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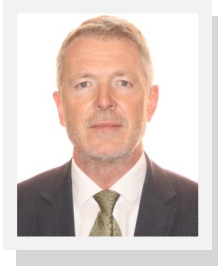
## WELCOME BOOKLET for S1 pupils



School year 2017-18

## A word from Mr ROESEN

Deputy Director in charge of secondary



### *A message to all first year secondary pupils*

This year, you are starting first year secondary. You are not only changing class, as you did in previous years, you are beginning secondary studies.

Even if you already know the school, this booklet will help you to find your way around in your new surroundings, get to know how the secondary school operates and to organise yourself.

If you are in a big language section, you may find that not all your friends from primary are in your class, as old classes are mixed up to form new ones.

You will have new classmates and you will meet pupils from other classes and other sections during Art, PE, IT or Music lessons.

No school trips are planned during the first year of secondary, but a field trip might be organised by one of your teachers.

When you join secondary you have more freedom, but also more responsibility. Your Principal Class Teacher will hand out the Pupil Code of Conduct and you must read it with your parents and promise to follow it by signing it.

You have new responsibilities, but you can make your voice heard by telling your class representative if you think certain things should change at school.

Lars Roesen

Deputy Director in charge of secondary

## Survival Guide: questions/answers

I want to read in peace and quiet or use the Internet	I ask the study advisor for permission to go to the library.
I must hand in or obtain documents from the school administration.	I hand them in to my educational advisor.
I have personal/educational/social/ learning problems.	I talk about it with my principal class teacher, with my educational advisor or with an adult whom I trust.
I want to hand in justification for an absence or I have forgotten it.	My educational advisor, Mr El Yousfi ( B110)
I must leave school earlier than usual for exceptional reasons (e.g. doctor's appointment).	My educational advisor, Mr El Yousfi (B110)
I have left something in a classroom and the teacher is not there.	I ask a teacher in one of the neighbouring classrooms.
I have been waiting for a teacher for 10 minutes outside the classroom and s/he has not turned up.	I go to the study hall. I can check his/her absence on the list put up in each building.
I have left my belongings on the school bus or I have missed my school bus at the end of the school day.	I go to the transport service, next door to the Pré-Vert building.
I am experiencing a problem with a pupil in the playground.	I talk about it with my educational advisor, Mr. El Yousfi (B110)

## Me in my new class

My class:

My section:

My surname and first name:

My date of birth:

The number of pupils in my class is ..... of which .....are boys and .....are girls.

How do I travel to school? .....

Number of my bus: .....



Name and GSM number of 3 friends to contact if I need help:

1- .....

2- .....

3- .....

Which activities am I going to do this year? On which days?

Activity 1:

Activity 2:

Activity 3:

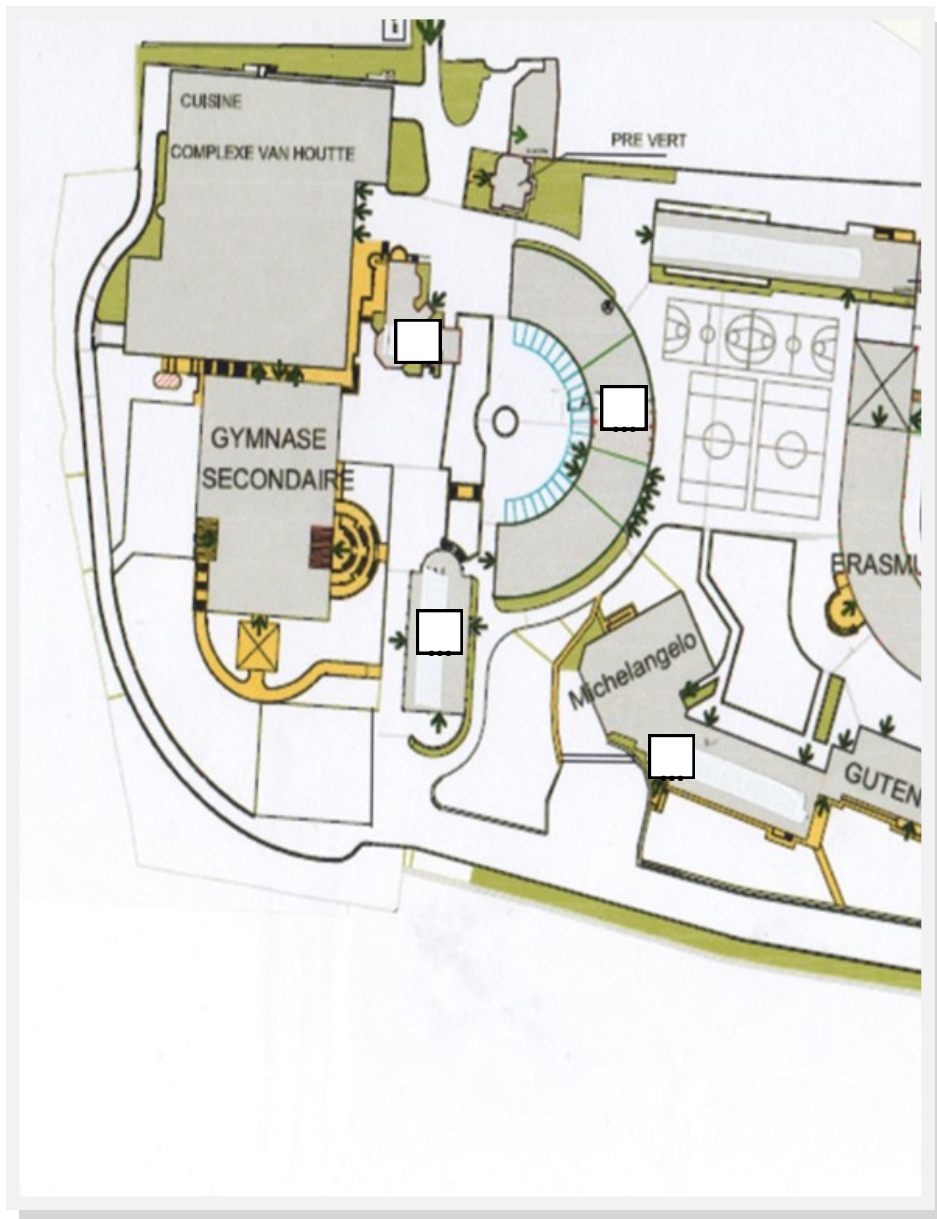


**My locker number is.....in building.....**

# My new school grounds



## Treasure hunt



# Survival Guide: questions/answers

<b>I am ill at home.</b>	My parents contact the educational advisor by e-mail/ phone
<b>I am ill at school.</b>	I go to the infirmary, Breughel building and to the office of 'la vie scolaire' R232
<b>I have a lesson and I do not know where the classroom is.</b>	I ask a teacher/a pupil, giving the letter and the number of the classroom.
<b>I have a free period.</b>	I go to the study hall or ask the study advisor if I can go to the library.
<b>I must take something to a teacher.</b>	I go to the classroom of this teacher.
<b>I have a problem with my timetable.</b>	I go and see my educational advisor.
<b>I am late.</b>	I go directly to class.
<b>I have a problem with my locker, e.g. lost/forgotten my key.</b>	I go and see my educational advisor or the person responsible for lockers, Mr Reynaerts (Pré-Vert).
<b>I have forgotten my canteen card.</b>	I must buy a ticket at Mrs De Groot's office, near the staff canteen.

## Some final advice

### The 10 commandments for an S1 pupil:

- Do not forget your agenda.
- Prepare your school bag for the next day (every evening).
- Copy and learn your timetable off by heart.
- Be on time for lessons (only 5 minutes is allowed for the changeover).
- Do not use your mobile phone during lessons (otherwise it will be confiscated).
- Be organised.
- Be a good classmate.
- Make a duplicate of your locker key.
- Take care of your belongings.
- Do your best.

# BONNE Rentrée

Here are the letters for the main rooms and buildings:

The **Platon** building (languages): **R**

The **Aristote** building (Human Sciences): **T**

The **Breughel** building (Maths): **B**

The **Michel Angelo** building: ART, MUS

The **Da Vinci** building (Sciences): SCC, SCP, SCC or SN

The **villa** (administration, psychologist): **V**



### Your turn!

- 1- Write the letters R, T, B and V on the map on the correct building.
- 2- What is the Science building called? Write its name on the map.
- 3- Write the name of the building where you will have your Maths lessons.
- 4- Colour the buildings according to the colours above.
- 5- Do you know which building the study hall is in? Write it on the map.
- 6- Do you know which building the S1-3 library is in?
- 7- Do you know where your locker is? Write it on the map.
- 8- Do you know where the person responsible for the lockers is? Write it on the map.
- 9- Colour in the zones where you are allowed to play during break-time.

## The adults around me

*In the secondary, there are more teachers but also more adults around you. It is not always easy to know who to go to for help.*

### My principal class teacher:



Name: .....

S/he is involved with the following:

- Spending time with the class
- The handing out of reports
- The vote for class representatives
- Discussing your school results with your parents



### My teachers:

Write the names of each of your teachers:



L1: .....

L2: .....

L3: .....

Maths: .....

Integrated Sciences: .....

Human Sciences: .....

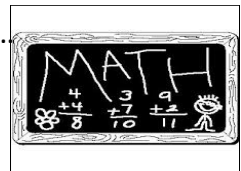
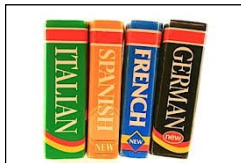
Music:.....

Art:.....

Physical Education: .....

Computers.....

Religion/Ethics: .....



## The Parents of Pupils Association

The services: **extra-curricular activities, the canteen, transport, Eureka and the lockers** are organised by the Association of parents of pupils at the European School.

Do you need to ask them a question?

The secretary, Mrs Esther Proficz has an office in the Pré Vert building.



# APEEE

## Association des parents

Cantine - Césame  
Transport - Casiers  
Eurêka - Actualités

Toutes informations utiles  
sur notre site

**Pré Vert building — Ground floor**

# The Class Representative

The class representative is the **pupils' spokesperson**. S/he talks to the teachers and to the educational advisors always on behalf of the class.

S/he is elected in each class at the beginning of the school year.

The candidate who comes second is his/her deputy (his/her replacement).

His/her role is important, this is why you need to think carefully before voting for your Pupil Representative. S/he will represent you and your class in the secondary Student's Committee.

## What about you?

### Would you like to become a representative for your class?

#### Do the test:

- I know how to listen to the point of view of others. OUI  NON
- I think that the internal rules are important. OUI  NON
- I am well organised and reliable. OUI  NON
- I am capable of talking on behalf of others. OUI  NON
- I usually have good ideas. OUI  NON
- In general, the pupils in my class like me. OUI  NON

#### RESULTS

**If you have five YES's or more:** you are capable of playing this role in your class. You can stand for election to become class representative if you wish to do so.

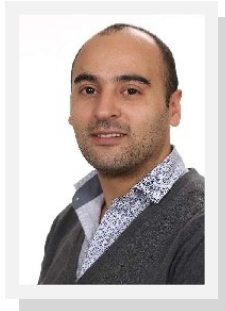
## My educational advisor:

Her name: **Mr El Yousfi**

Her office : **B110**

An educational advisor helps with:

- Your timetable (changes/adjustments etc)
- Your exit card
- Lateness or absence notes (if you have an appointment with a doctor for example)
- Class representatives
- Administrative documents
- She is there to advise you and to support you if you have a problem.



#### LOST ITEMS:

**PLATON R232 or EUREKA**

Have you lost your pencil case? Your locker key? Your scarf? Your maths book?

Go to the advisor **in R232**, she deals with lost/found items. Eureka, in the Erasmus building, keeps lost items for a

longer period of time (see the APEEE website for opening hours).

## Other important adults

### Ms Ruiz Esturla: Director



Her office is in the Château; she directs the whole school.

### Mr Roesen: Deputy Director in charge of secondary:

His office is in the Villa. He is in charge of the work of adults and pupils in the secondary.



### Mr Louarn : Principal Education Advisor: Responsible for helping with school life on a daily basis.

His office is situated in the Platon building room R234. He will answer any general questions concerning your school day.



## The exit card

In first year secondary, you have an exit card: it can be either **yellow** or **red**.

**It is yellow** if your parents give you permission to arrive later or leave school earlier when you do not have lessons in your timetable. You are not allowed to leave school earlier if you do not have a yellow card to show to the guards.

**It is red** if your parents do not give this permission.

## CESAME activities – Pré Vert




As in primary, lots of extra-curricular activities are organised each year by CESAME.

The programme of extra-curricular activities will be distributed in class and your parents will be able to enrol you on the APEEE website.

These activities take place during lunchtime, after lessons, or on Wednesday afternoons.

**Suggested Activities:**

Fencing/Chess/Self-defence/Big Band/  
Table Tennis/ Rock Climbing/  
Aïkido/ Jazz Dance/ Theatre/ Gymnas-  
tics/ Ballet/The Voice/ Basketball/ Vol-  
leyball/ Mini-football/ Fashion/Judo/ Or-  
chestra/ Multisport/ Sketches-  
illustrations *bande dessinée* etc...



## School reports

Secondary pupils receive:

- Two intermediary reports called 'autumn report' (in November) and 'spring report' (in April/May).
- A main report at the end of each semester; the first in January and the second at the beginning of July.

These reports shall be given to you personally by your principal class teacher. Your parents will be informed by e-mail about the hand-over date.

## Free time

**THE STUDY HALL:** According to the year and the timetable, pupils have one or two periods free per week. There may be other free periods when a teacher is absent but not replaced.

During free periods or free time, you must always go to the study hall. The educational advisor in charge of the study hall may give permission for an S1, S2 or S3 pupil to go to the library or to the cafeteria.

**THE LIBRARY:** for levels S1 to S3, can be found on the ground floor of the Platon building. Mrs Schneider will welcome you. She will explain to you how the library operates when you first visit.

You may go there with your teachers or during your free time.



In the **Villa**, you will also find:

- **Ms Verbist**, the secondary school secretary and **M. Saucez**, pedagogic secretary for the secondary.
- **M. Delgado** cycle coordinator for S1-3
- **Ms Groninger**, coordinator for educational support and **Ms Meurs**, coordinator for moderate and intensive support.

One day you may need to talk to one of them.

Do not hesitate to come to the Villa.

### Mrs Gladsteen: School Psychologist:



Her office is on the **2nd floor of the Villa**. She helps pupils in difficulty.

## Your school day

### Timetable

Each week you will have 33 lessons or periods.

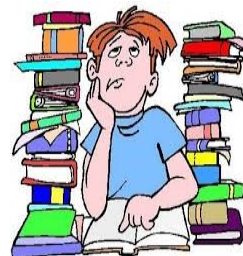
Each period lasts for 45 minutes. Therefore, unless you have two periods in a row with the same teacher, you change teacher and classroom every 45 minutes.

Here is a typical day in first year secondary:

Monday, Tuesday and Thursday timetable:			
P1	8.10	8.55	1 <sup>st</sup> period
P2	9.00	9.45	2 <sup>nd</sup> period
P3	9.50	10.35	3 <sup>rd</sup> period
	10.35	10.55	Break-time
P4	10.55	11.40	4 <sup>th</sup> period
P5	11.45	12.30	5 <sup>th</sup> period
P6	12.35	13.20	Lunch + break-time (6 <sup>th</sup> period)
P7	13.25	14.10	7 <sup>th</sup> period
P8	14.15	15.00	8 <sup>th</sup> period
P9	15.05	15.50	9 <sup>th</sup> period

Wednesday and Friday timetable:			
P1	8.10	8.55	1 <sup>st</sup> period
P2	9.00	9.45	2 <sup>nd</sup> period
P3	9.50	10.35	3 <sup>rd</sup> period
	10.35	10.55	Break-time
P4	10.55	11.40	4 <sup>th</sup> period
P5	11.45	12.30	5 <sup>th</sup> period


## General Educational Support (SEG)




Educational support is a lesson for one period per week which may be provided for a subject in which you are experiencing difficulties.

There are a small number of pupils and it's an opportunity to ask questions, and revise what you may not have fully understood in class.

## The marks

	<b>Sufficient</b>	10
		9
		8
		7
		6
	<b>Insufficient</b>	5
		4
		3
		2
		1

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At the end of each semester, your teacher will give you a mark which takes into account all aspects of your work, not only your test results but also your work in class.

A mark the same as or higher than 6 is satisfactory.

A mark lower than 6 is insufficient.



# My locker

You may have a locker to put your things in (lessons or sports things); it allows you to reduce the amount you carry in your bag but you must be well organised.



- Use break-time to take out and put in your bag all the books that you will need for the day from the locker.



- Before going home, do not forget to go back to your locker to get the books that you will need for homework.

**Mr Reynaerts** is in charge of the lockers; his office is in the Pré Vert building. He is the one who gives you the key and tells you where your locker is.

If you have a problem with your locker, if it doesn't open or close properly, you need to go and speak to him.

He is in his office during morning break-time at 10.35.

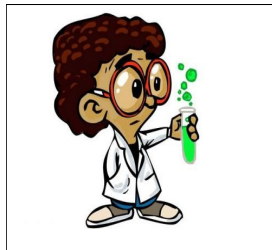
His e-mail address is [casiers@apeee-bxl1-services.be](mailto:casiers@apeee-bxl1-services.be)

# New subjects

You shall discover new subjects:

**Integrated Sciences, Human Sciences, Computers (IT)** as well as other subjects that you no longer have: European Hours or Discovering the World.

You are also going to begin **your Language 3** this year.



# My timetable


Fill in your timetable with the schedule/the subjects/the rooms.



Colour code the subjects in different colours.

<b>Friday</b>									
<b>Thursday</b>									
<b>Wednesday</b>									
<b>Tuesday</b>									
<b>Monday</b>									
<b>Timetable</b>	1	2	3	4	5	6	7	8	9

## I can organise myself

 For each subject, make a list of books/files /exercise books which you will need and write which days you have the different subjects on.

Subjects	What to bring?	Which days?
L1		
L2		
L3		
Maths		
Human Sciences		
Integrated Sciences		
Art		
Music		
ICT		
Sport		
Religion/Ethics		

## My agenda

-Use it to organise your work.

-Always have it with you to make sure you don't forget anything.

-Your principal class teacher will give you your **time-table: stick a copy in your agenda or copy it onto the last page!**



-At the end of each lesson, write in it what has to be learnt, the homework to do and the date it needs to be done by.

-Sometimes you will write in it any particular items you must bring with you for a lesson.

-Find your own system to use it. Use colours, codes and abbreviations.

-It is also a means of communication between your parents and your teachers.

-You will find all sorts of important information in it.

## My school bag

Every evening, check that your school bag is ready for the next day. You must always have in there:

- A complete pencil case: pens, pencils, rubber, highlighters, colouring pencils, scissors, a ruler.
- Your agenda
- Your exercise books/files for the day/your books for the day as requested by the teachers.
- Your homework or the work to hand in.



Please note, if you have a locker, you must remember each day after school to bring the books and exercise books which you need to do your homework or to study.