



Uccle

Schola Europaea • Bruxelles I

“Living together, learning together, working together”

SECONDARY CYCLE

GENERAL INFORMATION BOOKLET

2017-2018

The mission of the European School Brussels I: To provide a quality multilingual and multicultural education in a safe and nurturing learning environment. Based on trust and respect, our school celebrates diversity and recognizes the value of effort, critical thinking and cooperation to achieve excellence.



25th June 2017

Dear Pupils, Dear Parents,

In this booklet for the 2017-2018 school year, you will find information on how the school is organised, the school calendar, dates for information meetings and meetings between parents and teachers, as well as links to the main documents governing life at the European School in Uccle.

This information may also be found on the website (www.eeb1.eu) and is regularly updated. In case of an emergency, the school Management is able to send a message to all the parents/legal representatives who have provided the school with their e-mail address.

Do not hesitate to contact the school if you wish to obtain additional information or an explanation. Your comments and suggestions are always welcome.

We should like to thank here all those who contribute to the smooth running of the school and in particular the Parents' Association and the Pupils' Committee, as well as the collection of services which enable the school to offer our pupils excellent study conditions and personal self-fulfilment.

We wish you an excellent school year and hope to have the opportunity to meet you at one of the events held during the 2017-2018 school year.

Best regards,

Lars ROESEN
Deputy Director
in charge of secondary

Antonia RUIZ ESTURLA
Director

CONTENTS

1.	CALENDAR FOR SCHOOL HOLIDAYS	4
2.	ACCESS TO SCHOOL	4
3.	SCHOOL CHARGES	6
4.	ORGANISATION OF THE SECONDARY CYCLE	7
5.	INTERNAL RULES	11
6.	COMMUNICATION	12
7.	MEDICAL SERVICE	13
8.	SCHOOL PSYCHOLOGIST	14
9.	CAREERS GUIDANCE SERVICE	14
10.	SCHOOL INSURANCE	14
11.	APEEE AND APEEE SERVICES	16

SCHOOL WEBSITE: <http://www.eeb1.eu>

The school website includes up to date information on all aspects of school life. Important messages from the management will also be posted on the site in case of an emergency. It is therefore essential to consult the website on a regular basis.

*Une version française de ce document est disponible sur le site web de l'école.
Eine deutsche Übersetzung dieses Dokuments ist auf der Schulwebsite verfügbar.*

1. CALENDAR FOR SCHOOL HOLIDAYS

The school calendar comprises 180 days and is harmonised between the four European Schools in Brussels. The 2017-2018 calendar may be found via the following link: [school holiday calendar](#)

Please note that in accordance with the Regulations for the European Schools, no leave of absence may be granted the day directly before or after the school holidays. Such absences are considered unjustified.

2. ACCESS TO SCHOOL

Access by car is reserved for members of school personnel and persons with reduced mobility. Pupils and their parents/legal representatives park their cars outside the school, unless it is specifically mentioned on the invitation that they may park inside.

2.1. Opening times

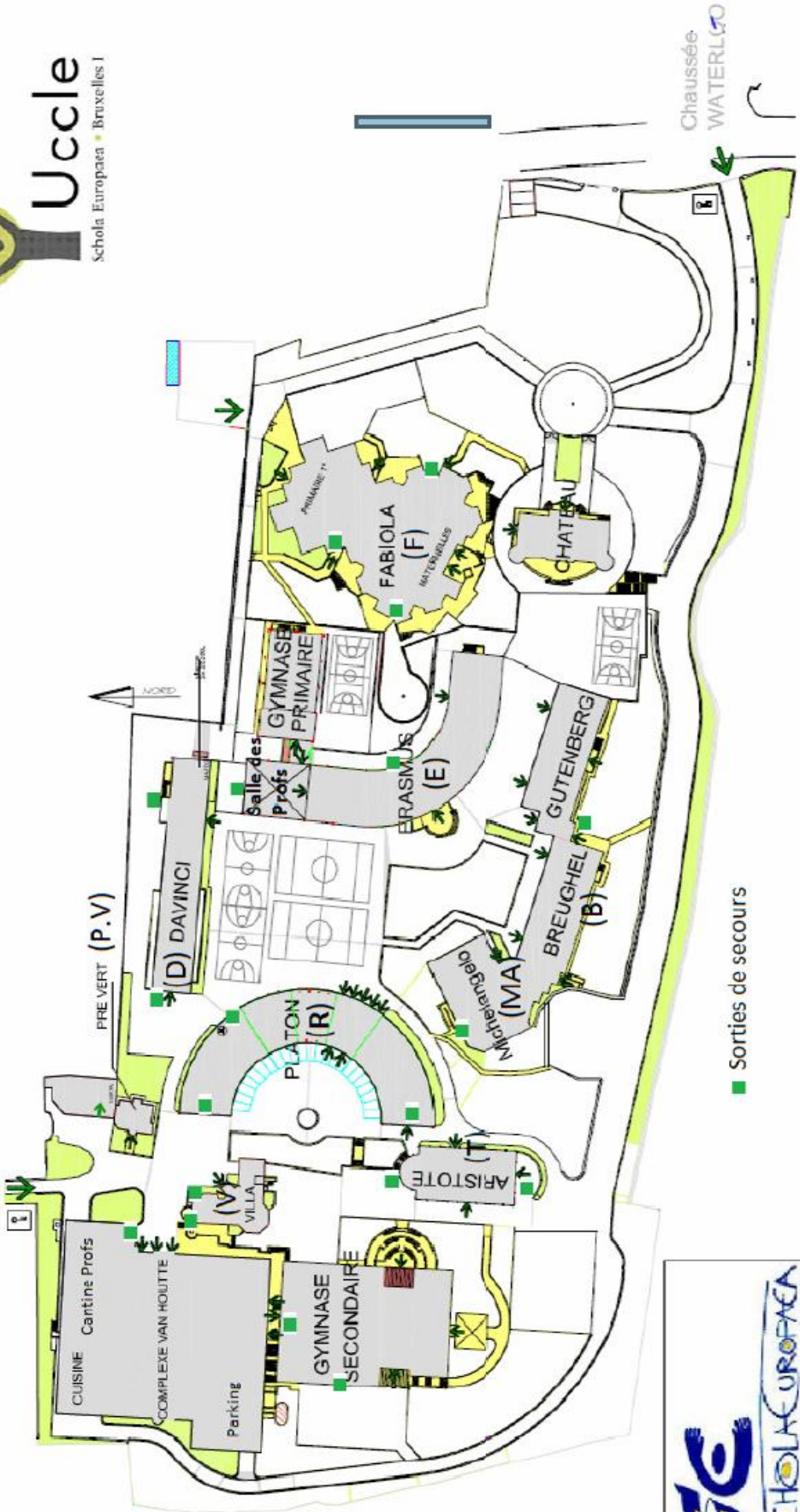
The table below shows the opening hours of the different entrances and the arrangements in place for the different members of the school community:

Entry	Opening Hours	Special arrangements - parents/pupils
Chaussée de Waterloo Main entry:	6.00 - 17.00 (Mon, Tues, Thurs, Fri) 6.00 - 14.00 (Wed)	<ul style="list-style-type: none">• Entry exclusively reserved for secondary pupils as from 7.45.• Parents/legal representatives/visitors must show their invitation to the security guards.• Traffic is limited to school buses and deliveries.
Av. Du Vert Chasseur	7.00 - 21.30	<ul style="list-style-type: none">• Access as from 7.45.• Parents/legal representatives /visitors must show their invitation to the security guards.
Chaussée de Waterloo Small gate:	-	<ul style="list-style-type: none">• Access exclusively reserved for nursery/primary pupils and parents/legal representatives of nursery pupils.

- Cyclists and motorcyclists must enter via the Av. Du Vert Chasseur gate. For obvious security reasons, the pupils who come into school on a moped or a bike must go very slowly. Pedestrians always have right of way.
- Cars must limit their speed to 10 km/h.
- School transport is managed by the ASBL “*Le Comité de Transport de l’APEEE-Services*”; the manager is Mr Herinckx (tel.: 02/374.70.46, email : transport@apeee-bxl1-services.be)
- Pupils who use public transport to travel to school may download a document which allows them to benefit from a student rate.

PLAN GENERAL ECOLE EUROPEENNE BXL I

Avenue du
Vert Chasseur



3. SCHOOL CHARGES

ITEMS	COST (€)
School agenda **	4.00
Photocopies and printing	31.62
School insurance	6.50
School identity card	4.50
Human Sciences European file	(S3 only) <i>to be confirmed</i>
Baccalaureate (S7 registration fee)	86.95

** compulsory for S1, S2, S3, S4 and S5

The above prices have been approved by the School's Administrative Board. **These school charges are compulsory and must be paid by parents of pupils in Categories I, II and III.**

The amount should be paid within 30 days of receipt of the invoice, to account number BE 20 3100 9205 0056 "Ecole européenne de Bruxelles I - Economat".

Parents/legal representatives are requested to inform the School's Bursar, Mr Peter Segers, in writing (peter.segers@eursc.eu) of any changes regarding their employer or their employment status, indicating the exact date of the change.

Any change in postal or e-mail address should be sent to Ms H el ene Evrard (helene.evrard@eursc.eu), copied to the relevant educational advisor.

Processing of files for University applications

In April 2012 the Board of Governors approved new arrangements for careers counselling as well as a new system of payment for the management of applications for certain universities.

Pupils who require this service will need to pay the following:

- o €260 for the UK university admission forms (UCAS)
- o €130 for processing an application to other universities which requires a special file (for example Germany, France, The Netherlands and the USA).
- o €260 for candidates who require both services.

A letter on this shall be sent out to parents/legal representatives of S6 students.

4. ORGANISATION OF THE SECONDARY CYCLE

4.1. Book List

The book list is available from 16th June 2017 at <http://www.eeb1.com/liste-des-livres>. Pupils should be in possession of the reading material they need from the start of term.

4.2. Return to school

Tests and exams

Tests and exams only concern certain 'new' pupils enrolled at the start of the 2017-2018 school year. They will be asked in writing to sit the test by the Management. They take place at the beginning of September in the study hall (Breughel building).

Welcome meeting for new families

On Tuesday 5th September 2017 at 15.15, new pupils and their parents/legal representatives are welcomed by the Cycle coordinators and the Deputy Director in charge of secondary in the gym in the Van Houtte building. They will be shown round the campus with the teachers and national representatives as well as the secondary educational advisors.

First day of term

Wednesday 6th September 2017, at 8.10. Lessons will finish at 12.30 on this day. School buses will operate from the first day of term.

Parent-Teacher Meetings

Information evening for parents with principal class teachers

- For S1, S2 and S3: Monday 25th September 2017
- For S4, S5, S6 and S7: Tuesday 10th October 2017

Meetings between parents and subject teachers

- For S1, S2 and S3: Thursday 23rd November 2017
- For S4, S5, S6 and S7: Monday 27th November 2017

The meetings shall take place in the evening; further information shall be sent out by e-mail.

4.3. Appointment times for teachers

Teachers' appointment times will be sent out at the beginning of October. Requests for an appointment should be made via the pupil concerned, i.e. the school diary (*agenda*). Teachers may also be contacted by e-mail.

Teachers have been asked to send parents information on the lesson objectives, the evaluation methods of personal work, as well as the practical details relating to meetings, contacts etc, by e-mail, by 6th October 2017.

4.4. Policy on Educational Support

General support and moderate support Pupils who benefit from this support follow the common standard curriculum and are evaluated according to the criteria and learning objectives set for their class level.

The school cannot guarantee that all of the support hours are placed within the school timetable, but this shall remain a priority.

The class council suggests assistance be provided to those pupils in S3, S4 and S5 who are experiencing learning difficulties. The objective is to help in the acquisition of learning skills. From September to November, these pupils benefit from six sessions of study skills (i.e. learning

to learn). Some pupils may benefit from additional sessions in the second semester. For pupils who repeat the year, tutoring is also available during the first weeks of school, helping them integrate better into their new class. This arrangement also applies to S3 classes. Two additional reports written by all the pupil's teachers at the end of September and at the end of May provides the parents/legal representatives with increased communication with the school and a more frequent monitoring of their children.

Intensive support

This measure enables the school to respond individually to specific education needs. It requires the presentation of a tailored and thorough assessment carried out by a specialist doctor or by a child psychiatrist. This file is examined by an advisory group and - if the educational support is acknowledged to be required and if the school has the means to organise it - leads to the establishment of an individual learning plan (*plan d'apprentissage individuel*).

In exceptional circumstances, and on a short-term basis only, the Director may decide to provide intensive support for a pupil without special educational needs, for example in the form of intensive language support for a pupil who is unable to follow the school curriculum.

As in the past, it may be the case that a pupil benefits from different levels of support at the same time.

The school is entitled to declare itself unable to meet the needs of the pupil and to recommend that the parents/legal representatives seek an alternative solution for their child's education, in an establishment better suited and equipped to meet their special needs. In those circumstances, the school assists the parents/legal representatives as far as reasonably possible.

The document **2012-05-D-15-en-10 Provision of educational support in the European Schools - Procedural Document** - specifies:

- the means (human resources and material resources);
- the administration (enrolment, admission, procedure and documentation);
- the principles of evaluation and procedure.

4.5. School reports and SMS

- o November: Report containing information with comments and possible marks.
- o January: Semester's report with the decision of the Class Council where appropriate.
- o March/April: Evaluation report containing comments and marks and indicating the risk of repeating the year if applicable (before 30th April).
- o July : End of year report with the decision regarding promotion to the next class

Parents/legal representatives will be informed by e-mail of the date when school reports are to be handed out. Reports are given to the pupil and are not sent by post.

The school reports (official documents with the school stamp) are distributed in January and July, The autumn and spring reports may be viewed on SMS and are not distributed by the school.

4.6. SMS INFORMATION

SMS MY SCHOOL may be accessed via the following link:

<https://sms.eursc.eu/> (also via the school website www.eeb1.eu)

The following information may be found there: timetable, teachers' list, absences of pupils, school reports, contact details etc.


When connecting for the first time or in case you forget your password, you must put in the e-mail address sent during enrolment of your child/children at school. Then, click on '*having trouble logging in*'. You will then receive an e-mail which allows you to change the password (check your junk/spam folder if necessary). For all information, please contact Mr Pol Saucez.



your email

password

[Having problems logging-in?](#) remember email



4.7. Access to IT network services

The pupils have access to different network resources :

- a personal account,
- common disk space,
- Office 365 messages external to the school,
- five Office 365 installation licenses + use of the Office 365 portal
- network software,
- internet.

Any pupil who has enrolled shall receive his/her access code from their Educational Advisor providing they have signed the ICT online charter (pupil + parents/legal representatives).

Access to the network is the responsibility of the school Director and supervised by a member of the educational team. The school has the means to check that the network is used appropriately for educational activities.

4.8. School timetable

Lessons begin at 8.10 and finish at 15.50. On Wednesdays, lessons generally finish at 12.30 for S1, S2, S3, S4 and S5. It is possible that lessons are set for Wednesday afternoon. On Fridays, lessons finish at 12.30 for S1 pupils. The timetables are not considered final until the fourth week of term.

Apart from break-time and lunch, pupils are supervised for 20 minutes before the beginning of lessons and 20 minutes after lessons finish.

Only pupils enrolled in a support lesson, a CESAME or school activity or orchestera rehearsals are authorised to remain in school after lessons. The school insurance policy does not cover pupils who do not respect this rule if an accident occurs.

Outside the time periods shown below, the school cannot be held responsible for pupils who remain on the school premises, unless they are taking part in extra-curricular activities officially organised by the school, i.e. CESAME activities, Learning Support or any other courses. Pupils with an hour's free time must go to the supervised study room (S1-S3), to the library or to the cafeteria (S4-S7). May we emphasise that, in the event of an accident, the school insurance policy does not cover pupils who do not comply with this rule.

S1-S2-S3:

Mornings:	8.10 - 12.30
Afternoons:	13.25 - 15.50
Wednesdays:	8.10 - 12.30

On Fridays lessons finish at 12.30 for S1 pupils, and at 13.15 for S2 and S3.
Educational support is also organised on Friday afternoons until 15.50.

S4-S5:

Mornings:	8.10 - 13.20
Afternoons:	14.15 - 15.50
Wednesdays:	8.10 - 12.30

Some pupils may have lessons on Wednesday afternoon.
Educational support is organised on Friday afternoon until 15.50.

S6-S7

Classes:	8.10 - 15.50 every day
----------	------------------------

Pupils have an hour for lunch during the 6th or 7th period.

4.9. Punctuality

Pupils must arrive on time for lessons.

- Latecomers should go to class immediately; the teacher will inform the educational advisor of the late arrival. Parents/legal representatives should send a note of explanation to the educational advisor by the following day at the latest.
- For this purpose, please use the response slips in the agenda or send an e-mail.
- Sanctions will be imposed if pupils are repeatedly late.

4.10. Absence of pupils

Pupils must go to all lessons.

- Parents/legal representatives must justify any absences to his/her educational advisor.
 - It is essential to inform the educational advisor, preferably by e-mail, of the absence of a child.
 - After an absence of two days, a medical certificate must be provided, unless there are exceptional circumstances.
 - After an absence of any length, the pupil must hand in signed justification from their parents/legal representatives to the educational advisor, specifying the reason for the absence. Parents/legal representatives may also send their justification by e-mail.
- A pupil who does not feel well should go to the school infirmary (ground floor of the Breughel building). After taking care of the pupil, the nurse will decide whether they should return to class, or whether to contact the parents/legal representatives to ask them to fetch their child. Before returning home, the pupil should hand in an exit form from the infirmary to the educational advisor (or to the “*Vie Scolaire*” (R232) office in case the relevant educational advisor is not there).
- Requests for a whole day’s or part of a day’s absence should be submitted in advance by parents/legal representatives to the relevant educational advisor.
- For longer absences, permission should be sought from the secondary Deputy Director at least eight days in advance. Permission will not be granted for the week preceding or the week following school holiday periods or public holidays (article 30.3.c.iv of the General Rules of the European Schools).
- Pupils are not allowed to be absent for the day, half day or lessons which precede tests or exams.

- The educational advisors monitor the absences of pupils regularly and inform the parents/legal representatives. Moreover, parents/legal representatives are informed about the absences when school reports are distributed (January/July).
- The number of authorised and unauthorised absences may appear in the semester report.
- In case of frequent absences in S7, the Class Council will meet to assess the merit of the student's studies and may, if necessary, question the right of the student to be entered for the Bacca-laureate (article 8 of the Arrangements for implementing the Regulations of the European Bacca-laureate).
- Unauthorised absences and late arrivals may be punished by a detention or an official warning by the Management which is recorded on the pupil's file. If unauthorised absences continue to occur, the Discipline Council may convene to discuss the matter (Article 30 of the General Rules of the European Schools).
- In the event of an unauthorised absence for more than 15 consecutive days, the pupil shall be considered to have left the school and is removed from lists.

4.11. Authorising visits from former pupils

Parents/legal representatives of former pupils (= visitors) must request permission in writing in advance to the Principal Educational Advisor, Mr Louarn. Visits are only permitted between 1st October and 31st May. Visits are for one day only and must be requested at least one week in advance.

<h2>5. INTERNAL RULES</h2>

The documents listed below constitute the internal rules of the secondary cycle. Please click on the links below to obtain information on each document:

- [Pupil's code of conduct](#)
- [The general organisation rules](#)
- [The management of inappropriate behaviour](#)
- [The anti-bullying policy](#)
- [The internal rules for Physical Education](#)
- **Exit cards** Exit cards shall be distributed at the beginning of the school year. Please hand in the documents duly signed to the relevant educational advisor no later than 8th September 2017.
- [The Communication Policy](#)

6. COMMUNICATION

6.1. Communication with parents/legal representatives

E-mail is the preferred means of communication between the administration, the management, the teachers and the parents/legal representatives. Parents/legal representatives are requested to let the relevant [Educational Advisor](#) know of any changes to their e-mail addresses as well as H el ene Evrard (helene.evrard@eursc.eu).

The Management cannot be held responsible for any missed information by parents/legal representatives due to an out of date e-mail address. They are not responsible for e-mails which do not reach the recipient.

6.2. Office hours

The secretariat and school administration are open to parents/legal representatives from 8.30 to 12.00 and from 13.30 to 16.00 (Monday, Tuesday, Thursday, Friday) and from 8.30 till 12.00 on Wednesday.

The Director of the school, the Deputy Director in charge of secondary, the Principal Educational Advisor as well as the Cycle Coordinators are available to see parents by appointment only.

6.3. Website www.eeb1.eu

You can find information relating to the internal school rules and policies, the school calendar, school trips, as well as all other useful information (contact lists, book lists etc). You may also find the link to the APEEE site (transport, canteen, CESAME, lost and found items (EUREKA)).

6.4. EEBI's Communication policy

For further information, please click on [communication policy](#).

6.5. Contacts

Click on the following link : <http://www.eeb1.com/contact-us/>

7. MEDICAL SERVICE

School Medical Service (Tel.: 02/374 94 95, e-mail uccle.infirmierie@eeb1.eu)

1) Infirmary

The role of the school infirmary is to provide first aid in the case of any accident or serious illness which may occur during the school day. The school nurse will administer first aid, then, if required, shall telephone the parents and, if necessary, phone for an ambulance to take the pupil to hospital.

It is not the school infirmary's job to administer a course of treatment already prescribed for a child instead of the parents/legal representatives. To enable the nurse to devote the necessary time to pupils needing immediate attention, parents/legal representatives are asked, in conjunction with their doctor, to deal with minor, everyday ailments such as sore throats, mouth ulcers, rashes, verrucas, cuts or sprains which occur outside school. The infirmary does not lend out wheelchairs or other medical items.

2) Medical Service

The European schools follow the rules of the host country. According to Belgian law, the medical visit is compulsory.

The object of these medical examinations is to ascertain the general health and overall maturity of the pupil, to keep the parents/legal representatives informed of the results and, where necessary, to suggest ways in which to help the child to adapt better, not only to school life but also at home and in terms of social adjustment.

No vaccinations are administered at school.

The medical service which the school offers is preventive only. The school doctor does not replace the family doctor; s/he only treats a child in cases of extreme urgency (for example allergic shocks). All results are sent to the parents/legal representatives by means of a letter from the school doctor; it is up to the parents/legal representatives to send these results to the family doctor for follow-up, if required.

For obvious safety reasons, parents/legal representatives of new pupils are requested to return the yellow Medical Questionnaire, duly completed, prior to their child's first day at school. Please click on the [compulsory medical questionnaire](#) on line on our website. Thank you!

If the medical questionnaire sent by the parents/legal representatives during enrolment is incomplete, the doctor may, in cases of necessity or urgency, telephone the family doctor indicated by the parents/legal representatives.

If your child suffers from a chronic or seasonal illness requiring daily medicine or treatment, please inform the school infirmary, in writing, giving details of the illness and the medicine or treatment required, whether the child can administer this himself/herself and the treatment to be given in case of an emergency.

8. SCHOOL PSYCHOLOGIST

Secondary school psychologist:
Ms Yannick GLADSTEEN
Tel. 02/373 86 87
yannik.gladsteen@eursc.eu

Responsibilities

- Contact person regarding the socio-medical network
- Contact person for pupils, parents/legal representatives and staff members in case of psychological problems (does not carry out psychological monitoring)
- Prevention
- Following progress of pupils' educational support

9. CAREERS GUIDANCE SERVICE

The secondary cycle provides a careers advice service through trained teachers. This service publishes all the relevant information on the careers advice [site](#). Before contacting one of the people involved, please refer to this site.

During S5, S6 and S7, the service suggests numerous activities for the pupils and information evenings for the parents/legal representatives in order to help each pupil to build a professional career plan for themselves.

This service also supports and advises the students on what to do post-baccalaureate.

10. SCHOOL INSURANCE

Ms Sarah WILLIAMS is available for any questions relating to school insurance and may be contacted by e-mail sarah.williams@eursc.eu.

Reminder of the provisions of Articles 33 and 34 of the General Rules of the European Schools concerning school insurance:

“The School shall take out a collective insurance policy to cover the civil liability of a pupil’s legal representative in all cases where action could be taken against him/her as a result of an accident caused by the pupil to other pupils, to a member of staff or to third parties.

This insurance policy shall also cover reimbursement to pupils who are victims of accidents, or to persons entitled under them, of expenses (medical treatment, hospitalisation, etc.) incurred and payment of lump-sum compensation under the terms of the policy, which can be consulted in the School’s Secretariat.

In return for such cover the pupil’s legal representatives shall pay 85% of the premium fixed by the insurance policy.

The insurance cover provided for in this article shall be limited to personal accidents on school premises or on the way to and from school and during an outing organised by the school.

Cover for damage to property and other damage occurring off school premises shall be the responsibility of pupils' legal representatives".

"The school shall not be responsible for objects brought to school by pupils."

Please note that even though a parking space is provided for bicycles, scooters and motorcycles, they are left at the owner's own risk.

Extra-curricular activities organised by CESAME (APEEE-Services) are also covered by the school's insurance policy.

Under certain conditions, Ethias will reimburse damage sustained to pupils' spectacles worn at the time of an accident as follows: frames - up to 25.00 € plus the total cost of the lenses.

The parents'/legal representatives' share of the premium amounts to 6.50 € per annum per child enrolled at the school; this sum is to be paid to the school (see "School Charges" section).

Parents/legal representatives are reminded that, in the event of their child sustaining an accident at school, they must make photocopies of all relevant bills and receipts. These copies must be attached to the detailed account from the Health Insurance Scheme (*Caisse de Maladie/Mutuelle*) in order to obtain the reimbursement of the outstanding amount.

ETHIAS INSURANCE

Rue des Croisiers, 24

4000 LIEGE

Tel: 04/220.31.14

E-mail: info@ethias.be

May we bring your attention to the extract from the school's insurance policy below:

1. *Pupils enrolled at the school are covered, according to the conditions of the policy, for accident and civil responsibility (damage to a third party), when engaged in school activities.*

The contract covers accidents only to pupils on the way to and from school (even when unsupervised). Civil responsibility is therefore not covered.

2. *Pupils who arrive late at school are also covered on their journey to and from school.*

3. *Pupils who leave school during the afternoon after their lessons but who return to school to catch the school bus are not covered by the school's insurance policy when outside the school grounds.*

4. *Pupils who leave school at lunchtime to go somewhere other than their home are not covered by the school's insurance policy.*

11. APEEE AND APEEE SERVICES

APEEE (Parents of Pupils Association of the European School Brussels I): For the representation of parents/legal representatives and educational questions. Website: [APEEE](http://www.uccleparents.org/).

APEEE-Services: The services - extra-curricular activities, canteen, transport, lockers and Eurêka - are managed exclusively and wholly by the Association of Parents of Pupils of the European School Brussels I. The Services section (APEEE Services) is composed solely of voluntary parents.

APEEE Services employs a team of managers for the administration of the different services and who are there to help you and respond to your questions:

APEEE AND APEEE SERVICES CONTACT DETAILS					
Role	Name	Tel.	Fax	E-mail	Building
Coordinator APEEE-Services	Ms P. De Smedt	02 373 86 52	-	coordination@apeee-bxl1-services.be	Prévert
APEEE (Secretariat)	Ms E. Proficz	02 373 86 63	02 375 01 45	info@apeee-bxl1.be	Prévert
Canteen	Mr T. Dillen	02 37 38 670	02 374 76 75	cantine@apeee-bxl1-services.be	Van Houtte
Lockers	Mr V. Reynaerts	02 37 38 768	02 375 33 25	casiers@apeee-bxl1-services.be	Prévert
Transport	Mr F. Herinckx	02 374 70 46	02 374 63 27	transport@apeee-bxl1-services.be	Caretakers lodge, ground floor
CESAME (Extra-curricular activities, <i>garderie</i> , swimming team)	Ms M.F. Lipsin	02 375 31 35	02 375 33 25	garderie@apeee-bxl1-services.be	Prévert
	Ms D. Récalde	02 375 31 35	02 375 33 25	cesame@apeee-bxl1-services.be	

APEEE Services share the APEEE website <http://www.uccleparents.org/>.

Lost property (Eurêka): Lost and found objects are kept in the Eureka office, on the underground level of the Erasmus building. Opening hours are posted on the [parents association website](http://www.uccleparents.org/).