

# MEMORANDUM FOR PARENTS

SCHOOL YEAR 2024-2025

EUROPEAN SCHOOL LUXEMBOURG I - KIRCHBERG



## WORD OF WELCOME FROM THE DIRECTOR

Dear Parents,

You will find below the table of contents for this document, describing the different aspects of school organisation for the new school year which **begins on Tuesday, 3th September 2024 with a short day in all cycles**. Consequently, all the school buses leave at the end of the school lesson. Holiday dates for the school year 2024-2025 have already been published and a copy for the new parents can be found in the [Appendix 1](#) of this document.

From 22 to 26 May 2023, our school was inspected as part of the Whole School Inspection regularly organised in all European schools. The results of this inspection were first presented to teachers and then to parents' and pupils' representatives and discussed at the beginning of the school year in our Advisory Council. The School also shared the full report with the whole school community.

Following the procedures of the School Inspections, we prepared an action plan to respond to the recommendations made by the inspectors; this action plan was presented to our various councils and will be implemented during the 2024-2025 school year.

Independently of this inspection, a new survey ("General Survey") was organised in April 2024 with the help of the SCRIPT (Service de Coordination de la Recherche et de l'Innovation Pédagogiques et Technologiques), whom we thank warmly for their excellent cooperation. We are currently analysing the results, which will be presented in autumn 2024.

We would also like to draw your attention to a change in the Luxembourg education system which also has an impact on the European Schools. From the school year 2024-2025, the European Schools in Luxembourg will have to apply the law of 20/07/2023 on compulsory education. Among other things, this law provides for an extension of compulsory schooling to the age of 18 and sets out the procedures for monitoring compliance with compulsory schooling (enrolment and attendance). As a result, schools will be obliged to regularly inform the Ministry of National Education, Children and Youth of resident pupils enrolled and to declare unjustified absences of pupils resident in Luxembourg at least once a month. A detailed communication will be sent to you at the beginning of the school year with full details of how this law is to be applied.

As every year, a whole series of events will also be waiting for you in 2024/25.

You can already make a note in your diaries that our traditional Christmas market is scheduled for Saturday 30/11/2024 in collaboration with Actions sans Frontières.

The only thing left for me to do is to wish all the school community happy relaxing summer holidays and a successful school year 2024-2025.

Best regards,

  
Martin WEDEL  
Director

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

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

# 1. FIRST DAY OF TERM

## 1.1 Nursery classes

The Nursery building is situated on the rue Richard Coudenhove-Kalergi. Children who were already in the 1<sup>st</sup> Nursery class during the school year 2023-2024 will start on **Tuesday, 3 September 2024 at 8.30**.

**New pupils will start in rotation, in small groups, starting as of 4<sup>th</sup> September 2024.** This is to ensure a gentle introduction for the "beginners" and to allow all the necessary attention to their respective first day at school.

All parents of new pupils should have received notification of a starting date by 19<sup>th</sup> June 2024. If you have not received one, please contact the secretariat of our school (Tel.: 43 20 82-270) as of 26<sup>th</sup> August 2024.

Parents will be able to accompany their children to the classroom during the first two weeks of school (from 3 to 13 September). Thereafter, the children will again be welcomed by the teachers and assistants in the entrance hall. As a result, parents will no longer have access to the building without proof of identity (see point [20](#) below).

### **Cleanliness in the nursery school**

Children must be potty trained when they start nursery. The educational team does not accept children with nappies.

## 1.2 Beginning of Primary classes

All primary classes of the sections DE-EN-ES-FI-FR-LT-NL-PT-PL-SV take place in the building of the European School Luxembourg I, which is on the Boulevard Konrad Adenauer respectively rue Léon Hengen, with an entrance through the "bus" gate located along the bus platform in the rue Léon Hengen. The start of the school year is on **Tuesday, 3<sup>th</sup> September 2024 at 8.25 / 8.30 / 9.00 (see detailed planning below)**.

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

<b>Beginning of Primary classes, Tuesday 3.9.2024</b>			
<b>Year</b>	<b>Classes</b>	<b>Beginning of classes</b>	<b>Meeting-place</b>
1	DE-EN-ES-FI-FR-LT-NL-PL-PT-SV	09.00	Playground of the primary school
2	DE-EN-ES-FI-FR-LT-NL-PL-PT-SV	08.30	Playground of the primary school
3, 4 and 5	DE-EN-ES-FI-FR-LT-NL-PL-PT-SV	08.25	Playground of the primary school

End of school on the first day	
Year	End of classes
1 and 2	13.00
3, 4 and 5	13.15

The first day of school (03.09.2024):

- P1: parents may accompany their children to class from 9.00 to 9.30.
- P2+P3+P4+P5: parents may accompany their children to class from 8.30 to 9.00.

Second day of school (04.09.2024):

- P1+P2: parents may accompany their children to class from 8.30 to 9.00
- P3+P4+P5: parents are welcome in the school playground but will not be able to accompany their children to class.

After 04.09.2024: Parents are only allowed on school premises if they have an appointment with a member of school staff and from the site using the gate at the bus platforms or the gate near the Administration building leading to the Kiss & GO.

Please note that parents or accompanying persons may not enter the classrooms without being accompanied by the class teachers. During the first days of school, teachers will be present in the school yard in the morning with a panel defining the meeting point for their class. From there on, the teachers go to the classrooms.

### 1.3 First day of Secondary

- **All pupils will return to school on Tuesday, 3<sup>th</sup> September 2024 at 8.40.**
- Pupils in the first year of secondary school will be welcomed at 8.40 a.m. in the secondary school playground under the courtyard of building B, next to the cafeteria (on the side of the Salle des Fêtes).
- S1 parents may accompany their children to the playground on the first day of school (max. 2 adults).
- Pupils will be called by their main teachers and by the first-year education advisor, who will direct them to their respective classes.
- Exceptionally, entry will be through the gate located between the administration building and the Salle de fêtes. A communication via SMS will be sent at the end of August, and must be presented to the guards in order to gain access to the playground.
- As soon as the teachers go to the classrooms with the pupils, parents are requested to leave the school premises immediately; parents/carers are not permitted to accompany pupils to their classes.

### 1.4 School certificate

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

## 2. TIMETABLES

### 2.1 Nursery

Nursery - The building is accessible for pupils between 8.15 and 8.45				
Monday *	Tuesday	Wednesday	Thursday	Friday
8.15-16.00	8.15-12.50	8.15-12.50	8.15-12.50	8.15-12.50

\* Lunch will be served between 12.30 and 13.00 in the classroom

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

Parents can collect their children on Mondays between 15.40 and 16.00 and from Tuesday to Friday between 12.40 and 12.50.

**For parents who need to bring their children earlier to school, for urgent reasons, a supervision is organised in the Nursery School Building as of 8.00 and until 8.15 (see conditions in the 4.4.1.1).**

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

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

### 2.2 Primary School

**Please note that classes for P1 and P2 start at 8.30 a.m.; access to the playground opens at 8.10.**

Collection of the pupils:

Classes	Exits through grids 1, 2 and 3		
	Monday Wednesday	Wednesday	Tuesday Thursday Friday
<b>P1-P2</b> no participation on "Well-Being" Main Entrance	15.30	15.30	
<b>P1-P2</b> grid 3 (Coque) with participation in the Well- Being Programme	16.00	16.00	13.00
<b>BUS</b> grid 1	16.00	16.00	13.15

\* Lunch breaks form 12.00 – 13.00

The lessons for P1 and P2 children end on Monday and Wednesday at **15.30** or alternatively at **16.00** for children taking part in the "Well-being in school" program.  
(You will find more information on the following pages).



**Please note that classes for P3, P4 and P5 start at 8.25; access to the playground open at 8.10.**

Collection of pupils:

Classes	Exits through grids 1, 2 and 3		
	Monday Wednesday	Wednesday	Tuesday Thursday Friday
<b>P3-P4-P5 with accompanying person</b> grid 2	16.00	16.00	13.15
<b>P3-P4-P5 unaccompanied and non-participating</b> <b>"Wellbeing at school Primary main exit</b>	16.00	15.00	13.15
<b>BUS</b> grid 1	16.00	16.00	13.15

\*Lunch break for P3, P4 and P5 will be between 13.45 - 14.15

We ask parents to fully respect the school's timetable; children should be brought to and collected from school at the official timings/schedule. Arriving late results in missing a part of the lesson and disrupting the other pupils and the teacher.

Additionally, some school activities take place in another building (gym, pool, music room, library,...) and pupils arriving late will find themselves alone outside the classroom.

In case of late arrival (once gate 1 is closed), the parent must present themselves with the child to the guard located at the main entrance of the primary school.

At the end of the school day, it is imperative that pupils are collected at the official time. In the Primary school, teachers monitor the classes leaving but they are not required to supervise pupils who are left waiting.

However, if a parent is late the school takes care of the child and contacts them after 15 minutes. The supervisor is responsible to wait 15 minutes at grid 1 (bus gate) of the primary school from 13.15 (Tuesday, Thursday and Friday) and from 16.00 (Monday and Wednesday). After this time, the supervisor takes the child to room B 903 (IT room in the primary building) to call the parents. The parents, legal guardian or authorized person retrieves the child after signing a discharge form. If no parents or guardian can be reached, the school reserves the right to charge 35 € for each additional hour of work started. The parents will receive an invoice from the school's accounting department.

Please note that each delay in collecting a pupil is noted in the his/her file. For further information, please refer to our Uncollected Child Policy ([Appendix 2](#)).

### **Well-being in school - optional**

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

You can find more information about the program on our school's website. However, we would like to point out that participation in the "Wellbeing in school" project is voluntary for children. If you do not want your child to participate in the program, you can still pick up your child from the P1/P2 on Monday and Wednesday at 15.30 and your child of the P3/P4/P5 on Wednesday at 15.00.

For this purpose, you will receive a form to complete at the beginning of the school year for non-participants in the "Well-being in School" program. Children who are picked up individually are taken to the main entrance of the Primary building and collected by a parent, guardian or may leave the school on their own, if he/she has permission to do so.

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

## 2.3 Secondary school

Secondary School – The building is open as from 8.00				
Monday	Tuesday	Wednesday	Thursday	Friday
8.45-16.25	8.45-16.25	8.45-16.25	8.45-16.25	8.45-16.25

\* Lunch breaks from 12.00 – 14.00 (Continuous service in the canteen).

Bell 08.40		
	from	until
1 <sup>st</sup> lesson	8.45	9.30
2 <sup>nd</sup> lesson	9.35	10.20
3 <sup>rd</sup> lesson	10.25	11.10
<b>Break</b>	<b>11.10</b>	<b>11.25</b>
4 <sup>th</sup> lesson	11.30	12.15
5 <sup>th</sup> lesson	12.20	13.00
<b>Break</b>	<b>13.00</b>	<b>13.10</b>
6 <sup>th</sup> lesson	13.15	14.00
7 <sup>th</sup> lesson	14.05	14.50
8 <sup>th</sup> lesson	14.55	15.40
9 <sup>th</sup> lesson	15.45	16.25

### Free afternoons - Secondary School

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

**Year 1** is normally free on Tuesday and Thursday afternoons.

**Year 2** is normally free on Thursday afternoons.

**Year 3** is normally free on Friday afternoons.

**Year 4** is normally free on Friday afternoons.

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

There are no guaranteed free afternoons in **years 6 and 7**.

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<sup>1</sup> For these pupils, a bus will leave at 13.10 from Quai 1 to the Centre-Gare.

### 3. BUILDINGS

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

<b>NURSERY Luxembourg I</b> 4, rue Coudenhove-Kalergi
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<b>PRIMARY SCHOOL</b> Principal entry Bd. Konrad Adenauer				
1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year	4 <sup>th</sup> year	5 <sup>nd</sup> year
Bloc E/F	Bloc E/F	Bloc D/E	Bloc D/B	Bloc B

<b>SECONDARY SCHOOL</b> Principal entry Bd. Konrad Adenauer				
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#### **Security Level YELLOW**

The European School Luxembourg I's security alert state is currently fixed at **YELLOW** level. Special measures have been implemented in order to guarantee the security of the school.

- All secondary pupils must present their pupil card to security guards to access the premises.
- Visits are authorized only upon appointment.
- When you visit us, we ask you to follow the instructions of the security guards.
- The security guards are allowed to control the contents of bags.
- Visitors are not allowed to access the site with packages.

### 4. ACCESS TO SCHOOL

Our school is committed to promoting sustainable mobility, and we therefore encourage our pupils to come to school on foot, by bike or by public transport (tram, bus). We strongly encourage you to take advantage of this great offer of sustainable mobility.

**We want to draw your attention to the fact that traffic is very heavy in the immediate surroundings of the school buildings. As a result, pupils must be dropped off and picked up at the nursery building by their parents, legal guardian or authorized person. (under the conditions set out in Part 2 Timetable/Nursery).**

#### 4.1 By Foot

Children can only be dropped off at the access gates mentioned above (see part [2.2](#)) and can be picked up there after classes.

#### 4.2 By Car

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

### 4.2.1 Nursery

A « Kiss & Go » Area is available

### 4.2.2 Primary

The 'Kiss & Go' drop-off lane (parallel alley to Blvd. Konrad Adenauer) along the primary building is reserved for parents dropping off or picking up their children. They are required to strictly adhere to the traffic rules, respect the bike lane alongside this lane, and not park on sidewalks or at the end of the lane (after the last pedestrian crossing) near the traffic lights, in order to allow for a two-lane evacuation.

Construction works for the tramway on Boulevard K. Adenauer are scheduled to begin in 2025 (with completion expected in 2027/2028). At some point, the 'Kiss & Go' drop-off lane may be removed or less accessible.

Parents are particularly reminded that it is prohibited to drive or park at the school bus station.

The parking lot, with a capacity of nearly 500 spaces located on the other side of Bd. Konrad Adenauer, and the Coque parking lot remain available for dropping off and picking up children.

### 4.2.3 Secondary

It is strictly forbidden for pupils who drive themselves to park in the nursery school parking lot, nor to use the bicycle parking areas to leave their motorbikes. We recommend using the P+R car park on boulevard Konrad Adenauer, which is close to the entrance to the secondary school.

## 4.3 Bus

### 4.3.1 School transportation with the Association of School Transportation for Pupils of European Schools (ATSEEE):

For all inquiries regarding school transportation, complaints, and suggestions, please contact ATSEEE directly at the European Parliament, Adenauer 00X003, L-2929 Luxembourg, tel. 4300 22 934, GSM: 621 149 673 / 621 683 753, [info@atseeeu.eu](mailto:info@atseeeu.eu), [www.atseeeu.eu](http://www.atseeeu.eu).

ATSEEE organizes bus lines from outside the city of Luxembourg. You can find information on the Association's website where electronic registration is also possible.

School transportation arrives at the bus station located near the school (rue Léon Hengen). We would like to inform you that there is no shuttle bus to take pupils to nursery school.

The School would also like to point out that it is not responsible for the bus transport managed by ATSEEE, nor those of the City of Luxembourg. Furthermore, the school clarifies that the bus station located on Rue Léon Hengen is not part of the school premises and that traffic regulations and the prohibition of unauthorized vehicles apply.

- Timetable

Morning	Afternoon
Arrival between 8.10 and 8.20	departure 13.30 (for pupils who do not have class in the afternoon)
	departure 16.40 (Mondays and Wednesdays)
	departure 16.45 (Tuesday, Thursday and Friday)

- Nursery

Parents who would like to benefit from the bus service can contact the ATSEEE for further details. The ATSEEE is responsible for accompanying children from pickup to the nursery school entrance.

- Primary and Secondary School

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

#### 4.3.2 Public transport

Tram, train, bus: All public transport are free of charge in Luxembourg (trains: free only in 2<sup>nd</sup> class). This does not apply to ATSEEE buses.

### 4.4 Acces to premises/buildings

- Meeting / Interview with the Management and/or teacher:  
A visitor badge will be issued to parents by the security officer upon registration of a valid identification document and written confirmation (meeting invitation or appointment confirmation) provided by the school. You are requested to respect the location mentioned in your appointment confirmation.
- Parents are not permitted to enter the school premises to accompany their children to the classroom door, nor to wait for them there or in the hallways (except for the beginning of the school year, as mentioned in Part I). They are also not allowed to pick up their children from these areas or from the playground.
- Specific Needs / Reduced Mobility:  
Parents of pupils with specific health needs requiring short or long-term assistance should contact the school administration to obtain appropriate authorization tailored to their child's specific situation.

#### 4.4.1 Entrance / Exit

##### 4.4.1.1 Nursery

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

<b>Entrance : 8.15 – 8.30.</b>	
Classes located on the ground floor* :	Classes located on the 1 <sup>st</sup> floor * :
Entry through the playground	Entry through the main door
<b>Exit : Monday 15.40-16.00 and Tuesdays to Fridays from 12.40 to 12.50</b>	
Section FR et EN	Section DE, ES, FI, LT, NL, PL, PT, SV
Entry through the playground	Entry through the main door

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

##### 4.4.1.2 Primary

a) Arrival :

Children are dropped off at the designated entrance and picked up by their teacher in the schoolyard when the school bell rings.

b) Exit:

- If pupils are picked up by their parents, they will be escorted to the exit by the teacher. (see Schedule section 2.2)
- If they go to the CPE or are taken care of by daycare centers (Sunflower, La Luciole, Rockids, Tiramisu, Butterfly, etc.), pupils will meet their educator in the schoolyard.
- Pupils enrolled in an extracurricular activity immediately after school will go to the gathering point and will be supervised by the extracurricular staff.
- Pupils taking the bus will exit through gate 1 (BUS), which leads directly to the bus platform.
- Pupils who are allowed to leave alone (after filling out the "Exit Authorization" document) with their exit card will leave through the main door of the primary school. Primary cycle pupils are not allowed to leave the school building alone outside school hours. In case of early departure, duly announced, and only in this particular case, the pupil must be picked up by their parents in the main hall; the security guard is responsible for verifying any information regarding the early exit permission.

It's essential to complete the 'Exit Authorization' form provided at the start of the school year to indicate your child's daily departure preference. For any occasional changes, kindly inform the teacher via email **at least 24 hours in advance**. If there are permanent or long-term changes, you'll need to fill out the 'Exit Authorization' form again.

#### 4.4.1.3 Secondary

Acces:

- The main entrance from 08:00 onwards.
- The gate at the bus dock will be opened upon arrival of the school buses (around 8:15 until 8:45).
- The opening/closing of the gate giving access to the Coque is done according to the schedule of physical education classes taking place there.
- Access through the gate between the Administrative building and the "Salle de fêtes" is exclusively reserved for Primary pupils.

**According to their schedule, pupils in grades S1-S5 may be allowed to arrive later at school if a teacher is absent at the beginning of the day (authorization A).**

Exit:

- Main exit of secondary school
- The gate at the bus bays is opened at the time of the bus departure
- Once a pupil has gained access to the school premises upon opening of the gate and before the start of classes (between 8.00 and 8.45am), it is not possible to leave the school, regardless of the permission given.
- The gate providing access to the Coque is closed based on the schedule of physical education classes held there.

**Exit Authorization :**

- **S1-S5 pupils, according to their schedule, may be allowed to leave school earlier when a teacher is absent at the end of the day (authorization B).**
- **S4 and S5 pupils may be allowed to leave school during the lunch break and the period preceding and/or following the lunch break, provided that the pupil is free during this period (authorization C). The absence of a teacher cannot be considered as a free period.**

The right to leave during their free periods:

- is **reserved exclusively** for S6 and S7 pupils and requires authorization from their parents.

- can be requested in **very exceptional cases**. The request must be submitted in writing in advance to the Administration, which will then grant approval if deemed appropriate.

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

We also remind that it is not possible to leave the school during the 5-minute break between classes.

## 5. SCHOOL FEES, REGISTRATION FEE FOR THE BACCALAUREAT AND OTHER FEES

### 5.1 School fees

#### 5.1.1 Payment of the school fees

The documents can be found on the homepage of the European Schools (<http://www.eursc.eu>) under Enrolments and School Fees. The Board of Governors has fixed the school fees for non-entitled pupils (category III) for the school year 2024-2025 as follows:

School fees for category III (together with the time of registration as category III pupils)					
School year 2024-2025					
Registration <u>before</u> 2013-2014			Registration <u>from</u> 2013-2014		
Nursery	Primary School	Secondary School	Nursery	Primary School	Secondary School
3.496,31 €	4.807,49 €	6.555,66 €	4.113,31 €	5.655,87 €	7.712,54 €

Specific School fees: for the children of NAMSA employees together with the time of registration					
School year 2024-2025					
Registration <u>before</u> 2013-2014			Registration <u>from</u> 2013-2014		
Nursery	Primary School	Secondary School	Nursery	Primary School	Secondary School
6.992,62 €	9.614,98 €	13.111,32 €	8.226,62 €	11.311,74 €	15.425,08 €

For families with more than one child at the European school, the school fees are reduced by 20% for the second child, and by 40 % as of the third child. These fees are applicable only to the newly enrolled category III children, following the school year 2013-2014. For pupils enrolled before, the previous reductions remain in force. It should be noted that the amount of the school fees is indexed by 2% each year.

**Please inform the school immediately of any change in family situation or of parents' jobs by email to: [LIST-LUX-MDM-SCHOOLING@eursc.eu](mailto:LIST-LUX-MDM-SCHOOLING@eursc.eu)**

#### 5.1.2 Terms of payment

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

a) First enrolment of a child at the European School

Following the application of the decisions of the Board of Governors of April 2015 and in order to validate the enrolment of a child, a deposit payment of 25 % must be paid **before 05.07.2024**.

b) Parents of children already at the European School

**According to the decision of the Board of Governors of April 2015 and in order to secure an enrolment for the next school year, all parents of category III must pay a deposit of 25% by 30<sup>th</sup> June at the latest. This deposit will not be reimbursed (cf. Article 29 of the General Rules of the European Schools, Ref. 2014-03-D-14-en-13).**

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

c) Common provisions for all parents

The remaining balance of 75 % must be paid within 30 days after the date of the invoice which will be issued in October.

However, provided that parents have introduced a corresponding written request to the School by 31<sup>st</sup> August at the latest, they will have the possibility to pay the remaining balance of 75 % in three installments.

In this case, the installments will be due by the following dates at the latest:

**25 % by November 30<sup>th</sup> 2024**

**25 % by January 31<sup>st</sup> 2025**

**25 % by March 31<sup>st</sup> 2025.**

The request for the payment by installment of the school fees has to be submitted using the form "Payment of school fees by installments" available on [www.euroschool.lu](http://www.euroschool.lu) and will remain valid throughout the whole schooling of the pupil.

**Important notes:**

**Please note that no pupil will be admitted in class in September 2024 if the deposit has not been paid within the given deadline or if there are outstanding invoices.**

**In addition, if all or part of one or more invoices have not been paid in full by 1st September of the school year, the pupil concerned will be considered by the School to have been struck off the enrolment register and will no longer be admitted to the School for the school year. If necessary, the sum due will be recovered by legal action.**

### 5.1.3 Fees reduction

In accordance with the guidelines of the Board of Governors some reduction may be granted on basis of a file with supporting documents. It is important to underline that these reductions are not automatic and that their obtention depends on the income and the composition of the family concerned (the evaluation method is based on the comparison of disposable income, less a basic amount, with the normally applicable fees).

The basic amount is fixed on a flat-rate basis each year for all European Schools and is adapted to each school individually by applying weightings fixed beforehand in line with changes in the cost of living.



To be valid, requests for reduction should be addressed to the Director of the School at the latest by 30<sup>th</sup> November of the current year. Supporting documents requested by the School to create a file for fees reduction must be returned at the latest by 30<sup>th</sup> January. 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 a help, it is necessary to belong to the APEEE. ([see Appendix 3 and Appendix 4](#)).

Important note:

By decision of the Director, if he considers that safety or health conditions would not be met, and/or in accordance with the directives of the decision-making bodies of the European Schools and/or national governmental bodies, courses given at a distance for reasons of force majeure (epidemic, pandemic, environmental event, force of nature, act of a third party, act of Government), fortuitous event, and/or reasons related to safety and/or health do not automatically give right to a reduction in the course fee. Any request for a reduction, regardless of the context (in situ or distance learning), must comply with the conditions and procedures described above.

#### 5.1.4 Change of category

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

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

## 5.2 Registration fee for the Baccalaureate

All 7<sup>th</sup> year pupils, whatever their category (I, II or III), must pay the registration fee for the Baccalaureate by 31<sup>st</sup> March of the related year in question. At its meeting of December 2011, the Board of Governors decided that inflation would be applied annually to registration fees for the 2025 Baccalaureate. For its next session, the registration fee will amount to **103,90€**. This amount will be included in the global bill issued in October for the current school year.

## 5.3 Other expenses

All pupils, whether of category I, II or III are subject to the payment of some additional expenses. The methods of payment are described later in this memorandum.

### 5.3.1 Intermath

This is a set of two books for Mathematics in primary school and a Matific-Licence for the total price of **32 €**. This amount will be included in the global bill issued in October for the current school year. In case of loss of one or both books, a request for a replacement must be made via the following e-mail address: [LIST-LUX-ACCOUNTING-SCHOOLFEES@eursc.eu](mailto:LIST-LUX-ACCOUNTING-SCHOOLFEES@eursc.eu). These books will also be invoiced to the parents.

### 5.3.2 Cost for photocopies

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

The lump sum for the photocopying fees will be exclusively set considering on the fixed rental charges of the photocopying equipment and the consumables invoiced by our supplier. These costs do not vary according to the number of photocopies (unless the predefined budgets would be exceeded), but according to the distribution of the printing of the different cycles (nursery, primary and secondary). On this basis, the new lump sum for the current school year will be determined. This amount will be included in the global invoice issued in October for the related school year.

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

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

Two installments are requested

- Parents receive a €100 invoice from the school for excursions and outside activities for each of their children. All these activities are organised by the teachers, with the school taking care of payment. At the beginning of the school year, parents will receive more detailed information about the use of the €100.
- €40 in their child's class fund. The money is managed by the class treasurers and used freely by the teacher for activities requiring more specific needs, such as ingredients for activities in the kitchen, small projects for Christmas or Easter, etc..

### 5.3.4 The Mediterranean world

This is a booklet for Human Sciences course in 3<sup>rd</sup> secondary school. An approximately amount of 6 € to 7€ will be included in the global bill issued in October for the related school year.

### 5.3.5 File for university enrolment

**Every pupil requesting the school to organise his/ her enrolment to a University/ tertiary education will be charged between 130 and 260 €, depending on the University chosen, and the country.**

**For French and UK universities it is recommended for pupils to register their application through the School and not by themselves.**

Parents must fill out and return a form, which is available on the school website under "Procedures & Forms". They must pay the relevant fee in advance. Grouped payments by section are not accepted.

### 5.3.6 Certification Report of Historical Grades Obtained:

Any pupil who wishes the School to issue a report certifying the marks obtained during his or her school career will be charged €150 per request.

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

## 6. ARRANGEMENTS FOR MEALS

**SODEXO is running the services of the school canteen.** The office of the service provider is located at the back of the canteen and is open from Monday to Friday from 8.00 a.m until 11.30 a.m

Phone number: 26 68 39 45

E-mail: [ecoleeuropeenne1.LU@sodexo.com](mailto:ecoleeuropeenne1.LU@sodexo.com)

### Less waste at school

The school is dedicated to education in all areas of life, including ecology and the environment. The aim of the project is twofold: - to educate and raise awareness about waste reduction and responsible consumption; - to launch a waste prevention and anti-waste initiative within the school.

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

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

There is no need to wrap sandwiches in aluminium or cellophane in the snack boxes!

In addition, hot drink machines will no longer be equipped with single-use cups. Instead, personal, multiple-use cups of the appropriate size can be used. SODEXO will offer multi-use cups for sale or deposit.

### 3 good reasons to drink tap water:

- Water is good for your health! Favouring water rather than sugary drinks reduces the risk of caries, overweight and even obesity.
- Tap water is good for the environment! Beverage waste makes up a third of a school's garbage.
- Tap water is good for your wallet! Tap water is 100 to 300 times cheaper than bottled water and much cheaper than soft drinks and other sugary drinks.

## 6.1 Nursery

### 6.1.1 Meal time

Nursery children eat their meals **only** on **Mondays** in their class between 12:30 and 13:30.

### 6.1.2 Meals

A meal is composed of a starter, main course and dessert. Nursery children can optionally bring sandwiches from home ("sandwiches" option), however, you cannot reheat your meal (see point [6.2.2](#)),

The menus of the day are available throughout the school year on the school's website, under the heading "Canteen": <http://www.euroschool.lu/site/canteen/>

### 6.1.3 Terms

**Registration is mandatory for all nursery children** with the service provider, via their website: <https://www.sodexoeducation.lu/fr/38/ecoles-privees/> including "Sandwich" option choice.

Payment of meal expenses are made in the form of a quarterly subscription payable in advance to the service provider. The amount will vary depending on the number of days pupils eat at the school's catering service during a term.

Parents who do not wish to register their child to meals services, must register their child under the "sandwiches" option.

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

## 6.2 Primary

### 6.2.1 Meal time

Primary children eat their meals **only** on **Mondays and Wednesdays** in the canteen of the primary school between 12:00 and 14:15. P5 pupils eat in the secondary school canteen between 13:45 and 14:15. They can possibly bring sandwiches from home ("sandwiches" option).

### 6.2.2 Meals

For P1 to P4 a meal is composed of a starter, main course and dessert. Primary children can optionally bring sandwiches from home ("sandwiches" option). It is not possible to heat home-made dishes in the canteen.

For P5 pupils, the terms of service outlined in section [6.3.2](#) for secondary school pupils (self-secondary only) apply, along with those specified in section [6.3.3](#).

The menus of the day are available throughout the school year on the school's website, under the heading "Canteen": <http://www.euroschool.lu/site/canteen/#canteen-menu> except for P5.

### 6.2.3 Terms

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

Payment of meal expenses are made in form of a quarterly subscription payable in advance to the service provider. The amount will vary, depending on the number of days pupils eat at the school's catering service during a term (periods of school trips, green classes, sea classes or snow classes are automatically deducted).

Parents who do not wish to register their child to meals services, are required to register their child under the "sandwiches" option.

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

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

## 6.3 Secondary pupils, teachers and administrative staff

For secondary school pupils, teachers and administrative staff, hot dishes, sandwiches, snacks and drinks can be purchased in different points of sale.

### 6.3.1 Schedule

**The secondary self** is open:

- Mondays and Wednesdays from 11.45 to 14.15
- Tuesdays, Thursdays and Fridays from 11:45 to 14:00

**The cafeteria** is open from Monday to Friday from 08:00 to 16:00. All pupils have access during opening hours. **pupils in grades 1 to 3 can stay only if there is some space and with the agreement of the educational advisor.**

**The foodtruck** is open daily from Mondays to Fridays from 11:00 to 14:00.

### 6.3.2 Meals

The service provider offers 5 points of sale in the Secondary self with a varied offer: Bistro side, Pasta Roma, Natural, Bowl and Streat.

Pupils have the choice between several formulas: single course / starter + main course / main course + dessert / starter + main course + dessert. Drinks, sandwiches and salads are also available à la carte.

In the cafeteria pastries, sandwiches, salads, snacks and drinks are offered throughout the day.

At the food truck, a unique offer is available every day. In addition, the cafeteria offers pastries and snacks during the morning.

### 6.3.3 Terms

For the secondary cycle, the payment of the meals, snacks, desserts and drinks is mandatory by means of electronic payment cards reloadable via the internet.

These payment cards are valid for the entire duration of the schooling.

For all new pupils as well as former pupils of P4, a request for badge creation must be sent to the provider by email before the start of the school year. The badge is free and will be given to your child through his main teacher.

For all pupils arriving during the school year, the badge will be collected at the SODEXO office located at the back of the canteen building.

Any loss or problem of payment card must be reported imperatively by the holder to the SODEXO office or by email. The replacement of the card costs is 15 € and the balance of the old card will be transferred to the new one.

## **7. SCHOOL TRIPS**

### **Generalities**

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

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

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

The School currently anticipates that all planned compulsory school trips will take place during the 2024/2025 academic year, as planning for these has already begun.

Details of compulsory trips by cycle are given below.

Pupils' participation in school trips is compulsory.

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

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

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

#### **1) Persons concerned**

All minors travelling abroad without their parents must have both a valid identity document and parental authorisation.

-The person with parental authority over the child (father, mother or guardian) must complete the documents requested by the school.

-The child must keep this authorisation with him/her and present it on request, together with the original of his/her identity document.

#### **2) Fees**

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

The School's form ([Appendix 6](#)) must be completed and signed by the parent(s) at the School secretariat, on presentation of a valid identity document. The School secretary will then certify that the signature is correct.

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

### 3) Special features

- For Luxembourg residents
  - Complete the parental authorisation to leave the country/medical agreement ([Appendix 5](#))
  - Provide an authorisation to be issued by the Population Office of the child's municipality of residence.
  - The holder of parental authority must appear in person to authenticate his or her signature and provide the following information:
    - date of departure and date of return of the child ;
    - child's destination (country and town);
    - name of the accompanying person (who must be over 18).

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

- For non-residents
  - Complete the parental authorisation form for outings/medical agreement ([Appendix 5](#))
  - Complete the parental authorisation form for 'non-resident' outings ([Appendix 6](#))

## 7.1 Primary

### **Green classes**

Pupils in the **third year** of primary school, take part in a 3-day green class organised by the school. The class includes outdoor activities, nature discovery, forest activities, discovery of forest flora and fauna,...

### **Sea Classes**

The pupils from the **4<sup>th</sup> class** take part in a 4-day "Sea Classes" organised by the school. This class includes nautical activities, beach activities, discovery of maritime flora and fauna,...

### **Mountain classes**

Pupils of the **5<sup>th</sup> year** attend a 5-day "mountain class" organised by the school. This mountain class includes mountain walks, mountain sports activities, discovery of mountain fauna and flora,...

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

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

In parallel to these school trips, so called compulsory school trips, many outings and trips related to the subjects (involving a maximum of one school day) are organised during the year.

Parents are invited to support the classes as accompaniers. The decision to ask parents to accompany day trips is made by the class teachers. Pupils' participation is also compulsory.

## 7.2 Secondary

**S2** and **S6** pupils participate in a school trip that is part of the curriculum. The S2 trip will take place in May and the S6 trip in the spring.

**S5** pupils participate in a trip that is part of the biology curriculum. This trip, which normally lasts 2 days and 1 night, will be organised in the spring and involves several groups.

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

In addition to these school trips, so called compulsory school trips, many outings and trips linked to a subject (and lasting 1 school day maximum) are organised throughout the school year. Pupils' participation is also compulsory.

## 7.3 School trips payment and refund policy (Primary and Secondary)

With the enrolment (\*) of their child in a school trip, the parents:

- on the one hand irrevocably agree to pay to the School the amount of the price of the trip (whether this price is fixed or based on an estimated budget) and according the payment schedule communicated by the School prior to the enrolment of the pupil in the school trip.
- On the other hand agree with the following provisions regarding the potential reimbursement of part of the price of the trip.

(\*) enrolment means here the formal enrolment, by written, of the pupil in a school trip and not a simple show of interest, for example after a "survey" organised by a school teacher.

The reimbursement terms are as follows:

- a) In case of withdrawal of a pupil due to duly established reasons, the School will reimburse expenses not already incurred in connection with the trip and expenses already incurred but refundable. In this case, the refund will take place after deduction of any cancellation fees incurred by the School. In the case of a withdrawal due to medical reasons, a medical certificate has to be automatically given to the School. In all cases, the reimbursement will take place only after the final statement of travel costs has been established by the school.

It should be noted that the school does not always subscribe to cancellation insurance. For school trips above 100€ per pupil, this is contracted by the school for the benefit of the parents, (invoiced in the cost of the school trip), as opposed to school outings or school trips under 100 € per pupil, for which no cancellation insurance is contracted. The school will inform you of the insurance cover provided or not. Any excess retained by the insurer in the event of a claim is to be paid by the parents.

- b) In the case of the exclusion of a pupil before or during a school trip, the School will not refund any expenses related to the trip whatsoever. In addition, the parents of the pupil undertake to reimburse the school for any additional costs that may be necessary to ensure the repatriation of



the child as soon as possible and the costs of the School staff member who may accompany the pupil (for all or part of the journey) during repatriation (taxi, flight, accomodation...).

- c) If a school trip generates an excess of:
- $\geq 10\%$  of the price charged to parents (e.g. if the school trip costs 460€/pupil, any amount  $\geq 46\text{€}$ )
- or**
- a total amount of 50€/pupil (e.g. if the school trip costs 700€/pupil, any amount  $\geq 50\text{€}$ ), this amount is refunded to the pupils/parents. If the surplus is below the threshold defined above, the money is paid to the Kitty, the money will be used to help fund trips that exceed the initial budget.

This approach takes into account the administrative burden related to potential refunds and the need for the School to cover any deficits related to school trips (unforeseen costs, case of force majeure, emergency repatriations...)

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

In order to guarantee the health and safety of the pupils and the accompanying persons, in case of force majeure (epidemic, pandemic, environmental event, force of nature, act of a third party, act of Government), fortuitous event, and/or reasons relating to safety and/or health, or any event that may compromise the smooth running of a trip/excursion/ both compulsory and optional), the Director reserves the right to cancel, even at the last moment, a planned trip/excursion. This decision may be taken directly by the Director, if he considers that safety or health conditions are not met and/or in accordance with the directives of the European Schools and/or national governmental bodies.

In this case and without being obliged to consult the parents, the School will take as many steps as possible with the various service providers in order to try to reduce the financial impact of such cancellations, without being able to guarantee the outcome.

In accordance with the directives of the Board of Governors, the balance of the costs relating to the cancellation of the trip/excursion remaining due will not be borne by the School and will remain the responsibility of the parents. The final statement will be drawn up by the School and communicated to the parents at a later date.

In the event of a total or partial refund of the balance of the fees for the cancellation of the trip/excursion by the service providers, the refund to the parents will only be made after the final statement of the fees for the trip/excursion has been drawn up by the School.

## **8. EXTRA-CURRICULAR ACTIVITIES**

You will find all the information concerning extra-curricular activities on the website <https://periscolaire.apeeel1.lu>

## **9. LES MOTS DE ZAZA**

In 1993, a small group of French-speaking parents came up with the idea of creating a multilingual library for children in the nursery and primary cycles of the European School: Les Mots de Zaza.

Mots de Zaza is a non-profit organization run by a group of volunteer parents from the various language sections of the European School.

This multilingual library and the bibliographic collection acquired over the years have given rise to the library. However, management of the library collection is currently the sole responsibility of the librarian.

Les mots de Zaza can finance educational projects related to children's literature illustrators, sessions with storytellers, etc.).

The association has developed several activities in collaboration with the school, including an annual book fair and the sale of second-hand books.

Parents who would like to become members of the volunteer team or support the Association "Les Mots de Zaza" can do so by contacting the Association directly.

An optional annual contribution of €10 will be offered to parents to finance literature-related educational projects, such as author visits, writing workshops, etc.

Contact Mots de Zaza :

New website in construction

President of the Association Mots de Zaza - Sílvia Nunes

E-mail : motsdezaza@gmail.com

## **10. LIBRARY OF THE PRIMARY AND SECONDARY SCHOOL**

### **10.1 Nursery and Primary school**

#### **Where are the libraries?**

For Nursery: Room C1.4 and C1.8

For Primary: Rooms C-204 for primary cycle (P1-P5)

#### **Who is working in the library?**

Since 2001, a librarian has been employed by the European School. The librarian manages the library within the framework set by the primary and nursery school management.

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

The library is a wonderful tool for the personal enrichment of children.

During the school hours, your child goes to the library. Therefore, from an early age on, he/she will gradually learn to:

- Treat books with care
- Gradually develop a pleasure for reading, a significant asset for studies and future life
- Increase his/her knowledge while having fun
- Find books in his/her second language that he/she can already read
- Find the books necessary for school projects

The library is also an important working tool for the teachers:

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

A lost or damaged book will have to be replaced by the families.

### **Contacts:**

Librarian Mrs Nadine Peiffer

Phone: 432082 383

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

### **Opening hours:**

Monday, Wednesday: 8.25-16.00

Tuesday, Thursday, Friday: 8.25-13.15

## **10.2 Secondary school**

The secondary school library welcomes pupils to read, research and study in a quiet environment, conducive for reading and working.

### **Online catalogue**

With a collection of over 42.000 catalogue records, the secondary library offers a large selection of books in different languages. There are not only books in English, German and French, but also in Luxemburgish, Finnish, Dutch, Spanish, Portuguese, Swedish, Polish, Estonian, Lithuanian, Latvian, Irish and Bulgarian. In addition, the library also has several reference books on offer which facilitate the learning of Italian and Latin.

The library will be using a new software. The link to the online catalogue will be sent to pupils as soon as it is available.

Pupils aged 14 and over are advised to register with the national library. This will give them access to a number of relevant resources (paper and digital).

The online catalogue can be accessed through the National Library's Website: <https://www.a-z.lu>.

Magazines and newspapers in different languages are also available in the school library for consultation on the premises and are not part of the online catalogue.

Link to the secondary school library sharepoint: <https://eursc.sharepoint.com/sites/Seclibrary>

This sharepoint provides information regarding the resources available in the library, a purchase suggestion form and links to diverse websites (online catalogue, online newspaper platform...)

### **Computerized loan system**

To take out book's borrowers, pupils must show their ID card (which bears the library bar code) or they can give their surname to the librarian.

Books can be taken out for a period of **3 weeks (3 books maximum)**, to which the librarian can give an extension at any time if necessary.

**Pupils are responsible for the books they borrow. They must be returned on time and in good condition. Any lost or damaged books will have to be replaced.**

### **Opening times and facilities**

The library is open from **Monday to Friday, from 8.30 to 16.30.**

**Introductory sessions** for the use of the library and research methods, are organised for first year pupils (in the presence of their principal teacher) at the beginning of each school year.

Activities promoting reading are regularly organized.

A multimedia area equipped with 8 computers allows pupils to work during their free lessons or break time, to do academic research.

## Rules of the library

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

- Behave respectfully and be quiet.
- To leave bags in the lockers provided at the entrance of the library and to deposit their pupil card on the librarian's desk.
- To respect the library's equipment and to leave your table clean.
- Not to bring food or drink.
- Not to play in the library, including online games.
- To follow the instructions given by the librarian.

### **Contact**

Librarian Mrs Nadia Khemiri

Phone: 43 20 82 238

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

## 11. MEDICAL AND PSYCHOLOGICAL SERVICES

### 11.1 First Aid and Emergency Services:

11.1.1 The Infirmary for Nursery will be open as follows: Monday from 8.30 to 16.00, Tuesday from 8.30 to 13.00, Thursday from 8.30 to 13.15 and Friday from 8.30 to 16.15. In case of absence of the nurse, the child should be accompanied by an assistant to the nurse at the secondary school.

11.1.2 The Infirmary of Primary located, on the ground floor (block B) will be open as follows: Monday and Wednesday from 8.25 to 16.20 as well as Tuesday, Thursday and Friday from 8.25 to 13.15.

11.1.3 The Infirmary of Secondary, located on the ground floor of block C (room C-002) in the secondary building, will be open every day from 8.30 to 16.30.

In case of an accident, pupils are sent directly to the appropriate hospital, and parents will be notified immediately by telephone.

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

Within 3 days, parents must fill in and return to the nurse the form, available in the medical service and attached in this document ([Appendix 7](#)), allowing the school to establish the accident report.

The school's medical service deals with accidents and/or illnesses that occur at school and/or on the way to and from school. The medical service provides emergency "treatment" but no follow-up. Please note that injuries and illnesses that occur at home (holidays, weekends, ...) must be treated by the parents or the family doctor.

If the School (nurse and/or teacher) considers that the child is not fit to stay in school because of his or her state of health, the child must be taken back by the parents or any other authorized person. Only pupils of legal age may return home alone.

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

**Please do not send your sick children to school! Any child who presents himself/herself sick at the School must be taken back by his/her parents or guardian, in order to avoid any spread of diseases or epidemics.**

The school, the CPE and the day-care are different institutions that do not share medical information and/or medicines. Please provide the necessary information yourself.

## **11.2 Medical Tests**

One doctor works part time for the school. Two obligatory medical tests are done for nursery, primary and secondary pupils generally every 2 years and in accordance with the recommendations of the Ministry of Health. Further information on the medical examination of children in nursery and primary school will be announced in due course.

## **11.3 Contagious disease**

If a child contracts an infectious disease, parents must immediately notify the School and respect the rules of school eviction as indicated on the medical certificates.

The School will only communicate internally upon request or recommendation from the Ministry of Health in the interest of the school population. In this case, communication(s) will be in two phases, if it is deemed necessary: a first general communication to the entire school population and a second more targeted communication to the parent delegates of the classes concerned. No information about the pupil or the circumstances of the infection will be communicated outside the medical and safety department of the school and the administrative staff directly concerned.

Finally, information received by parents (verbally or in writing) regarding a notifiable disease will be systematically communicated to the Ministry of Health. The aim is to ensure good collaboration with local authorities and to identify the next steps involving the school.

It should be noted that pupils can be exempted from School for a period of 2 days by their parents and without a medical certificate.

**During the enrolment and before the beginning of EACH school year, parents should inform the Management:**

- a) If their children have any health problems requiring special care. In the interests of the child, this information will be communicated to the nurse and the teachers concerned.**
- b) If their private or work telephone number changes, or if there is any change concerning the person who was nominated as a contact in case of parents' absence.**
- c) During the year, any change in the pupil's state of health should also be communicated by post addressed to the school Director only.**
- d) Special considerations or requests concerning psychological or medical problems, which might require special resources during tests (S1-S3) or long tests (S4-S6) (e.g. extra time) should be submitted in writing only to the school Management, together with a report from a medical or psychological specialist, each school year for the following school year. The same request must, without fail, be submitted to the school Management before the 15<sup>th</sup> October in year 5 for the orientation cycle S6-S7 and for the Baccalaureate examinations.**

## 11.4 Social and Psychological Service

The school has links with various social and psychological services of the Luxembourgish Ministry of education. Parents whose children have learning or behaviour problems are advised to first contact the educational advisers or the principal class teacher for the secondary school and the deputy-director for the primary school.

The school has also three psychologists. Their job is primarily to provide support in academic, emotional and behavioural manners concerning pupils. They also participate in the proceedings of the Special Education Needs and provide support and information to teachers in relation to students with specific needs.

**IMPORTANT:** the psychologists are not there to do psychoeducational and/or diagnostic assessments. These assessments must be made outside the school.

Scheduling an appointment is required and must be done by email. Please, allow for a wait of 2-3 days for an answer to the email and 10 days to obtain an appointment because of the workload the service is facing.

**Mrs Virginie BATAILLE**

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

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

Office in Primary School: B-905 Phone: 432082-441

Office in Secondary School: B-007 Phone: 432082-279

<b>Timetable</b>	Morning	Afternoon
Monday	8.30-12.30	13.30-16.30
Tuesday	9.30-13.30	/
Wednesday	/	/
Thursday	8.30-12.30	13.00-16.00
Friday	9.30-13.30	/

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**Mrs Sabine FASS**

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

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

Office in Primary School: B-905 Phone: 432082-441

Office in Secondary School: B-007 Phone: 432082-279

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

Responsible for all language sections in nursery as well as P1, P2, P3 and the "Well-being in School" program.

Office in Nursery School: B-004 Phone: 432082-402

Timetable	Morning	Afternoon
Monday	8h00 – 12h30	13h30 – 17h00
Tuesday	8h00 – 12h30	13h30 – 16h00
Wednesday	8h00 – 12h30	13h30 – 17h00
Thursday	8h00 – 12h30	13h30 – 16h30
Friday	8h00 – 13h00	/

## 12. HOMEWORK (SECONDARY SCHOOL)

The following amount of time is just approximate. The maximum time foreseen for homework should not be the rule. This amount of time may vary and increase/decrease for pupils with special needs.

Year	Weekly hours
S1	45 - 60 minutes per day
S2–S3	45 minutes - 1,5 hours per day
S4–S5	1-2 hours per day
S6–S7	Depending on the pupils' individual programs

For further details, please refer to our homework policy (see [Appendix 12](#))

## 13. SCHOOL REPORTS

Reports will be distributed on the following dates:

Nursery	
	Date
1 <sup>st</sup> part (oral)	January 2025
2 <sup>nd</sup> part (oral)	June 2025

Primary School	
	Date of distribution of reports
1 <sup>st</sup> part (oral)	November 2024
2 <sup>nd</sup> part (electronic version)	February 2025
3 <sup>rd</sup> part (electronic version)	July 2025

Secondary School	
Years	Date of distribution of reports

<b>1, 2, 3, 4, 5, 6</b>	Half term report	Mid-November 2024
	1st semester report	End of January 2025
	Intermediate report	End of March 2025
	2 <sup>nd</sup> semester report	End of-June 2025 (1,2,3) – Beginning of July 2024 (4,5,6)

<b>7</b>	Intermediate report	Mid-November 2024
	Semester report	End of February 2025
	Preliminary note	End of May 2025

In general, examinations and tests counting for the B mark (years 4 to 7) may be viewed by the parents at an appointed time with the teacher concerned. According to the General rules of the European schools, pupils' legal representatives shall be responsible for keeping the B test in S4 and of the official exams of the first semester in S5. In order to allow pupils in years 5 to 6 to see the results of their examinations, teachers are asked to invite the pupils before the class-council during a period in the last 2 weeks of term.

Parents of pupils in classes 5 and 6 may also consult the compositions from Monday 30 June to Thursday 3 July 2025 between 10:00 and 12:00 in room B-002 in the presence of an educational adviser.

Article 6.4.10 of the Arrangement for implementing the Regulations for the European Baccalaureate says "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 of the correctors (first corrector mark, second corrector mark and, where applicable, third corrector mark), the correctors' commentaries, the examination paper and the marking scheme".

#### Consultation of examination papers after the marks have been awarded

The application rules for the European Baccalaureate stipulate that candidates are entitled to see their exam papers and the total points awarded by each corrector.

Requests should be sent by e-mail to Mr Wedel ([LUX-DIRECTOR@eursc.eu](mailto:LUX-DIRECTOR@eursc.eu)) with a copy to Mrs Lemarié ([LUX-DEPUTY-DIRECTOR-SECONDARY-CYCLE@eursc.eu](mailto:LUX-DEPUTY-DIRECTOR-SECONDARY-CYCLE@eursc.eu)) and the BAC coordinator (mailto:[sonia.raposo@teacher.eursc.eu](mailto:sonia.raposo@teacher.eursc.eu)).

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

A belated request for the viewing of the examination papers will be inadmissible. Arrangements for Implementing the Regulations for the European Baccalaureate (Ref.: 2015-05-D-12-en-28.3).

## **14. PARENT-TEACHER MEETINGS**

Information meetings will be organised for the parents of different classes on various dates in the course of the year. Notices will be distributed giving details.



Please note the following important dates:

Dates	Nursery (pupils aged 4)	Primary school
04.09		17.00-18.00: new primary parents meeting with the school management
09.09	<ul style="list-style-type: none"> <li>• 16.30-17.00: SWALS teachers and parents meeting</li> <li>• 17.00-17.30: meeting for parents of all nursery pupils with the school management</li> <li>• 17.30-18.30: meeting with teachers and parents</li> </ul>	
11.09		<ul style="list-style-type: none"> <li>• 16.30-17.00: L2 and SWALS meeting P1 parents</li> <li>• 17.00-18.00: P1 parents and teachers meeting</li> <li>• 18.00 – 18.30: visit of the school with P1 class teacher</li> </ul>
16.09		<ul style="list-style-type: none"> <li>• 16.30-17.00: L2 and SWALS meeting with P2 parents</li> <li>• 17.00-18.00: P2 parent and teacher meeting</li> <li>• 18.00 – 18.30: visit of the school with P2 class teacher</li> </ul>
18.09		<ul style="list-style-type: none"> <li>• 16.30-17.00: L2 and SWALS meeting with P3 parents</li> <li>• 17.00-18.00: P3 parent and teacher meeting</li> <li>• 18.00 – 18.30: visit of the school with P3 class teacher</li> </ul>
23.09		<ul style="list-style-type: none"> <li>• 16.30-17.00: L2 and SWALS parents P4 meeting</li> <li>• 17.00-18.00: meeting of P4 class teachers and parents</li> <li>• 18.00 – 18.30: visit of the school with P4 class teacher</li> </ul>
25.09		<ul style="list-style-type: none"> <li>• 16.30-17.00: L2 and SWALS parents P5 meeting</li> <li>• 17.00-18.00: P5 parent and teacher meeting</li> <li>• 18.00 – 18.30: visit of the school with P5 class teacher</li> </ul>

Dates	Secondary school
18.09	17.15: meeting for the parents of S1 with the school Management
	18.00: meeting for parents of S1 pupils with their class teacher
07.11	17.00 – 20.00: meeting for parents of S1-S2-S3 pupils
14.11	17.00 – 20.00: meeting for parents of S4-S5-S6-S7 pupils
10.12	17.30 – 20.00: meeting for parents of S3 pupils (Subjects choice for S4-S5)
14.01	17.30 – 20.00: meeting for parents of S5 pupils (Subjects choice for S6-S7)
15.05	17.00 – 18.30: meeting for parents of P5 pupils / Primary-Secondary transition

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

## 15. CONTACTS WITH THE SCHOOL LUXEMBOURG I

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

☎ 43 20 82-1

📠 43 20 82-344

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

Contact forms available on the school website:

General - <https://www.euroschool.lu/site/contact-us/>

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

DIRECTION/ADMINISTRATION			
Function	Name	☎	✉
Head	Mr M WEDEL	43 20 82 – 1	
Head's Assistant	Mrs K. KONS	43 20 82-228	<a href="mailto:KATJA.KONS@EURSC.EU">KATJA.KONS@EURSC.EU</a>
Telephone reception		43 20 82-223	<a href="mailto:LUX-SECRETARIAT-ADMINISTRATION@EURSC.EU">LUX-SECRETARIAT-ADMINISTRATION@EURSC.EU</a>
Secretariat	Mrs J. CASALE Mrs S. FALANA Mrs E. RUIZ SALAS	43 20 82-223 43 20 82-222 43 20 82-224	<a href="mailto:LUX-SECRETARIAT-ADMINISTRATION@EURSC.EU">LUX-SECRETARIAT-ADMINISTRATION@EURSC.EU</a>
Deputy Director of Finance and Administration	Mr P. KRIPPLER	43 20 82-235	
Accounting Officer and HR Manager	Mrs E. MEYNIEL	43 20 82 236	<a href="mailto:LIST-LUX-ACCOUNTING-OFFICER@EURSC.EU">LIST-LUX-ACCOUNTING-OFFICER@EURSC.EU</a>
School fees	Mrs P. VIEGAS Mrs S. TOKTAS	43 20 82-348 43 20 82 -605	<a href="mailto:LIST-LUX-ACCOUNTING-SCHOOLFEES@EURSC.EU">LIST-LUX-ACCOUNTING-SCHOOLFEES@EURSC.EU</a>
<b>Opening hours from 8.00 – 12.00 and from 13.00 – 16.00</b>			

NURSERY AND PRIMARY SCHOOL			
Function	Name	☎	✉
Deputy Head of nursery and primary cycle	Mrs S. RIBIC	Please contact the secretariat of Nursery & Primary	
Deputy Head's Assistant	Mrs N. JOSE	43 20 82-387	<a href="mailto:NATHALIE.JOSE@EURSC.EU">NATHALIE.JOSE@EURSC.EU</a>
Secretariat	Mrs L. BRAGARD Mrs B. KIRCH Mrs M. STATHAKI	43 20 82-433 43-20-82-558 43 20 82-270	<a href="mailto:LUX-SECRETARIAT-NURSERY-AND-PRIMARY-CYCLE@EURSC.EU">LUX-SECRETARIAT-NURSERY-AND-PRIMARY-CYCLE@EURSC.EU</a>
General coordinator Organization/Management	Mrs R. PEREZ VEGA	43 20 82-597	<a href="mailto:REBECA.PEREZ-VEGA@EURSC.EU">REBECA.PEREZ-VEGA@EURSC.EU</a>
General coordinator Education/School Life	Mr M. HEINONEN	43 20 82-597	<a href="mailto:MIIKKA.HEINONEN@EURSC.EU">MIIKKA.HEINONEN@EURSC.EU</a>
General support coordinator	Mrs F. DELENCLOS	43 20 82-258	<a href="mailto:FLORENCE.DELENCLOS@EURSC.EU">FLORENCE.DELENCLOS@EURSC.EU</a>
Nurses	Mrs C. REUTER Mrs C. GLOD Mrs N. FAYOLLE	43 20 82-446	<a href="mailto:LIST-LUX-PRI-INFIRMARY@EURSC.EU">LIST-LUX-PRI-INFIRMARY@EURSC.EU</a>
Caretaker Nursery	Mr M. NETO	43 20 82-211	<a href="mailto:LIST-LUX-NUR-CARETAKER@EURSC.EU">LIST-LUX-NUR-CARETAKER@EURSC.EU</a>
Caretaker Primary School	Mr L. FOURMANOIS	43 20 82-252	<a href="mailto:LIST-LUX-PRI-CARETAKER@EURSC.EU">LIST-LUX-PRI-CARETAKER@EURSC.EU</a>
Psychologists	Mrs V. BATAILLE Mrs S. FASS Mrs R. FERNANDEZ	43 20 82-441 43 20 82-441 43 20 28-402	<a href="mailto:LIST-LUX-PRI-PSYCHOLOGIST@EURSC.EU">LIST-LUX-PRI-PSYCHOLOGIST@EURSC.EU</a>

SECONDARY SCHOOL			
Function	Name	☎	✉
Deputy Head of secondary cycle	Mrs C. LEMARIE	Please contact the secretariat of Secondary	
Deputy Head's Assistant	Mr J. COLL MARMOL	43 20 82-246	<a href="mailto:LUX-ASSISTANT-DEPUTY-DIRECTOR-SECONDARY-CYCLE@EURSC.EU">LUX-ASSISTANT-DEPUTY-DIRECTOR-SECONDARY-CYCLE@EURSC.EU</a>
Secretariat	Mrs E. ACS-WEBER Mrs S. BRANCO DE VERA Mrs R. VAUDEVILLE	43 20 82-316 43 20 82-403 43 20 82-397	<a href="mailto:LUX-SECRETARIAT-SECONDARY-CYCLE@EURSC.EU">LUX-SECRETARIAT-SECONDARY-CYCLE@EURSC.EU</a>
Coordinator for classes 1 - 3	Mr J-N. FEDERSPIEL	43 20 82-251	<a href="mailto:JEAN-NOEL.FEDERSPIEL@TEACHER.EURSC.EU">JEAN-NOEL.FEDERSPIEL@TEACHER.EURSC.EU</a>

Coordinator for classes 4 - 7	Mr D. ALCAZAR	43 20 82-250	<a href="mailto:DANIEL.ALCAZAR@EURSC.EU">DANIEL.ALCAZAR@EURSC.EU</a>
Coordinator BAC	Mme S. RAPOSO	43 20 82-513	<a href="mailto:sonia.raposo@eursc.eu">sonia.raposo@eursc.eu</a>
Support Coordinator (Supco)	Mrs F. DUCHESNE	43 20 82-218	<a href="mailto:FREDERIQUE.DUCHESNE@EURSC.EU">FREDERIQUE.DUCHESNE@EURSC.EU</a>
Intensive Educational Support Coordinator S1,S2	Mrs P. GIANNETTI	/	<a href="mailto:paola.giannetti@teacher.eursc.eu">paola.giannetti@teacher.eursc.eu</a>
General and moderate support Coordinator	Mr J. PALOMO LOPEZ	43 20 82-240	<a href="mailto:JOSE-ANTONIO.PALOMO-LOPEZ@EURSC.EU">JOSE-ANTONIO.PALOMO-LOPEZ@EURSC.EU</a>
Nurses	Mrs S. GARCIA Mrs N. FAYOLLE	43 20 82-268	<a href="mailto:LIST-LUX-SEC-INFIRMARY@EURSC.EU">LIST-LUX-SEC-INFIRMARY@EURSC.EU</a>
Caretaker	Mr J.-F. PERL	43 20 82-241	<a href="mailto:LIST-LUX-SEC-CARETAKER@EURSC.EU">LIST-LUX-SEC-CARETAKER@EURSC.EU</a>
Psychologists	Mrs V. BATAILLE Mrs S. FASS	43 20 82-279	<a href="mailto:LIST-LUX-SEC-PSYCHOLOGIST@EURSC.EU">LIST-LUX-SEC-PSYCHOLOGIST@EURSC.EU</a>

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

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

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

### **Primary School and Nursery**

When an appointment is fixed with parents, they receive a confirmation (by e-mail) from the teacher specifying the place and time of the appointment. This confirmation must be presented to the security guard at the entrance of the building in order to access the appointment location.

### **Secondary School**

If parents have questions, they firstly are requested to contact:

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

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

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

## 16. ABSENCES FROM SCHOOL

### 16.1 Absence for health reasons

#### 16.1.1 Nursery / Primary

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

The pupil must send a medical certificate to the class teacher as soon as he/she returns for an absence of more than 2 days. After 7 unexcused late arrivals or 3 unexcused absences, a reminder will be sent to the family.

#### 16.1.2 Secondary

In the event of a child being unable to attend school due to illness, parents are asked to inform the year's Educational Adviser, before 10.00 by the relevant e-mail address:

S1 : [LIST-LUX-SEC-STUDENT-ABSENCES-S1@eursc.eu](mailto:LIST-LUX-SEC-STUDENT-ABSENCES-S1@eursc.eu) ;

S2 : [LIST-LUX-SEC-STUDENT-ABSENCES-S2@eursc.eu](mailto:LIST-LUX-SEC-STUDENT-ABSENCES-S2@eursc.eu) ;

S3 : [LIST-LUX-SEC-STUDENT-ABSENCES-S3@eursc.eu](mailto:LIST-LUX-SEC-STUDENT-ABSENCES-S3@eursc.eu) ;

S4 : [LIST-LUX-SEC-STUDENT-ABSENCES-S4@eursc.eu](mailto:LIST-LUX-SEC-STUDENT-ABSENCES-S4@eursc.eu) ;

S5 : [LIST-LUX-SEC-STUDENT-ABSENCES-S5@eursc.eu](mailto:LIST-LUX-SEC-STUDENT-ABSENCES-S5@eursc.eu) ;

S6 : [LIST-LUX-SEC-STUDENT-ABSENCES-S6@eursc.eu](mailto:LIST-LUX-SEC-STUDENT-ABSENCES-S6@eursc.eu) ;

S7 : [LIST-LUX-SEC-STUDENT-ABSENCES-S7@eursc.eu](mailto:LIST-LUX-SEC-STUDENT-ABSENCES-S7@eursc.eu)

**To be allowed to return to class after an absence of more than two days, the pupil must present an excuse note accompanied by a medical certificate indicating the reason.** After an absence for which a medical certificate is not required (less than 3 days) or after an absence for which no request for authorisation has been made, the pupil must submit a written excuse signed by a parent/guardian, stating the reason for the absence, either by e-mail or in writing (in the latter case, signed by a parent/guardian and to be given to the pupil on his/her return to school).

- Secondary pupils should place it in one of the boxes provided for this purpose in the entrance hall in block B (B001). If secondary pupils are not able for whatever reason to hand in a written excuse, they should inform **the Educational Adviser of the year**, before the pupil returns to the class (see the Rules for the Secondary School).

If a pupil in years 4-6 is absent from an examination, it is imperative that 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 upon return. The same rule applies for long tests and "prebacs" in years S4-S7.

## 16.2 Incapacity to follow lessons of Physical Education

A pupil may only be excused from taking part in gymnastics and swimming lessons on production of a medical certificate accompanied by a written request from the parents addressed to the Management. Exemption is granted by the school management for a period of more than 1 month and for a maximum of one semester and may be renewed. Pupils exempted with a medical certificate for a period of less than 1 month will hand in their CM to their sports teacher and attend the class passively. The school may call in the school doctor.

## 16.3 Requests for permission to be absent from school

Outside of duly certified illness cases, a pupil can only be exempted from the attendance obligation with the authorization of the Director. Such permission should be sought in writing **at least one week in advance** by using the form attached **Appendix 8** which is also available on the school website under "[Procedures & Forms](#)".

The request should clearly indicate the reasons for absence. In exceptional cases, the Director may authorize an absence for a maximum duration of 2 days.

**Parents are particularly reminded to the fact that permission cannot be granted for additional free days in the weeks preceding or following a holiday period except for exceptional reasons as laid down in the school rules (article 30). A problem of transport/flight tickets is not considered as an exceptional case.** A separate notice will be transmitted to parents of secondary pupils at the beginning of term concerning rules for absences during the school day.

## 16.4 Teacher's absences

Parents can see the teacher's day absences on the school website under "Teacher's absences"

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

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

Parents have a generic account that is provided to all parents of pupils of the European School Luxembourg I with the pupil's email account. Parents should contact the secretariat of the secondary school for further information.

## **17. SMS-MYSCHOOL AND OFFICE 365**

### **SMS-MYSCHOOL**

<https://sms.eurasc.eu>



- This web portal is a complete system (SMS= School Management System) to which parents, secondary pupils, teachers and administrative staff will all have individual access<sup>3</sup>.
- This system, that is used by all European Schools, allows more effective communication by e-mails and messages on the "SMS-Myschool" **homepage**. From the start of the school year each parent will be able to check the timetables of their child(ren) on-line. Pupil's absences will be entered in real time at the start of each lesson (except for school trips, sport lessons, etc.), enabling parents to be informed quickly. SMS Myschool will allow them to see absences for the previous 14 days.

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

- All information concerning school life (parents' evenings, school trips, etc.) will be announced via SMS MySchool along with emails to the parents. It is therefore essential that parents log into SMS MySchool regularly. The school should be informed of any changes to email addresses and phone numbers as soon as possible.
- **The parents have to inform the school's administration by e-mail as soon as possible of any change of address, employer, e-mail address, name, private and/or work telephone number, etc.) to [LIST-LUX-MDM-SCHOOLING@eursc.eu](mailto:LIST-LUX-MDM-SCHOOLING@eursc.eu)**
- When logging onto SMS-MySchool pupils are redirected to the Office 365 (O365) portal, where they have to use their O365 email address and password to complete the login. Please see below for more details.

## **Secondary**

-  **Course Info:** This section gives brief information with regard to the subject content, the main topics/themes, their principal objectives and the order the subject is dealt with during the year.
-  **Upcoming assignments:** The work, containing information about homework, classwork, tests, etc., will be available to parents and pupils. The teachers will put their assessment dates into SMS MySchool to allow families to better organise the demands of homework and revision.
- **The use of SMS system** is considered as a help and work complement at school. It doesn't replace everything pupils need to note in school and can not reflect all the work, projects and small tests that pupils will continue to do. The fact that a work doesn't appear on SMS doesn't mean that pupils don't have this task to perform.
- **Graded Exercises:** Pupils and parents will be able to consult the pupil's marks for particular exercises or assignments where they have received an assessment.
- **Term Reports:** Pupil's reports will be available on-line via SMS, as soon as they are published by the school.

For SMS MySchool to work to its full potential:

1. Pupils should check their school email address daily (<http://office365.eursc.eu>)
2. Pupils should log onto SMS MySchool each day (<https://sms.eursc.eu>)
3. The school's email address is used for all communication with the teachers and the administrative staff. The school's ICT plan prohibits the use of personal email addresses, social networks and file hosting in school.

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

Microsoft Office 365 (O365) is an online platform for communication and collaboration based on the Cloud, incorporating many applications and services such as Mail and Calendar, a storage and sharing space (OneDrive), Office applications (Word, Excel, PowerPoint), OneNote and Teams.

With the O365 account, pupils receive an O365 email address. The O365 email address is the pupil's primary address in SMS-MySchool. pupils have to use the O365 email address and password to login to SMS-MySchool.

To be able to reset the O365 password should it be lost, pupils must have **a secondary e-mail address in SMS-MySchool**. Step by step instructions of the procedures to follow when forgetting the O365 password can be found on the IT/Distance learning help desk.

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

The usernames and passwords of the 2 computer accounts (the school account used to connect to the school computers and the Wifi network, as well as the O365 account) will be sent by email to the parents beginning of September. The password for account O365 will be automatically reset to the value of the school account password on that date.

### **Distance learning**

In order to harmonize the didactical activities, following the feedback from parents, pupils, teachers and the guidance received from the office of the Secretary General, we prepared a policy for the distance learning.

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

We were well prepared at the time and it is important to maintain this level of adaptability, following the actual policies that you can find **in Appendix 9 and Appendix 10**.

**In such a situation it is very important that all the pupils have access to their account O365 and the school recommend also to all pupils in the secondary cycle to have their own computer (see also booklist and BYOD recommendations).**

The webpage “ICT Help desk – Distance learning”, links to basic support resources and has a contact form for questions related to Office 365 and SMS.

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

## **18. PLAGIARISM**

The school has subscribed to an online software that allows secondary teachers (and even other cycles) to review whether the work done by their pupils is their own work or simply copy/pasted from a website or other source. Penalties are defined in the internal regulations of the secondary school.

## **19. WIFI**

A Wifi network reserved for pupils (called "euroschool") is available throughout the site. This network allows pupils to access the Internet with their own PCs as part of the S5-S7 BYOD project, using the identifiers provided by the school.

It is not possible for pupils in S1 to S3 to connect smartphones to the Wifi. Smartphones can be connected from S4 onwards, but only in the relaxing room and outside.

Pupils are automatically granted access to the Wi-Fi if they are at least 13 years old, from S4 onwards, and have explicitly validated and accepted the IT Charter on a school computer at least once per school year. For information, the current IT charter<sup>4</sup> does not authorize pupils to use social networks, nor to use the email address received from the School to open accounts (social networks, game platforms, etc.).

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



Each pupil is limited in access speed; however the limitations are sufficient for OneDrive synchronization and video streaming. However, it is recommended to cut off all network services that are not essential to the course, such as private clouds, update services (to be done at home), and online game clients (Steam, ...). Finally, access is filtered, which means that VPN connections are not allowed.

The pupils in S4 to S7 will have the possibility to use WiFi also in the classroom (but only with the teacher's authorization).

A pupil may ask help from the Pupils' Committee if he/she cannot configure his/her personal device. The School's IT department cannot assist pupils with the configuration of their personal equipment, unless this would be used as part of the "BYOD" project (see next point).

Children can be prohibited from using the WiFi network if requested by the parents, through the educational adviser responsible for the level/year.

### **Bring your own device (BYOD) and Digital Learning Project**

The digital revolution of the past decade, with the advent of smartphone tablet, and other mobile IT devices, has impacted all our lives quite drastically. Mobile information technology is being used in all walks of life, professionally and privately, for work and for leisure, but it also has a significant impact on education.

Furthermore, the recent epidemic connected to Covid-19 obliged all schools in most parts of the world to deliver the lessons via distance learning.

One positive effect of this, is that all teachers and pupils learned and practice the use of educational tools for the distance learning, and now teachers and pupils are ready to increase their learning in the traditional lessons as an enrichment factor.

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

Since the school year 2020-2021 and starting from S5, pupils will have to own an electronic device (computer/tablet) for running the software *GeoGebra 6* (as foreseen from the mathematics syllabus) and following the decision of the Educational council, **the school decided to increase the minimum requirement necessary to run Geogebra (see [Appendix 11](#))**.

For the current school year, this will involve all the pupils in S5, S6 and S7, who will have to own a computer for educational purposes, that can be used also in other subjects.

In 2022, the school installed special lockers to store and charge electronic devices. These lockers are installed near the secondary cafeteria and in the entrance hall of the canteen.

**Parents are encouraged to remind their children not to lock all lockers just for fun, as this places a considerable workload on the technical team and denies access to lockers for pupils who need them.**

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

- Find more attractive and efficient ways of delivering the curriculum.
- Assigning and checking more efficiently the homework.
- Delivering differentiated activities, depending on the pupils needs.
- Make the pupils acquainted with a pedagogical/cultural use of the new technologies.
- Make the pupils aware of the potentials and dangers of Internet.
- Replace in the future some textbooks with digital textbooks (depending on the availability)
- Optimize the distance learning.

- Increase the typing skills (it has however to be noted that typing on a keyboard will not *replace traditional handwriting*, which the school still considers to be a fundamental and important skill, e.g. for exams)

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

Pupils will be given a personal login from the school Wifi for educational use, and they will receive also detailed rules about the use of the computer/laptop inside the school.

The use of the computer/tablet does not replace the use of the conventional learning tools, i.e. books, pen and paper, but it will help us reduce unnecessary paper waste.

When and how the computer/tablet will be used in class, will be up to the individual teacher and his/her lesson planning.

While the Digital Learning Project will be introduced in all the curricular subjects, it will also focus on teaching pupils about the potential, but also the dangers of mobile communication and Internet, for example in specially designed workshops with external Digital Learning specialists.

The project will be managed and evaluated by a working group of teachers, who exchange their knowledge and experiences of teaching with tablets with colleagues, in order to develop all teacher's Digital Learning skills.

As the BYOD /digital learning project has also been introduced in other European schools, our aim is also to exchange information with the other European schools and try to exchange teaching material specifically designed for the curricula taught in the ES.

Finally, all teachers will continue to receive professional training from our IT staff and from our IT teachers, but eventually also from external experts in the various ways Digital Learning can be applied in the classroom.

Furthermore, the school will organize periodical meetings for sharing examples of good practice.

## **20. INTERNAL SCHOOL RULES**

The internal regulations of a school set out the rules governing school life and establish the rights and responsibilities of every member of the educational community.

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

Please note already the following points:

### **20.1 Entrance Coque**

#### **20.1.1 Primary**

Parents may accompany primary pupils to Coque swimming pool. To ensure the safety of the pupils, it is necessary to clarify the responsibilities of each party.

- a. The swimming teacher is responsible for:
  - The course and respect of the EE Curriculum,
  - Pupils safety, assisted by the class teacher.

b. The class teacher is responsible for:

- All of his/her pupils at all times,
- Assisting the swimming teacher in supervising his pupils,
- Only the swimming teacher and class teacher are authorised to remain poolside.

c. The accompanying person is responsible for more than 14 pupils:

- Accompany the group during round trips to the Coque (two-way trip),
- Supervising one of the two changing rooms,
- Joining and following the course from the grandstand, but they are not authorised to have access to the pool.

### 20.1.2 Secondary

- S1 pupils going to the sports complex are accompanied by their physical education teacher for both departure and return.
- For other classes, pupils meet their physical education teacher at the sports complex, the Coque, or Hall G, with the meeting point being determined by the teacher.

## 20.2 Photographs on school premises and at the swimming pool

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

## 20.3 Smoking, drugs and alcohol

The European School of Luxembourg I firmly opposes the consumption of tabac, drugs or alcohol by the pupils in general, and particularly within the school building grounds, as well as activities/trips organised by the school.

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

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

The school has a particular campaign, with specific measures, called “Just say, No!” and to be consulted on the website of the school.

### 20.3.1 Smoking

It is strictly forbidden for anybody to smoke in the school buildings or anywhere on the school grounds. The Luxembourgish anti-smoking law of 11<sup>th</sup> August 2006 expressly prohibits smoking in school establishments or in their grounds. The legal penalty is between 25 and 250 €.

### 20.3.2 Drugs, Alcohol

Any pupil who is caught in possession of illegal drugs or alcohol in the school grounds, or in any school activity/trip, may be called in front of a disciplinary committee.

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

1. Awareness or assumption of a child in danger.
2. Possession, sale, consumption of alcohol or drugs.

The aim is to ensure a follow-up of reported cases of children in danger. These procedures are put in place by the school, but all actors of the school community are welcome to initiate any of them if they deem it necessary. Details on the procedures are available on the school website under “[Pastoral care](#)”:

The psychologists of the school, in association with teachers and relevant authorities, organize workshops (awareness campaign and prevention) in classes all through the school year.

### 20.4 Use of outdoor spaces occupied by secondary school pupils

Secondary pupils may not occupy the outside premises dedicated to the primary school. They are required to play football in the playground of secondary provided for this purpose.

### 20.5 No games that may endanger our pupils can be played, such as snowball, water fights, skateboard, etc...

### 20.6 Prohibited items in school

It is forbidden to bring onto the school’s campus any dangerous objects (any type of knives and sharp objects, butterfly knives for training, firearms, soft-air, pepper sprays, stink bombs, fireworks, firecrackers, chains, ropes, etc.) and in general any object that can be used either to threaten or injure a person.

### 20.7 Lost and found Items in Secondary

Pupils are obliged to hand in found items either to the teacher in class, one of the educational advisers or the concierge. Found items are placed in a box and can be collected by the owner from room B-001 (for small valuable items) or room C-007 (for clothes and larger items). Should the owner not claim the item by the end of the school year, it will be donated to a charity. Taking a lost item with no intention of returning it to the owner mentioned above will be considered as theft.

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

In nursery school and primary school, the non-educational use of mobile phones and any other electronic equipment (connected watches,...) are prohibited for children during the school day on the entire school grounds.

A working group made up of all the stakeholders in our school community met throughout the year to introduce a new policy on the use of mobile phones in secondary school. This new policy has been approved by the Educational Council and will be published before the start of the 2024-2025 school year.

A full description of the rules governing the use of mobile phones and headphones can be found in Appendix 5 of the Internal Rules of the Secondary School.

## 20.9 Policy on tolerance and respect

Our school has a zero tolerance for all kinds of racist and discriminatory behaviour. This applies to language and gestures as well as to the use of offensive symbols.

Considering the core values on which our school is founded upon and still committed to - the use of provocative political symbols or gestures associated with totalitarian regimes for example – both past and present, left and right – should also be considered inappropriate in our school environment.

## 21. INSURANCE

### Coverage

Pupils are insured for personal injury during the school day, school/cultural/sports activities and trips authorised and organised by the school and during the normal day and return transport (home-school).

In case of an accident, parents are requested to contact the nurse of the concerned cycle in order to complete the accident report (see also [Appendix 7](#)).

**The School is insured for accidents by the "Association d'Assurances Accidents" (AAA). We would like to draw your attention to the fact that it is essential to request prior authorisation from the AAA before undertaking any treatment abroad following a school accident.**

Finally, school insurance does not cover personal injury or material damage resulting from an activity which is not related to the normal life of the school and which was not previously authorised and/or organised by the school, nor does it cover damage incurred if pupils have left the school's territory without authorisation.

### **Damage caused by the pupil**

Pupils are insured in cases where they cause bodily or material damage to third persons at times when they are under the direct or indirect responsibility of the school, on condition the premium has been paid. On the other hand, they are not insured if such damage to third parties results from the use of a motor vehicle belonging to or driven by the pupil.

Any material damage, such as damage to installations/furniture and school buildings, caused by the pupil must be paid for by the parents. A procedure will be put in place whereby parents are invoiced for the damage to be repaired.

### **Damage caused to the pupil's property**

Pupils are not insured against damage caused to their personal property or clothes, particularly in the case of robbery, including objects deposited in lockers. The School will not deal with any complaints from pupils or parents regarding such incidents (theft of telephones, money, SODEXO cards, etc. and/or damage to pupils' equipment and personal belongings) and therefore such matters will not be handled internally in any way (interviews, inspections, video-surveillance monitoring). Nevertheless, should an infraction occur, the school reserves the right to take any necessary action.

Lockers are meant for pupils to securely store items, but they are neither insured nor monitored. Overall pupils should not bring to school any items that are not necessary for school work. With regard to theft, the school reminds parents that pupils should not leave money or valuables in the changing room and lockers.

## 22. SCHOOL BOOKS – DIARY - CALCULATORS

### 22.1 School books

Each year, the school publishes a list of books that have to be purchased by all pupils.

<https://www.euroschool.lu/site/list-of-books/>

The list will be available on the school website from the 20<sup>th</sup> of June of the preceding school year. Moreover, in some subjects, books published by the European Schools are compulsory and charged to the parents.

<u>Primary Cycle</u>		
<u>Title of Book</u>	<u>Classes</u>	<u>Amount</u>
Intermath (two books + a Matific licence) (Mathematics at the primary school)	All the classes	32,00 € (cost will be included with other school expenses)

<u>Secondary Cycle</u>		
<u>Title of Book</u>	<u>Classes</u>	<u>Amount</u>
Mediterranean World (Worksheets for Human Science lessons)	3rd year secondary school	around 6 to 7 € The School will provide a paper or scanned copy.

The "Eurobio 6-7" books for 4 period Biology are published by the Publications Office (OPOCE) and are available at the website "EU Bookshop" <https://bookshop.europa.eu/en/>

Those who require the book can download a PDF file of the book at:

<http://bookshop.europa.eu/en/eurobio-6-7pbQI3008426>

### 22.2 Diary

Each pupil of classes S1-S7 must keep a diary in which lessons and homeworks are neatly noted. **The use of the school diary distributed free to S1-S5 pupils is obligatory.**

### 22.3 Calculator and electronic devices

#### **S4**

In accordance with the characteristics required by the mathematics and physics syllabuses for secondary year S4 of the European Schools and by decision of the group of experts, which convened on 23 April 2020, for the beginning of the 2024-2025.S4 pupils must have a non-graphing and non-programmable scientific calculator (the model used in S3, where applicable, may be sufficient).

## S5-S7

In accordance with the characteristics required by the mathematics and physics syllabuses for secondary year **S5, S6 and S7** of the European Schools and by decision of the group of experts, year **S5, S6 and S7** pupils must **have the following for the school year 2024-2025:**

**For examinations and class work :**

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

Required functionalities:

- Trigonometric functions
- Exponential & logarithm
- Numerical equation (s) solving
- 1-Var & 2-Var Statistics
- Factorials & combinations
- Binomial distribution
- Normal distribution
- Functions: Table of values
- Numeric integration
- Numerical differentiation
- Graphing

Forbidden functionality:

- Computer Algebra System

The calculator recommended by the teachers is the Numworks in S5 and S6 and the TI82 advanced in S7.

### **For class work only:**

Use of various applications in accordance with the syllabus (programming, spreadsheet, dynamic geometry, data processing, etc.). The personal device used as part of the BYOD scheme already in place will be used.

**Taking into consideration that the pupils will in any case have to buy an electronic device (computer/tablet) for the maths and physics syllabus, and following the discussion in the Educational council, the school has decided that all pupils of S5, S6 and S7 should have a laptop computer in school for educational purposes, that will allow them to also use it for other subjects (see also BYOD project).**

**You can find in [Appendix 11](#) the school recommendation of the minimum requirement specification for laptops to be used for didactical purpose in the school.**

## **Physical Education and Swimming**

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

Failure to bring the necessary material will result in exclusion from the lesson:

### **Gymnastics:**

- Shorts or tracksuit trousers
- T-shirt
- Socks & trainers/canvas shoes

### **Swimming:**

- Swimsuit (compulsory, includes swimming trunks, boxer and any lycra material that sticks to the skin; swimming shorts are forbidden).
- Bathing cap (compulsory; cloth caps are strongly not recommended) must be avoided
- Bath towel (compulsory)
- Pool sandals (strongly recommended).

In order to avoid accidents and infections, we strongly advise against the wearing of jewellery during the course. To avoid the loss of these objects, pupils are asked not to wear them on the day or, if necessary, to leave them with their personal belongings. The school declines all responsibility in the event of loss.

## **23. INFORMATION ON HIGHER EDUCATION AND CAREERS (SECONDARY SCHOOL)**

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:

Allemand **KOCH-BRADSHAW**

Belge (flamand) : **M. ISRAEL**

Britannique: **Mme BERNARD**

Néerlandais: **M. KOYCU**

Polonais: **Mme SKALECKA**

Portugais: **Mme FERREIRA**

Suédois: **Mme BÄCKSTRÖM**

Irlandais : **M. CROSBY**

Belge (francophone) : **M. BOELEN**

Luxembourgeois : **M. AGOSTINI**

Espagnol : **Mme REVILLA SANCHEZ**

Français : **M. BROCARD**

Finlandais : **Mme AALTO**

## **24. COUNSELLING AT THE SECONDARY SCHOOL**

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

## **25. PEER MEDIATION**

Peer mediation is problem solving by youth with youth. It is a process by which two or more pupils involved in a dispute meet in a private, safe and confidential setting to work out problems with the assistance of two trained pupil mediators.

**The aim** of this process is to lead discussions towards a solution which both sides are happy with in order to avoid further escalation and to improve the overall school atmosphere. **The benefit** of this approach is that it reduces disciplinary measures and reduces the number of conflicts. It also empowers pupils to learn to resolve disputes by themselves.

**Peer Mediators, Committee and Coaches:** the Peer Mediation project is operational since September 2010. The "Peer Mediation Committee" which is made of mediators – leads a group of about 40 pupils from year 4, until year 7. Each mediator has completed a certified training.

Mrs Nadja Scheicher and Mrs Marianne De Grave are supporting the committee as coach. They have completed a special advanced training course for this purpose.



In addition to their involvement in conflicts, the Peer Mediation group also engages in prevention: the pupils of our S1 classes are visited by mediators at the beginning of the school year, receive information and know who they can turn to if need be. During the school year, the mediators also work actively on projects against violence and for a better atmosphere in our school (Project "S-TEAM" in cooperation with SNJ).

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

- The educational advisor of their year,
- The mediators during their contact hours:  
In room D-104, Tuesdays and Thursdays from 11.10 to 11.25.
- Mrs. Nadja Scheicher (C311), Mrs. Marianne De Grave (C309).

## 26. PEER LEARNING

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

Peer-to-peer learning is where one pupil leads another through a concept, in which the first pupil is an "expert" and the second is a "novice". The peers don't necessarily need to be from the same class or age group.

Peer-to-peer learning is learning *from* each other.

### **When could you use peer-to-peer learning?**

We all know pupils learn at different paces, so encouraging the faster learners to help others is always a good idea. But peer-to-peer learning is helpful for both pupils: by explaining and presenting a concept, the "expert" pupil takes their own understanding on a level, and develops their exposition skills.

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

Pupils who want to join the peer-learning group should contact their counsellor.

For all kind of questions, remarks and/or requests, an email can be send to [LIST-LUX-PEER-LEARNING@eursc.eu](mailto:LIST-LUX-PEER-LEARNING@eursc.eu)

## 27. KIVA ANTI-BULLYING PROGRAM

**KiVa** is an innovative school-based anti-bullying program which has been developed at the University of Turku in Finland based on research into bullying and its mechanisms. The aim of KiVa is to prevent bullying and deal with it effectively.

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

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

### **Prevention, intervention, and monitoring**

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

KiVa is an evidence-based programme that aims to prevent school violence and deal effectively with cases of bullying. The first is crucial, but so is the second, because no amount of prevention will make

the harm go away once and for all. The third aspect of KiVa is the constant monitoring of the situation in the school and the changes that occur over time.

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

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

KiVa's golden rules

1. We treat everyone with respect
2. Together, we will make the class a group that everyone enjoys being a part of.
3. We don't bully others
4. We will fight hidden bullying
5. We will not participate in bullying or reinforce bullying.
6. We will support and defend the person being bullied.
7. We will all tell someone about the bullyingKiVa

### **Strong evidence of effectiveness**

The effects of the KiVa anti-bullying program have been evaluated in numerous studies indicating that bullying and victimization have decreased in Finland since the broad rollout of the KiVa program. KiVa has been evaluated in several countries: the studies from the Netherlands, Estonia, Italy, and Wales are emerging and show that KiVa is effective outside of Finland as well.

### **Parents` Guide**

The parents' guide is a part of the KiVa anti-bullying program and its aim is to offer parents information about bullying and what can be done at home and in school. Cooperation between parents and the school and a supportive home environment is essential in addressing bullying.

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

**If bullying is suspected the KiVa team members will intervene** and they will have individual discussion with the pupil not feeling at ease within the group and individual discussions with the other pupils involved.

After 1-2 weeks the Kiva team will have an individual follow-up talk with pupils involved and try to find if the situation has improved and bullying has stopped. The KiVa team works in cooperation with the principal teacher and educational advisors and will guide the pupils to find positive solutions by themselves. **The KiVa team helps to develop empathy and positive solutions.**

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

**If you have questions concerning the case of your child, or KiVa Program you may contact the KiVa team directly at this email addresses:**

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

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

More information on our website

[Kiva – Schola Europaea Luxembourg I \(euroschool.lu\)](http://Kiva-ScholaEuropaeaLuxembourgI(euroschool.lu))

## 28. SUBJECT CHOICES DURING THE PRIMARY AND SECONDARY CYCLE

This is a very brief guide and should not be regarded as authoritative. In cases of doubt the school will always apply the General School rules.

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

### 28.1 Primary School

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

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

For pupils in the 2<sup>nd</sup> year of nursery school, a form will be transmitted to parents in May for the choice of LII.

### 28.2 Secondary School

#### 28.2.1 Year 1

3<sup>rd</sup> Language: It must be an official language of the European Union, and a course will be created if there is a demand from least 7 pupils.

3<sup>rd</sup> language must be continued to the end of year 5 and can be taken to Baccaureate level if there is a sufficient number (5) of pupils who choose it.

The following choices may be modified: religion/ethics, ONL<sup>5</sup> Irish (Irish nationals only of category I and II), ONL Finnish (Finnish nationals of category I and II in the Swedish section) and ONL Swedish (of category I and II in the Finnish section).

#### 28.2.2 Year 2

Latin as a non-compulsory option must be chosen for 2 consecutive years. It is therefore not possible to start Latin further up in the school, and Latin may only continue in higher years if a sufficient number of pupils choose to continue the course.

The only course that can be modified is: religion/ethics.

#### 28.2.3 Year 3

Pupils having chosen Latin in S2 will continue the course in S3.

All other pupils have the possibility to choose ICT as a non compulsory option. Latin and ICT mutually exclude each other in S3.

Religion and Ethics are the only courses eligible for modification, and from year 3 onwards they are organised in the pupils' L2.

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

## 28.2.4 Years 4 and 5

An information evening is organized for parents of S3 pupils and a detailed information booklet is available on the school website regarding the subjects choice for S4-S5. The booklet is updated every school year.

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

## 28.2.5 Years 6 and 7

The choice at this stage becomes more complicated and meetings are organized for pupils and, separately, for parents. A detailed information booklet is available on the school website. The booklet is updated every school year.

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

## 28.3 General points

In order to succeed in the higher years of the secondary school, a high standard in Language 2 (the “working language”) must be achieved. It is used as a teaching language from year 3 in Human Sciences (later History and Geography) and ethics/religion, and from year 4 in Economics.

## 28.4 Further information

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

Specific questions can be sent to:

Maternelle / priamire	Secondaire
<u>General education coordinator for school life:</u> M. M. Heinonen Tél : 43 20 82 597 e-mail : <a href="mailto:miikka.heinonen@eursc.eu">miikka.heinonen@eursc.eu</a>	<u>Coordinator S1-S3:</u> M. J-N. Federspiel (S1 -S3) Tél. : 43 20 82-251 e-mail : <a href="mailto:jean-noel.federspiel@eursc.eu">jean-noel.federspiel@eursc.eu</a>
General management and organization coordinator Mme R. Perez Vega Tél : 43 20 28 597 e-mail : <a href="mailto:rebeca.perez-vega@eursc.eu">rebeca.perez-vega@eursc.eu</a>	<u>Coordinator S4-S7:</u> M. D. Alcazar (S4-S7) Tél. : 43 20 82-250 e-mail : <a href="mailto:daniel.alcazar@eursc.eu">daniel.alcazar@eursc.eu</a>
	<u>Coordinator BAC</u> Mme S. RAPOSO Tél. : 43 20 82-513 e-mail : <a href="mailto:sonia.raposo@eursc.eu">sonia.raposo@eursc.eu</a>

## 28.4.1 Changes in subjects studied

### 28.4.1.1 Primary

At the primary school, any request for a change of course in ethics, religion, ONL (Swedish, Finnish, Irish) must reach the secretariat **before 31<sup>st</sup> January**.

The chosen course cannot be changed during the school year. The change can only be considered for the following school year.

For more information about changing section, language II or religion/ethics, please consult our "Procedure for changing LII, section or religion" on our website.

### 28.4.1.2 Secondary

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

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

Please contact the coordinator of the corresponding year if you have any question on this matter.

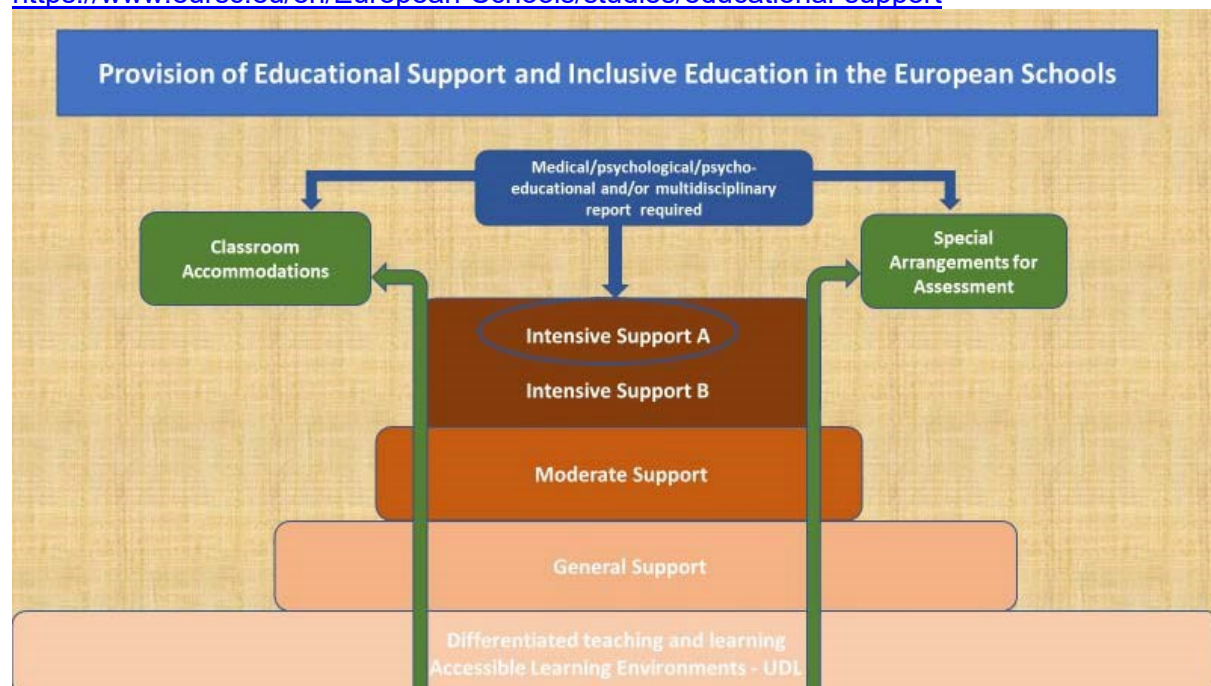
## 29. TYPES OF EDUCATIONAL SUPPORT MEASURES

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

- Nursery and primary school: Mrs Florence DELENCLOS
- Secondary school: Mrs Frédérique DUCHESNE and Mrs Paola GIANETTI (intensive support) and Mr Jose A. PALOMO LOPEZ (general and moderate support)

**Reference documents (2012-05-D-14-en-10 and 2012-05-D-15-en-14) are available on the official website of the European Schools**

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



**Educational support in the European schools is divided into two types of support: reasonable accommodations (in class and/or the tests and exams) and supports programs, namely General, Moderate and Intensive Support (A and B). More information on <http://www.euroschool.lu/site/secondary-educational-support/>**

## 29.1 Reasonable adjustment:

### 29.1.1 In class:

According to their individual needs, pupils may require different adjustments.

The European Schools promote the use of assistive/compensatory technology (devices, applications, and software) and other adjustments for pupils with disabilities who may need them to enable them access education on an equal basis with others.

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

### 29.1.2 Universal and Special Arrangements in assessment situations:

Universal arrangements: include arrangements available to all the pupils in assessment activities. They may encompass booklets with formulas in scientific subjects, simplification of language in the assignments and examinations, electronic version of tests, adaptations to make assignments accessible or the use of further arrangements to be put in place.

These arrangements are listed and put at the disposal of the pupils during examinations, tests and other forms of assessment to allow the pupil to fulfil his or her potential in the fairest possible way.

Special arrangements: If the evaluation conditions, including during the Pre-Baccalaureate and Baccalaureate examinations, present a risk to disadvantage the candidate's performance – especially if he/she shows special educational needs – by preventing him/her showing the level at which he/she has acquired the required competences, special arrangements may be requested and authorised for the written and oral examinations.

Special Arrangements are authorised when they are clearly related to the pupil's diagnosed special needs and/or disability and justified by means of a medical/psychological/psycho-educational and/or multidisciplinary report.

## 29.2 Educational support provision:

### 29.2.1 General support

Every pupil may need General Support, over and above normal classroom differentiation, at some time during schooling. Pupils may need General Support if they experience difficulty in a particular aspect of a subject, if they need to 'catch up' due to late arrival in the ES system or illness or if they are not working in mother tongue or dominant language.

Pupils may also need additional help with acquiring effective learning strategies or study skills.

#### **Procedures:**

- Requests for General Support come from teachers. The parents should also make a request to the subject teacher.
- Following the decision of the school, parents are informed about the support put in place for their child.
- The support coordinator creates small groups. In very exceptional cases, General Support may be provided for an individual pupil.
- Together with the class/subject teacher, the support teacher writes the Group Learning Plan (GLP) of the group's work – the plan includes group targets and success criteria.

- Parents are informed of their child's progress in the General Support group by email and by the support teacher at the end of each term.

### 29.2.2 Moderate Support

- This is an extension of General Support.
- It is provided for pupils in need of more intensive support or those with a more severe learning difficulty.
- It might be appropriate for some pupils who may be experiencing, for example, considerable difficulty in accessing the curriculum due to language issues, concentration problems or other reasons.
- It might be provided for a longer period than General Support and each pupil has an Individual Learning Plan (ILP).

#### **Procedures:**

- Teachers request Moderate Support for their pupils. Parents may also make a request to the subject teacher.
- Following the school's decision, parents are informed about the support put in place for their child.
- Support coordinators create small groups or individual support, in or outside the classroom depending on pupils' needs and the availability of teachers.
- Groups are organised vertically, horizontally, within or across sections, by focusing on the needs of the pupils concerned.
- Support teachers write a learning plan for each pupil in cooperation with the class/subject teacher. This LP should be monitored regularly.
- The LP includes specific learning objectives and criteria for evaluating pupil progress and the success of the support.
- Parents are informed of their child's progress in the Moderate Support group by email and by the support teacher at the end of each term.

### 29.2.3 Intensive Support

**Intensive Support A:** This is given following an expert assessment of the child's needs and the signing of an agreement between the Director and the parents. Intensive Support is provided for pupils with special educational needs; learning, emotional, behavioural and/or physical needs.

The specialist report (not older than two years) and a demand (a simple e-mail is enough) should be sent to the Supco asking for the organisation of a SAG (support advisory group) meeting.

The Support Advisory Group (SAG) is a multi-professional group at the school level that assesses the requests to the provision of Intensive Support, including documentation, and advises the Director on the accommodations in learning and assessment situations to be granted and support measures to be put in place.

The composition of the SAG may differ between the Nursery/ Primary cycles and the Secondary. Besides the chair, the SAG is composed of the pupil's relevant teachers, the EdSup coordinator and the pupil's parents/legal representatives. Other relevant actors may also be involved: school psychologist, cycle coordinators, educational advisors, school doctor, therapists under tripartite agreements, independent external experts who may accompany the parents/legal representatives.

At the request of the school management, Educational Support inspectors may also participate in the SAG meetings.

The support advisory group will create a support plan, including special arrangements for the tests, special accommodations in class, support lessons or assistances in class. It will be submitted to the director of the school for approval. Should the plan be approved, all the teachers will be informed, the support lessons or assistances will be organised.

That plan is for the whole school year. A new SAG is done every year and the support adapted following the new needs.

The intensive A lesson has two main goals: 1. Focused on the learning disorder, help the pupil to find his/her own way to compensate it. 2. In a subject: to develop his/her skills, abilities and knowledge in the subject.

### **Intensive Support B:**

In exceptional circumstances, and on a short-term basis only, the Director may decide to provide Intensive Support B for a pupil or group of pupils without diagnosed special educational needs, who cannot access the curriculum. For example, when a pupil/pupils cannot access the curriculum due to language related issues (because they are attending lessons taught in a language they do not yet know), pupils may have access to subject integrated language support: support from a teacher of their dominant language to facilitate the transfer of structural concepts and terminology between the two languages.

The pupil's absence from lessons in other subjects because of Intensive Support should be restricted as far as possible to exceptional cases.

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

- Be legible, on headed paper, signed and dated
- State the title, name and professional credentials of the expert(s) who has/have undertaken the evaluation and diagnosis of the pupil
- Through medical/psychological/psycho-educational or multidisciplinary report, state specifically the nature of the pupil's medical and/or psychological needs and the tests or techniques used to arrive at the diagnosis.
- Report for learning disorders needs to describe the pupil's strengths and difficulties (cognitive assessment where relevant), their impact on learning (educational evidence), and the tests or techniques used to arrive at the diagnosis.
- Report for medical/psychological issues needs to specify the pupil's medical/psychological needs and their impact on learning (educational evidence).
- The medical/psychological/psycho-educational and/or multidisciplinary report must include the raw scores for tests with quantitative results and qualitative results for tests where only this exists, and the conclusion on how they relate to the average results. The tests should be standardised at international or national level.
- **All reports need a summary or conclusion stating the accommodations required and, where appropriate, recommendations for teaching/learning for the school's consideration.**
- A Medical/psychological/psycho-educational and/or multidisciplinary report must be regularly updated and not be more than four years old or when the pupil changes cycle. In case of permanent and unchanging disability (and when the SAG agrees), no retesting other than regular updates will be required. For a request for special arrangements in the European Baccalaureate, the completely updated medical/psychological/psychoeducational and/or multidisciplinary report will be required. Documentation should not be more than two years old, i.e. should not be dated earlier than October in S3 and not later than October in S5.



- In order to avoid possible conflict of interests, the expert assessing pupils will be neither an employee of the European School nor a relative of the pupil
- If not written in one of the working languages, it must be accompanied by a translation into French, English, or German.

## **Procedures**

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

- A need for Intensive Support is identified either on enrolment or during the school year by the pupil's legal representatives or teachers.
- A written request is made to the support coordinator for Intensive Support by the teachers or the pupil's legal representatives.
- The support coordinator contacts the pupil's legal representatives and requests documentation (as outlined above) so that a meeting of the Support Advisory Group can be held.
- The Support Advisory Group meeting is held to discuss how best to meet the pupil's needs and to advise the Director on the arrangements to be put in place.
- The Support Advisory Group meeting is chaired by either the Director or his/her delegate.
- The support coordinator prepares the minutes of the Support Advisory Group meeting and the Intensive Support Agreement for signing by the Director and the pupil's legal representatives.
- Following the signing of the Intensive Support Agreement, the support coordinator organises the Intensive Support and any other arrangements required.
- An ILP is written by the support teacher(s) in cooperation with the subject/class teacher and/or support coordinator.
- The Intensive Support Agreement is valid for one school year only and a full Support Advisory Group meeting should be held each year to begin, renew or terminate Intensive Support, except if parents consent to participate in a restricted session with form and concerned teachers.
- If necessary, a meeting of the Support Advisory Group, in either a plenary or restricted session, may be held at any point during the school year to evaluate and/or amend the Intensive Support Agreement.
- When the school cannot provide an appropriate education for a child it can declare itself unable to meet the child's needs.
- In such cases, the Director takes the final decision, taking the Support Advisory Group's opinion into account.
- Pupils' legal representatives are informed of their child's progress in Intensive Support A (in the pupil's report at the end of each term), except for S7.

### **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. A description of the pupil needs or level will be helpful and appreciated.
- The pupil's legal representatives are informed by e-mail that this support has been recommended for their child. They then accept or do not accept the child's inscription in the course.
- The support coordinator creates small groups or organise individual support, in or outside the classroom, depending on the pupil's needs and the availability of teachers.

- Groups are organised vertically, horizontally, within or across sections, by focusing on the needs of the pupils concerned.
- The support teachers write an ILP for each pupil in cooperation with the class/subject teacher. This should be monitored regularly.
- The ILP includes specific learning objectives and criteria for evaluating pupils' progress and the success of the support.
- Pupils' legal representatives are informed of their child's progress in Intensive Support B (in the pupil's report at the end of each term), except for S7.

### **Appeals procedure**

If an application for enrolment or integration is rejected, an appeal may be lodged with the Secretary-General of the European Schools within fifteen calendar days of notification of the decision. The Secretary-General will make a decision within one month of the date of receipt of the appeal. In the event of disagreement with the decision of the Secretary-General, a contentious appeal may be lodged with the Chairman of the Complaints Board, subject to the conditions laid down in Chapter XI of the General Rules of the European Schools.

## **29.3 Assessment and promotion**

### **Principles for assessment and promotion**

For the assessment and promotion of pupils receiving educational support but following a complete curriculum according to full requirements, the provisions in Chapter IX of the General Rules will apply. The class council then decides on a **transition to promotion**. The pupil is promoted.

If the curriculum and/or syllabus are modified to meet the needs of the pupil, he or she may not be promoted in the usual way. The pupil may accompany his or her class, as long as this is beneficial to the pupil's social and academic development. The class council then decides on a **transition to progression**. The pupil is not promoted at the end of the year and does not receive a report but receives a certificate. The year is not passed. Progression may continue at most until the first semester of S5.

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 therefore at the same level as any other pupil.

**Pupils in S5 must follow the full curriculum and fulfil the same criteria as all pupils in order to be promoted to S6. If a pupil's curriculum is adapted in S6, it is not possible to resume the standard curriculum either during S6 or between S6 and S7. Any pupil entering for the European Baccaalaureate must have completed the full curriculum.**

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

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

<https://www.euroschool.lu/site/secondary-educational-support/>

## 29.4 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 put a candidate, in particular 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 authorised. These arrangements are not intended to compensate for any lack of knowledge or ability. (Please see document 2012-05-D-15-en-11). Requests for special arrangements for the Baccalaureate cycle (S6 and S7) must be submitted to the school **before 15<sup>th</sup> October in year 5**.

## 30. LOCKERS AND BADGES IN THE SECONDARY SCHOOL

### 30.1 Lockers

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

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 have it secured by the end of the 2<sup>nd</sup> week. If the key is lost, the caretaker will not be able to cut oversized padlocks.

The school administration may check the contents of the lockers (in the presence of the user), in the interests of hygiene and of security.

Access to the lockers is limited to the following times:

08.00 – 08.40  
11.10 – 11.25  
13.00 – 13.15  
13.30 – 14.00  
At 16.25

### 30.2 Badges

Every year, all pupils in the secondary school receive a school identity badge on which the level of authorization to leave the school during the day will be indicated in a distinctive colour. Pupils of years 6, 7 and pupils of year 5 with C-permission must show their badges whenever they leave the school.

**Furthermore, all pupils have to show their badges without being asked when arriving and/or leaving the school building at the end of their timetable, and before 16.25. Access to the site will only be possible on presentation of this badge.**

Any request for the renewal of the badge (in case of loss or theft) should be addressed to the advisor of the year.

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

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

European schools - both official and accredited - offer the possibility of hosting other pupils as well as supporting their pupils to visit other schools. Both can take place as real exchanges (visit and return visit) or as one-way visits. They are known collectively as "pupil mobility programs".

Mobility programs take place regularly within the 1<sup>st</sup> semester of S5. However, if there are justified reasons, the 1<sup>st</sup> semester of S4 is also possible.

For more information, please visit the dedicated webpage on the school website.

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

## **32. VISITING EXTERNAL PUPILS**

If a pupil wishes to invite an outside friend to the school, a prior written request by the parents is necessary. Normally permission may only be granted for a maximum of one day and the teachers concerned must agree. The guest pupil must be the same age as the pupils of the class. The authorised guest pupil must go to the principal educational adviser for the secondary school and to the secretary for the primary school to obtain the written authorisation.

As long as the guest pupil has obtained this written authorisation, he/she will be covered by the school insurance during his/her visit.

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

## **33. SECURITY**

For your safety and that of all users of the school premises, the surroundings of the site, as well as the entrances and some assembly areas of the buildings of the European School Luxembourg I, are placed under video surveillance.

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

Any visit to the site must first be requested and validated. Proof of this confirmation must be presented to the security guards in order to access the site. It is forbidden to stay within the school grounds (playground, walk in the buildings).

Wearing and presenting the badge is mandatory for all users of the site (with the exception of nursery and primary school pupils).

The school reserves the right to modify at any time its alteration level and to adapt the safety measures and devices accordingly.

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

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

### **34.1 Introduction**

The European School (the data controller) is committed to respect your privacy and meet the requirements in accordance with the provisions of the applicable national legislation transposing Directive (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, more commonly known as the General Data Protection Regulation (GDPR).

"Personal data" means any information relating to an identified or identifiable natural person. In the School, the data subjects are the pupils and their parents/legal representatives. Therefore, your personal data will be processed for the sole purpose of administration and support of your child(ren). It will be kept as long as necessary and at least for the duration of your child(ren)'s schooling at the European School. They will be treated in a strictly confidential manner and will not be communicated to third parties, with the exception of communications made necessary for technical reasons of the functioning of the European Schools or legal obligations.

To facilitate the management of activities, the European School may also conclude contracts with third parties. These third parties are bound to respect the confidentiality of the data entrusted to them and to use them only for the purpose of fulfilling their commitments to the School. Within this framework, conventions and agreements on data processing are drawn up between the School and these third parties.

With regard to the processing of your personal data, or those of your child(ren), you have a right to information and a right of access to it. You also have the right to the deletion of your data, and you also have the right to object to their processing.

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

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

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

### **34.2 Update of our database**

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

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

- Address;
- Employer;
- Email address;
- Private phone number and/or department/office number;
- Identity;
- Family situation;
- Pupil departure ([Appendix 14.](#));

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

In case of a change in employer, administrative status or contract expiry date, please also attach a new certificate issued by your institution's Human Resources department in order to place you in the correct financial category.

In case of a change in your family situation (separation, divorce), please provide proof of who has parental authority over the child.

Any supporting documents provided must be included in your child's file. These documents must be delivered to the School as soon as possible by the child's legal representative(s). The undersigned undertakes to ensure the accuracy of the information provided and to notify the School of any changes.

We thank you in advance for your collaboration

### 34.3 Image rights: general introduction

Our school has the opportunity to take photographs and make video recordings of our pupils when they take part in a wide range of school activities (e.g. shows, school trips, etc.).

The authorisations relating to your child(ren)'s image rights must be completed by the parents/legal representatives in the MySchool system (SMS).

We would like to make it clear that, without expressing your choices in SMS (agreement and/or refusal), as parents/legal representatives, you will not be able to access your child(ren)'s SMS profile(s) and related information.

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

You must do this yourself. To help you with this process, you will find a description of each consent below (see point 4.c).

For any further information, please contact our Data Privacy Officer (DPO) by email at the following address: [LUX-DPO-CORRESPONDENT@eursc.eu](mailto:LUX-DPO-CORRESPONDENT@eursc.eu)

### 34.3.1 Image rights: definition

Any individual has the right to control his image, i.e. that allow to identify him, whatever the medium of format used (photo, film, drawing, painting, sculpture, comics, video game, figurine, etc.).

To invoke that right, the main criteria is for a person to be recognizable, either by himself or his relatives.

The image of the body parts may, in some cases, be protected.

Sometimes the features of a person can be identifiable from the context, such as a pictures' caption.

### 34.3.2 Consent

When a person is identifiable, his/her consent must be obtained beforehand to:

Take his picture: Before taking the picture of a person, it is necessary to obtain his consent;

Publish his picture: The fact that a person has agreed to be photographed does not automatically imply his consent to the publication, dissemination or use of his image.

**N.B.:** In the case of minors, the consent of the legal guardians must be requested. Even if the minor is deemed to be capable of discernment, the written and signed authorization of the child's legal representatives remains necessary for the dissemination of his picture, even in a School magazine.

## 34.4 Image rights: The use of pictures at School

### 34.4.1 How the School obtains a valid consent from the parents?

Our School has the opportunity to take photographs and make video recording of our pupils while they participate to a wide range of school's activities (i.e.; shows, school trips, newsletter/gazette, Yearbook). In order to respect the privacy of your child(ren) and to be compliant with data protection legislation (the General Data Protection Regulation and associated national legislation), we are legally obliged to obtain your prior authorization to take photographs and make video recordings of your child(ren) during the school year.

Valid for the current cycle, the parents/legal representatives provide online the requested consents through the SMS app.

### 34.4.2 How to access the parents Web SMS portal?

The school where your child(ren) is located sends you an e-mail with your login and password. With these credentials you can access the application from the following link: <https://sms.eurasc.eu/>  
When you access the SMS application (Web parent), the consent must be entered for your children, or the access to the portal will be denied.

If you are defined as responsible for the child, the "Privacy Statement" is displayed. You are invited to read this document and confirm that you have read it.

This operation must be done for each child of the family.

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

### 34.4.3 Types of consents? (see [Appendix 13](#))

#### 34.4.3.1 Yearbook

I give permission for the School to take photographs of my child and publish them in the Yearbook for communication purposes.

#### 34.4.3.2 Newsletter/Gazette/Magazine

I give permission for the School to take photographs of my child and publish them in a local Newsletter/Gazette/Magazine of the School for communication purposes and in the interest of sharing educational activities carried out by the pupils.

#### 34.4.3.3 Website

I give permission for the School to take photographs and make video recordings of my child during school activities and trips, celebrations and other school events and publish them on the Website of the School for communication and school-related advertising purposes.

#### 34.4.3.4 Communication to parents/Class activities

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

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

I give permission for the School to take photographs of my child during joint activities gathering several classes or linguistic sections (i.e., end of year shows, Christmas show, school activities and trips) and share them with the School's parents and teachers electronically (SharePoint or through an email with a link to the parents/teachers, with an expiry date) for communication purposes.

#### 34.4.3.6 Name association

In case I agree to one or more of the above-mentioned options, I also give permission for the School to associate the name of my child with the photograph that is published (i.e., to congratulate a child when he/she won a competition or a prize), for communication purposes.

The consent form available on SMS namely authorises the School:

- Take pictures during "**School activities**": a generic term to allow teachers to photograph pupils in class and not only during school trips/shows;
- **Share** them through **School's authorised tools only** as Sharepoint, OneDrive, etc. ... The School prohibits, in that regard, the use of social media (WhatsApp, Facebook, Twitter, Instagram, etc. ...);
- The retention period has been set to **one (1) year**. All photos from the previous school year are erased by **31 December at the latest**.
- The consent form is **valid for the cycle** (Nursery, Primary or Secondary) and must be renewed for the next cycle (Primary or Secondary). It can be modified at any moment by sending an email to the School's DPO.
- The School cannot respond to requests for exceptions (e.g. sending an email to a teacher to exceptionally authorise the taking of images of their child at a specific event when the choice indicated in the SMS is "Rejected"). Only modifications of the SMS form, and at your request, will be managed.



#### 34.4.4 Who can give the consents?

- Persons who are defined as responsible for the child.
- In the case where both parents are defined as responsible, the first person accessing the portal must give consent. Automatically, an email is sent to the second person in charge to inform them that the consents have been entered.
- In the case of a divorce/separation/shared custody, the first person to access the portal must give consent. Automatically, an email is sent to the second responsible person to inform them that the consents have been entered.

#### 34.4.5 When should consent be given?

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

#### 34.4.6 How to modify consents?

For any change in consent, you should contact the school's DPO to make your request via the e-mail address: [LUX-DPO-CORRESPONDENT@eursc.eu](mailto:LUX-DPO-CORRESPONDENT@eursc.eu).

#### 34.4.7 SMS: Request of new access codes

To request new passwords and access codes for SMS, please send an email to the following address: [LIST-LUX-ICT@eursc.eu](mailto:LIST-LUX-ICT@eursc.eu).

### 34.5 Pictures taken by parents during School events

The School hasn't banned parents from taking photos at School events. This seemed indeed somewhat unreasonable as most parents take these kinds of pictures for memory's sake and do not intend to post or publish them online.

The taking of pictures at School activities, such as the Christmas concert, plays, Springfest, etc., by parents is considered as "household activity" under GDPR, i.e. processing of personal data by a "natural person in the course of a purely personal or household activity" with no connection to a professional, business or commercial activity, that falls outside its scope.

Recital 18 of GDPR specifies moreover that "*Personal or household activities could include [...] **social networking and online activity undertaken within the context of such activities***".

In other words, a parent who captured the image of another child while snapping his own at a School event could publish that picture on his Facebook account (given that his account is private). This does not prohibit the parent of that other child, who would be uncomfortable with such publication, to ask said parent to remove the photo from her social account.

**The School cannot intervene** in the data sharing of pictures taken by parents during School activities as it is not the "Data controller".

## 34.6 School outings: the case of accompanying parents

On school outings, parents/legal representatives often accompany classes to help supervise the pupils. Although this is also a "school activity", the accompanying persons are **NOT ALLOWED** to take photographs of pupils.

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

Under current legislation, in accordance with article 376-1 of the Luxembourg Civil Code, a parent who does not/no longer exercises parental authority retains the right to information on non-routine aspects of their child's academic life. This includes elements such as major changes in schooling, orientation or enrolment in a private establishment.

Our approach is based on a balance between respecting these rights and protecting the best interests of the child. The School's management and members of the educational team have an obligation to provide such information when requested by a parent who does not/no longer has parental authority. However, the decision to share specific details will depend on the nature of the information and its impact on the academic life of the child. Where appropriate, the Director will decide on the information to share.

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

Given the above, access to SMS, as a purely technical and electronic element of communication, will be suspended for parents who do not/no longer exercise parental authority. However, their request to obtain information relating to their children will then be studied individually and the requested information may, as the case may be, be communicated, in accordance with the elements and the process mentioned above.

### **Useful documents:**

1. The General Rules of the European Schools (Ref.: 2014-03-D-14-en-11) are available in all official languages of the European Union on the website of the European Schools [www.eursec.eu](http://www.eursec.eu) under *Legal basis of the European schools*.
2. For requesting the special measures for pupils with special needs, it is highly recommended you read the following documents available on the official site of the European Schools <https://www.eursec.eu/en/European-Schools/studies/educational-support>
  - Policy on the Provision of Educational Support in the European Schools (Ref. 2012-05-D-14-en-10)
  - Provision of Educational Support in the European Schools (Ref. 2012-05-D-15-en-12)

Luxembourg, le 01/12/2023

Réf. : 2023-12-01.2874\_mw-kk

CALENDRIER DES VACANCES 2024/2025 / HOLIDAY DATES 2024/2025 / FERIENKALENDER 2024/2025		
Rentrée scolaire / Start of school year / Beginn des Schuljahres	Mardi/ Tuesday / Dienstag	03/09/2024
Journée pédagogique / Pedagogical day / Lehrerfortbildungstag	Lundi / Monday / Montag	07/10/2024
Toussaint / All Saints / Allerheiligen	du lundi / from Monday / von Montag au vendredi / to Friday / bis Freitag	28/10/2024 - 01/11/2024 <sup>1</sup>
Noël / Christmas / Weihnachten	du lundi / from Monday / von Montag au vendredi / to Friday / bis Freitag	23/12/2024 - 03/01/2025 <sup>1</sup>
Carnaval / Carnival / Fastnacht	du lundi / from Monday / von Montag au vendredi / to Friday / bis Freitag	17/02/2025 - 21/02/2025 <sup>1</sup>
Pâques / Easter / Ostern	du lundi / from Monday / von Montag au vendredi / to Friday / bis Freitag	14/04/2025 - 25/04/2025 <sup>1</sup>
Fête du travail / Labour day / Tag der Arbeit	Jeudi / Thursday / Donnerstag	01/05/2025
Journée de l'Europe / Europe Day / Europatag	Vendredi / Friday / Freitag	09/05/2025
Ascension / Ascension /Christi Himmelfahrt	du lundi / from Monday / von Montag au vendredi / to Friday / bis Freitag	26/05/2025 - 30/05/2025 <sup>1</sup>
Pentecôte / Whitsun / Pfingsten	Lundi / Monday / Montag	09/06/2025
Fête nationale / National holiday / Nationalfeiertag	Lundi / Monday / Montag	23/06/2025
Fin des cours* / End of school year* / Ende des Schuljahres*	Vendredi / Friday / Freitag	04/07/2025
Proclamation du baccalauréat / Proclamation of the baccalaureate / Abiturfeier	Vendredi / Friday / Freitag ou / or / oder Samedi / Saturday / Samstag	04/07/2025 ou / or / oder 05/07/2025

\* Les cours pour les classes 1 - 6 de l'école secondaire s'arrêteront avec le début des examens oraux du baccalauréat qui sera connu mi-mars.

\* Classes for years 1 to 6 in the secondary school will stop when the Baccalaureate oral exams start. This date will be released in mid-March.

\* Der Unterricht für die 1.- 6. Klassen der Sekundarschule endet mit dem Beginn des mündlichen Abiturs; dieser Termin wird der Schule erst Mitte März mitgeteilt.



Martin WEDEL  
Directeur

<sup>1</sup> inclus / inclusive / einschließlich



Chers parents,

Comme annoncé dans le mémorandum, il est impératif que les élèves soient repris dès la fin des cours. Si un parent est pourtant en retard, l'école prend en charge son enfant et le contacte au bout de 15 minutes.

Le responsable du dispositif est chargé d'attendre 15 minutes dans le hall principal de l'école primaire à partir de 13h00 (mardi, jeudi et vendredi) ou 15h30 (lundi et mercredi P1-2) et 16h30 (lundi et mercredi P3-5). Après ce temps, le responsable se rend avec l'enfant en salle B 903 (salle informatique du bâtiment primaire) pour téléphoner aux parents. Le parent, un tuteur légal ou une personne habilitée reprend l'enfant après avoir signé une décharge.

Si aucun parent ou tuteur n'est joignable, l'école se réserve le droit de facturer 35€ l'heure de travail supplémentaire. Le parent reçoit alors une facture du service comptable de l'école. Notez bien que chaque retard est notifié dans le dossier de l'élève.

Cordialement.

\*\*\*\*\*

Dear parents,

As announced in the memorandum, it is imperative that pupils be collected as soon as they finish school. If, however, a parent is late the school takes care of the child and contacts the parents after 15 minutes.

The person in charge of the system is responsible to wait 15 minutes in the main hall of the primary school as of 13.00 (Tuesday, Thursday and Friday) or 15.30 (Monday and Wednesday P1-2) and 16.30 (Monday and Wednesday P3-5). After this time, the person in charge goes with the child to room B 903 (Building of primary) to call the parents. The parent, legal guardian or authorized person takes the child back after signing a release form.

If no parent or guardian can be reached, the school reserves the right to charge 35€ for each additional hour of work. The parent will receive an invoice from the school's accounting department. Please note that each delay is notified in the pupil's file.

Sincerely Yours.

\*\*\*\*\*

Liebe Eltern,

Wie im Memorandum angekündigt, ist es unerlässlich, dass die Schülerinnen und Schüler nach Unterrichtsende pünktlich abgeholt werden. Sollte ein Elternteil oder Erziehungsberechtigter jedoch zu spät kommen, kümmert sich die Schule um das Kind und kontaktiert nach 15 Minuten die Eltern/Erziehungsberechtigten.

Der Verantwortliche ist dafür zuständig, ab 13.00 Uhr (Dienstag, Donnerstag und Freitag) oder 15.30 Uhr (Montag und Mittwoch P1-2) und 16.30 Uhr (Montag und Mittwoch P3-5) 15 Minuten in der Haupthalle der Grundschule zu warten. Nach diesen 15 Minuten geht der Verantwortliche mit den Kindern, die nicht abgeholt wurden, in den Raum B 903 (Gebäude der Primaire), um von dort die Eltern anzurufen. Der Elternteil, Erziehungsberechtigte oder Bevollmächtigte übernimmt das Kind nach Unterzeichnung einer Einverständniserklärung.

Wenn kein Elternteil oder Vormund erreichbar ist, behält die Schule sich das Recht vor 35€ für jede weitere Arbeitsstunde zu berechnen. Die Eltern erhalten dann eine Rechnung von der Buchhaltung der Schule. Bitte beachten Sie, dass jede Verspätung in der Schulakte des Kindes vermerkt wird.

Mit freundlichen Grüßen.

Martin WEDEL

Directeur

Sandra RIBIC

Directrice adjointe de l'école  
maternelle et primaire

Paul KRIPPLER

Directeur Adjoint des Finances et  
de l'administration

***APEEEL1 – Association des Parents d’Elèves de  
l’Ecole Européenne Luxembourg 1***

All Luxembourg 1 parents are represented by APEEEL1, the only organization officially recognized by the European Schools' statutes. **It's a true partner that influences decisions that affect children**, as APEEEL1 representatives participate locally in several formal school committees, including boards of governors, advisory committees, education councils, etc. and, at the level of the Board of Governors of the European Schools, via the INTERPARENTS liaison committee. **But for this to happen, APEEEL1 needs a large number of parent volunteers to take part in its Management Committee.**

APEEEL1 is a non-profit association registered under Luxembourg law since 1953. Its objectives are detailed in its statutes. The members of the Management Committee are volunteers, elected for a term of two consecutive years. The main aim of APEEEL1 is to promote transparent communication and to provide a tool enabling parents to cultivate their interest in their children's education, to support and contribute to the work of the school, **thus becoming true partners in the decisions that affect their children** - and thereby helping to improve or maintain the quality of education provided at the European School of Luxembourg 1. It organizes the annual fête in close collaboration with the school, and helps run the school canteen.

APEEEL1 collaborates with other associated organizations, such as ATSEEE the bus Association and ASF "Actions sans Frontières". APEEEL1 coordinates the class representative network, organizes information evenings and other actions and events. The APEEEL1 maintains a social fund designed to provide financial assistance, under certain conditions, for the payment of certain school trips and for the payment of school fees. APEEEL1 can advise parents on a wide range of matters, such as school fees for category III pupils, educational support programs (formerly SEN and tutoring programs), pupils whose mother tongue does not correspond to the language sections (SWALS), disciplinary councils, 'children at risk' programs, course selection or transfers between cycles (nursery/primary/secondary).

APEEEL1 regularly distributes information to parents via class representatives, its website, Town Hall calls and Facebook page.

APEEEL1 also organizes extracurricular activities and language exchanges, among other activities.

Membership of APEEEL1, at a cost of €50 per family per year, gives access to the services provided, priority enrolment and a €50 discount on each enrolment in an extracurricular activity. It also gives you the right to stand for election as a member of the Management Committee, and to vote on policies to be implemented or supported.

**WE COUNT ON YOU AND THANK YOU FOR YOUR SUPPORT.**

To become a member, please complete the attached form and send the original to the address below.

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

2024-2025

Appendix 4.  
A.P.E.E.E.L 1



**APEEEL1 (Kirchberg)**  
**Membership Form/ Formulaire d'adhésion**  
**Standing order – Bank transfer form\* / Ordre permanent- Virement bancaire**  
(Please complete form using capital letters/ Merci de compléter en lettres majuscules)

I, the undersigned/ Je soussigné:

First name/ Prénom: .....

Last name/ Nom: .....

Home address/ Adresse domicile

Street, No./ Rue, numéro: .....

Post Code/ Code postal: .....

Town/ Ville: .....

Phone No / Numéro de téléphone: .....

Nationality/Nationalité: .....

E-mail/ Courriel: .....

I authorise APEEEL1 to use this email to contact me directly / J'autorise l'APEEEL1 à utiliser ce courriel pour me contacter.

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

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

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

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

I do not want to set up a standing order: I plan to make a manual payment each year/Je ne souhaite pas établir un ordre permanent: je compte faire un virement manuel chaque année

Only complete this section if you wish to set up a standing order/Ne remplissez cette section que si vous souhaitez établir un ordre permanent

I authorise **my bank** / J'autorise **ma banque**..... to transfer from **my**

**account number** / à transférer à partir de mon compte **IBAN**

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

and thereafter on 1st October of each year, this sum being my annual subscription to the APEEEL1, to the following account /

et ensuite le 1er octobre de chaque année, cette somme représentant ma cotisation annuelle à l'APEEEL1 au compte bancaire suivant :

BANQUE ET CAISSE D'EPARGNE DE L'ETAT

BIC: **BCEELULL** Account IBAN **LU58 0019 3855 8092 3000**

Luxembourg, (date) \_\_\_ / \_\_\_ / 20\_\_\_

Signature

Please note: \* This standing order cancels and replaces any existing standing order in favour of the Parents' Association of the European School in Luxembourg 1 (APEEEL1 ou FAPEEEL) / Veuillez noter que cet ordre permanent annule et remplace tout ordre permanent existant en faveur de l'APEEEL1 ou FAPEEEL.

Please return to / Merci d'adresser ce formulaire à:  
(APEEEL1) - Room C-002 Primaire Ecole Européenne – 23 Bd Konrad Adenauer – L-1115 Luxembourg  
Or by email / Ou par courriel à [admin@apeeel1.lu](mailto:admin@apeeel1.lu)

Please circle if you are a newcomer to the school Sept. 2020 - Nouveau venu à l'école sept. 2020: OUI/YES

If you wish to cancel your membership or you leave the school please inform APEEEL1. Si vous souhaitez arreter votre adhésion ou si vous quittez l'école, veuillez en informer APEEEL1 s'il vous plait.



Appendix 5.

## PARENTAL AUTHORIZATION FOR SCHOOL TRIP / OUTINGS

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

Nom et Prénom : \_\_\_\_\_

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

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

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

Prénom/first name/Vorname: \_\_\_\_\_

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

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

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

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

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

*I authorize the accompanying teachers to entrust my child to the appropriate medical services. In case of emergency, and if the teacher/school is unable to contact me, I also give my permission for all necessary emergency medical treatment, to be undertaken in respect of my son / daughter.*

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

**Important :**

Les élèves doivent être en possession de l'original d'une pièce d'identité valable et non d'une copie.  
pupils must be in possession of the original of a valid identity document, not a copy.

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

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

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



**AUTORISATION DE SORTIE DE TERRITOIRE (ELEVES NON RESIDENTS)  
AUTHORIZATION TO LEAVE THE COUNTRY (FOR NON RÉSIDENT PUPILS)  
ERLAUBNIS INS AUSLAND ZU REISEN (FÜR NICHT  
ORTSANSÄSSIGE SCHÜLER)**

Commune/ Pays de résidence/ Town/ country of residence Wohnsitz Gemeinde/ Land	
Je soussigné, I, the undersigned Ich, der/die Unterzeichnende,	
Donne la permission à mon fils / ma fille Give permission to my son / daughter Erlaube meinem Sohn / meiner Tochter	
De se rendre en To travel to Zu reisen nach	
Sous la garde de Under the supervision of Unter der Aufsicht von	
Date : Date : Datum :	
Signature parents Signature parent Unterschrift Eltern	

Date/date/Datum:

Signature Management:

Veillez trouver plus d'informations sur l'autorisation parentale sous [www.guichet.lu](http://www.guichet.lu)  
Please find more information about the parental authorization under [www.guichet.lu](http://www.guichet.lu)  
Bitte finden Sie weitere Informationen zur elterlichen Erlaubnis unter [www.guichet.lu](http://www.guichet.lu)

## **AVIS AUX PARENTS D'ELEVES CONCERNES PAR UN ACCIDENT SCOLAIRE OU UN ACCIDENT SUR LE CHEMIN DE L'ECOLE**

---

Chers parents,

Votre enfant a été victime d'un accident lors d'une activité scolaire ou sur le trajet direct "domicile-école-domicile". L'école rédigera et soumettra une déclaration d'accident à l'Association d'Assurance Accident (AAA) dans les plus brefs délais. Dans ce contexte, nous vous invitons à :

- 1) déclarer qu'il s'agit d'un accident scolaire lorsque vous vous rendez aux urgences ou lorsque votre enfant est vu par un médecin et, sauf indication contraire, de ne pas avancer de frais médicaux.
- 2) remplir toutes les données personnelles demandées (matricule national pour votre enfant et vous-même) dans ce formulaire ;
- 3) remplir les coordonnées du médecin consulté (nom, code du médecin) ainsi que la description et la localisation des lésions constatées ;
- 4) transmettre ce formulaire, dûment rempli, à l'infirmerie du cycle concerné (maternel, primaire, secondaire), dans les 3 jours suivant l'accident ;
- 5) transmettre les certificats médicaux, afin de justifier les absences de votre enfant selon la procédure interne du cycle concerné soit au secrétariat maternel/primaire, soit aux conseillers d'éducation du cycle secondaire.
- 6) conserver les factures et autres documents médicaux concernant votre enfant afin de le transmettre aux services compétents au moment voulu, **donc à ne pas les transmettre à l'école**. N.B. : Les médecins et cliniques doivent réclamer le paiement de leurs prestations courantes directement auprès de l'AAA. En ce qui concerne les frais avancés liés aux pharmacies, vous devez contacter la Caisse Nationale de Santé (CNS) après avoir reçu le numéro de dossier de l'AAA.

**Toute décision ou renseignement concernant le suivi et la prise en charge des frais incombe à l'AAA. L'école n'a donc aucune compétence en la matière.**

En pratique, l'AAA prendra contact avec les représentants légaux pour leur communiquer le numéro du dossier. Pour plus d'information sur l'application de sa politique de remboursement : <https://aaa.public.lu/fr/accidents-maladie-pro/accidents-scolaire-periscolaire.html> . Nous attirons toutefois votre attention sur le fait que certaines prestations engendrées par l'accident scolaire doivent être **préalablement** autorisées par l'AAA. Dans le cas où les frais risqueraient de dépasser les tarifs prévus, il est vivement recommandé de présenter à l'AAA un devis préalable.

En vous remerciant d'avance pour votre compréhension et votre collaboration, nous restons à votre entière disposition pour tout complément d'information.

La Direction

**GDPR** : nous précisons que les informations portées sur ce formulaire sont obligatoires. Elles font l'objet d'un traitement destiné à rédiger une déclaration d'accident de votre enfant. Les destinataires des données sont : l'Ecole Européenne de Luxembourg I et l'Association d'Assurance Accident (AAA) de Luxembourg. Pour plus d'information, veuillez adresser votre demande par e-mail à notre délégué à la protection des données via l'adresse : [LUX-DPO-CORRESPONDENT@eursc.eu](mailto:LUX-DPO-CORRESPONDENT@eursc.eu)

<p style="text-align: center;"><u>Elève</u></p>		<p style="text-align: center;">Matricule de l'élève</p>	
<p>Nom : _____</p> <p>Prénom : _____</p>		<p>□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □</p>	
<p>Adresse : _____</p>			
<p>Cycle : _____</p>		<p>Classe : _____</p>	
<p style="text-align: center;"><u>Représentant légal</u></p>		<p style="text-align: center;">Matricule du représentant légal</p>	
<p>Nom : _____</p> <p>Prénom : _____</p>		<p>□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □</p>	
<p>Adresse : _____</p>			
<p>Date de l'accident : ____/____/20____</p>		<p>Heure de l'accident : □□ : □□</p>	
<p><b>Description détaillée du déroulement de l'accident</b> en précisant <b>l'activité de la victime</b> au moment de l'accident, <b>les objets impliqués</b> (p.ex. outils, machines, équipements pour le sport ou les jeux, matériaux, objets, instruments, substances, etc.) ainsi que <b>les événements</b> déviant du processus normal d'exécution de l'activité et ayant entraîné l'accident.</p>			
<p><b>En cas d'accident de trajet, veuillez indiquer l'endroit exact (adresse du lieu de l'accident)</b></p>			
<p>Le cas échéant, veuillez indiquer l'autorité publique (p.ex. : Police, ITM) qui suite à l'accident a été prévenue/était sur place :</p>			
<p>Y-a-t-il eu un (des) témoin(s) oculaire(s) ? <input type="checkbox"/> oui (nom, adresse) <input type="checkbox"/> non</p>			
<p>Nom et adresse de la personne avertie en premier :</p>			
<p><b>En cas de lésion</b>, veuillez indiquer la <b>nature</b> de la (des) lésion(s)</p>			
<p> <input type="checkbox"/> Plaies et blessures superficielles      <input type="checkbox"/> Effets du bruit, des vibrations et de la pression  <input type="checkbox"/> Fractures osseuses      <input type="checkbox"/> Effets des extrêmes de température, de la lumière ou des radiations  <input type="checkbox"/> Luxations, entorses et foulures      <input type="checkbox"/> Choc (émotionnel/psychologique)  <input type="checkbox"/> Commotions et traumatismes internes      <input type="checkbox"/> Brûlures et gelures  <input type="checkbox"/> Autre(s) lésion(s) veuillez indiquer : ..... </p>			
<p>Veuillez indiquer <b>la localisation</b> de la (des) lésion(s)</p>			
<p> <input type="checkbox"/> Tête      Œil (Yeux)      <input type="checkbox"/> gauche      <input type="checkbox"/> droit  <input type="checkbox"/> Cou      Epaule(s)      <input type="checkbox"/> gauche      <input type="checkbox"/> droite  <input type="checkbox"/> Dos      Bras, y compris coude(s)      <input type="checkbox"/> gauche      <input type="checkbox"/> droit  <input type="checkbox"/> Thorax      Main(s)      <input type="checkbox"/> gauche      <input type="checkbox"/> droite  <input type="checkbox"/> Ventre, bassin      Jambe(s), y compris genou(x)      <input type="checkbox"/> gauche      <input type="checkbox"/> droite  <input type="checkbox"/> Pied(s)      <input type="checkbox"/> gauche      <input type="checkbox"/> droit  <input type="checkbox"/> Autre(s) lésion(s) veuillez indiquer : ..... </p>			
<p>Nom et adresse du 1<sup>er</sup> médecin consulté :</p>			
<p>Dr. _____</p>			
<p>Date de la consultation : ____/____/20____      Code-médecin (si connu) : □□□□□□□ - □□</p>			
<p>Nom de l'établissement hospitalier visité</p>			
<p>Conséquences des lésions</p> <p> <input type="checkbox"/> Décès de l'assuré  <input type="checkbox"/> L'assuré n'a pas interrompu la fréquentation de l'établissement ou de l'activité  <input type="checkbox"/> L'assuré a interrompu la fréquentation de l'établissement ou de l'activité le :  _____/_____/20      □□ : □□ </p>		<p>L'assuré</p> <p> <input type="checkbox"/> a recommencé à fréquenter l'établissement ou l'activité le :  _____/_____/20 </p> <p> <input type="checkbox"/> n'a pas (re)commencé à fréquenter l'établissement ou l'activité </p>	



*Article 30 of the General Rules of the European Schools: Absences on personal grounds*  
*"i. Only the Director may give a pupil permission to be absent from School.*  
*ii. Except in cases of force majeure, the pupil's legal representatives must apply for such permission at least one week in advance. Applications shall be made in writing, indicating the period of absence and giving reasons.*  
*iii. Permission may be granted for a maximum of two days plus reasonable travelling time.*  
*iv. Except in cases of force majeure, permission may not be granted for the week preceding or the week following school holiday periods or public holidays.*  
*v. In the case of the death of a close relative a longer absence may be permitted."*

### REQUEST FOR PERMISSION OF ABSENCE

<b>Name of the pupil</b>	<input type="text"/>	<b>First name</b>	<input type="text"/>
<b>Class</b>	<input type="text"/>	<b>Class teacher</b>	<input type="text"/>

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

→ on ..... during ..... period

→ from ..... to .....

**Justification:**.....  
 .....  
 .....

Name of the parent: ..... Date:.....

Signature : .....

***Please submit this request at least one week in advance to the deputy director.***

**Absence authorized by the Director**

Date : ..... Name and signature : .....

**Absence NOT authorized by the Director**

Date : ..... Name and signature : .....

Remark :  
.....

**Not authorised by the Director**

**If parents nevertheless decide that the pupil will be absent, the absence will be considered as unjustified, but no disciplinary measures will be taken.**

**If a test is planned during the absence, the pupil will not have the possibility to re-sit it.**



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

### 1. General Information for parents

Parents should please note

- Teachers will use Teams/SMS to communicate with pupils and teachers.
- Necessary materials are brought home. A collection of forgotten materials at school is only possible in absolute exceptional circumstances and must be clarified in advance with the class teacher and the secretary's office.
- All work completed during the distance learning period should be kept in a folder which can be brought back to school and used by teachers as a basis for assessment if needed. It is up to the respective teacher to decide how this is handled.
- In Nursery but in Primary too, when children are not autonomous enough, parents should help them to perform certain online activities and attend video meetings.
- Online live sessions in Primary should be at least 20mins long.
- Parents should remind their child to be punctual for live lessons and ensure that he/she has a quiet space to work in.
- No food or drink during the meeting and no siblings present, if possible please.
- Recommendation to use headphones whenever possible, to help the children to concentrate.
- Pupils should set camera background effects to protect privacy. The teachers can support the children with the handling.
- Live recordings of live sessions are prohibited under all circumstances.
- **Teams should not be used as a communication tool by pupils unless related to schoolwork set by a teacher.**
- N.B. Please make sure you read through the **Teams Charter** (at the end of this document) with your child.

### 2. Organization of a day/week during Distance Teaching

We would like to point out that our Distance Teaching Policy refers to the document [2020-09-D-10-en-5](#) which you can find on the [main page of the European Schools](#).

#### 3.1 Nursery

- A weekly work plan is communicated latest the evening of the day before the shutdown.
- Suggested learning timeframe per day: 1.5 hours (this is not equivalent to live session)
- One live session per day – preferably - in the morning. Each pupil has to be reached at least once per day.
- The detailed planning of the week or the individual days is the decision of the class teachers.

### 3.2 Primary

- The work plan for Primary will be communicated latest the evening of the day before the shutdown and will follow the subject plan below.
- A daily lesson will be planned in L1, L2, and math. However, we would like to point out that this does not automatically mean 1 live session for all these subjects per day. The work can also be submitted as a work assignment. (Planning of live sessions see below.)
- One live session per day in the morning. Each pupil has to be reached at least once per day.

### 3. Overview about a weekly planning in Primary

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

### 3.3 Further details:

- Sport lessons
  - Sport teacher will send a video or exercises per week.
- Support lessons
  - ISA/ISB, Moderate support: Number of lessons should be the same as in school.
  - General support: The number of lessons is agreed with the class teacher.

### 4. Live Sessions

Children will also have a number of live lessons per week. Whether the live sessions are held as a class or in small groups is up to the teachers.

Level	Daily "check in" time	Live lessons per week					Support Lessons:
		L1	Maths	L2	Other topics (minimum)		
P1	✓	2	2	2	1	Should include some live sessions, depending on the needs of the child.	
P2	✓	2	2	2	1		
P3	✓	2	2	3	1		
P4	✓	2	2	3	1		
P5	✓	2	2	3	1		

### 3.4 Further details:

The L2 timeslot for each level must be respected. Support live lessons will mostly be planned in the afternoon after consultation with the class teacher.

As the official guidelines from Brussels were published at a time when we had already established our internal regulations, it may be that the organization of some classes deviates slightly from the guidelines.

### Note:

If the school or cycle is in Scenario 2 and one or more levels are in Distance Teaching, the rules may differ and be adapted to the current situation.



## Teams charter

SOUND USE IN 10 STEPS  
FOR THE PRIMARY SCHOOL



1

### #Respect

I am kind and polite in Teams, just as in real life (I do not insult, I am not mean...).

2

### #Spelling

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

3

### #Precaution

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

4

### #Value others

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

5

### #Cooperation

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

**#Commitment:** I'm looking forward to doing awesome school work with Teams. I share my ideas and what I can do. I help others and I try to amaze everyone.

6

### #Video-coconference

In video-conferences, I must respect the rules of communication (I don't cut off the microphone of others, I don't delete anyone, I don't speak at the same time as another pupil...).

7

### #Publication

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

8

### #Ownership

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

9

### #Safety

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

10

### #Parents

I use Teams under the supervision of my parents to make sure the rules are followed.



## Charte Teams

POUR L'ECOLE PRIMAIRE  
LE BON USAGE EN 10 BALISES



1

### #Respect

Je respecte les personnes sur Teams comme dans la vie réelle (je n'insulte pas, je ne dis pas de méchancetés...)

2

### #Langage:

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

3

### #Prudence

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

4

### #Bienveillance

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

5

### #Coopération

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

**#Engagement** Je cherche à faire de chouettes activités scolaires avec Teams. Je partage mes idées et ce que je sais faire. J'aide les autres et je cherche à étonner tout le monde.

6

### #Visioconférence

Dans une visioconférence, je respecte les règles de communication (je ne coupe pas le micro des autres, je ne supprime personne, je ne parle pas en même temps qu'un autre élève...)

7

### #Publication

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

8

### #Propriété

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

9

### #Sécurité

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

10

### #Parents

J'utilise Teams sous la supervision de mes parents pour être certain de que les règles sont respectées.





## School Policy Distance Teaching Nursery /Primary Luxembourg 1 Distance learning in the European school Luxembourg 1

### Secondary cycle

- During the week, teachers will provide online lessons using Teams, following the regular time table. At the beginning of each period of lessons in their time table, they will always connect with their pupils, they will check the attendance and begin the lesson. In some case they will begin a “normal lesson” in some other they will just give assignments and answer to the pupil questions.

Indeed, the number of interactive lessons/week, should be at least 50% of the normal schedule. This is extremely important for the lower classes where the pupils need more direct contact and guidance. You can see below a table with the suggested number of interactive lessons

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

- The pupils who are not present during the interactive lessons or didn't complete the assignments in time, are recorded absent. In case an assignment covers more than one day, and there is no feedback, the pupil is recorded absent in all the corresponding periods of the weekly time table. Parents and pedagogical advisors should be kept informed about lack of participation and involvement in the online teaching / distance learning.
- Using Teams as a main platform is compulsory. SMS and Outlook can be used for integrating the communication especially with the parents. It is also possible to use other software provided from the European school, but only in case this offers additional features that cannot be found in Teams.
- Email communications to the parents should always mention the course code in Header, in order to avoid confusion for the parents with more than one child in the school.
- Teachers should in general try to avoid asking to print material because some families might not have a printer at home.
- Teachers are trying to increase the harmonization sharing examples of good practice. The Subject coordinator should facilitate this process.
- Teachers in charge of Educational support lessons should try to take contact with all the pupils in their courses, and inform the parents in case that a pupil does not respond (especially for the individual courses). The support teacher should ask the subject teacher to add him/her to his/her team, in order to receive the documents and all the relevant information of the course and eventually assist the pupil during the lessons.
- Some pupils might have logistic and connection problems at home, and might have difficulties to carry on the same workload they are doing during the normal lessons. At the same time, other pupils might have more time to work and they are willing to have even more workload than normal. For these reasons, the teachers are suggested to deliver basic assignments compulsory for all the pupils and also some optional assignments.



**The school strongly advise to choose  
a laptop with the following specifications:**

- Windows 11 or Mac OS X. (Android and Chromebooks do not support all the software in use in school).
- Integrated Wifi-antenna (WIFI N minimum, AC is better).
- Processor: i3 or AMD E2/A4 Dual Core, equivalent or better.
- Memory: We advise at least 4GB Ram, and at least a hard drive with a capacity of 250GB, SSD-Hard drive is recommended. (8Gb Ram recommended)
- Screen size: at least 10.8 inch for comfortable viewing of texts, excel sheets etc. Tablets with small screens are strongly discouraged.
- Touch screen and pen are strongly recommended.
- A good integrated or external keyboard in your language.
- Lightweight for ease of transport.
- A long battery life and/or spare battery (4 cells minimum, 6 cells or more is better).
- Minimum 1 USB-A port, or integrated USB-C port with adaptor for USB-C to USB-A.
- Virus protection, a pdf reader (Windows 11 has a virus protection included but another installed is recommend. For the battery life, Norton is not recommended).
- A protective carrying case.

## HOMEWORK POLICY

### 1. Definition of homework

Homework is any work /activity pupils are asked to do outside their lesson time (studying is included here as homework). Homework is assigned by the teachers to their pupils. In some cases, a pupil is required to perform extra work in order to catch up to the required level. The school recommends to pupils and parents a daily work of revision of the lessons of the day. pupils with special needs may also need a different approach to homework from the one proposed in this document.

### 2. PURPOSE OF HOMEWORK

- Completion of work started in class;
- Revision for tests, or learning work;
- Project/display work;
- Additional reading to complete class work.
- Preparation for presentations and group work;
- Additional tasks to support work done in class and develop certain skills;
- To encourage pupils to develop the confidence and self-discipline to work on their own;
- To learn to manage their time so that they spread their work load evenly throughout the week.

In any case:

- Teachers must practice differentiation and personalized teaching when assigning homework.
- Homework should not be given as a formal assessment since pupils may have been helped and the educational support available in one family may differ from that in another.
  - Homework must always be checked and corrected.
  - Must not be given as a punishment
- It should always have a clear pedagogical objective which should to be communicated to pupils.
  - Teachers should not propose homework during holidays.

### 3. COMMUNICATION

**All assignments and tests must be published in the school management system (SMS) S1 to S7 and must be mentioned in class.** It is also possible to use the Office365 platform (Teams: Assignments) to assign and further elaborate on the assignments. In this case, the SMS assignments must clearly refer to Teams/Office365, or teachers must inform parents, e.g. by e-mail, that they will assign the tasks in a specific way throughout the whole school year.

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

## **4. RESPONSIBILITIES OF PARENTS, TEACHERS AND PUPILS WITH REGARD TO HOMEWORK**

### **Responsibilities of teachers**

- Performance in homework should be considered as part of the overall formative assessment of the pupil.
- Teachers should take care homework is appropriate to the pupil's skills, level and age.
- Homework is corrected and/ or marked regularly. This can include peer assessment and self-assessment.
- In the week before exams in S5, S6 and S7, there should be no homework because the pupils need to focus on revision.
- Long written assignment must be always individually marked and commented.
- Considerations should be given to the pupils who were absent in terms of whether they need to complete a piece of homework and what would be an appropriate timeframe.

## **RESPONSIBILITIES OF PUPILS**

- Pupils must do always their compulsory homework.
- Pupils are responsible for regularly checking SMS or TEAMS for homework.
- S1, S2 and S3 will write in their agendas the homework for each course.
- Pupils must respect the homework deadlines.
- Being away on the day that homework is set is not an excuse for not doing it.
- If a pupil is absent, he/she needs to find out what work has been given and catch it up.

## **RESPONSIBILITIES FOR PARENTS**

- Reinforce the idea of the importance of homework.
- Provide a suitable study area and the necessary tools to complete the homework assignments.
- Make sure that after-school activities are compatible with having enough time for homework and other family activities.
- Agree with pupils on a specific homework time.
- Make sure that sources of distraction (computer, mobile phones, TV...) are controlled during the homework time (it should not be underestimated their impact on the pupil's concentration)

## **5. APPROXIMATE TIME TO BE ALLOCATED FOR EACH YEAR AND EACH SUBJECT**

The nature, frequency and volume of homework set are left to the professional judgement of the teachers. However, they should take into account the number of periods they teach by week and to give, if necessary, a weekly proportional homework for their pupils. Teachers should be flexible when proposing homework, and a reasonable agreement with the pupils, when they have other homework tasks and exams to do, as to when the homework is due is desirable.

Time for homework by year:

The following amount of time is just approximate. The maximum time foreseen for homework should not be the rule. This amount of time may vary and increase/decrease for pupils with special needs.

S1 45-60 minutes per day.

S2–S3 45 minutes-1,5 hours per day. S4–S5 1-2 hours per day.

S6–S7 Depending on the pupils' individual programs.

## **6. POLICY ON SHORT AND LONG TESTS**

As a general rule, long test (at least one period) and short test (less than one period) should be announced at least one week in advance (long tests) or three days in advance (short tests). Short and Long test in S1, S2 and S3

Long test should be reduced as much as possible in S1, S2 and S3 and other forms of assessment being implemented. The school will provide an equilibrated calendar for these long tests.

## **7. B-TEST, LONG TEST AND PREBAC FOR S4, S5, S6 AND S7**

The school will provide an equilibrated calendar for these tests. In case one of those exams is not done in the foreseen date, it will be changed trying not to overload pupils with many exams the following weeks.

Due to the large accumulation of exams in S4 and S5, other long tests and short tests not foreseen in the school calendar should be avoided.

In S6 and S7, where there is not a long tests calendar, when proposing a date for these exams, an agreement with the pupils is always advisable.



### Sharing of Personal Data

Recipient	Purpose(s)	Given data(s)	Exercise your rights or additional information
B.N.L. (National Library of Luxembourg)	As the school's libraries are part of the Luxembourg G.D. library network, the School registers Pupils as readers.	<b>Pupil:</b> Name First name Date of birth Postal address Email address provided by the school to the Pupil	Send an email to: <a href="mailto:lux-dpo-correspondent@eursc.eu">lux-dpo-correspondent@eursc.eu</a>
Catering Provider (SODEXO)	Follow-up of Pupils' registrations with the catering department. Pupils whose parents do not remember that they benefit from this service are still registered as 'tartinists'.	<b>Pupil:</b> Name First name Pupil ID Class/Cycle Login O365  <b>Parents/legal representatives:</b> Name First name Postal address E-mail address Pay ID (allowing a frat to be grouped to the parent/legal representative who pays for the service)	Send an e-mail to: <a href="mailto:Dpo.group@sodexo.com">Dpo.group@sodexo.com</a>  Or to the DPO at: <a href="mailto:lux-dpo-correspondent@eursc.eu">lux-dpo-correspondent@eursc.eu</a>
	In case of Individualised Hosting Project (PAI)  Only health records related to food allergies will be communicated to the provider	<b>Pupil:</b> Name First name Number of registration number Type(s) of allergy(s) Details of symptoms	
ATSEEE	Organisation of school transport	Postcodes of Pupils	Send an e-mail to: <a href="mailto:info@atsee.lu">info@atsee.lu</a>
APEEEL1	Management of access to the extracurricular  Organisation of events  Management in case of extracurricular injury	Name First name (parents, children and/or accompanying persons)	Send an e-mail to: <a href="mailto:Office@apeeel1.lu">Office@apeeel1.lu</a> or <a href="mailto:admin@apeeel1.lu">admin@apeeel1.lu</a>

Ministère de l'Éducation Nationale, de l'Enfance et la Jeunesse (MEN)

Control of compulsory school attendance in respect of the law of *the 20<sup>th</sup> July 2023*

#### **Pupil:**

School year  
Pupil national Luxemburgish number  
Date of enrolment  
Date of deregistration


Send an email to:

[lux-dpo-correspondent@eursc.eu](mailto:lux-dpo-correspondent@eursc.eu)


Recipient	Purpose(s)	Given data(s)	Exercise your rights or additional information
Photographer of the School	<p>Taking, printing and distributing the photographs of the Pupils of the School.</p> <p>Printing photos.</p> <p>Printing badges, Secondary Pupils, intended to be used within the School to access and/or leave the site and for lending books to the library.</p>	<p><b>Pupil:</b></p> <p>Name First name Date of birth Class Locker number Pupil ID number Library code Exit codes Photography</p>	<p>Send an e-mail to the School's DPO: <a href="mailto:lux-dpo-correspondent@eursc.eu">lux-dpo-correspondent@eursc.eu</a></p>
Category 1 Employers	Payment of tuition fees	<p><b>Pupil:</b></p> <p>Name First name Date of birth Class</p> <p><b>Parents/legal representatives:</b></p> <p>Name First name</p>	Getting closer to your employer(s)
Category 2 Employers	Payment of tuition fees	<p><b>Pupil:</b></p> <p>Name First name</p>	Getting closer to your employer(s)
Travel agency(s)	<p>Organisation of school trips:</p> <p>Reservation of transport; Reservations of hotels and places of stay; Reservation of equipment (example: ski equipment) Etc....</p>	<p><b>Pupil:</b></p> <p>Name First name Date of birth Class Gender (will be used in particular for the organisation of rooms in hotels) Exact identity present on the identity card and/or passport; Medical data (especially in case of food allergies)</p> <p>Depending on the trip, the following information may be communicated:</p> <p>Identity card and/or passport number (booking of a flight); Physical data (size, size, etc., in particular during snow classes for the rental of equipment);</p> <p>In case of non-participation of a Pupil for medical reasons, the travel agency will request a copy of a medical certificate</p>	<p>Send an e-mail to the School's DPO: <a href="mailto:lux-dpo-correspondent@eursc.eu">lux-dpo-correspondent@eursc.eu</a></p>

**FORMULAIRE DE DEPART ELEVES  
LEAVING SCHOOL FORM PUPILS  
ABMELDEBESTÄTIGUNG SCHÜLER**


un formulaire par enfant / one form per child / ein Formular pro Kind

 illel remplir ce formulaire et le renvoyer au secrétariat de l'école (adresse e-mail ci-dessous). Vous pouvez rayer les rubriques dont vous n'avez pas besoin.

- Maternel/Primaire : [LUX-SECRETARIAT-NURSERY-AND-PRIMARY-CYCLE@eursc.eu](mailto:LUX-SECRETARIAT-NURSERY-AND-PRIMARY-CYCLE@eursc.eu)
- Ecole secondaire : [LUX-SECRETARIAT-SECONDARY-CYCLE@eursc.eu](mailto:LUX-SECRETARIAT-SECONDARY-CYCLE@eursc.eu)

 Please complete this form and return it to the school secretariat (E-mail address below). You can cross out the fields you don't need.

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

 Bitte füllen Sie dieses Formular aus und senden Sie es an das Schulsekretariat zurück (E-Mail Adresse unten). Die nicht benötigten Felder können Sie durchstreichen.

- Kindergarten/Grundschule : [LUX-SECRETARIAT-NURSERY-AND-PRIMARY-CYCLE@eursc.eu](mailto:LUX-SECRETARIAT-NURSERY-AND-PRIMARY-CYCLE@eursc.eu)
- Sekundarschule : [LUX-SECRETARIAT-SECONDARY-CYCLE@eursc.eu](mailto:LUX-SECRETARIAT-SECONDARY-CYCLE@eursc.eu)

Renseignements élève / Pupil Details / Schüler Angaben	
▪ Nom / Name	
▪ Prénom / First Name / Vorname	
▪ Cycle / Stufe	
▪ Classe / Class / Klasse	

Détails de Départ / Leaving Details / Informationen zur Abmeldung	
▪ Date de départ / Leaving date / Austrittsdatum	
▪ Raison / Reason / Grund	
▪ Nouvelle adresse / New address / Neue Adresse	
▪ Pays / Country / Land	
▪ Obtenir livret médical/Obtain medical book/Medizinisches Heft erhalten	<input type="checkbox"/> Oui / Yes / Ja <input type="checkbox"/> Non / No / Nein
<b>En cas de déménagement / If you move/ Bei einem Umzug</b>	
▪ veuillez indiquer votre nouvelle adresse	
▪ please indicate your new address	
▪ geben Sie bitte Ihre neue Adresse an	

<b>Nouvelle école / New School / Neue Schule</b>	
▪ Nom de l'école / Name of School / Name der Schule	
▪ Pays / Country / Land	
<b>Représentant Legal 1 / Guardian 1 / Ehrziehungsberechtigte(r) 1</b>	
▪ Relation avec enfant / Relation to child / Relation zum Kind	
▪ Nom / Name	
▪ Prénom / First Name / Vorname	
▪ Adresse courante / Current Address / Aktuelle Adresse	
▪ Code Postal / Postcode / Postleitzahl	
▪ Pays / Country / Land	
▪ E-mail	
▪ Numéro de téléphone / Phone Number / Telefonnummer	

<b>Représentant Legal 2 / Guardian 2 / Ehrziehungsberechtigte(r) 2</b>	
▪ Relation avec enfant / Relation to child / Relation zum Kind	
▪ Nom / Name	
▪ Prénom / First Name / Vorname	
▪ Adresse courante / Current Address / Aktuelle Adresse	
▪ Code Postal / Postcode / Postleitzahl	
▪ Pays / Country / Land	
▪ E-mail	
▪ Numéro de téléphone / Phone Number / Telefonnummer	

Remarques / Remarks / Anmerkungen :

.....

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_____ Signature / Unterschrift Parents / Tuteur / Elève / Pupil / Schüler (Si majeur / Only if of age / Nur bei Volljährigkeit)	_____ Date / Datum
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<b>Réservé à l'école / Reserved for the School / Der Schule vorbehalten</b>
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Remarques : .....