courtyard where they will pick up their children. Parents may enter the courtyard starting at 16:25 on Mondays and Wednesdays and starting at 12:55 on other days. A security guard will be in charge of opening and monitoring the doors during the dismissal periods. Once parents have picked up their children they may exit by the same doors. Parents are reminded not to linger in the school or courtyard with their children, and for security reasons are asked not to wait for their children in the main hallway. Parents who did not have their entry badge are requested to present themselves to the security guard.

Dismissal takes place only at the main doors, which will remain open until 16:45 on Mondays and Wednesdays and until 13:15 on other days. A security guard will be monitoring the doors throughout the dismissal periods.

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NOTE: If you can't pick-up your child and that he/she needs to go home with another person or with public transport, please contact the primary secretariat before 11h50 to advise the teacher.

Secondary cycle

Students may leave the school independently after the end of classes as of 16:35. We cannot guarantee surveillance after 16:45.

Details of the school policy for secondary students leaving the campus during free periods can be found in the Secondary Schools Rules and Regulations: Living Together.

Late Pick-Up of Nursery and Primary pupils

Parents who will be late in picking up their children are asked to inform the secretary and the classroom teacher by telephone as soon as possible.

Parents who are repeatedly late when picking up their children will be contacted by the Direction of the School.

Read more

Dismissing the pupils when not accompanied by a parent or other authorized person

In keeping with the school's policy to promote the use of public transportation and encourage pedestrian and bicycle friendly zones, the school will provide supervision at the bus platforms during dismissal and until 15 minutes after the end of classes (or until the last afternoon school bus has left).

Nursery and Primary students will be supervised as they proceed from their classrooms or from their building's interior planned meeting point to the bus platforms. They will be accompanied by members of the staff and by ATSEE security guards. Please note that this service is available only to families who have filled out in advance the form to request unaccompanied dismissal. This authorization will be presented to the teachers at the start of the school year. [You will find it under "Useful documents" in the Home page of our web site.](#)

NOTE: If finally you want to pick-up your child instead of using public transport, please contact the nursery or primary secretariat **before 11h50** to advise the teacher. The school is not responsible if you have an unexpected issue and you can't come to pick-up your child and that it's too late to use public transports.

Read more

Visits of external people into the school

1) Welcoming visitors

Access to the school buildings is restricted. Parents who have a meeting with a teacher or member of staff must present appropriate identification to the concierge or security guard.

In accordance with its security policy, occasionally the school may be obliged to temporarily restrict or suspend visitor access.

All visitors for Nursery and Primary must check in with the security guard at the entrance of the building.

All visitors for Secondary and Administration must check with the security guard the entrance of the Administration building.

Visitors should sign the reception logbook and present appropriate identification to the guards. They will then receive a visitor's tag that must be worn visibly during the time of their visit.

Security agents are authorized to inspect bags.

2) 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 authorized 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 authorization and pay the **obligatory insurance fee 3,60** .

In the primary school, only former students are authorized 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).

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The authorized 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 authorization and pay the **obligatory insurance fee 3,60** .

In the primary school, only former students are authorized 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).

3. First day of term

Read more

Visiting the Buildings

Nursery and Primary cycles

A school visit will be organized in September 2018, the date and timetable will be submitted in due course, only for the families of new pupils who have not been able to attend the visit from 17th May 2018.

Please note that it will not be possible to meet personally the teacher of your child that day. The meeting place is the entrance of the Administrative building.

Secondary cycle

A school visit is organized **on Monday, 3rd of September 2018 between 11:00 and 12:00 for the families of new pupils.** The meeting place is the entrance of the Administrative Building.

Read more

Beginning of the school

Nursery

Children who were already in the 1st grade of nursery school during the school year 2017-2018 and the new pupils M2 start on **Wednesday, 5th September 2018 at 08:35 - End of the day: 12.50**

New pupils will arrive in small groups and in rotation as from **Thursday 6th September 2018 at 08:35.** This will ensure a gentle integration of the "newcomers" and it will give them special attention on the first day.

All parents of new pupils should receive by 13/07/2018 at the latest a notification confirming the enrollment 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 27th 2018.

Primary

The school begins on **Wednesday 5th of September 2018.**

To ease the beginning of the pupils in 1st 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-DA-EL-EN-FR-HU-IT) will indicate the meeting point for each language section.

Year	Beginning of Classes	Meeting Point
1	9h45	Playground of the Primary school
2, 3, 4 et 5	8:40	Playground of the Primary school

End of school on the first day:

Year	Ending of classes	Meeting point
P1 - P2	16h20	Playground of the Primary school
P3 - P4 - P5	16h30	Playground of the Primary school

Secondary

On the first day of the new school year, **Wednesday 5th September 2018**, all pupils (S1-S7) should be at school by 8:40 and wait outside the covered area of the Administration building.

The educational advisers, Mr. Toussaint (principal educational adviser) and the principal class teachers will meet them there with a sign indicating the section and the class. The teachers will accompany the pupils to their classrooms.

Pupils will then receive their timetables and other useful information.

The first day will be a normal long day. The first two periods will be the lessons with the principal class teachers and then regular lessons will continue. All the pupils by year-group will have a general assembly in the school hall, the time of which will be announced during the lessons of the principal class teacher.

LESSONS WILL END AT 16.35 FOR ALL CLASSES OF THE SECONDARY SCHOOL.

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2, 3, 4 et 5	8:40	Playground of the Primary school

End of school on the first day:

Year	Ending of classes	Meeting point
P1 - P2	16h20	Playground of the Primary school
P3 - P4 - P5	16h30	Playground of the Primary school

Secondary

On the first day of the new school year, **Wednesday 5th September 2018**, all pupils (S1-S7)

should be at school by 8:40 and wait outside the covered area of the Administration building.

The educational advisers, Mr. Toussaint (principal educational adviser) and the principal class teachers will meet them there with a sign indicating the section and the class. The teachers will accompany the pupils to their classrooms.

Pupils will then receive their timetables and other useful information.

The first day will be a normal long day. The first two periods will be the lessons with the principal class teachers and then regular lessons will continue. All the pupils by year-group will have a general assembly in the school hall, the time of which will be announced during the lessons of the principal class teacher.

LESSONS WILL END AT 16.35 FOR ALL CLASSES OF THE SECONDARY SCHOOL.

4. Timetables

Read more

Nursery school

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

Read more

Primary school

Primary classes 1 and 2

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

Primary classes 3 – 4 and 5

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)

Read more

Secondary school

Secondary School – The building is open as from 8:00

Monday	Tuesday	Wednesday	Thursday	Friday
8:45 – 16:35	8:45 -16:35	8:45 – 16:35	8:45 – 16:35	8:45 – 16:35

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

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

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

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 support courses, 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.

1st year classes are free on Tuesday and Thursday afternoons.

2nd year classes are free on Tuesday afternoon.

3rd year classes are free on Thursday afternoon.

4th year classes are free on Wednesday afternoon.

5th year classes are free on Friday afternoon.

There is no guaranteed free afternoon in years 6 and 7.

[Read more](#)

Nursery school

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

[Read more](#)

Primary school

Primary classes 1 and 2

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

Primary classes 3 – 4 and 5

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)

[Read more](#)

Secondary school

Secondary School – The building is open as from 8:00

Monday	Tuesday	Wednesday	Thursday	Friday
8:45 – 16:35	8:45 -16:35	8:45 – 16:35	8:45 – 16:35	8:45 – 16:35

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

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

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

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 support courses, 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.

1st year classes are free on Tuesday and Thursday afternoons.

2nd year classes are free on Tuesday afternoon.

3rd year classes are free on Thursday afternoon.

4th year classes are free on Wednesday afternoon.

5th year classes are free on Friday afternoon.

There is no guaranteed free afternoon in years 6 and 7.

5. Internal rules for Primary

Read more

The 4 Golden Rules

- **Learn:** Be ready and prepared to do your best in all lessons
- **Show care:** Take care of personal or school property and the environment
- **Be safe:** Be in the right place at the right time
- **Respect:** Be polite, helpful and cooperative with all members of the school community

You can use these five words:

- Hello
- Goodbye
- Please
- Thank you
- Excuse me

Read more

Arrival at school

Between **8:00 and 8:20**, I wait **ONLY** in the welcome hall downstairs. I can use the mini-library.

Between **8:20 and 8:40**, I **LY play in the playground**. I can use the mini-library.

Read more

Morning and afternoon breaks

- When it's time to return to class, I **ALWAYS** have to wait for my teacher to pick me up.
- I **ALWAYS** use the authorized stairs to go to the playground.
- I **ALWAYS** go to the supervising teachers when I have a problem.
- I **ALWAYS** ask *permission* from a supervising teacher to go to the *nurse*.
- I **ONLY** use the **toilets** on the **ground floor** (through the front door)
- I **ALWAYS** use **soft balls** when I play in the playground.
- When it's inside break, I have to do a quiet activity *in the classroom*.
- The use of *phones and electronic games* is prohibited in school. If I have one, it must be switched off and kept in my bag.

Read more

When I change my classroom (to go to Language 2, Religion / Morale, European Hours)

- I move calmly and walk.
- I use the authorized corridors.
- I respect the art work and the belongings of others, which are in the hallways.
- I am careful to be on time for class.

Read more

The exit of the classes

- If I take the bus, I go to the playground and I wait for the teacher responsible for my dock, to accompany the group to the bus-
- If I have a blue card, I can leave the school by myself. I must show my blue card to the guard at the exit.
- If my parents or another person picks me up, I have to wait in the playground with my teacher or the supervising teachers.
- If I go to the CPE, I join my group calmly.

Read more

Consequences

Any other unacceptable behaviour will be *discussed* with the class teacher, parents and the Director of our school.

Read more

The 4 Golden Rules

- **Learn:** Be ready and prepared to do your best in all lessons
- **Show care:** Take care of personal or school property and the environment
- **Be safe:** Be in the right place at the right time
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Read more

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Between **8:00 and 8:20**. I wait **ONLY** in the ***welcome hall*** downstairs. I can use the mini-

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Read more

Consequences

Any other unacceptable behaviour will be discussed with the class teacher, parents and the Director of our school.

6. Secondary rules

[Show internal secondary school rules](#)

7. Absences

Read more

Absence for health reasons

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

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

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 authorized by the school, parents or the legal representative 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 of 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).

Read more

Inability to attend the Physical Education lesson

lang="EN-US">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.

Read more

Requests for permission to be absent from school

lang="EN-US">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 by the parents or the legal representative in writing **at least 8 days in advance** by using the specific form, which is also available [on the school website under Usefull documents in Home page.](#)

It should clearly indicate the reasons for the request. In exceptional cases, the Head may authorize 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 general 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.

[Read more](#)

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[Read more](#)

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8. Communication school-parents

Read more

Nursery and primary school

Parents may contact:

- The classroom teacher and the secretary for any concerns about absences.
- The classroom teacher and the KiVa coordinator for any concerns about discipline or the well-being of the students.
- The classroom teacher and/or the support coordinator and/or the school psychologist for any concerns about learning, academic support, and school life.
- The secretary for any concerns about student arrival and dismissal.
- The general coordinator for any concerns about accompaniment and supervision of students to and from school transport.
- The nurses for any concerns about student health.

Parents may contact the Deputy Directors of the Nursery and Primary School or the Director of the School in cases where the problem cannot be solved.

1) Role of the Students (Primary)

- Taking care of their own school materials and belongings.
- Following school rules.
- Going to the teacher with any questions or problems.
- Completing and turning in homework on time.
- Showing parents their notebooks and diary.
- Notifying a teacher or a school authority about any problems on the playground.

2) Role of the Parents (Nursery and Primary)

- Checking the students' notebooks and class diary everyday.
- Signing the class diary, notebooks, and any tests or evaluations if asked.
- Notifying the school if a child has related at home an incident that concerns the well-being of the students.
- Notifying the nurses of any changes in the health or in the specialized health routines of the students.
- Systematically inquire about the school's website.
- Communicating with the classroom teachers and/or coordinators using:
 - the student diary.
 - an email to the concerned parties and a request for a meeting.
 - a meeting with the teachers or coordinators.

Please respect the teachers' working hours. The periods just before and just after class may not always be the best times for in-depth discussions. An arranged meeting allows for more productive discussion of such issues.

3) Role of the Teachers (Nursery and Primary)

- Communicating regularly with school colleagues and parents about any issues concerning the class or the students.
- Discussing any questions or problems directly with the concerned student.
- Contacting the parents if the questions or problems cannot be resolved.
Communication may take place through email, writing in the student diary, or setting up a meeting.
- Informing parents of student results and progress as well as any incomplete homework.

4) Role of the coordinators (Nursery and Primary)

General Coordinator:

- Organizing and following up on:
 - Supervision during school hours.
 - Accompaniment and supervision of students to and from school transport.
 - Organization of school schedules and timetables.
- Academic Support Coordinator:

Organizing and following up on:

- Files and paperwork concerning academic help and support.
- Meetings with families and with appropriate consultants.
- Tripartite contracts involving the school, families, and external consultants.

KiVa Coordinator:

- Organizing and following up on:
 - Files and paperwork concerning the well-being of the students.
 - General problems faced by students.
 - Behavioral or social issues faced by the students.
 - School strategies to help ensure the well-being of the students.

Read more

Secondary school

Parents can contact:

- The principal educational adviser or the educational adviser of the year regarding absences or disciplinary problems.
- The teacher for any problem related to discipline or learning process
- The principal educational adviser, the educational adviser of the year concerned, the principal class teacher or any other teacher for any socializing or integration problem in the class/group
- Cycle coordinators for any question relating to enrolment and option choices
- The career adviser of the language section regarding any question related to career guidance.

Parents may contact the Deputy Director of the Secondary School or the Director of the school only in cases where the problem could not be solved previously.

1) Role of the pupils

- Preparing homework
 - Being active in lessons
 - Handing in assignments
 - Asking a teacher in case of any problem/question
 - Showing parents tests
 - Contacting the School by using only the School's email address.

2) Role of the parents

- Following up on pupils' homework at home
- Signing tests (if asked)
- Contacting the school with any question or issue 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.

3) Role of the school management

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

4) Role of the advisers

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

5) 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 discussing the issues
- Getting in contact with the parents if the above doesn't help
- Collaborating with colleagues, advisers, coordinators and if needed: the management

6) Role of each teacher

- In case of a problem/issue: Discussing with pupils and if there is no improvement: informing parents using email, the agenda or setting up a meeting regarding the under-achieving of the child ((cooperation between the principal class teacher and the subject teachers is required).
- 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 exams (sem. 1 & 2) : exams given to the pupils for the parents to keep
 - S5 exams (sem.1) : exams given to the pupils for the parents to keep whereas semester 2 exams are kept at school
 - S6-S7 : exams (sem. 1 & 2) are kept at school.
- Informing parents in case a pupil does not complete his homework .

7) Role of cycles' coordinators

- Distributing and collecting option choice forms.
- Holding meetings on option choices with the Management.
- Meeting parents and pupils to help them in the choice of courses

Read more

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- Taking care of their own school materials and belongings.
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- Going to the teacher with any questions or problems.
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- Cycle coordinators for any question relating to enrolment and option choices
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- Getting in contact with the parents if the above doesn't help
- Collaborating with colleagues, advisers, coordinators and if needed: the management

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7) Role of cycles' coordinators

- Distributing and collecting option choice forms.
- Holding meetings on option choices with the Management.
- Meeting parents and pupils to help them in the choice of courses

9. Committees within the school

Read more

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, a representative of the adviser, the nurses, the psychologists, the chief safety delegate officer, the technical supervisor and the safety manager for the school.

Read more

The Canteen Committee

This committee is comprised of the representatives of the parents, the teachers, the pupils, the school administration, staff member of the school.

This committee also aims to ensure the quality of the service of our school catering service and to make common decisions for the good of the children and the staff who eat lunch every day.

The committee meets 4 times a year and the dates of the meetings are published into our website.

After every meeting, the report will be published online on the European School website. For any comments concerning the canteen, we invite you to send a message to the following email address: cantine@eursc-mamer.lu

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

Read more

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 twice per term.

For the Nursery and Primary cycles, the following dates have been fixed: September 2018, December 2018, during March 2019 and during June 2019 (these dates are indicative, changes may occur).

For the Secondary cycle once every half- term: The dates will be announced before the beginning of the school year 2018- 2019

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 :

- The Education Council for the Nursery and Primary cycles shall be composed of the Director and Deputy Director, 3 elected representatives from the concerned categories – parents and teachers.
- The Education Council for the Secondary cycle shall be composed of the Director and Deputy Director, 3 elected representatives from the concerned categories – parents, teachers and pupils.
- The number of representatives for the education councils for ES Luxembourg Ii was approved at the Administrative Board on 22 January 2018

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

Read more

The School Advisory Council

[\(See Reform of the European Schools System 2009-D-353-en-4\)](#)

The School Advisory Council (SAC) 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. In November/December and in March/April.

Read more

Administrative Council

[\(Reform of the European Schools System 2009-D-353-en-4\)](#)

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 Council 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 Council “shall perform such other administrative duties as may be entrusted to it by the Board of Governors.”

The relative autonomy of the school enables it to make decisions at the local level without going through the central governance.

There are three categories of decisions:

1) Decisions that may have an impact at system level on the other schools.

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

2) 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

3) Decisions concerning other organizations 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).

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 meeting.

The next AB will take place on Thursday, 27th September 2018.

[Read more](#)

The Health and Safety Committee

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Its main missions are :

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- 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, a representative of the adviser, the nurses, the psychologists, the chief safety delegate officer, the technical supervisor and the safety manager for the school.

[Read more](#)

The Canteen Committee

This committee is comprised of the representatives of the parents, the teachers, the pupils, the school administration, staff member of the school.

This committee also aims to ensure the quality of the service of our school catering service and to make common decisions for the good of the children and the staff who eat lunch every day.

The committee meets 4 times a year and the dates of the meetings are published into our website.

After every meeting, the report will be published online on the European School website. For any comments concerning the canteen, we invite you to send a message to the following email address: cantine@eursc-mamer.lu

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

Read more

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 twice per term.

For the Nursery and Primary cycles, the following dates have been fixed: September 2018, December 2018, during March 2019 and during June 2019 (these dates are indicative, changes may occur).

For the Secondary cycle once every half- term: The dates will be announced before the beginning of the school year 2018- 2019

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 :

- The Education Council for the Nursery and Primary cycles shall be composed of the Director and Deputy Director, 3 elected representatives from the concerned categories – parents and teachers.
- The Education Council for the Secondary cycle shall be composed of the Director and Deputy Director, 3 elected representatives from the concerned categories – parents, teachers and pupils.
- The number of representatives for the education councils for ES Luxembourg Ii was approved at the Administrative Board on 22 January 2018

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

Read more

The School Advisory Council

[\(See Reform of the European Schools System 2009-D-353-en-4\)](#)

The School Advisory Council (SAC) 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. In November/December and in March/April.

Read more

Administrative Council

[\(Reform of the European Schools System 2009-D-353-en-4\)](#)

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 Council 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 Council "shall perform such other administrative duties as may be entrusted to it by the Board of Governors."

The relative autonomy of the school enables it to make decisions at the local level without going through the central governance.

There are three categories of decisions:

1) Decisions that may have an impact at system level on the other schools.

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

2) 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

3) Decisions concerning other organizations 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).

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 meeting.

The next AB will take place on Thursday, 27th September 2018.

10. Parent's participation

Read more

Parents/Teachers meetings

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

The dates of the parent-teacher meetings have to be confirmed asap :

Dates	Hour	Meetings in the Nursery (pupils aged 4)
10/09/2018	18h30	Meeting for parents of the nursery school (M1 and M2) – MAT
Dates	Hour	Meeting in the Primary School
05/09/2018	18h30	Meeting for parents of P1 pupils - PRI
12/09/2018	18h30	Meeting for parents of P2 pupils - PRI
17/09/2018	18h30	Meeting for parents of P3 pupils - PRI
19/09/2018	18h30	Meeting for parents of P4 pupils - PRI
24/09/2018	18h30	Meeting for parents of P5 pupils - PRI
26/09/2018	18h30	Meeting for parents of SWALS pupils – Primary Building
26/09/2018	18h30	Meeting for parents of ONL pupils - Primary Building
27/09/2018	18h30	Meeting for parents with religion and ethics teachers - Studio (Administrative Building)
01/10/2018	19h00	Meeting for parents of P1 pupils for language II - PRI
10/10/2018	19h00	Skiing trip meeting for parents of P5 from Lux I & Lux II – Salle des Fêtes LUX II
Dates	Hour	Meeting in the Secondary School

The meetings with the class teachers and subject teachers are organized once a year for all the year groups. The dates for the meetings will be announced before the start of the school year 2018/2019.

Read more

Parents' participation

1) School Party: May 2019 (unknown date for the moment)

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

2) Coffee Morning Networking

Following this successful initiative of parents who wish to meet a few times a year 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 2018/19.

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 reflection in common (for instance Education, Respect, Bullying).

If you have an independent activity (for example coach, interior architect, psychologist) or you wish to launch a project (for example book club, walking club, cooking club) you can come with your name cards and your brochures.

The new committee members of the APEEEL2, Valentina Feci Favara and Vincent Masson Deblaize, joined the organization of the Coffee Morning Networking, by accepting to replace Danielle Ribs Fleishmann, which undertook a new personal project.

We take advantage to thank her for her time, for her commitment and for her enthusiasm in the promotion and the organization of all the past CoMoNe, and we wish all the best for her new adventure.

The timetable 2018/19 will be communicated after next holidays.

The place is the STUDIO OF THE EUROPEAN SCHOOL LUXEMBOURG II

The entry will be made by the ADMINISTRATION by simple presentation of an invitation.

According to the wishes of some parents, the CoMoNe will be organized in the morning (08.30am to 10.30am) AND in the evening (schedule to be still decided).

The new organizers of the CoMoNe wish to give a new impetus by proposing every time a different theme touching the sphere of our children.

For any question, you can contact directly the APEEEL2 (office@apeeel2.lu): your message will be immediately transmitted to the organizers of the CoMoNe.

Read more

Nursery and Primary Classes

1) Parents' Evenings

At the start of the school year, an informational evening is organized for each class. Parents will be able to have necessary information about the working of their child's class and about school more generally and meet some of the other families.

In November and during the 2nd trimester, individual conferences are planned with the Nursery teachers as a chance to discuss the work and progress of each child.

Please see the above chart labeled « Parent-Teacher Meetings».

2) Class Representatives and Parents Association APEEEL2

Early in the year, each class will elect two parent representatives who will act as liaisons between the class and the administration. They will be able to communicate any needs or problems the class may have to the teachers and to the school.

The Parents' Association represents the needs of the greater parent community. It is actively involved in school life and is able to communicate any needs or concerns that affect the general school body, the school buildings, and the daily life of the school. More information can be found on their website: <http://www.apeeel.lu/APEEELuxII.aspx>

L'APEEE also organizes extracurricular activities. More information about these activities can be found on the website: www.activitesperiscolaires.lu

3) Parents' Cooperation and Participation

In addition to attending the scheduled meetings, parents are often invited to help out the class during specific events. This participation might include helping to chaperone field trips, helping with class parties or other events, accompanying the children to the library, or, starting in M2, accompanying the children to swim class.

Teachers also rely on the goodwill of the parents to help foster a smoothly running classroom and a positive class atmosphere.

4) Parents' Financial Contributions

- School Trips: The cost of specific school trips will be announced well in advance. More information can be found under the heading «School Trips».
- Class Funds: The school allocates funds each year for the purchase of small school supplies and educational materials.

Periodically throughout the year, the Nursery and Primary Classes may organize school activities that would require additional financial participation from the families. Instead of collecting money for each occasion, the families may decide to organize a class fund. This fund would be managed by a class treasurer to be chosen at the first school meeting. During that meeting, parents could also decide the amount each family would be asked contribute based on suggestions from the teachers. Teachers would not have direct access to the class fund but would rely on the class parents and treasurer to decide on how the money should be spent

5) Library

The Nursery Library contains books and materials for all the Nursery language sections while the Primary Library contains books and materials for all the Primary language sections. Classroom teachers work with the librarians to keep families informed about how to use and take advantage of these resources.

Running the libraries would not be possible without the assistance of parent volunteers and their association «Les Mots de Zaza». The school sends out an urgent call to all parents who have some free time and would like to help by joining the volunteer association. The

school librarians (who work only half-time) would be happy to help put any interested parents in touch with the «Les Mots de Zaza» association.

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school librarians (who work only half-time) would be happy to help put any interested parents in touch with the «Les Mots de Zaza» association.

11. School plan

Plan school will be published by September 2017.

12. Homework and school report

Read more

Homework

1) Primary school

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.

4th and 5th grades represent a significant stage in progress through the secondary cycle in experience and knowledge and consequently homework will become more regular and targeted.

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.

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.

Under the School website, more detailed information per linguistic section are available.

2) 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.

For the 2018-2019 academic year, the teachers of each subject agreed on the application of a common policy of homework. This policy will be evaluated at the end of the school year and, where appropriate, adapted.

The calendar for long tests from S1 à S5 is published at the beginning of the academic year on the school website. A maximum of 3 long tests per week is permitted.

Read more

School reports

Reports will be distributed on the following dates:

Primary School	
	Date of distribution of reports
First unofficial report	November 2018
First report	February 2019
Second Report	July 2019

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.

School report evaluation is therefore 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 and social skills. 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 in **February** through our ICT data exchange platform (Student Management System SMS, *My School*). 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. The final report is made available to parents through our platform SMS.

It is important that each family maintains a correct and current email address for their account on our platform «My School».

Secondary School

Years		Date of distribution of reports
1, 2, 3	First intermediate report	Beginning of November 2018
	1st semester report	End of January 2019
	Second intermediate report	March 2019
	2nd semester report	June 2019
4, 5, 6	First intermediate report	Beginning of November 2018
	1st semester report	Beginning of February 2019
	Second intermediate report	April 2019
	2nd semester report	Early July 2019
7	First intermediate report	Beginning of November 2018
	1st semester report	February 2019
	2nd semester report - Preliminary mark	May 2019

Please see below the rules concerning the scripts of the semester examinations:

S4

- The examinations of the 1st and 2nd semesters are returned to the legal representatives through the pupils.

S5

- The examinations of the 1st semester are returned to the legal representatives through the pupils.
- **The harmonized examinations of the 2nd semester are kept by the school for archiving.**

S6

- **The examinations of the 1st and 2nd semesters are kept by the school for archiving.**

In general, examinations and tests counting for the B mark may be viewed by the pupils' legal representatives during an appointment with the teacher concerned. In order to see the results of their examinations in S6, teachers arrange a class for the pupils two weeks before the class council.

The pupils' legal representatives have the opportunity to view the S5-S6 archived examinations in presence of the principal educational adviser from **Monday 8th July to Thursday 11th July 2019** between 10.00 and 12.00 o'clock in room A-202.

Article 6.4.10 Viewing of the European Baccalaureate scripts after marking of the Arrangements for Implementing the regulations for the European Baccalaureate.

The candidates or their legal representatives, if they are minors, have the right to view and get a copy of:

- *Their original script*
- *The final mark awarded to the examination script (average of first and second corrector mark and, where applicable, third corrector mark)*
- *The mark awarded by each one of the correctors (first corrector mark, second corrector mark and, where applicable, third corrector mark)*
- *The correctors' commentaries*
- *The examination paper*
- *The marking scheme*

The request must be made in writing to the Director of the School not later than 4 calendar days after the candidate has been informed of the examination results, communicated in accordance with article 7.3.

The Director will make all documents available not later than 3 calendar days after receipt of the request.

A belated request for the viewing of the examination papers will be inadmissible.

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Read more

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13. Student support

Read more

Support

At the European Schools, three types of Support exist: General Support, Moderate Support and Intensive Support (A and B).

General and Moderate support:

Definitions:

- General Support is for any pupil who at some point in their schooling needs support or 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 pupils. Parents or legal representatives can discuss with the subject teacher if they think support is needed.
- Support classes may be requested at any time during the school year
- Applications must be submitted using a special form that is distributed to all teachers by mail and is available in the teachers room or in Office 365 (shared documents). This form must be submitted to the Support Coordinator (SupCo).
- The Administration of the school will decide when support is necessary. The teacher will inform parents that support has been decided for their child. Parents can accept or reject this support, but in all cases the form must be returned to the school with the parents' signature.
- The Support Coordinator will create support groups. Under exceptional circumstances, general and moderate support can be offered to a pupil on a one-to-one basis.
- Groups are organized vertically, horizontally, within or across sections, by focusing on the needs of the pupils concerned.
- Once a pupil has been admitted to a support course, the pupil is required to follow the course regularly. If a pupil refuses this course or if s/he disrupts the course by his/her behavior, the Supco must be notified and the pupil may be excluded from the support course
- The General Support Teacher prepares the Group Learning Plan (GLP) with the subject / classroom teacher who details the group's work and incorporates objectives and success criteria for the group. This Plan is available from the Supco and is sent to parents.

- The moderate support teacher and the subject teacher make the Individual Learning Plan (ILP) (which is available from the Supco and sent to the parents for each pupil) in consultation with the teacher of the subject / class. The ILP should be reviewed regularly. It 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 Semesters.

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, behavioral 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.

For the secondary, 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 enrolment 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 meets to discuss how to help the pupil in the best possible way and advises the director on the arrangements to be made.
- People present at the Advisory Group Meeting: Head or his/her delegate, Support Coordinator, L1 teacher, form teacher and the pupil'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 agreement, which should be signed by the Head of the school and the legal representatives.
- The ILP must be established by the support teacher(s) in consultation with the subject teacher and/or the support coordinator.
- The legal representatives of the pupil are informed of their child's progress at the end of each semester.
- The Intensive Support agreement is only applicable for one school year and an Advisory Group Meeting will be organized 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 agreement can also be adapted during the school year if needed.
- When the school is not in a position to provide adequate education to a pupil, the

whole pedagogical team, parents and the school management seek and propose alternatives more adapted to the needs of the pupils.

For pupils whose needs are best described using description B :

- Teachers or pupil's legal representatives request short-term Intensive Support B for the pupil in writing to the support coordinator.
- 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 organizes individual support, in or outside the classroom, depending on the pupil's needs and the availability of teachers.
- Groups are organized 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 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 Intensive Support B at the end of each semester.

SWALS Students (Students without a Language Section) enrolled in the other sections (EN, FR, DE) can receive additional help if necessary in case of weaknesses in language 2.

Support coordinators « Supco » :

Mrs Paola Cuzziol for the Primary school : paola.cuzziol@teacher.eursc.eu

Mrs Charlotte HENRIKSEN for the Secondary school : charlotte.henriksen@eursc.eu

The reference document ([2012-05-D-14-fr-9](#) et [2012-05-D-15-fr-11](#)) is available on the website of the European Schools.

Read more

Therapists – tripartite agreement

There might be pupils whose development and learning needs require support given by paramedical auxiliary staff (essentially speech therapists and psychomotor therapists). The provision will be organized on the basis of a tripartite agreement.

The school's role is to make a suitable room available to the pupil and the professional whose services are used, to agree on a timetable and to take account of class activities.

Paramedical auxiliary staff is self-employed and paid directly by the parents.

Read more

Transitions

1) Transition from Nursery to Primary

Each language section organizes two "Transition" days for all MA2 pupils: a P1 visit from the M2 children and a visit to the Mat by the P1 children before the end of the year. Special visits can be organized for pupils with special needs.

For the children of M2 receiving intensive support A, the support coordinator of the primary / nursery cycle organises, at the end of the school year, an Advisory Group specifically dedicated to the planning of the transition to the primary cycle.

2) Transition from Primary to Secondary

The school organizes a transition day for all P5 pupils. Special visits/arrangements can be arranged for pupils with special needs.

Transition meetings for P5 and S1 teachers take place before and at the beginning of the school year.

There is a close collaboration between the support coordinator of Nursery/Primary and the support coordinator of Secondary. The support coordinator of Primary organizes at the end of the school year the Advisory Group Meeting for pupils in P5 receiving Intensive Support A. At these meetings the transition is discussed among the colleagues, parents and support coordinators from both cycles. For ISA pupils, another follow up Advisory Group meeting is organized in October/November when the pupil enters S1.

The support coordinator from Secondary attends the Class Councils for P5 at the end of the school year.

Read more

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 of the European Schools will apply

If the curriculum and/or syllabus are modified to meet the needs of the pupil (Who did not follow the curriculum provided in the Syllabus of the European Schools) , 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 fulfill 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.

[Read more](#)

European Baccalaureate

The European Schools believe that all pupils 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 authorization must be requested **by April 30th when the pupil is in S5**. These arrangements are not intended to compensate for any lack of knowledge or ability.

[Read more](#)

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.

Peer mediation is led by about 35 pupils of years S4-S6 who followed a comprehensive training program and received a mediator's diploma.

The pupils 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. The reference persons are Mr Nestoras, Mrs Le Goaller and Mrs Pomar.

[Read more](#)

KiVa program

KiVa is an innovative school-based anti-bullying program which has been developed at the University of Turku in Finland. It is a tool our school uses to raise the awareness of our students to be respectful, to show empathy towards peers, to know more about themselves ... In this way school tries to create a safe environment through their whole school career.

The main components of KiVa

KiVa includes both universal and indicated actions, intended to prevent the phenomenon and to treat the cases of bullying in our school.

The universal actions, such as the KiVa curriculum (student lessons), are directed at all students and focus mainly on preventing bullying. The students of year 1 continue with the lessons which started already in Primary (unit 2) and the students of year 3 start with the lessons dedicated to secondary (unit 3). They consist of a number of initiatives which influence the norms of groups, teach children how to behave constructively/responsibly, refrain from encouraging bullying and help possible victims.

The indicated actions take place when bullying has come to the attention of school personnel. Each particular case is handled in a series of individual and group discussions between the school's KiVa team and the students involved. Several peers of the victim are challenged to provide support for the victimized classmate. The aim is to put an end to bullying.

The KiVa team doesn't accuse or punish anyone, but helps to develop empathy and positive solutions. KiVa is not meant to be a one-year project, but a permanent part of the school's anti-bullying work.

You can contact the KiVa team :

primary : MAM-KIVATEAM-PRI@eursc.eu

secondary : MAM-KIVATEAM-SEC@eursc.eu

More information on the program can be found in <http://www.kivaprogram.net/parents/> and <http://www.kivaprogram.net>

Read more

Support

At the European Schools, three types of Support exist: General Support, Moderate Support and Intensive Support (A and B).

General and Moderate support:

Definitions:

- General Support is for any pupil who at some point in their schooling needs support or 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 pupils. Parents or legal representatives can discuss with the subject teacher if they think support is needed.
- Support classes may be requested at any time during the school year
- Applications must be submitted using a special form that is distributed to all teachers by mail and is available in the teachers room or in Office 365 (shared documents). This form must be submitted to the Support Coordinator (SupCo).
- The Administration of the school will decide when support is necessary. The teacher will inform parents that support has been decided for their child. Parents can accept or reject this support, but in all cases the form must be returned to the school with the parents' signature.
- The Support Coordinator will create support groups. Under exceptional circumstances, general and moderate support can be offered to a pupil on a one-to-one basis.
- Groups are organized vertically, horizontally, within or across sections, by focusing on the needs of the pupils concerned.
- Once a pupil has been admitted to a support course, the pupil is required to follow the course regularly. If a pupil refuses this course or if s/he disrupts the course by his/her behavior, the Supco must be notified and the pupil may be excluded from the support course
- The General Support Teacher prepares the Group Learning Plan (GLP) with the subject / classroom teacher who details the group's work and incorporates objectives and success criteria for the group. This Plan is available from the Supco and is sent to parents.
- The moderate support teacher and the subject teacher make the Individual Learning Plan (ILP) (which is available from the Supco and sent to the parents for each pupil) in consultation with the teacher of the subject / class. The ILP should be reviewed regularly. It 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 Semesters.

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, behavioral 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.

For the secondary, 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 enrolment 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 meets to discuss how to help the pupil in the best possible way and advises the director on the arrangements to be made.
- People present at the Advisory Group Meeting: Head or his/her delegate, Support Coordinator, L1 teacher, form teacher and the pupil'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 agreement, which should be signed by the Head of the school and the legal representatives.
- The ILP must be established by the support teacher(s) in consultation with the subject teacher and/or the support coordinator.
- The legal representatives of the pupil are informed of their child's progress at the end of each semester.
- The Intensive Support agreement is only applicable for one school year and an Advisory Group Meeting will be organized 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 agreement can also be adapted during the school year if needed.
- When the school is not in a position to provide adequate education to a pupil, the whole pedagogical team, parents and the school management seek and propose alternatives more adapted to the needs of the pupils.

For pupils whose needs are best described using description B :

- Teachers or pupil's legal representatives request short-term Intensive Support B for the pupil in writing to the support coordinator.
- 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 organizes individual support, in or outside the classroom, depending on the pupil's needs and the availability of teachers.
- Groups are organized 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 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 Intensive Support B at the end of each semester.

SWALS Students (Students without a Language Section) enrolled in the other sections (EN, FR, DE) can receive additional help if necessary in case of weaknesses in language 2.

Support coordinators « Supco » :

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Read more

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1) Transition from Nursery to Primary

Each language section organizes two "Transition" days for all MA2 pupils: a P1 visit from the M2 children and a visit to the Mat by the P1 children before the end of the year. Special visits can be organized for pupils with special needs.

For the children of M2 receiving intensive support A, the support coordinator of the primary / nursery cycle organises, at the end of the school year, an Advisory Group specifically dedicated to the planning of the transition to the primary cycle.

2) Transition from Primary to Secondary

The school organizes a transition day for all P5 pupils. Special visits/arrangements can be

arranged for pupils with special needs.

Transition meetings for P5 and S1 teachers take place before and at the beginning of the school year.

There is a close collaboration between the support coordinator of Nursery/Primary and the support coordinator of Secondary. The support coordinator of Primary organizes at the end of the school year the Advisory Group Meeting for pupils in P5 receiving Intensive Support A. At these meetings the transition is discussed among the colleagues, parents and support coordinators from both cycles. For ISA pupils, another follow up Advisory Group meeting is organized in October/November when the pupil enters S1.

The support coordinator from Secondary attends the Class Councils for P5 at the end of the school year.

[Read more](#)

Assessment and promotion

Principles for assessment and promotion

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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 fulfill 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.

[Read more](#)

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[Read more](#)

Peer mediation

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The universal actions, such as the KiVa curriculum (student lessons), are directed at all

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The indicated actions take place when bullying has come to the attention of school personnel. Each particular case is handled in a series of individual and group discussions between the school's KiVa team and the students involved. Several peers of the victim are challenged to provide support for the victimized classmate. The aim is to put an end to bullying.

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You can contact the KiVa team :

primary : MAM-KIVATEAM-PRI@eursc.eu

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More information on the program can be found in <http://www.kivaprogram.net/parents/> and <http://www.kivaprogram.net>

14. European hours

European Hours is a program that represents a key philosophy of the European Schools. It allows students to participate in multidisciplinary activities tied to the curriculum but not necessarily tied to one subject area.

[Reference Document from the Superior Council : 2016 – 08 -D-17-fr-3](#)

European Hours also provides opportunities to:

- Regroup and bring together students of different nationalities.
- Encourage interaction, communication, and cooperation during shared activities.

It is not a language course, but rather an educational moment for personal and cultural exchange. Students are asked to actively participate, get know each other, and learn about each other's cultures with mutual respect. They can appreciate the « Maison commune Europe » by valuing the diversity of cultures while appreciating the transnational nature of European identity..

Read more

Who is it intended for?

All students in the 3rd, 4th and 5th years of Primary School

Read more

What are the benefits?

The European Hours helps to:

- Regroup and bring together students of different nationalities
- Encourage interaction, communication, and cooperation during shared activities
- Value the school as a whole community that bridges the language sections
- Prompt students to actively participate in their own learning by seeking out diverse experiences and interactions
- Provide opportunities for different teachers to get to know each other, work together, try new experiences, share teaching practices and explore innovative methods
- Promote agreement and consistency among the language sections
- Deepen the knowledge and appreciation of Europe's cultural and social history

Read more

What are its main objectives?

- The European Hours is designed to:

- Develop a European identity, which is based on the students' own cultural identities
- Pursue intercultural character building skills such as understanding, respect, and acceptance of oneself and of others.
- Create and nurture and intercultural context for valuing differences and finding common ground
- Deepen the idea of European identity
- Promote mutual appreciation cooperation among students
- Lay pathways to personal and social development
- Promote the students' capacity for initiative, independence, and solidarity.

Read more

When do they take place?

During two consecutive 45-minute periods each week (Wednesdays from 14h45 to 16h30) with a short break in between.

Read more

Which students participate in it?

Students may come from any of the language sections. They are grouped according to criteria suggested by the Inspectors and approved by:

- The Director's Office
- The Working Group
- The coordinators and teachers in their role as instructors for the European Schools.

The criteria for forming groups take into account:

- A heterogeneous mixing of the language sections
- The teachers' language abilities
- A balanced number of girls and boys

Read more

What languages do the European Hours teachers use for their classes?

Teachers are encouraged to prioritize the vehicular languages of our school, as well as any other verbal or non-verbal communication.

Read more

What kinds of activities are possible?

Any activities that respect the main objectives and the spirit behind European Hours may be considered. Themes are chosen by the teachers and with approval from the Administration. Each teacher plans their own activities and coordinates efforts with

colleagues.

[Read more](#)

How is its scheduling organized?

The school year is divided into periods which is according to a plan created by the European Hours coordinator and the Deputy Director. Groups change teacher for each period, allowing students to experience different activities, approaches, and teaching methods.

[Read more](#)

Where are classes held?

Classes are held at the school either in the homeroom class for the group's teacher or in other available classrooms.

[Read more](#)

Is there an evaluation for students?

Yes, halfway through the year and at the end of the year. Students are evaluated on their acquired skills based on the corresponding interdisciplinary skill sets in the Carnet Scolaire.

[Read more](#)

Who can answer other questions about European Hours?

Your child's classroom teacher can refer your questions to the European Hours coordinator, the director's office, or the academic secretaries.

[Read more](#)

Who is it intended for?

All students in the 3rd, 4th and 5th years of Primary School

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Your child's classroom teacher can refer your questions to the European Hours coordinator, the director's office, or the academic secretaries.

15. Choice of subjects

Read more

Enrolment period for the school year 2019-2020

The enrolment period for the 2018/2019 school year will begin in April / May 2019. This section will be updated in March 20189 into the website of the School.

It is not necessary to complete a new registration form if your children are already enrolled in our school. In case of category changing, contact the pedagogical secretariat.

Read more

Choice of subjects Primary

Subject choices and assignments of pupils and teacher in primary cycle

Choice of the second language

At the European School, a child has to take courses in a second language as from the year 1 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 years 3, 4 and 5 of the Secondary School. A change in the choice of the second language is normally not allowed except on entry to year 6 of the 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 : the available choices are English, French or German
- Greek section : the available choices are English, French or German
- Italian section : the available choices are English, French or German
- Czech section : the available choices are English, French or German
- 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.

school organizes 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:

The General Rules do not foresee a change of the second language, whatever the reason.

Normally, no changes are envisaged in language choices. Should a change of a language at any age or level be requested, the decision lies with the Director and is subject to the following conditions :

- The existence of a duly justified written request from the parents/guardians, or from the pupil himself/herself if over the age of 18;
- An unanimous deliberation and judgement by the class council on the request
- A clear proof, established by the School of the pupil's ability to follow the requested course
- The absence of administrative obstacles related to the change requested.
- The applicant will be notified of the decision and the reasons for it..

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 the second 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.

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 organized 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.

For the P3-4-5 classes in the Czech and Hungarian sections, religion and moral courses are taught in the pupils' second language.

Read more

Subject choices 1st, 2nd, 3rd year in 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 rules of the European Schools.

All choices must be made by the end of February of the preceding school year. Please note the deadline on the choice form for your child's class. It can be different from year to year.

Year 1

There is one new choice: L3 (DE, EN,FR, ES, IT) 2 periods. L3 in S1 is a beginners' course. The third language must be continued to the end of year 5 and can be taken to the Baccalaureate level in case there is a sufficient number (5) of pupils who choose it. (NB! This is often the last possibility to choose a course in English).

The following choices may be modified: religion/ethics, ONL, Irish (Irish nationals in the English Section only), ONL Maltese (Maltese nationals in the English section only). Students whose L1 is Greek may request to take the Ancient Greek course which is guaranteed until the end of year 5.

ONL = Other National Language for categories I and II

Year 2

Upon entry into S2, pupils will be able to choose a Latin option of 2 periods a week. If this option is chosen it shall be kept up to the end of the cycle that is until the end of S3. This option is not compulsory. For creating a course a minimum of 7 pupils is required.

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

- latin as a 2-period option course chosen in S2 will continue in S3 and will be kept until the end of S3
- It is possible to choose ICT as a 2 period option in S3 only in case your child has not chosen Latin in S2. The continuity of the course in the older years above is guaranteed provided a sufficient number of pupils have chosen the course. This option is not compulsory.
- To drop Latin and choose ICT in S3 is not possible. It is not possible to choose Latin and ICT and ICT at the same time.

- NB! All pupils will be able to choose ICT as an option in S4, irrespective of their choice of Latin.

Music and Art are compulsory courses until the end of S3. They may be chosen as options in year 4, or even year 6, without having been studied in year 3 provided the pupil can demonstrate sufficient knowledge of 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.

[Read more](#)

Subject choices 4th, 5th year in secondary cycle

An information evening is organized 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 (math and sciences in the 6th year, university courses...). With the agreement of the Director and the class council it is possible to drop from 6 to 4 period Mathematics before the end of the first semester of year 4 or at the end of the 4th year only. A passage from Math 4 to Math 6 is only possible in exceptional cases, subject to passing a level test.

the following optional courses can be chosen: Latin, Greek (beginners), Economics (in language 2), Language 4 (beginners, any official language of the European Union depending on the availability of a teacher), Art, Music, and ICT. (These last three subjects if possible in LII). The courses of religion and moral are taught in L2.

For pupils of Irish or Maltese nationality, an ONL course in Irish or Maltese can replace the option of L 4.

The optional subject courses, except ONL, are opened only if a sufficient number of pupils opt for them (normally 7) however they might not be guaranteed beyond year 5 in case the number of pupils is not sufficient to open the courses (5 pupils) in year 6.

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

Apart from the change in Mathematics mentioned above or possibly a change of religion/ethics, a change of subjects is not allowed either during the 4th and 5th year, or between the two years.

[Read more](#)

Subject choices 6th, 7th year in secondary cycle

At this stage, the choice becomes complicated and meetings are organized 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 categories: compulsory, optional, advanced and complementary.

The optional and complementary courses are created only when the sufficient number of pupils opt for them. Organisational constraints have to be taken into consideration as well

Some subjects must have been started in S3 or S4 if they are to be taken at this stage. These are Latin, 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 6th 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 language of tuition as from year 3 in Human Science and in Religion (year 3), from year 4 in Economics, History and Geography. 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 constraints, we shall try to offer pupils the possibility of having the subject in their working language.

Changes in subjects studied

All requests for changes of subjects must be made to the cycle coordinator **by the end of February** of the preceding year. The school will be flexible as regards this deadline for pupils in the 3rd and 5th years requesting changes of their option choices for the 4th and 6th years respectively.

A change in religion/ethics must always be requested by the end of the previous school year (before 30th April).

Further information

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For specific questions, please contact:

M. Pelikan (coordinateur de cycle S1-S2-S3-S4)	gerhard.pelikan@eursc.eu
M. Belpaume (coordinateur de cycle S5-S6-S7)	sebastien.belpaume@eursc.eu

Read more

Enrolment period for the school year 2019-2020

The enrolment period for the 2018/2019 school year will begin in April / May 2019. This section will be updated in March 20189 into the website of the School.

It is not necessary to complete a new registration form if your children are already enrolled in our school. In case of category changing, contact the pedagogical secretariat.

Read more

Choice of subjects Primary

Subject choices and assignments of pupils and teacher in primary cycle

Choice of the second language

At the European School, a child has to take courses in a second language as from the year 1 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 years 3, 4 and 5 of the Secondary School. A change in the choice of the second language is normally not allowed except on entry to year 6 of the 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)
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For specific questions, please contact:

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M. Belpaume (coordinateur de cycle S5-S6-S7)	sebastien.belpaume@eursc.eu

16. Higher education orientation

Read more

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 : Thomas SCHMIDT	Danish : Jens DALGAS
French : Eric CASTANET	Greek : Ioannis VOLAKAKIS
Belgian (French speaking) : Marie-Paule NEUBERG	Italian : Ottavio OTTAVIANO
British : Karen THOMAS	Luxembourgish : Martine THOMA
Irish : Aibhisitin O'COIMIN	

Orientation sessions and other activities (student fair, trades forum, etc.) are organized by the S5-S6-S7 orientation teachers during the school year.

Read more

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Orientation sessions and other activities (student fair, trades forum, etc.) are organized by the S5-S6-S7 orientation teachers during the school year.

17. School trips primary

School journeys are an inherent part of the school program 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 may contact the administration and the APEEEL2 for financial help. (check Social Fund below).

Read more

Countryside trips (Green classes)

The pupils in 2nd and 3rd grade of primary school take part in Green classes organized by the school.

These trips are currently being developed for the year 2018-2019.

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

Read more

Seaside trips

At the end of the school year 2018-2019 , pupils in 4th 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).

Read more

Skiing trips

All pupils in 5th grade spend 8 days in skiing trips “snow classes”. In the past years, this trip was organized in Switzerland in December, January or February.

They will go by bus and the cost will be settled later.

The administration and management remain fully available to families who want more information on the progress of school trips.

Read more

Social Funds : General conditions

The European School Luxembourg II has established a Social Fund to assist families who may need financial aid for certain activities. The goal is to ensure that all students have access to school activities regardless of a family's financial situation.

Its principle task is to review individual cases and determine appropriate aid. Financial assistance is intended to help pay a portion of the expenses needed for school trips.

The Parents' Association, APEEEL2 (l'Association des Parents d'Elèves des Ecoles Européennes de Luxembourg II), also maintains a Social Fund that may be used to complement financial contributions provided by the school. With the families' permission, APEEEL2's Social Fund may also review applications when they are being considered by the school. If appropriate, APEEEL2 can match the school's contribution.

Since the 2011/2012 school year, the Social Fund at EEL2 has been fed by proceeds collected from the drink machines available to the whole school.

The goal of the Social Fund is to consider with respect and confidentiality any application for assistance with school trip fees. Criteria for determining eligibility are set by the Administrator and an appointed financial manager. They confer with the Director to make a final decision about specific financial contributions from the school. APEEEL2's contribution is determined by the designated members who review the cases.

Who can benefit from this assistance?

Any family at the European School Luxembourg II may benefit provided they meet the financial conditions established by the Social Fund.

How should case files be submitted?

Fill out the forms

You will find the application form under the "forms" dossiers under My Files on SMSt, it must be completed in its entirety and electronically, and sent in electronic format.

This form is also available on the school's website under the heading "School Trips" («voyages scolaires») for the Primary and Secondary School sections.

Attach all supporting documentation

- At least the three most recent pay slips received that year for each parent OR certification of unemployment OR medical leave;
- For parents employed by institutions : an annual salary certificate that shows the gross salary per year, the net salary per year and the child allowances per year;
- The tax return declaration from last year;
- Proof of family benefit/child allowances payments;
- Family composition (from the municipality residence!);

- In cases of divorce: proof of payment for child or family support (ex : bank account transaction information)
- Bank account information to allow a transfer of funds if the aid application is accepted (IBAN + BIC code + Name of account holder);

All applications to the Social Fund must be complete and sent as a single submission, if not it will be closed without further action.

If some evidences can't be provided, it's important to explain it to the school and bring to us evidences of the missing documents. Example : "We don't receive child allowances", please send us an official attestation from CAE explaining that they don't provide child allowances to your family.

Details and criteria for allocating financial assistance

All applications for financial assistance for a school trip must be sent to the Social Fund at the following e-mail address: « MAM-FONDS-SOCIAL@eursc.eu » from the beginning of school year and, at least, following the timetable on last page. Please, draft the object of your email as "name of the trip + family name".

Amounts for financial contributions are described in detail on the form and depend on the money available to the Social Funds for the school and for APEEEL2. Both the school and APEEEL2 reserve the right to modify these stated amounts at any time.

The Social Fund for the European School Luxembourg II will only assist when the cost for a required school trip is more than 100 .

The entire process, from the Social Fund's receipt of an application to payment of the subsidy, may take up to two months. In all cases, parents must pay the full amount for the trip fees and then expect later reimbursement.

Primary school trips 2018-219 timetable and Social Funds application deadlines will be communicated during the year.

CLASS	DESTINATION	Deadline Social Fund
P2		
P3		
P4		
P5		

Find the forms and general conditions of our Social Funds [under the Usefull documents.](#)

Read more

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Parents bear the responsibility for subscribing a cancellation insurance.

In case a child becomes ill during a school trip, the legal guardian of the child has to pay the medical costs incurred during the school trip.

In case of financial difficulties, families can contact the school administration and the Parents' Association to ask for a contribution to the travel costs (check social fund below).

[Read more](#)

S2 trip

In second year, 3 days trip in May.

[Read more](#)

S4 trip

In fourth year, with the Biology class, 2 days trip at the end of April/ beginning of May.

[Read more](#)

S6 trip

In sixth year, 1 week trip in May.

[Read more](#)

Outings and trips linked to a subject

Many outings and several school trips linked to a subject (and lasting 1 school day maximum) are organized throughout the school year. For insurance purposes, any trip/outing, even when it happens outside lessons time, must be authorized 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.

[Read more](#)

Payment

Invoices will be sent to the school trip coordinators. The invoices will be sent by post, and

terms of payment will be indicated within.

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

[Read more](#)

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The European School Luxembourg II has established a Social Fund to assist families who may need financial aid for certain activities. The goal is to ensure that all students have access to school activities regardless of a family's financial situation.

Its principle task is to review individual cases and determine appropriate aid. Financial assistance is intended to help pay a portion of the expenses needed for school trips.

The Parents' Association, APEEEL2 (l'Association des Parents d'Elèves des Ecoles Européennes de Luxembourg II), also maintains a Social Fund that may be used to complement financial contributions provided by the school. With the families' permission, APEEEL2's Social Fund may also review applications when they are being considered by the school. If appropriate, APEEEL2 can match the school's contribution.

Since the 2011/2012 school year, the Social Fund at EEL2 has been fed by proceeds collected from the drink machines available to the whole school.

The goal of the Social Fund is to consider with respect and confidentiality any application for assistance with school trip fees. Criteria for determining eligibility are set by the Administrator and an appointed financial manager. They confer with the Director to make a final decision about specific financial contributions from the school. APEEEL2's contribution is determined by the designated members who review the cases.

Who can benefit from this assistance?

Any family at the European School Luxembourg II may benefit provided they meet the financial conditions established by the Social Fund.

How should case files be submitted?

Fill out the forms

You will find the application form under the "forms" dossiers under My Files on SMSt, it must be completed in its entirety and electronically, and sent in electronic format.

This form is also available on the school's website under the heading "School Trips" («voyages scolaires») for the Primary and Secondary School sections.

Attach all supporting documentation

- At least the three most recent pay slips received that year for each parent OR certification of unemployment OR medical leave;
- For parents employed by institutions : an annual salary certificate that shows the gross salary per year, the net salary per year and the child allowances per year;
- The tax return declaration from last year;
- Proof of family benefit/child allowances payments;
- Family composition (from the municipality residence!);
- In cases of divorce: proof of payment for child or family support (ex : bank account transaction information)
- Bank account information to allow a transfer of funds if the aid application is accepted (IBAN + BIC code + Name of account holder);

All applications to the Social Fund must be complete and sent as a single submission, if not it will be closed without further action.

If some evidences can't be provided, it's important to explain it to the school and bring to us evidences of the missing documents. Example : "We don't receive child allowances", please send us an official attestation from CAE explaining that they don't provide child allowances to your family.

Details and criteria for allocating financial assistance

All applications for financial assistance for a school trip must be sent to the Social Fund at the following e-mail address: « MAM-FONDS-SOCIAL@eursc.eu » from the beginning of school year and, at least, following the timetable on last page. Please, draft the object of your email as "name of the trip + family name".

Amounts for financial contributions are described in detail on the form and depend on the money available to the Social Funds for the school and for APEEEL2. Both the school and APEEEL2 reserve the right to modify these stated amounts at any time.

The Social Fund for the European School Luxembourg II will only assist when the cost for a required school trip is more than 100 .

The entire process, from the Social Fund's receipt of an application to payment of the subsidy, may take up to two months. In all cases, parents must pay the full amount for the trip fees and then expect later reimbursement.

The calendar will be communicated during the 2018-2019 school year :

CLASS	DESTINATION	Deadline Social Fund
S6		

Find the forms and general conditions of our Social Funds [under the Usefull documents.](#)

Read more

S2 trip

In second year, 3 days trip in May.

[Read more](#)

S4 trip

In fourth year, with the Biology class, 2 days trip at the end of April/ beginning of May.

[Read more](#)

S6 trip

In sixth year, 1 week trip in May.

[Read more](#)

Outings and trips linked to a subject

Many outings and several school trips linked to a subject (and lasting 1 school day maximum) are organized throughout the school year. For insurance purposes, any trip/outing, even when it happens outside lessons time, must be authorized 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.

[Read more](#)

Payment

Invoices will be sent to the school trip coordinators. The invoices will be sent by post, and terms of payment will be indicated within.

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

[Read more](#)

Social Funds : general conditions

The European School Luxembourg II has established a Social Fund to assist families who may need financial aid for certain activities. The goal is to ensure that all students have access to school activities regardless of a family's financial situation.

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- For parents employed by institutions : an annual salary certificate that shows the gross salary per year, the net salary per year and the child allowances per year;
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The entire process, from the Social Fund’s receipt of an application to payment of the subsidy, may take up to two months. In all cases, parents must pay the full amount for the trip fees and then expect later reimbursement.

The calendar will be communicated during the 2018-2019 school year :

CLASS	DESTINATION	Deadline Social Fund
S6		

Find the forms and general conditions of our Social Funds [under the Usefull documents.](#)

19. Meals arrangements

Read more

Meal Times and Prices - Nursery Classes

Mondays only, between 12:00 and 13:00.

Meals will be delivered to the classrooms. Service and supervision will be provided by the teachers.

The fixed price for a hot meal or a hypoallergenic meal is: 5.10

The fixed price for a «Tartiniste» service is: 0.15 incl. taxes (seating and table set, napkin, cutlery, glass and water)

Read more

Meal Times and Prices - Primary Classes

Mondays and Wednesdays between 11:30 and 14:00.

Three meal services will be organized for the different classes. Meals are served in the canteen for Primary students located in the Administration Building. Supervision is provided by members of the school staff.

In the canteen there are four self-service areas designed to be accessible and appropriate for the age of the children.

The fixed price for a hot meal or a vegetarian or a hypoallergenic meal is: 5.60 incl. taxes.

The fixed price for a «Tartiniste» service is: 0,15 incl. taxes (seating, glass and water, cutlery, and napkin)

Read more

Meal Times and Prices -

Monday to Friday: continuous service between 12:00 and 14:00.

Meals are served in the canteen for Secondary students located in the Administration Building. This is a self-service program that allows students to serve their own trays according to their tastes and preferences.

Six menu options are available:

SALAD BAR	Salad Bar (large plate)	5,00 incl. taxes
PASTA Menu	Pasta Dish served with sauce	5.50 Incl. taxes

SOLO Menu:	Choice of Main Dish (includes hot vegetables with complementary sides)	5.85 Incl. taxes
DUO Menu:	Salad Bar (medium plate) or Fruit Bar or Dairy product or Soup + Choice of Main Dish (includes hot vegetables with complementary sides)	6.20 Incl. taxes
TRIO Menu:	Salad Bar (medium plate) or Soup + Choice of Main Dish (includes hot vegetables with complementary sides) + Fruit Bar or Dairy product	6,65 Incl. taxes
QUATTRO Menu:	Salad Bar (medium plate) or Soup + Choice of Main Dish (includes hot vegetables with complementary sides) + Dairy product + Fruit Bar	6,85 Incl. taxes

The daily offerings include at least:

- 1 soup
- 3 dishes to choose from, including a vegetarian dish, a meat or fish dish, and a pasta dish
- 3 starchy vegetables and 3 warm vegetables
- 3 varieties of milk or cheese
- 1 Salad Bar offering at least 8 choices of mixed salads
- 1 Fruit Bar offering at least 6 choices of prepared fruits

High school students are not charged a «Tartiniste» service fee.

Read more

Registration Nursery and Primary classes

The company EUREST provides the catering service for the European School Luxembourg II and the Centre Polyvalant de l'Enfance V (CPE). A business and contractual agreement is then in force between the EUREST company and the parents.

A letter with a login and password will be sent to the families of new students, introducing them to the catering program and instructing them on how to sign up for its service.

For students who are already registered from the previous year, registrations will be renewed by automatic agreement on the basis of the fixed amount from the previous year. Families will receive an e-mail confirmation from Eurest allowing them to review, and if necessary, change their catering program [on the online booking platform](#).

[The general terms and conditions for EUREST are available online.](#)

Registration for the canteen service is required and necessary to complete the Nursery and Primary students' enrollment in the school.

Nursery

Nursery students must be registered for canteen service for the Monday meal. Meals are delivered directly to the classrooms. Students who choose to bring their own packed lunch for the Monday meal must still be registered with the canteen service as «Tartinistes».

Primary

Primary students must be registered for canteen service for the Monday and Wednesday meals. Students will eat in the canteen for Primary Students located in the Administration Building. Students who choose to bring their own packed lunch for the Monday and Wednesday meals must still pay a fee to be registered as «Tartinistes» in order to have access to the canteen during the school day. Please note that on the other days when meals are provided by a contract with the CPE, it is not possible for students to bring their own packed lunch or still be considered «Tartinistes».

For new students who enrolled starting in the 2017-1018 school year, failure to register with EUREST will result in, as is stated in the school enrollment packet, the transmission of parents' contact information directly to the contracted catering service. This is a necessary action allowing for the appropriate billing of catering costs, to the exclusion of any third party unless the law states otherwise.

Changing the meal plan during the school year: A change to the registered meal plan may be requested at the latest by the end of the preceding semester via the online platform (<https://eel2.eurest.lu/>). Only one modification is permitted per school year.

Dates of the first semester: 5 September – 31 January
Dates of the second semester: 1st February – 7st July

Read more

Registration Secondary classes

Registering with the catering service is not mandatory.

For new students in the Secondary School: On the first day of school teachers will hand out a payment key (with login and login password) along with a letter explaining the catering options and with instructions for how to charge the payment key. This payment key will thereafter be [rechargeable directly online](#).

For returning students, keys that were handed out in previous years will remain active and the remaining balances are retained.

Students will have access to the canteen for Secondary students located in the

Administration Building. Hot meals or salads are available at the restaurant, and breakfasts, sandwiches or salads are available in the cafeteria. Secondary students who do not have afternoon classes are still welcome to eat at the school restaurants.

[Read more](#)

Service for «Tartinistes»

The canteens for Primary students (on Mondays and Wednesdays) and for Secondary students (everyday) will have areas, provided by EUREST, set up to accommodate «Tartinistes».

A «Tartiniste» is defined as a student who brings his own packed meal to eat in the school canteen. The food they bring in from outside may not be heated in the microwave ovens.

Registration is mandatory for Nursery and Primary students who wish to participate in the «Tartiniste» service on Mondays and Wednesdays (Mondays only, for the nursery cycle). As use of water, napkins, cups and cutlery will necessarily be provided, an amount of 0.15 incl. taxes per day will be charged by the catering service.

The formula "Tartiniste" exists only at school.

High school students are not charged for «Tartiniste» service.

[Read more](#)

Hypoallergenic meals

Hypoallergenic meals are available to all students from any of the three cycles. Hypoallergenic menus are served only by registering for them with EUREST.

[Read more](#)

Billing

Nursery and Primary Classes

Billing for the meal plans is semi-annual.

Meals are paid in advance to the EUREST catering service. Parents will be billed upon validation of registration (end of October for the first semester, beginning of March for the second semester) and payable upon receipt.

Prices will vary depending on the number of days students are scheduled to eat at school over the course of the semester (Days for school trips, field trips, outdoor excursions, seaside trips or ski trips are automatically deducted).

Payment may be made by direct debit or bank transfer. In the case of direct debit, a 1% discount will be applied.

Meals skipped due to absence for documented medical reasons will be reimbursed only

after the 6th consecutive school day missed.

It is mandatory for all Primary and Nursery students who bring their own packed lunches on the long days to register for the «Tartinistes» service.

Secondary classes

For the Secondary students, payment for meals, snacks, desserts, and drinks must be made using the electronic payment key. This key is rechargeable over the Internet or with cash.

The payment key is valid for the full school year. In case of loss, a replacement key can be provided by the catering service for a fee of 15 euros. Problems with the keys must be reported to EUREST.

Any balance left on the key at the end of the school year will be saved and may be used the following year.

For students who are graduating or who will be leaving the school, any remaining balance may be reimbursed by bank transfer. The reimbursement form [may be downloaded from the website](#).

In case of a teacher's absence, students from S1-S2-S3 should go to the advisers' office, and depending on circumstances, may be granted permission to stay in the cafeteria.

Confidentiality of Family Information

EUREST agrees to use the information provided on registration and renewal forms only for the stated purposes, to aid in billing and covering the catering costs for the European School Luxembourg II and the CPE V. EUREST guarantees that information will never be shared with a third party and will be destroyed at the end of the legally prescribed period.

Read more

Contacts

Catering Service Provider

EUREST - Service restauration de l'Ecole Européenne de Luxembourg II
Phone Nb: 26.31.31.87

E-mail: gerant.eel2@eurest.lu

Menus are available [on the website MoneWeb](#).

Canteen Committee

A canteen committee meets every 3 months to discuss questions relevant to food service at the European School Luxembourg II. All interested parties (teachers, students, parents, catering service members) are represented in the committee.

E-mail: contact.eel2@eurest.lu

Minutes from the meetings are available [on the school's website.](#)

Read more

Meal Times and Prices - Nursery Classes

Mondays only, between 12:00 and 13:00.

Meals will be delivered to the classrooms. Service and supervision will be provided by the teachers.

The fixed price for a hot meal or a hypoallergenic meal is: 5.10

The fixed price for a «Tartiniste» service is: 0.15 incl. taxes (seating and table set, napkin, cutlery, glass and water)

Read more

Meal Times and Prices - Primary Classes

Mondays and Wednesdays between 11:30 and 14:00.

Three meal services will be organized for the different classes. Meals are served in the canteen for Primary students located in the Administration Building. Supervision is provided by members of the school staff.

In the canteen there are four self-service areas designed to be accessible and appropriate for the age of the children.

The fixed price for a hot meal or a vegetarian or a hypoallergenic meal is: 5.60 incl. taxes.

The fixed price for a «Tartiniste» service is: 0,15 incl. taxes (seating, glass and water, cutlery, and napkin)

Read more

Meal Times and Prices -

Monday to Friday: continuous service between 12:00 and 14:00.

Meals are served in the canteen for Secondary students located in the Administration Building. This is a self-service program that allows students to serve their own trays according to their tastes and preferences.

Six menu options are available:

SALAD BAR	Salad Bar (large plate)	5,00 incl. taxes
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PASTA Menu	Pasta Dish served with sauce	5.50 Incl. taxes
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[Read more](#)

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Secondary classes

For the Secondary students, payment for meals, snacks, desserts, and drinks must be made using the electronic payment key. This key is rechargeable over the Internet or with cash.

The payment key is valid for the full school year. In case of loss, a replacement key can be provided by the catering service for a fee of 15 euros. Problems with the keys must be reported to EUREST.

Any balance left on the key at the end of the school year will be saved and may be used the following year.

For students who are graduating or who will be leaving the school, any remaining balance may be reimbursed by bank transfer. The reimbursement form [may be downloaded from the website](#).

In case of a teacher's absence, students from S1-S2-S3 should go to the advisers' office, and depending on circumstances, may be granted permission to stay in the cafeteria.

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E-mail: contact.eel2@eurest.lu

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20. School fees

Read more

Payment of the school fee

The school fees, as well as the terms of its payment, are fixed by the Board of Governors of the European schools. Parents of category III, who enroll a child, are requested to pay 25% of the school fee before August 15th and its balance within the time period set by the school. This 25% deposit cannot be reimbursed.

The Board of Governors has set the school fees for non-entitled pupils (category III) in 2017-2018 as follows :

New pupils enrolled as from the school year 2013/2014:

- Nursery 3652.50
- Primary School 5022.25
- Secondary School 6848.51

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.

New pupils enrolled before the school year 2013/2014:

- Nursery school 3104.63
- Primary School 4268.91
- Secondary School 5821.23
- Minimum : 1 552.32

For families with more children in the European school, the rates are reduced to 50 % for the second child and to the minimum for the others.

The school fees for the children of NAMSA employees for the school year 2017/2018 will be :

New pupils enrolled as from the school year 2013/2014:

- Nursery 7305.00
- Primary School 10 044.50
- Secondary School 13 697.02

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.

New pupils enrolled before the school year 2013/2014:

- Nursery school 6209.26
- Primary School 8537.82
- Secondary School 11 642.46
- Minimum : 3104.63

For families with more children in the European school, the rates are reduced to 50 % for the second child and to the minimum for the others.

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

[Read more](#)

Terms of payment

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

First enrollment 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 15th 2017. A deposit invoice will be sent in due time.

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 15th August 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.

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.

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.

[Read more](#)

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 30th November of the current year.

Supporting documents requested by the School to create a file for fee discount must be returned by 30th 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 Usefull documents in Home Page.

[Read more](#)

Registration fee for the Baccaureate

All 7th year pupils, whatever their category (I, II or III), must pay the registration fee for the Baccaureate 2018-2019 (92,26) by 31st March of the year in question (see the Arrangements for implementing the regulations for the European Baccaureate, Ref.: 2015-05-D-12-en-12). 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 Baccaureate optional courses. The registration fees for this option for 2018- 2019 is fixed at 34,57 and are added to the general Baccaureate fees.

[Read more](#)

School insurance

The annual allowance of school insurance is 0.87 for 2017-2018. 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 Baccaureate and the social insurance are already mentioned in the bill of October from the current school year.

[Read more](#)

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.

Intermath

Set of books for Mathematics in primary school (20)

The Mediterranean world

Worksheets for Human Sciences course in 3rd year of the secondary school

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 7,50 non-refundable.

Badges for the secondary school

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 color. The cost of this badge will be charged every year to parents (2).

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.

Cost for photocopies

In accordance with the decision of the Education Council, the school decided to centralize 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 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.

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.

Read more

Payment of the school fee

The school fees, as well as the terms of its payment, are fixed by the Board of Governors of the European schools. Parents of category III, who enroll a child, are requested to pay 25% of the school fee before August 15th and its balance within the time period set by the school. This 25% deposit cannot be reimbursed.

The Board of Governors has set the school fees for non-entitled pupils (category III) in 2017-2018 as follows :

New pupils enrolled as from the school year 2013/2014:

- Nursery 3652.50
- Primary School 5022.25
- Secondary School 6848.51

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.

New pupils enrolled before the school year 2013/2014:

- Nursery school 3104.63
- Primary School 4268.91
- Secondary School 5821.23
- Minimum : 1 552.32

For families with more children in the European school, the rates are reduced to 50 % for the second child and to the minimum for the others.

The school fees for the children of NAMSA employees for the school year 2017/2018 will be :

New pupils enrolled as from the school year 2013/2014:

- Nursery 7305.00
- Primary School 10 044.50
- Secondary School 13 697.02

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.

New pupils enrolled before the school year 2013/2014:

- Nursery school 6209.26
- Primary School 8537.82
- Secondary School 11 642.46
- Minimum : 3104.63

For families with more children in the European school, the rates are reduced to 50 % for

the second child and to the minimum for the others.

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

[Read more](#)

Terms of payment

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

First enrollment 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 15th 2017. A deposit invoice will be sent in due time.

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 15th August 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.

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.

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.

[Read more](#)

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 30th November of the current year.

Supporting documents requested by the School to create a file for fee discount must be

returned by 30th 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 Usefull documents in Home Page.

[Read more](#)

Registration fee for the Baccaulaureate

All 7th year pupils, whatever their category (I, II or III), must pay the registration fee for the Baccaulaureate 2018-2019 (92,26) by 31st March of the year in question (see the Arrangements for implementing the regulations for the European Baccaulaureate, Ref.: 2015-05-D-12-en-12). 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 Baccaulaureate optional courses. The registration fees for this option for 2018- 2019 is fixed at 34,57 and are added to the general Baccaulaureate fees.

[Read more](#)

School insurance

The annual allowance of school insurance is 0.87 for 2017-2018. 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 Baccaulaureate and the social insurance are already mentioned in the bill of October from the current school year.

[Read more](#)

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.

Intermath

Set of books for Mathematics in primary school (20)

The Mediterranean world

Worksheets for Human Sciences course in 3rd year of the secondary school

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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.

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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.

21. Furnitures, lockers and badges

Read more

Schoolbooks

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 20th 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 Math in the primary school (price: 20 for the set charged together with the school fees).
- For S3 pupils, worksheets called “The Mediterranean World”.
- Eurobio for Biology in the secondary school can be downloaded under the responsibility of the parents [following this link](#).

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

Read more

Diary

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

Read more

Calculators

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

Pupils from years S4-S7 must possess the calculator TI-Nspire CX CAS regardless of the math 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.

Read more

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

Read more

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 7.50 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 2nd 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.

Read more

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 color. 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.

Any application for renewal of the card (for removal reasons, loss or theft) will incur a charge of 5 euros per card.

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This amount is payable in cash upon submission of the application at the reception of the administrative building.

22. Policy for Language 2 teaching

Official referral documents:

[Curriculum - Langue Deux - Second Language - Zweite Sprache](#)

[Revision of the Decisions of the Board of Governors concerning the organisation of studies and courses in the European Schools](#)

The purpose of this page is to briefly explain the objectives and organisation of Language 2 teaching (German, English, French) within the Primary cycle of the European School of Luxembourg 2.

The specific programmes of each Language 2 are available on the official website of the European Schools.

Read more

Classes organisation

Students from P1 to P5 benefit from a daily Language 2 period, equivalent to 5 periods over the week.

The periods are 30 minutes/day for P1 and P2, and 45 minutes/day for P3, P4 and P5.

P2 to P5 begin Language 2 classes during the second week of the new school year while P1 begin during the first week of October.

Read more

Pedagogical choice: Controlled heterogeneity

P1 and P2 are heterogeneous groups. The goal is to optimize the teaching of Language 2 for all students, regardless of their school and preschool background and family context.

P3, P4 and P5 are also organized in a heterogeneous way with the following nuance: the majority of the pupils follow the "Mainstream" groups, however support groups can be organised, with reduced numbers if possible, for pupils presenting higher levels of difficulty. These groups are formed according to observation and assessment conducted by the teachers of Language 2. The parents of the students concerned are always informed.

At the end of the first semester and upon the recommendation of the teachers of Language 2, a change of group may be required for a student (for example: moving from the support group to the Mainstream or vice versa).

Beginner students joining our school in P3, P4 or P5 will benefit from a system of remedial classes organized during school time.

This organization applies to all 3 languages 2.

[Read more](#)

Numbers

[The regulations of the European Schools](#) require the formation of groups of maximum 25 pupils.

As explained in point II, the numbers may be smaller due to the setup of support groups, if possible.

[Read more](#)

Didactic principles

The principles followed by the teachers are based on the recommendations of the programs specific to each language 2 as well as on the document 2012-08-D-13-en-2:

« Language learning is part of a holistic process involving all the senses. Pupils should be enabled to use language in context through project-based enquiry.

Planning for teaching and learning in Language II must take into account the prior skills, knowledge and requirements of the learners. Teachers must also be cognisant of research and development in terms of language acquisition, as outlined in the "Common European Framework of Reference for Languages: learning, teaching and assessment". The Joint Language II Curriculum is based on a dynamic concept of continuous competence building.

The L II curriculum is based on a dynamic model of teaching and learning. The teacher should create a motivational, stimulating learning background through an activity-based and thought-provoking learning environment, including the modelling and scaffolding of new learning and careful monitoring of the progress each pupil is making. The learner must be an active participant, aware of his/her learning processes and adopt an active role in this process. »

[Read more](#)

Selected methods and manuals

The choice of methods and manual is the responsibility of the teacher. However, a harmonization is sought within each Language 2. As of this 2017/2018 school year, the textbooks used are harmonized within each Language 2.

Read more

Level reached in the primary cycle

« The learning objectives are benchmarked against the reference levels of the Council of Europe's Common European Framework of Reference for Languages (CEFR).

The first three levels of achievement are relevant for L II education at primary level :

- *A 1 Breakthrough*
- *A 2 Waystage*
- *B 1 Threshold*

Students with no command of the second language when entering schooling in Primary Class 1 should reach level A2 by the end of primary education. Students with an advanced level of language competence could reach level B1, at least in some of the competence areas. »

Document [Curriculum - Langue Deux - Second Language - Zweite Sprache.](#)

Read more

Evaluation and homework

1. Evaluation

The evaluation is done through the school reports in February and July.

2. Homework

It is the responsibility of each teacher to organize work at home. The chosen device will be explained to parents at the beginning of the school year meeting.

Read more

Parent / teacher communication

Parents of students are invited to an information meeting at the beginning of the school year with their child's Language 2 teacher.

At any time, and throughout the year, teachers can ask parents for a meeting about their child. The same is true for parents of pupils with regard to the teacher of their child.

In order to facilitate communication between all parents and the teacher, a reference parent may be elected / appointed by the parents of the class.

It is the responsibility of the teacher to organize communication with the parents of

pupils. Regular and organized communication is however recommended.

Activities in Language 2 class or any outings organized by teachers may have a financial cost. For this purpose, a financial contribution of maximum 10 may be requested to parents of the class. This "class fund" will have to be managed by the students' parents themselves, for example via the parent of a referent pupil. The teacher will have to explain the use of the expenses.

[Read more](#)

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23. Change of family situation

Read more

Change of family situation

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.

Any changes in the family should be justified by legal documents (divorce, custody etc ...), changes of residence must be justified with a residence certificate.

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24. Medical and Psychology service

The infirmary is not a medical office or pharmacy.

Nursery school

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

Primary school

The infirmary is located in the Primary building in room 123.

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.

The School, the CPE and the GARDERIE are different Institutions that do not share medical information and / or medicines.

Pre-existing medical problems that have arisen at home (outside the school) will not be treated by our nurse, but are the responsibility of the parents (dressings, medicines, sports excuses, etc.).

The medical service does not accept the original vaccination card and declines all responsibility in case of loss. The infirmary does not issue copies of the vaccination record.

The School cannot ensure the continuous presence of a nurse in the premises of the School.

Read more

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.
- Parents are required to notify the secretariat of any changes to their business and / or private telephone numbers and, where applicable, the contact details of parents to be contacted and to answer the telephone.

Please do not send your sick children to the school!
Any child presenting himself / herself ill at the school must be taken back home by his parents or guardian and this as soon as possible.

Read more

Accidents

- In case of serious accident, pupils are sent directly to the clinic by paramedics. The staff of the School is not able to accompany the children in the ambulance.
- The school will notify the parents at once (The parents are requested to notify any change in phone numbers at the secretary office).
- In the nursery and primary cycles, 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. Parents /guardians will be contacted by phone to accompany the child to the doctor /hospital.
- Accidents on the way to or from school must be reported to the medical service within 3 days. The School will not make a declaration for any accident communicated outside these deadlines.
- The wheelchair can be loaned exceptionally to pupils and on punctual occasions but the wheelchair must be available for the infirmary. The wheelchair is the property of the School and must remain for emergencies in the infirmary. If your child needs a wheelchair for daily journeys into the School, please talk to your general practitioner.

Read more

Children requiring special health care

- 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.
- The school does not provide medicines. The parents have to bring the medicines with the emergency protocol to the infirmary (PAI). 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.
- The Individual and prescribed medicines for the child in question 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.
- The kit must be taken back at the end of the school year and renewed with the emergency protocol for the following year. The school is not responsible for outdated drugs.
- In case of school trip, the parents have to provide the teacher with an additional emergency kit and the emergency protocol.
- In case of food allergy, the parents are responsible to register their child to the hypoallergenic 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 hypoallergenic meal.
- In the absence of medication or protocol, the school implies that children do not require any treatment.

- The medical service will not contact parents who do not follow the procedure.

Read more

Canteen

- In the event of allergies and / or food intolerance, parents are responsible for registering and requesting hypoallergenic meals or meal tartinists with the company responsible for the canteen. If a child is on the regular menu, the school implies that it does not require a hypoallergenic meal.
- There is no possibility of having meals with restrictive food elimination.
- A student with allergies or food intolerances may request hypoallergenic meals, or they may register as a «tartiniste » and bring their own packed food
- If a student is registered for the regular meal service, the school will presume that they do not need a hypoallergenic meal.
- For students who, for health reasons, require special supervision during meals:
 - The school does not offer individual or special supervision during meals.
 - A student who cannot eat their meals in the canteen must be accompanied at mealtimes by a parent or guardian who assumes so for that student.
 - The school cannot monitor all the foods that are brought onto the school premises.

The school accepts no responsibility for any non-compliance with instructions!

Read more

Treatment of serious or contagious illness

- Any medicine that must be administered by the school nurse must be brought directly to the infirmary along with the medical prescription.
- Medications cannot be administered without a medical prescription.
- If a student has a contagious disease, parents must immediately notify the school as soon as possible. They are asked to respect the school regulations about keeping children home until they are well.
- Sick children must be kept at home until they recover.
- All medication must be given to the school nurse or the classroom teacher.

The School does not share information or medicines with the CPE or the nursery.

Read more

Medical check-up and file

- Medical exams for the students in Nursery and Primary School are given every 2 years. These exams are mandatory.
- The students of the secondary school go to the medical examination in S2, S4 and S6.
- When a student leaves or withdraws from the school, parents must pick up their child's medical files from the school Medical Service.

The school and the medical service accept no responsibility for incidents resulting from non-compliance with the Memorandum.

The most recent medical check-up form is the one considered by the medical service.

Read more

Social and Psychological Service

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

The motivation behind creating our Medical-Psychological team was to coordinate medical and psychological services for the students. The team includes the school nurses for the Nursery, Primary, and Secondary Schools, the school psychologists, and the school doctor. The Medical-Psychological team meets regularly to share information about relevant students and coordinate care. Making sure that students receive the best possible support is always the goal of the team.

Office in the Primary School: 108 - Tel: 273224-3008 (Sabine Fass) - Email adress:
sabine.fass@eursc.eu

	Morning	Afternoon
Monday	9h15 – 14h15	
Tuesday	/	
Wednesday	9h15 – 12h30	13h15 – 16h30
Thursday	9h15 – 14h15	
Friday	/	

Office in Secondary School: B 208 - Tel: 273224-4246 (Anissa Fallahzadeh) - Email adress:
anissa.fallahzadeh@eursc.eu

	Morning	Afternoon
Monday	/	
Tuesday	8h30 – 12h30	13h30 – 16h30
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Read more

Well-being of pupils

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Establishing a positive climate at school is implemented by organizing staff meetings, class and parent meetings and providing newsletters to families. Reinforcing positive social interactions and inclusiveness is part of this culture. School staff keeps parents regularly informed, make them feel welcome, and treat them as partners. Thus we need parents’ active collaboration with all stakeholders in the education of their children. Parents need to contribute to encourage a peaceful and serenity atmosphere within the class and the entire school. It is necessary that they fully engage with the school and respect class rules and that they, too, set good examples to their children. They are required to be respectful, supportive, positive and collaborative. Further parents can contribute to a positive school climate through the parent association (APEEEL2), volunteering, and school improvement events. On this basis alone we will be able to achieve common goals like creating a safe and secure learning environment and developing an atmosphere of cooperation, self-confidence and the well-being of the school community.

Any information that raises concerns about the welfare and protection of any pupil is transmitted to the appropriate school staff and any allegation is treated as a matter of utmost seriousness. Personal freedom and the right to human dignity are fundamental human rights. In any conflict the rights and protection of the child are paramount. It is

understood and respected that sensitivity and understanding in dealing with a child protection case is of extraordinary importance. According to the Child Protection document of the European Schools the role of the school is to provide an appropriate education for all pupils.

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[Read more](#)

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.
- Parents are required to notify the secretariat of any changes to their business and / or private telephone numbers and, where applicable, the contact details of parents to be contacted and to answer the telephone.

Please do not send your sick children to the school!

Any child presenting himself / herself ill at the school must be taken back home by his parents or guardian and this as soon as possible.

[Read more](#)

Accidents

- In case of serious accident, pupils are sent directly to the clinic by paramedics. The staff of the School is not able to accompany the children in the ambulance.
- The school will notify the parents at once (The parents are requested to notify any change in phone numbers at the secretary office).
- In the nursery and primary cycles, 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. Parents /guardians will be contacted by phone to accompany the child to the doctor /hospital.
- Accidents on the way to or from school must be reported to the medical service within 3 days. The School will not make a declaration for any accident communicated outside these deadlines.
- The wheelchair can be loaned exceptionally to pupils and on punctual occasions but the wheelchair must be available for the infirmary. The wheelchair is the property of the School and must remain for emergencies in the infirmary. If your child needs a wheelchair for daily journeys into the School, please talk to your general practitioner.

Read more

Children requiring special health care

- 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.
- The school does not provide medicines. The parents have to bring the medicines with the emergency protocol to the infirmary (PAI). 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.
- The Individual and prescribed medicines for the child in question 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.
- The kit must be taken back at the end of the school year and renewed with the emergency protocol for the following year. The school is not responsible for outdated drugs.
- In case of school trip, the parents have to provide the teacher with an additional emergency kit and the emergency protocol.
- In case of food allergy, the parents are responsible to register their child to the hypoallergenic 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 hypoallergenic meal.
- In the absence of medication or protocol, the school implies that children do not require any treatment.
- The medical service will not contact parents who do not follow the procedure.

Read more

Canteen

- In the event of allergies and / or food intolerance, parents are responsible for registering and requesting hypoallergenic meals or meal tartinists with the company responsible for the canteen. If a child is on the regular menu, the school implies that it does not require a hypoallergenic meal.
- There is no possibility of having meals with restrictive food elimination.
- A student with allergies or food intolerances may request hypoallergenic meals, or they may register as a «tartiniste » and bring their own packed food
- If a student is registered for the regular meal service, the school will presume that they do not need a hypoallergenic meal.
- For students who, for health reasons, require special supervision during meals:
 - The school does not offer individual or special supervision during meals.
 - A student who cannot eat their meals in the canteen must be accompanied at mealtimes by a parent or guardian who assumes so for that student.
 - The school cannot monitor all the foods that are brought onto the school premises.

The school accepts no responsibility for any non-compliance with instructions!

Read more

Treatment of serious or contagious illness

- Any medicine that must be administered by the school nurse must be brought directly to the infirmary along with the medical prescription.
- Medications cannot be administered without a medical prescription.
- If a student has a contagious disease, parents must immediately notify the school as soon as possible. They are asked to respect the school regulations about keeping children home until they are well.
- Sick children must be kept at home until they recover.
- All medication must be given to the school nurse or the classroom teacher.

The School does not share information or medicines with the CPE or the nursery.

Read more

Medical check-up and file

- Medical exams for the students in Nursery and Primary School are given every 2 years. These exams are mandatory.
- The students of the secondary school go to the medical examination in S2, S4 and S6.
- When a student leaves or withdraws from the school, parents must pick up their child's medical files from the school Medical Service.

The school and the medical service accept no responsibility for incidents resulting from non-compliance with the Memorandum.

The most recent medical check-up form is the one considered by the medical service.

Read more

Social and Psychological Service

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

The motivation behind creating our Medical-Psychological team was to coordinate medical and psychological services for the students. The team includes the school nurses for the Nursery, Primary, and Secondary Schools, the school psychologists, and the school doctor. The Medical-Psychological team meets regularly to share information about relevant students and coordinate care. Making sure that students receive the best possible support is always the goal of the team.

Office in the Primary School: 108 - Tel: 273224-3008 (Sabine Fass) - Email adress:
sabine.fass@eursc.eu

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Tuesday	/	
Wednesday	9h15 – 12h30	13h15 – 16h30
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anissa.fallahzadeh@eursc.eu

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25. Partnership

Read more

APEEEL2 : Association des parents

THE PARENTS' ASSOCIATION: OUR APEEEL2 FOR OUR SCHOOL



(APEEEL2 – Association des Parents d'Elèves de l'Ecole Européenne Luxembourg II)

You want to enroll your children in an extracurricular activity*?

And / or get involved in their daily life at school?

Come and join us at APEEEL2 for the 2018/2019 school year, **if possible before 13 July, 2018.**
Our annual fee is 50 per family.

To pay for this fee, please complete **our Membership Form** available on our website www.apeeel2.lu from the “Membership” menu. Please note that this form *must imperatively be sent back to us by post* to the indicated address.

You can also help us by actively participating in the organisation of our activities, events and projects.

*** Starting from September 2018, our membership is mandatory prior to any registration for extracurricular activities.**

Our mission

To continue building a multicultural school community based on trust and dialogue in order to nurture each pupil's skills, talents and aspirations.

Contact us

Our office is located in the Nursery building of the Luxembourg II European School on the 2nd floor - room 201.

APEEEL2, European School Luxembourg II, 6 Rue Gaston Thorn, L-8268 Bertrange

- **Our website www.apeeel2.lu is regularly updated.** We encourage you to read our recent articles and check our online calendar where you will find all the events supported by our association.
- **Our Secretariat:** for any general request, including membership.

You can contact us by telephone on (+352) 273 224 5127 or by email office@apeeel2.lu.

We are open on Mondays and Wednesdays from 8:30 to 16:30 (closed between 12:30 and 13:30) and on Tuesdays, Thursdays and Fridays from 8:30 to 13:00.

- **Our Extracurricular Activities Team (Periscolaire):** for all inquiries regarding our extracurricular activities, as well as our summer camps.

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Contribute to the consolidation of a School community based on dialogue and trust so that the skills, talents and aspirations of each student will flourish.

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- Be a true partner of the School in decisions that affect the education of our children.
- Support the work of the School and contribute to it in the interest of our children.
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The APEEEL2 is therefore the only recognised interlocutor with regard to the School and third parties. The members of the APEEEL2 Management Committee, elected each year by the members of the Association, are **volunteer** parents of pupils whose children are pupils in nursery, primary and / or secondary school in the different language sections of the School.

This Management Committee meets every month of the school year and acts as a representative of all parents of pupils of the different cycles and different language sections of the School.

The members of the Management Committee actively participate in the various councils and other committees of the School.

We are directly involved in all the decision-making process of all aspects of School life, and can therefore serve as a relay to transmit your ideas, your suggestions, your questions, your problems, to the members of the Direction of the School, as well as, via INTERPARENTS, to the Board of Governors in Brussels.

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 - Career's Day
 - Ski Sale
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 - Various competitions: Christmas cards, Photo Competition etc...
 - Educational projects: School Orchestra, European Schools Exchange Program, European Schools Science Symposium (ESSS), Local Language Exchanges (for pupils from Lux I and Lux II), road safety education (S4-S7) etc...
 - Sports events: Eurosport, European School's Cup, Merite Jeunesse etc ...
 - Visit of national inspectors
- We coordinate and animate the network of class representatives.
- We regularly publish our FlashNews to keep you informed on the school life at Lux II.
- We organise the extracurricular activities for pupils of 3 cycles, relating to sports, musical, artistic or other types of activities. They are always organised on the school's premises.

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We also support our partners: Actions without Borders (ASF), Mots de Zaza, ATSEEE ... and much more ...

We are counting on you and we thank you in advance for your support !

Read more

Actions without borders

ACTIONS WITHOUT BORDERS - AKTION OHNE GRENZEN – ACTIONS SANS



FRONTIÈRES (www.euroschool.lu/asf)

Actions Without Borders of European Schools “ASF” (ex-Third World Committee) is a multicultural organization including students, parents, teachers, and staff from the European Schools of Luxembourg who wish to support concrete projects in favor 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.
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In 2015-2016, the group supported projects proposed by the pupils, parents or school staff. A total amount of 36 050 was distributed over the various projects in Madagascar, Bosnia and Herzegovina, Senegal, Gambia, Kenya, Togo, Palestine, Colombia and the emergency fund of Doctors without Borders to help with the refugees and migrants’ crisis. In May 2016, we granted an emergency aid of 2 000 for the victims of the earth quake in Ecuador and in July 2016, we granted 2 000 for the thousands of people displaced in the state of Borno in Nigeria.

In order to finance the projects and raise awareness of the school community, the Committee organized 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 May.

We look forward to equally productive years ahead in 2018-2019 school year in terms of organized 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 organization; enrolment is free.

For any information, please contact :

Raquel Barco, Lux I: rbarcojorge@gmail.com;

Claudia Crämer, Lux I: claudia.craemer@gmx.de

Corinne Cougnon Lux II: corinne.cougnon@education.lu



[Read more](#)

Fairtrade



Starting on February 13, 2015, thanks to the support of our Direction, our teachers and parents, but especially thanks to the enthusiasm and involvement of our pupils, we became a certified Fairtrade School.

Our History

During the 2012-2013 academic year, we began working with the S3 Italian class on the Fairtrade project and to the fair trade. We started to collect information and for the first Christmas market in the new school of Mamer we have drawn and printed on our t-shirts a phrase "Not for us but for them": today it became our logo !

Today

The Fairtrade Committee aims to inform and educate the students of the School on the different aspects of Fair Trade. Our team is currently trained by 18 people and many volunteers who are active during the various events. STEP BY STEP we started beautiful traditions in our school:

- Christmas Market: Awareness of CACAO production with Fairtrade chocolate and fruit fountain.
- Valentine's Day: Awareness of Kenya's Roses-producing cooperatives and Roses sale, only at the secondary level.
- Mothers' Day: Awareness of Kenya's Roses Producing Co-operatives and Roses Sale, for the maternal and primary cycles.
- School Celebration: awareness of the manufacture of footballs; Quizzes, balloons and Fairtrade cotton. Pancakes and Fairtrade Fruit Salads.
- Preparation of a panel to raise students' awareness of the concept of "Fairtrade school", prepared entirely by secondary school students.
- Fairtrade graduation to all students who actively participated in the various activities throughout the year.

Thanks to all the actions carried out throughout the school year 2017-2018, The Fairtrade Committee could support the construction of a new classroom which will be able to welcome 35 additional pupils to the Nursery of Mitantana (Madagascar)

The committee is strongly supported by students, parents and primary and secondary teachers.

Thanks to the collaboration, availability and generosity of the school as a whole, our journey and our steps are moving forward ...

For more information, please contact the representative's persons for the Fairtrade Committee:

Elisabetta Di Salvatore at: elisabetta.di-salvatore@teacher.eursc.eu

Christiane Tonelli at: (christiane.tonelli@teacher.eursc.eu)

Monique Hardy at : (monique.hardy@teacher.eursc.eu)

The Members of the Fairtrade Committee 2017-2018 are:

President: Elisabetta Di Salvatore,

Treasurer: Monique Hardy,

Enseignants: Christiane Tonelli, Mirela Zirdum, Martine Thoma ,

Parents: Felicia Gruber, Marta Nicotra, Chiara Romano

Pupils: Adrien Rault, Hugo Grasa, Soraya Bahlawane, Nina Steinhagen, Elisa Gruber, Gaia Vetere, Milena Avenoso, Jasmine Bahlawane, Carola Caporali, Marialaura Malgarini, Daniel Goury, Devi Pathak, Eva-Cosette Ezenwata, Michal Gajda, Massimo Paganotti, Stefan Bortnowschi, Uma Sumbly, Helene Remacle, Melina Aspridis



Read more

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Claudia Crämer, Lux I: claudia.craemer@gmx.de

Corinne Cougnon Lux II: corinne.cougnon@education.lu



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- Christmas Market: Awareness of CACAO production with Fairtrade chocolate and fruit fountain.
- Valentine's Day: Awareness of Kenya's Roses-producing cooperatives and Roses sale, only at the secondary level.
- Mothers' Day: Awareness of Kenya's Roses Producing Co-operatives and Roses Sale, for the maternal and primary cycles.
- School Celebration: awareness of the manufacture of footballs; Quizzes, balloons and Fairtrade cotton. Pancakes and Fairtrade Fruit Salads.
- Preparation of a panel to raise students' awareness of the concept of "Fairtrade school", prepared entirely by secondary school students.
- Fairtrade graduation to all students who actively participated in the various activities throughout the year.

Thanks to all the actions carried out throughout the school year 2017-2018, The Fairtrade Committee could support the construction of a new classroom which will be able to welcome 35 additional pupils to the Nursery of Mitantana (Madagascar)

The committee is strongly supported by students, parents and primary and secondary teachers.

Thanks to the collaboration, availability and generosity of the school as a whole, our journey and our steps are moving forward ...

For more information, please contact the representative's persons for the Fairtrade Committee:

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The Members of the Fairtrade Committee 2017-2018 are:

President: Elisabetta Di Salvatore,

Treasurer: Monique Hardy,

Enseignants: Christiane Tonelli, Mirela Zirdum, Martine Thoma ,

Parents: Felicia Gruber, Marta Nicotra, Chiara Romano

Pupils: Adrien Rault, Hugo Grasa, Soraya Bahlawane, Nina Steinhagen, Elisa Gruber, Gaia Vetere, Milena Avenoso, Jasmine Bahlawane, Carola Caporali, Marialaura Malgarini, Daniel Goury, Devi Pathak, Eva-Cosette Ezenwata, Michal Gajda, Massimo Paganotti, Stefan Bortnowschi, Uma Sumby, Helene Remacle, Melina Aspridis

