



Uccle

Schola Europaea • Bruxelles I

“Living together, learning together, working together”

SECONDARY CYCLE

BOOKLET FOR NEW PUPILS
AT THE START OF THE SCHOOL YEAR

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.

ORIG.:FR

June 2017

Dear Pupils, Dear Parents,

We are very pleased to welcome you to the European School Brussels I for this new 2017/2018 school year, its 60th anniversary since the school was founded.

On its two sites, Uccle and Berkendael, our school has more than 3,500 pupils (over 1,800 of whom are in the secondary) divided into eight language sections (DE-DK-EN-ES-FR-HU-IT-PL). In addition to the languages of these sections, our pupils may also learn Bulgarian, Croatian, Irish, Maltese, Romanian and Slovenian as mother tongue, as well as several European languages as a foreign language, plus Chinese, Latin or Ancient Greek.

In this booklet you will find a summary of the most important points concerning secondary school life and its organisation. We suggest that you read it carefully.

The school website www.eeb1.eu contains detailed and regularly updated information concerning all aspects of school life, including the different cultural, sporting or scientific events in which our pupils and teachers participate. Important messages from the management will also be published on the site in case of an emergency; we therefore suggest that you consult it on a regular basis.

Moreover, important information (parent meetings etc) are also sent by e-mail. It is therefore essential to let us know of any changes to your e-mail address, otherwise you risk not being sent important information.

The catering services (canteen), school transport, extra-curricular activities and the lockers are managed by the non-profit association APEEE-Services. Please consult [their site](#) for more details.

Our secretariat, the cycle coordinators and the educational advisors are available to help your son or daughter settle in to our school. Do not hesitate to contact them should you require help.

We wish you a successful start in our school and hope to have the opportunity to meet you at one of the information evenings and the events taking place during the course of the year.

Lars Roesen
Deputy Director
in charge of Secondary

Antonia RUIZ ESTURLA
Director

Original version French

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1. TEACHING CURRICULUM

The teaching curriculum, apart from mother tongue lessons, is identical in all the language sections. It prepares the pupils in the different language sections for the same final examination: the European Baccalaureate (for further details, see the appropriate section below).

The European Baccalaureate is fully recognised in all the Member States, but also by the many higher education establishments throughout the world.

The teaching curriculum is negotiated and created by national experts, in particular the Board of Inspectors, on the basis of an in-depth study and comparison of different national curriculums. They are approved by the Joint Teaching Committee, the only body accredited to approve the amendments or modifications. All curriculums are available on the website: <http://www.eursec.eu/index.php?id=137>.

2. THE STRUCTURE OF THE SECONDARY CYCLE

LANGUAGE SECTIONS:

The European School of Uccle welcomes more than 1,800 pupils in secondary enrolled in one of the eight language sections: German, English, Danish, Spanish, French, Hungarian, Italian, Polish. We welcome the 'SWALS' pupils (Students Without A Language Section) who have Bulgarian, Croatian, Romanian and Slovenian nationality. These pupils are integrated into the English, French or German language sections but follow L1 lessons in their mother tongue.

METHODS OF HELP AND SUPPORT:

Different types and levels of support are arranged, with the intention of providing suitable help to pupils who experience difficulties and who have specific educational needs, in order to allow them to develop and progress according to their potential and be able to successfully integrate.

School psychologist: to find out more, please follow this [link](#).

The secondary school is divided into three cycles. The school allocates an educational advisor for each year group (S1, S2 etc).



The school appoints three cycle coordinators, one for each cycle.

2.1. The Observation Cycle: S1 - S3

This cycle lasts for three years. During this time, emphasis is placed on:

- Languages: In S1, for example, there are five periods per week of LI (mother tongue or dominant language) and five periods of LII (the first foreign language or 'working' language) and two periods of LIII (the second foreign language) which the pupils begin in S1.
- Mathematics and Integrated Sciences, a second important pillar in the European schools.
- Human sciences (History and Geography), the Arts and Physical Education.

Also note that:

- Information Technology (IT) is compulsory in S1 and S2.
- Human sciences (History and Geography) are taught in LII from S3 onwards.
- Religion/ethics is taught in LII from S3 onwards.

2.1.1. Daily timetables

SUBJECTS	S1	S2	S3
Mother tongue (L I)	5	5	4
Mathematics	4	4	4
LII	5	4	4
LIII	2 (a)	2	3
Physical Education	3	3	3
Religion or ethics	2	2	2
Human sciences	3	3	3
Integrated sciences	4	4	4
Latin (option)	-	2	2
Art	2	2	2
Music	2	2	2
IT (option)	1	1	2
Total periods per week	33	33 or 35	31, 33 or 35

- a) The school creates a course in one of the official languages of the European Union when at least seven pupils have chosen this language.

2.1.2. Free time

According to the year and the timetable, pupils have one or two free periods per week.

For S3, we cannot guarantee at the time this document was being prepared that Friday afternoons will be free of lessons.

During free periods or free time due to the absence of a teacher who could not be replaced, the pupils should go to *l'étude* (the study room). The educational advisor on duty may give permission for a pupil of S1, S2, or S3 to go to the library or to the cafeteria.

At the beginning of the school year, the pupils receive a card specifying their exit arrangements ([see exit card](#)).

2.1.3 Marking, evaluation, school report

Up to and including S3, progress is monitored generally within the framework of timely and formative assessment through day to day study and tests. Each teacher will specify the methods of evaluation in the letter they send to the parents no later than 6th October 2017.

The school year is divided into two semesters. At mid-semester, the parents receive an intermediary school report (*bulletin*). School reports are not sent, but are available electronically ([SMS](#)).

At the end of each semester, the teacher gives a mark which takes into account all aspects of a pupil's work. A mark equal to or over six is satisfactory. A mark less than 6 is unsatisfactory; parents, teachers and pupils are then required to act.

At the end of the school year, the teacher gives a mark for 'promotion' into the next class. This promotion mark is not necessarily calculated arithmetically.

Promotion into the above class is governed by Article 61 General Rules of the European Schools (www.eursec.org).

We would like to emphasise the importance of following your child's progress, consulting his/her agenda and reading the school reports with your child, providing your comments and maintaining regular contact with your child's teachers and educational advisor.

2.2. The pre-orientation cycle: S4 and S5

This cycle lasts for two years. Pupils may choose certain subjects but continue to follow a basic curriculum. They now have lessons on Friday afternoons and also in certain cases on Wednesday afternoons too. The choices pupils make when joining the school at this level may have consequences for their options for the Baccalaureate. It is therefore important to reflect carefully before making choices. Cycle coordinators are available to discuss these choices and careers guidance and information sessions help pupils and their parents to be well informed.

2.2.1. The course choices for S4 and S5

The pupils must choose their options so that their timetable is made up of a minimum of 31 periods and a maximum of 35 periods per week.

This is done after receiving the first semester school report in S3.

Upon written request from parents, an exception may be granted to go up to 36 periods, if the timetable and the administrative and teaching constraints allow it.

No changes of subject will be permitted between S4 and S5, apart from changing between Maths 4 and 6 periods (see point 2.2.2).

Compulsory subjects	Number of hours per week
Mother tongue (LI)	4
Mathematics	4 or 6
LII	3
LIII	3

Biology	2
Chemistry	2
Physics	2
Geography in LII	2
History in LII	2
Physical Education groups (multilingual)	2
Religion or ethics in L II	1
Sub-total:	27 or 29

Optional courses	Number of hours per week
LIV	4
Latin	4
Ancient Greek	4
Economics	4
IT	2
Art	2
Music	2

2.2.2. Changes to the Mathematics course (4 periods - 6 periods)

A pupil who chose 'Maths 6' at the beginning of S4, and who then decides that this has been a mistake and that his/her chances of success are minimal, may transfer to 'Maths 4' with the consent of the class council. This change must be made at the end of the first semester of the school year in progress.

A written request from the parents must be submitted to the Management and to the cycle coordinator.

A pupil who chose 'Maths 6' in S4 and who has been promoted to S5 can change to 'Maths 4' at the beginning of S5 with the agreement of the Management and the class council at the end of S4. No change will be accepted after 7th July. A written request by the parents should be sent to the cycle coordinator. The minimum number of lessons followed by the pupil must remain equal to or over 31 periods per week. The two free periods cannot be replaced by another course. The change from 'Maths 4' to 'Maths 6' is possible on condition that the cycle coordinator receives a written request from the parents and the pupil passes a test in June to prove that s/he has the capability to follow this course.

2.2.3. Evaluation

In S4, exams for most of the subjects take place in one period (45 minutes) and are held during lesson-time. A schedule of tests is drawn up by the cycle coordinator and communicated via e-mail to the parents of the pupils.

In S5, the end of year exams are harmonised between all the language sections so that the subjects and the levels of difficulty are the same for all the pupils.

2.3. The orientation cycle: S6 - S7

This cycle covers the final two years of school. Pupils choose their options but continue to follow a basic curriculum leading to the European Baccalaureate. The choices at this level may have consequences for their options for study in higher education. It is therefore important to take time and reflect carefully before making these choices. S5 pupils meet careers guidance teachers on several occasions in order to raise awareness of the need to develop a career plan.

2.3.1. The course choices for S6 and S7

The pupil's timetable must consist of between 31 (minimum) and 35 (maximum) periods. Upon written request from parents, an exemption may be given to study up to 36 or 37 periods, timetable, administrative and pedagogical arrangements permitting.

Compulsory Subjects	Number of periods per week
Mother tongue (LI)	4
LII	3
Ethics/religion in LII	1
Physical Education	2
Mathematics	3 or 5
Sub-total :	13 or 15

Compulsory Subjects if not chosen as an option	Number of periods per week
Biology	2
Philosophy	2
Geography	2
History	2

Biology 2 is compulsory for pupils who have not chosen Physics 4, or Biology 4 or Chemistry 4 for their option subjects.

Biology 2 cannot be chosen by pupils who have already chosen Biology 4. Nevertheless, this course of Biology 4 can be chosen by pupils who have taken Physics 4 and/or Chemistry 4 as options.

Optional courses - 4 periods per week	
Art	Language III
Biology	Language IV
Chemistry	Latin
Economics	Music
Geography	Philosophy
History	Physics

All pupils must choose a minimum of two and a maximum of four optional courses.

For a pupil to choose an option in S6, s/he must have obtained satisfactory results in this subject in S4 and S5, otherwise no teaching support can be provided in this discipline.

Economics and Latin may only be chosen by pupils who have studied these subjects as options in S4 and S5 or who have passed an admissions test.

If a pupil did not take Art or Music in S4 and S5, s/he must prove that s/he is capable of following these courses at the level required in S6.

Advanced level courses

Advanced level courses - 3 periods per week
Advanced Language I
Advanced Language II
Advanced Mathematics

Advanced level courses, as the name implies, consist of a more in-depth study of the subject. They should only be chosen by pupils who have a genuine interest and particular aptitude for these subjects. Learning support is not available if the student has difficulties.

It is compulsory to take the written and oral Baccalaureate exams for advanced level courses.

Advanced level Mathematics may only be chosen by pupils who do 5 period Mathematics. There is an oral examination for this subject in the Baccalaureate.

Complementary courses - 2 periods per week *	
Art	Lab. Chemistry
Introduction to Economics	Lab. Physics
IT	Language V
Art History	Political Sciences (FR)
Lab. Biology	Film studies (EN)
Classical studies (multilingual group)	

Pupils whose timetables consist of less than 31 periods but at least 29 periods must add one or more complementary courses.

* The title and the courses may change from one year to the next.

Pupils who wish to study for more than 35 periods may do so if the timetable permits it.

Complementary courses are given in one of the working languages (DE/EN/FR). Complementary courses are not examined in the Baccalaureate, but they are taken into account in the preliminary marks.

Complementary courses in Lab. Biology, Lab. Chemistry or Lab. Physics are only available to pupils who have chosen the corresponding science subject as a 4 period option.

The Introduction to Economics course cannot be taken if this subject has already been chosen as an option or has been taken in S4/S5.

2.3.2. General remarks

It may not be possible for the school to offer all the option courses in all the language sections, either due to a lack of participants (there must be a minimum of five pupils for an option course to be created and a minimum of 10 pupils for a complementary course) or because of conflicting schedules linked to timetable requirements.

Certain choice combinations are not possible. If a pupil makes a choice which is not feasible, s/he will be asked to make a second choice in accordance with the option grid for the coming year. Please note that the timetable grid changes every year in order to satisfy the choices of as many pupils as possible. The combination of options that are possible one year may not be possible the following year.

Deadline for changing a choice On 7th July, being several days after the class councils, the choices will be absolutely final. Only new pupils arriving in S6 in September will be allowed to change their choice until the end of September. However a change which led to the withdrawal of a course would not be accepted.

If an optional course cannot be organised in the language of the section, it will be offered in one of the working languages (DE/EN/FR). In creating courses, priority will be given to optional courses.

If optional courses in History, Geography and Economics cannot be organised in a pupil's working language, these courses can be taken in another working language, providing that it is not the pupil's language 1.

No optional course can be created with fewer than five definite enrolments.

If by way of an exception (departure during the year, repeating a year) a course goes under the threshold, and no alternative grouping is possible, this course will be reduced by an hour or more in accordance with the decisions of the Board of Governors (Ref.: 2011-01-d-33-en-9).

Options started in S4 (Latin, Economics, Language IV and Ancient Greek) may only be continued in S6 if a sufficient number of pupils choose these options.

For further information, please contact Cycle Coordinator.

2.3.3. Changes between S6 and S7

A subject chosen in S6 may not under any circumstances be given up before the end of S6.

Under certain conditions, a course may be given up in S7, but:

- the timetable must not go below a minimum of 31 periods;
- the pupil must follow at least two option courses (2 x 4 periods);
- the pupil must follow 29 periods of compulsory subjects;
- the pupil must take at least one science subject (Biology 2, Biology 4, Chemistry 4 or Physics 4).

Each request for change is examined by the class council. The Management takes the decision at the end of the class council at the beginning of July.

Please take note of the following points:

- No new subject may be started in S7.
- The replacement of one option by another option is not allowed.
- S7 students must submit their choice of subjects for all the written and oral examinations they will take for the Baccalaureate by the 10th October.

2.3.4. Written exams in S6

Two sessions of long exams are organised, in January, then in June.

Advanced Language I	4 periods
Advanced Language II	4 periods
Language I	4 periods
Language II	3 periods
Maths 3	3 periods
Maths 5	4 periods

Options:

Art	4 periods
Other options	3 periods

In the following subjects the tests take place as follows:

Geography 2	2 tests per semester, 1 period
History 2	2 tests per semester, 1 period
Biology 2	2 tests per semester, 1 period
Advanced Maths	1 test of 2 periods per semester
Philosophy 2	1 test of 2 periods per semester
Complementary courses	1 test of 1 period per semester

2.3.5. Written exams in S7

Part exams in January/February (Pre-Bac)

Advanced Language I	4 hours
Advanced Language II	4 hours
Language I	4 hours
Language II	3 hours
Maths 3	3 hours
Maths 5	4 hours

Options:

Art 4	5 hours
Biology 4	3 hours
Chemistry 4	3 hours
Economics	3 hours
Geography 4	3 hours
History 4	3 hours
Language III	3 hours
Language IV	3 hours
Latin	3 hours
Music 4	3 hours
Philosophy 4	3 hours
Physics 4	3 hours

The pupils must sit an exam for each of their options.

In the following subjects, the tests are organised as follows:

Geography 2	2 tests of 1 period per semester
History 2	2 tests of 1 period per semester
Biology 2	2 tests of 1 period per semester
Advanced Maths	1 test of 2 periods per semester
Philosophy 2	1 test of 2 periods per semester
Complementary courses	1 test of 1 period per semester

3. THE EUROPEAN BACCALAUREATE

3.1 The preliminary mark counts for 50%.

The written and oral exams count for 50% of the final mark.

The preliminary mark of 50% is itself made up of:

- continuous assessment for work done throughout the S7 year for 15%;
- the results obtained in the part examinations (pre bac) during the S7 year for 35%.

3.2 Oral and written exams:

3.2.1 *All students must sit five written examinations*

- Language I (or Advanced language I, compulsory if the candidate has taken this course)
- Language II (or Advanced language II, compulsory if the candidate has taken this course)
- Maths 3 or Maths 5

- IV. A 4-period option
- V. A 4-period option

3.2.2 All students must present three oral examinations

- I. Language I (or Advanced language I, compulsory if the candidate has taken this course)
- II. Language II (or Advanced language II, compulsory if the candidate has chosen Language II and who has taken this course).
Or History 2
Or History 4 (if not chosen as a written examination)
Or Geography 2
Or Geography 4 (if not chosen as a written examination)
- III. Advanced Mathematics (compulsory if the candidate has chosen this course)
Or Biology 2/4 (if not chosen as a written examination)
Or Philosophy 2 (if not chosen as a written examination)
Or Chemistry (if not chosen as a written examination)
Or Physics (if not chosen as a written examination)
Or Language III (if not chosen as a written examination)
Or Language IV (if not chosen as a written examination)
Or ONL (if not chosen as a written examination)

Restrictions: Within the framework of the Baccalaureate, the complementary courses do not have written or oral examinations.

3.3 The members of staff responsible for the pupils

3.3.1 The teachers (approximately 220)

In the secondary cycle, pupils generally have different teachers per subject and each class has a principal class teacher whose role is to help pupils with any aspect of school life. For the pupils without a language section corresponding to their Language I, the teacher of this subject will be the principal class teacher for his/her pupils.

The first people to contact are the teachers of specific subjects in which your child may be experiencing difficulties. Generally, most of these difficulties can be sorted out through direct contact. All the teachers have a free daily period during which, if a meeting is arranged, they are available to meet the parents. The class teacher, the cycle coordinator and the educational advisor may all be contacted depending on the type of question or the problem that you wish to contact them about, either by e-mail - addresses are on the school website [SMS MY SCHOOL](#) - or via the school agenda at the start of the school year.

3.3.2 Cycle coordinators

The coordinators advise pupils regarding option choices, subject changes and any other question of an educational nature. They meet with the class representatives regularly to discuss any issues the pupils wish to raise and they work closely with the school management. For more information: <http://www.eeb1.com/equipe-pedagogique-2/coordonateurs-pedagogiques/>

3.3.3 Educational advisors

The principal educational advisor leads and manages a team of nine advisors. They are responsible along with the teachers for the well-being of the pupils and for the overall order and discipline in the school. In each year group the appointed educational advisor is in charge of late arrivals or absences (notification and reasons) and they liaise closely with pupils, parents and teachers when problems arise. The educational advisors also help and support the pupils if they are experiencing difficulties with practical matters such as

timetables or problems with integration in school. They supervise the study hall, the cafeteria and the canteen and know their year group well. To find out the name and the contact details of the educational advisor for your child, please click on the following link <http://www.eeb1.com/equipe-pedagogique-2/conseillers-deducation/>.

3.3.4 The school psychologist

Our part-time secondary school psychologist works with all members of staff and in particular with a group of 'teacher counsellors' to provide help and support to pupils in difficulty. She leads internal working groups in which counsellors, teachers and management participate (CARE). For further information: <http://www.eeb1.com/equipe-pedagogique-2/psychologue-scolaire/>

3.3.5 The careers guidance service

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

During S5-6-7, the service initiates numerous activities for the pupils and information evenings for the parents in order to help each pupil to develop a professional career plan. This service supports and advises the students on what to do post-baccalaureate.

3.3.6 Management of the secondary

Meetings by appointment only. Contact Mrs Natacha Verbist on 02 373 88 73 or by e-mail (natacha.verbist@eursc.eu).

4. COMMUNICATION

The secondary cycle uses software (SMS MY SCHOOL) which enables parents to be e-mailed individually, by class, by lesson or by year level. The new parents are contacted at the beginning of the school year so that their e-mail address can be validated.

SMS MY SCHOOL is accessible via the following link:

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

There you will find the following information: timetable, teachers list, absences, school reports, contact details etc.

When connecting for the first time on in case you forget your password, you must put in the e-mail address given during enrolment of your children at the school. Then click on 'having trouble logging in'. You shall then receive an e-mail which will allow you to change your password (check your spam/junk folder if necessary). Please note that the password is personal and may not be given to the pupils.




your email

password

[Having problems logging in?](#)

remember email



Parents will find a great deal of information that is regularly updated on the school website: www.eeb1.eu.

We work in close liaison with the Parents Association (APEEE) (<http://www.uccleparents.org>) whose key role in the European schools cannot be emphasised enough.

In addition, general information on the European schools may be found on the website: www.eurasc.eu.

Where serious difficulties or situations arise, meetings may be set up either with the Deputy Director or with the Director by contacting their secretaries and specifying the purpose of the meeting.

Director of the European School Brussels I: Ms Antonia Ruiz-Esturla
Secretary: Ms Carine Taillie (02 373 86 00)

Deputy Director in charge of secondary: Mr Lars Roesen
Secretary: Mrs Natacha Verbist (02 373 88 73)

Each teacher will send you an information letter via e-mail no later than 6th October which outlines the teaching objectives for the year, specifies the methods of evaluation with their course, and the sort of personal work expected. They will let you know their contact details and how you may contact them.

5. A DAY AT SCHOOL

A school day comprises nine periods of lessons. We begin at 8.10 and finish at 15.50 with a lunch break in period S6 or S7. Each lesson lasts 45 minutes.

Between each lesson, there is a five minute break to allow pupils to get to the next lesson. Our campus is big, so it's necessary to move quickly between the buildings.

PERIOD	From	To
1	08:10	08:55
2	09:00	09:45
3	09:50	10:35
<i>Break</i>	<i>10:35</i>	<i>10:55</i>
4	10:55	11:40
5	11:45	12:30
6	12:35	13:20
7	13:25	14:10
8	14:15	15:00
9	15:05	15:50

5.1 School diary (*agenda*)

The school provides an agenda for all pupils from S1 to S7, in which pupils should note down their homework. It is a good communication tool between the parents and the teachers. It enables parents to monitor the pupil's work.

5.2 Documentation and information centre/libraries

The European School Brussels I has three superbly equipped libraries which are consultable online: one for the primary school, and two for the secondary, years 1-3 and 4-7. For more information: www.eeb1.com secondary school ->secondary library.

For more information: www.eeb1.eu secondary cycle - secondary library

5.3 Extra-curricular activities - canteen - transport (APEEE-Services)

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

A wide range of extra-curricular activities are offered each year by CESAME. This service is run by the Parents Association (APEEE) (see map). Their offices are in the [Pré Vert building](#). (see map). (<http://www.uccleparents.org/?lang=en>)

APEEE Services uses a team of managers for the administrative and daily management of different services and who are available to help you and respond to your questions:

- Coordinator: Mrs P. De Smedt, e-mail: coordination@apeee-bxl1-services.be
- For the canteen: Mr T. Dillen, e-mail: cantine@apeee-bxl1-services.be
- For transport: Mr F. Herinckx, e-mail: transport@apeee-bxl1-services.be
- For the extra-curricular activities (CESAME): Mrs D. Récalde and Mrs M.-F. Lipsin, e-mail: cesame@apeee-bxl1-services.be
- For the CESAME *garderie* (Friday afternoons only): Mrs M.-F. Lipsin, e-mail: garderie@apeee-bxl1-services.be
- For the lockers: Mr V. Reynaerts, e-mail: casiers@apeee-bxl1-services.be

Information on APEEE Services may be found on their shared website with [APEEE](#).

Individual lockers are available to students, providing considerable help in their organisation of school material.

5.4 The Parents of Pupils Association (APEEE)

APEEE (Association of Parents of Pupils of the European School Brussels I)

For the representation of parents and pedagogical questions.

Contact

APEEE Secretariat:	Esther Proficz
Tel.:	02 373 86 63
Email:	info@apeee-bxl1.be
Website:	http://www.uccleparents.org
Address:	46 avenue du Vert Chasseur - 1180 Uccle
Office:	Ground floor of the Pré Vert building

You will find all the information concerning APEE on their [site](#).

6. FREQUENTLY ASKED QUESTIONS (FAQ)

Everyone has been 'new' at some time or another. In this school, the teaching staff and most of the pupils have shared this experience and fully understand how it feels. Each year, we are used to welcoming many pupils coming from other countries and other schools and know that our school, in its magnificent campus, can seem big and complex at first. Below, we have attempted to reply to certain questions that you may ask yourself. However if there is any information missing, you can always ask a class-mate, a teacher or an educational advisor who will help you. You will find a great deal of information on the school website: www.eeb1.eu.

6.1. Where can I find the book list?

This list will be available on our website as from 16/06/2017.

<http://www.eeb1.com/liste-des-livres/>

6.2. How do I understand the timetable?

Here is an example of a timetable:

Family name:					
First name:					
Class : S1ena					
Period	Monday	Tuesday	Wednesday	Thursday	Friday
1 8.10 – 8.55	R311 L1 O'Dr		MUS 3 MUS Cupp	RO2 MOR Turn	R112 L2 Tenr
2 9.00 – 9.45	R108 L3 Alon		T104 SCH Cole	R013 ICT Mass	B103 MAT Cava
3 9.50 – 10.35	R112 L2 Tenr	Gym6 EPM Ruas	SCB2 SCI Nesb	ART2 ART Bael	R108 L3 Alon
4 10.55 – 11.40	B103 MAT Cava	R311 L1 O'Dr	SCB2 SCI Nesb	GYM4 EPM Ruas	R311 L1 O'Dr
5 11.45 – 12.30		MUS3 MUS Cupp		R112 L2 Tenr	T104 SCH Cole
6 Lunch					
7 13.25 – 14.10		R112 L2 Tenr		SCB3 SCI Nesb	
8 14.15 – 15.00	GYM2 EPM Ruas	R108 L3 Alon		R311 L1 O'Dr	
9 15.05 – 15.50	SCP2 SCI Nesb	B103 MAT Cava		R311 L1 O'Dr	

S1ena = 1st year Secondary of the English language section, group **a**

Below is an example to help you understand what is indicated in the columns:

Period	Monday	
8 14.15 – 15.00	GYM2 EPM Ruas	room number Sport (Physical Education M : boys ; F : girls) teacher's name

And...

Platon building: room names start with **R** (usually language classes)

Aristotle building: room names start with **T** (usually History/Geography)

Da Vinci building: room names start with **SC** (Science)

Michelangelo building: room names start with **Art** or **M** (Art/Music)

Breughel building: room names start with **B** (Maths)
Van Houtte building: room names start with **Gym** (Sports).

Room numbers start with **0** = **Ground floor**

Room numbers start with **1** = **1st floor**

Room numbers start with **2** = **2nd floor**

Room numbers start with **3** = **3rd floor**.

6.3. What do I do if I notice an error in my timetable?

You must tell your educational advisor as soon as possible and s/he will ensure that it is put right.

6.4. What is a typical school day like?

School days are long and are often made even longer by the journey to and from school. Always provide yourself with a snack for break-time and a bottle of water.

Pupils arrive and go to their lockers to get organised for the first lesson at 8.10 sharp.

There are nine lessons per day, a short morning break (10.35 till 10.55) and a lunch break (time depends on the cycle/year group) reserved for lunch in P6 or P7.

You may have lunch in the canteen (register online via [APEEE](#)), buy a snack or eat your own pack lunch in the cafeteria.

School finishes at 15:50 and you should have enough time to go to your locker to get the books you need for homework.

16.00: The bus leaves.

6.5 How may I enter the school?

- On foot: Chaussée de Waterloo or Avenue du Vert Chasseur
- By bus: Chaussée de Waterloo
- Dropped off by car by my parents: Chaussée de Waterloo or Avenue du Vert Chasseur
- By bike: Avenue du Vert Chasseur (bike stands are outside the PRÉ-VERT and VAN HOUTTE buildings)

The gates open at 7.45.

6.6. What is an exit card?

It is a card which enables you to:

- leave school under certain conditions;
- benefit from certain reductions (e.g. at the cinema)

6.7. How do I obtain my exit card?

At the beginning of the school year, you will receive a form for requesting an exit card which you should fill in, get your parents to sign and return to your educational advisor. This card is to be presented to the guards and to any adult staff who should ask. For technical reasons these cards are only available several weeks after the start of the school year (the card contains your finalised timetable on one side and your photo on the other).

6.8. How do I rent a locker?

The lockers are generally located in the Da Vinci and Breughel buildings and you can rent one for **€ 20** per year.

If you are interested in having a locker, you should make a request via the website of the [APEEE](#); you will then receive instructions for the payment of the rent and the deposit. Once the payment is made, you will receive a key. Take note! If you lose your key, you will have to pay a fine. Person in charge: Mr V. Reynaerts (0492 176 007).

6.9. Where do I sign up for extra-curricular activities?

You should enrol on the website of the [APEEE](#).

For more information contact the CESAME office (02.375.31.35) or consult the school website under CESAME.

6.10. Are there rules to follow in school?

Of course! These are necessary to ensure that the school runs smoothly.

Your principal class teacher will give you a copy of the [Code of Conduct](#) at the beginning of the school year and explain about it in class. You should:

- read it thoroughly and show it to your parents;
- sign the Code of Conduct and return it to your educational advisor.

Please don't hesitate to ask if you have any questions, read it before beginning the school year and respect it!

6.11. May I bring my mobile phone, roller blades, skateboard or scooter to school?

Roller blades, skateboards and scooters are forbidden at school for safety reasons.

Mobile phones are tolerated but must be switched off during lessons. Any device which rings in class may be confiscated by the teacher who will hand it to Mr Louarn, Principal Education Advisor, from whom it may be retrieved. If it happens again, the Principal Educational Advisor will take more dissuasive action.

PLEASE NOTE! The school accepts no responsibility for the loss or theft of personal possessions.

6.12. May I play ball games at school?

1. Yes, in the playground, with a soft ball inside the area protected by a fence (opposite the Platon building).
2. You may also play football with a hard ball on the football courts behind the Van Houtte building during morning and lunchtime breaks.
3. Playing basketball is also permitted. It is possible to play basketball with basket balls but only on the basketball court.

PLEASE NOTE!

Traditional 'hard' balls are tolerated in certain places but will be banned in case of abuse.

If you do not respect these rules, your ball will be confiscated and disciplinary measures will be taken due to safety risks and the inconvenience caused.

6.13. What do I have to do if I'm elected class representative?

During the first few days of school, each class elects a class representative and a deputy. The role of the class representative is an important one, as s/he is the class spokesperson.

S/he takes part in meetings which are organised throughout the school year (by the management, coordinators, educational advisors, pupils' committee, co-organiser of events and the school fête).

S/he must relay information both verbally and in writing to the class.

S/he must express the class's point of view to the management and the pupils' committee.

S/he will be in regular contact with his/her educational advisor and cycle coordinator.

6.14. What should I do if I can't take part in sport?

You must go to your sports lesson and give the teacher a medical certificate exempting you from sports lessons for a stated period of time. Your teacher will tell you what to do during the class time.

6.15. What should I do if I arrive late at school?

If you arrive late with the school bus, you will receive a late pass from the bus driver which you should give to your teacher.

If you come to school by your own means and arrive late, you should go directly to your lesson. Your teacher will report the lateness.

PLEASE NOTE! Late arrivals should be an exceptional occurrence. If it happens on a regular basis, sanctions will be applied.

Any pupil whose absence or lateness is noted by the teacher must bring a written note from his or her parents explaining the late arrival if s/he is under 18.

Advice:

- Prepare your bag the night before.
- Leave home on time.

6.16. What should I do if I have to leave school during the day?

You may leave school during the school day exceptionally for family or medical reasons (e.g. for a doctor's appointment). You should give your educational advisor a request in writing from your parents and s/he will give you permission to leave school.

6.17. What should I do if I have been absent from school?

For an absence of one or two days your parents should phone or e-mail your educational advisor, in order to let them know what is happening. Their contact details will be provided to you at the start of the new school year. The relevant forms are in the school diary (agenda).

On your return to school, you should give your educational advisor a written justification of your absence from your parents.

For an absence of more than two days, a medical certificate is required.

Pupils of years 4-7 are not allowed to be absent on the day or the hours preceding a written or oral examination (except in case of illness confirmed by a medical certificate). For any other reason prior permission from the Deputy Director is required.

An absence request for personal reasons for more than one day should be submitted in writing by the parents to the Deputy Director at least one week in advance (lars.roesen@eursc.eu).

No permission for absence shall be granted for the week preceding or following school holiday periods or public holidays (art.30.3.c of the General Rules of the European Schools).

NB: All periods of absence (justified and non-justified) are recorded and shown on the semester's school report.

6.18. What should I do if a teacher is absent or when I have a free period?

If an absent teacher is not replaced by another teacher and

- **you are an S1-S2-S3 pupil**, you must go directly to the study area (*l'étude*) where you will be able to study.
- **If the teacher is not replaced** for S4-S5-S6-S7, pupils have the choice of going to the library, the cafeteria or to leave the school depending on your exit card.

PLEASE NOTE Exception made in break and lunchtime, you must not hang around on the campus but you must go to places of surveillance (study hall, cafeteria, library, supervised sports areas).

6.19. What should I do if a teacher sends me out of class?

In exceptional circumstances when a teacher sends you out of class for disciplinary reasons, you must go immediately to your educational advisor with an explanatory note from the teacher.

If your educational advisor is not in his/her office, you should go to the office of 'vie scolaire' (R232) or to the Principal Educational Advisor Mr Louarn (R234). A short report will be written. The excluded pupil will be accompanied by a classmate.

6.20. What to do if I am ill or if I am injured at school?

If we think that the pupil should return home or if the pupil asks to return home, we ALWAYS contact the parents to inform them and to ask their agreement.

If the parents are not contactable no authorisation to leave the school will be given by the infirmary unless another adult authorised by the parents or the legal representatives gives permission.

When the parents have given their agreement the infirmary will inform the educational advisor and the security guard.

6.21. What do I have to do if I bring a document to school?

TYPE OF DOCUMENT	PERSON CONCERNED
Justification for an absence - medical certificate	Your educational advisor
Appointment with the school doctor	Infirmary
Detention letter (return)	The educational advisor present at your detention
Letter for the Deputy Director (secondary)	Secondary secretariat (Villa)
Letter for the Director	Secretariat (Château)
Option choices	Cycle coordinator
Questions relating to school reports	Educational advisor
Insurance document (after an accident)	Ms S. Williams (Château)
Request for an exit card	Your educational advisor
Enrolment for extra-curricular activities	Mrs M.-F. Lipsin (CESAME)

6.22. What to do if I lose an item or a piece of clothing?

After searching thoroughly, go to 'EUREKA' in the basement of the ERASMUS building where lost and found articles (apart from valuable objects or school items) are kept.

You will find the opening hours of EUREKA on the APEEE website.

Take precautionary measures: write the name of the pupil on all his/her books, clothes, gym kit and other items; engrave his/her name on pocket calculators, etc.

6.23. May I use the lifts?

No, pupils may not use the school lifts but permission may be given for medical reasons.

If this is the case, you should bring a written request from your parents or your doctor and give it to the principal educational advisor Mr Louarn (Platon building - 2nd floor - room R234) and he will give you permission to use the lifts.

6.24. What to do if I'm given a detention?

For a serious reason, and after a meeting with the educational advisor, or the principal educational advisor, by delegation of the Deputy Director in charge of secondary, these members of staff may decide to give you a detention, on Wednesdays between 13.00 and 15.00.

Your parents will receive a letter from the school explaining the reasons for the punishment and indicating the date of the detention. The sanction consists of written work to be done during the detention or doing work for the common good.

You should give the letter, signed by your parents, to the relevant educational advisor.

PLEASE NOTE: A copy of the detention letter will be kept in your file. After three detentions, a disciplinary meeting may be held to decide on more severe sanctions.

6.25. Why are there different coloured bins?

For a few years now, the school has been involved in a project '*École propre*', working together with "*Bruxelles Propreté*".

The situation has certainly improved thanks to various campaigns to raise awareness and efforts made by everyone but we still have room to improve. Be nice and make an effort. Be proud of your school!

We request that you too take an active part in preserving the environment around our exceptional campus and buildings. When you throw something away, please comply with the different colours:

- **yellow** for paper and cardboard;
- **blue** for cans, plastic, wrapping provided by food distributors;
- **black** for the rest (food waste).

6.26. Who can help me?

I have a problem concerning:	WHO CAN HELP ME?	ROOM
The school bus	Mr. Herinckx Tel.: 02/373 86 07	Ground floor of the caretaker's office
My locker	Mr Reynaerts	Pré Vert building
Relationships or family problems (tension with others)	Your educational advisor, your principal class teacher or any other teacher	The office or classroom of the person concerned

A school subject	The teacher of this subject, then the cycle coordinator	The office or classroom of the person concerned
Working habits	The teacher, educational advisor	The office or classroom of the person concerned
Theft, bullying, being hassled	Your educational advisor, your principal class teacher or any other person in whom you have confidence (e.g. nurse)	The office or classroom of the person concerned

6.27. What does SWALS stand for?

SWALS stands for “Students Without a Language Section”. These are pupils whose section does not correspond to their mother tongue.

6.28. Where can I find documentation resources (information centre, libraries)?

Click on this [link](#).

6.29. What is the assistance available in school for pupils having difficulties?

Click on this [link](#).

6.30. Are there school trips, excursions organised?

Go to our website: Secondary school -> School trips

6.31. Do work experience internships exist?

Go to our website: Secondary school -> Work experience

6.32. Where can I find careers advice for higher education?

Click on this [link](#). (UCAS)

6.33. Are there internal rules?

The school rules for secondary comprise the following documents:

1. [Pupil code of conduct](#)
2. [The general organisation rules](#)
3. [The dealing of inappropriate behaviour](#)
4. [The anti-bullying policy](#)
5. [Exit cards](#) Exit cards will be distributed at the beginning of the school year Please hand back the documents duly signed to the Cycle coordinator no later than 8th September 2017.
6. [The internal rules for Physical Education](#)
7. [The Communication Policy](#)

6.34. What to do if I am bullied or harassed?

No type of bullying is tolerated at school. If you are a witness or a victim of bullying, please inform the educational advisor or your principal class teacher as soon as possible. Click on this [link](#) for more information.

We wish you all the best for a successful start!