

NURSERY AND PRIMARY SCHOOL

GENERAL INFORMATION BOOKLET

2021 - 2022



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.

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<http://www.eeb1.com>

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

1. SCHOOL CALENDAR 2021-2022

RENTREE DES CLASSES BEGINNING OF THE SCHOOL YEAR	Mercredi/Wednesday	01/09/2021
TOUSSAINT ALL SAINTS	Du lundi/from Monday Au vendredi/to Friday	Du 01/11/2021 Au 05/11/2021 inclus/inclusive
NOEL ET NOUVEL AN CHRISTMAS AND NEW YEAR	Du jeudi/from Thursday Au vendredi/to Friday	Du 23/12/2021 Au 07/01/2022 inclus/inclusive
CARNAVAL CARNIVAL	Du lundi/from Monday Au vendredi/to Friday	Du 21/02/2022 Au 25/02/2022 inclus/inclusive
PAQUES EASTERN	Du lundi/from Monday Au vendredi/to Friday	Du 11/04/2022 Au 22/04/2022 inclus/inclusive
ASCENSION ASCENSION	Du lundi/from Monday Au vendredi/to Friday	Du 23/05/2022 Au 27/05/2022 inclus/inclusive
LUNDI DE PENTECOTE PENTECOST MONDAY	Le lundi/Monday	06/06/2022
FIN DE L'ANNEE SCOLAIRE LAST DAY OF SCHOOL	Vendredi/Friday	01/07/2022

This school calendar comprises 180 days and is harmonized between the four Brussels' European schools.

- **08/11/2021 –Pedagogical day**
No classes for nursery, primary and secondary school pupils.
- **09/11/2021 - School reports day**
Oral feedback given to Parents. No classes for nursery and primary pupils.

2. START OF THE NEW SCHOOL YEAR

Tuesday, 31st August 2021		
12:00 – 12:45	General information meeting for new parents with Management and staff	Canteen
1:00 – 1:30	Second Language (L2) meeting for new parents	L2 class rooms
1:30 – 2:30	Meeting for all nursery and Primary 1 parents with the class teachers*	Respective class rooms

** the meetings with the class teachers of Primary 2, 3, 4 and 5 will be held at a later stage.*

First week of school

The first day of school is on **WEDNESDAY 1st September 2021** at 8:15 am.

During the first week of school, from Wednesday 1st September until Friday 3rd September, nursery parents may accompany their child/ren to their class rooms in the morning. Primary 1&2 parents may accompany their child/ren to the playground of the A building.

Beginning of Monday 6th September 2021, all pupils that are dropped off by their parents will be dropped off at the main gate and will be accompanied by our assistants to their respective class rooms/meeting points.

The canteen, school transport and the Garderie of the Commission will be ensured from the first day of school.

As of the second week of school (for primary pupils)

Monday, 6th September 2021	
Start of second language (L2), swimming (P2 and P3) and physical education.	
Friday, 10th September 2021	
Start of religion and ethics.	

Language tests and level evaluations: the families concerned will be contacted individually by the school.

3. MEETINGS DURING THE SCHOOL YEAR

A series of meetings will be organised following the calendar below with the objective to offer detailed information regarding the progress and development of pupils in school. The presence of the parents during these meetings is mandatory.

Meeting	Date	Details
Early Education meeting (Nursery)	9 November 2021 <i>The exact time of your appointment will be given by the teacher.</i>	The Early Education program provides two parent/teacher meetings. On this occasion, you will meet the teacher of your child to discuss the progress in relation to the various competencies of the Early Education program.
Oral communication Primary school report	<i>No classes for nursery and primary pupils that day.</i>	The first part of the primary school report consists of an individual meeting between the teacher and the pupil's parents. This meeting will take place on <u>Tuesday 9th November 2021</u> and will allow teachers to verbalise the pupil's progress.
Early Education meeting - 2nd meeting	Beginning of June 2022 on a Wednesday afternoon <i>The exact time of your appointment will be given by the teacher.</i>	

If you want to meet the class teacher of your child, please contact him/her by e-mail to make an appointment.

4. SCHOOL TIMETABLE

Berkendael site	NURSERY	PRIMARY
Monday, Tuesday and Thursday	8:15 – 15:00	8:15 – 15:00
Wednesday	8:15 – 12:30	<u>1st and 2nd</u> 8:15 – 12:35 <u>3rd, 4th and 5th</u> 8:15 – 12:45
Friday	8:15 – 12:30	8:15 – 15:00

Pupils are supervised 20 minutes before and after the school day.

Please be on time, this is in the best interest of your child. In case of repeated late arrivals, you will be contacted by the school.

5. SCHOOL FEES FOR NURSERY AND PRIMARY

	Nursery (€)	Primary (€)
School agenda	4,00	4,00
Photocopies and printing	31,62	31,62
Intermath	-	26,00
School insurance	6,50	6,50
Educational visits	75,00	75,00

The above fees have been approved by the School's Administrative Board.

These school fees are compulsory and must be paid by parents of pupils in Categories I, II and III.

On receipt of the itemised bill, the amount should be settled within 30 days.

6. SCHOOL MATERIAL

Agenda/Diary: At the start of the school year, each nursery and primary pupil receives an agenda/diary to note work to be done and items to bring to school, as well as all other useful information. **This agenda is the official means of communication between the school, the teachers and the families.** Please consult it on a daily basis. The school invoices parents for the agenda (see fees above). One single copy shall be provided to each pupil. Parents with shared custody of their child/children are requested to pay particular attention and to ensure that the pupil shows the agenda to both parents for them both to sign.

Intermath: the booklets are distributed by the teachers. The school invoices parents for Intermath (see fees above). Intermath is a mathematics textbook specially developed for the European Schools and is compulsory.

Sport: A European school sports kit is required only for primary pupils. It has to be ordered via the following webshop: <https://www.jakosportshop.be/c-4512615/european-school-brussels-i/>

You will find more information on our website: <http://www.eebi.com/uniforme-deduction-physique/>

Book and material list: can be found on the school website by section at the following link <https://www.eebi.com/en/brk-school-equipment-and-booklists/>

7. EDUCATIONAL EXCURSIONS AND SCHOOL TRIPS

Excursions: The nursery and primary curriculum attaches great importance to environmental studies and learning by observation and practice. It is with this in mind that educational visits and excursions are organised during the year. This is invoiced directly by the school (see school fees above).

School trips: We have planned school trips (green classes, sea classes, snow classes, second language trip) that are an integral part of our educational program. Enrolment in the European school implies the acceptance of this educational program. Exemption can only be granted for medical reason and must be requested to the Management and justified with a medical certificate. The Management reserves the right to request a meeting with the parents.

In case of financial difficulties, families can contact the administration to ask the school to participate in the expenses of the trip (social fund). The school provides information of all the trips during the Education Council. The prices are fixed on the basis of supply and length of the trip. Parents concerned will receive detailed information by e-mail and through meetings and information evenings organised specifically for this purpose.

SCHOOL TRIPS 2021-2022 - **INDICATIVE PRICES**

P1-P2	Green class	+/- 200€
P3	Sea class	+/- 350€
P4	Snow class	+/- 900€
P5	L2 trip	between 350€ and 680€*

* price depends on the second language

8. LOST AND FOUND

Please write the family name on each item so that lost items can be given back to your child. All items found in Berkendael are kept in a dedicated room. The named items are brought back to the classes. At the end of the school year, objects that have not been claimed by the families will be donated to Belgian charities.

9. PUPILS' BADGES

Pupil's parents must ensure that, from the first day of school, a badge is fixed to the lapel of their child's coat. The badge should be filled out as follows:

MODEL

Eva LECLERC – M2 FRa					
Cell phone	0477/32.25.26		0477/25.26.32		
	Mon	Tue	Wed	Thu	Fri
DEPARTURE	75	75	G.Ber	75	G.Ber
MEALS	RC	RC	RC	RC	T
NOTES	Lactose intolerance				

TO BE FILLED OUT BY THE PARENTS

Cell phone					
	Mon	Tue	Wed	Thu	Fri
DEPARTURE					
MEALS					
NOTES					

Indications to fill out the badge

Cell phone	Please add the number of both parents.	
DEPART Please, specify where your child goes at the end of the school day.	PB	Parents will pick up their child on the Berkendael site
	Periscolaire	After school activities
	G. BA	Garderie Barnepark
	G.BERK	Garderie Berkendael
	G.COLE	Garderie Cole
	G.GE	Garderie Genève
	G.VM	Garderie Van Maerlant
	G.WIL	Garderie Wilson
	N° of the bus	
MEALS Please specify	RC	<i>Repas chaud</i> /hot meal
	T	<i>Tartine</i> /packed lunch
NOTES Please note any useful information.	Allergies, medication	
	Au pair contact number	

10. ABSENCES

The reference document concerning absences is the "General Regulations of the European Schools, Art. 28 and 30 - Regular attendance of courses".

1) **General Remarks**

A pupil's enrolment in nursery or primary implies the obligation to participate in all classes which are part of the curriculum and to do what is requested in terms of work.

Pupils should attend classes regularly and punctually according to the school calendar and the timetable given to them at the beginning of the school year.

2) **Justification**

In the event that a pupil is prevented from attending school for health reasons, the pupil's legal representative informs the school by e-mail on the first day of absence.

This communication is essential for effective coordination of attendance monitoring and medical follow up. After more than two consecutive days of absence, **a medical certificate is compulsory.**

3) **Authorisation of absence for personal convenience**

Authorisations of absence must be requested at least 7 calendar days in advance and in writing to the Deputy Director. This kind of request is considered exceptional.

Except in cases of force majeure, permission for absence may not be granted for the week preceding or the week following school holiday periods or public holidays (Art. 30, 3c. iv. of the General Rules).

Please note that absences before and after school holidays can only be justified by certified medical reasons.

11. SUPERVISION

Pupils are supervised during breaks as well as 20 minutes before and after the school day.

During long breaks, in addition to free play, pupils are supervised by staff who can organise group activities, such as tournaments or team games.

Nursery pupils are accompanied by an assistant each time they leave the class room, including when they are going to the bathroom and the infirmary.

12. MEDICAL AND PSYCHOLOGICAL SERVICE

SCHOOL INFIRMARY

The school infirmary is intended to provide first aid during accidents or discomfort during school hours.

In case of fever or illness, parents are asked to pick up their child at school. The nurse can call an ambulance for urgent medical help, if the medical condition of the pupil requires so.

If treatment is to be given to your child, please note that we require a medical prescription (with full dosage), treatment and written agreement from parents, and all must be dated and signed.

Medical visits

In accordance with school medical procedure, pupils in the following year levels will receive a medical examination during the school year:

- Second nursery (M2) (Only neuro motor test)
- The first primary (P1)
- The third primary (P3)
- The fifth primary (P5)

The purpose of these examinations is to check the overall health and maturity of the pupil, inform parents, and, if necessary, offer help to aid in adapting to school and family life.

The medical service has an exclusively preventive function; early detection of physical deficiencies and optimisation of living conditions (school buildings). The school doctor does not have to examine a feverish or injured pupil.

For obvious security reasons, parents of new pupils are asked to return the duly completed medical questionnaire (<http://www.eeb1.com>) before their child's first day of school. Thank you!

In order to ensure optimal public health, any change in the pupil's health (infectious disease for example) must be communicated to the medical service.

For further information, please visit our website: <http://www.eeb1.com/service-medical-2/>

SCHOOL PSYCHOLOGIST

The school has a part-time psychologist, Mrs Laia VINTRO MORENO. Her work focuses on supporting pupils, families, and teachers in dealing with pupils' academic, emotional, and behavioural challenges. She also assists when necessary within the Educational Support Policy and provides support and analysis to teachers in specific situations.

The school psychologist also provides a link between the school and external experts (therapists, hospital team, psychiatrists ...). She does not do "psychological evaluations" however she does provide contact details to parents of centers that can carry out psychological evaluations in different European languages. Finally, Mrs VINTRO MORENO does not offer psychological counseling or psychotherapy in school.

Mrs Laia VINTRO MORENO
laia.vintro-moreno@eursc.eu

13. EDUCATIONAL SUPPORT

The Educational Support Coordination is ensured by Mrs Tara COFFEY.

Where class differentiation is not sufficient, the school provides the following educational support structures: General Support, Moderate Support, Intensive Support (type A and B).

- ❖ General support: any pupil may experience difficulties in a particular aspect of a subject or who may need to 'catch up' because he arrived later in the system of the European Schools, or having been sick or not studying in his mother tongue or dominant. Pupils may also need additional help with acquiring effective learning strategies or study skills.
- ❖ Moderate Support is an extension of General Support. This could be suitable for pupils experiencing considerable difficulties in following the curriculum due to, for example, language issues, concentration problems, etc. It is organised for a longer period than General Support.
- ❖ Intensive support Type A is provided to respond to an expert's assessment of the pupils' needs and to the signing of an agreement between the principal and the parents. Intensive support A is provided to pupils with specific learning needs, whether in terms of learning, emotional, behavioural or physical.
- ❖ Intensive Support Type B: Management may decide to provide intensive support to a pupils or group of pupils who do not have a specific educational need diagnosed, for example in the form of intensive language support for a pupils or to a group of pupils unable to follow the normal school curriculum.

The reference documents (2012-05-D-14-en-7 and 2012-05-D-15-en-8) can be consulted on the website of the European Schools (www.eursc.eu).

Mrs Tara COFFEY
tara.coffey@teacher.eursc.eu

14. COMMUNICATION BETWEEN THE DIFFERENT PEOPLE INVOLVED IN SCHOOL LIFE

The vast majority of cases are resolved through dialogue, explanation, common sense and a professional attitude.

1. Naturally the first person to contact would be the person concerned.
2. If the problem persists after this first meeting, a meeting can be organized between the Deputy Head and the persons concerned. A third party may be invited to the meeting.
3. The next stage would be a follow up meeting between the Deputy Head and all persons concerned.
4. If this does not solve the problem, then the Headmaster of the school will be called on to intervene.

15. GENERAL DATA PROTECTION REGULATION (processing of photos and videos within the school)

In order to respect the privacy of your child/ren, and the data protection legislation (the General Data Protection Regulation and the applicable national legislation), the European School of Brussels I (Uccle and Berkendael) is obliged to ask for your prior authorisation before taking photos and making videos of your child/ren during the school year.

The request for this consent is made through the SMS platform where you can give your permission to allow and use photos and videos.

Please note that you can change your answers at any time by sending an email to our Data Protection Officer: UCC-DPO-CORRESPONDENT@eursc.eu

16. SCHOOL INSURANCE

Mr. Nikola Jacques is available for all matters related to school insurance, by e-mail: nikola.jacques@eursc.eu or by phone: 02/373 86 03 on Mondays, Tuesdays, Thursdays and Fridays from 8.30 a.m. - 1.15 p.m..

Reminder of the provisions of Article 33 of the General Regulations of the European Schools concerning school insurance:

“The school shall take out collective individual insurance, which shall cover, in particular, the financial consequences of the civil liability of the pupil's legal representatives in all cases where the pupil would be called into question as a result of an accident caused by the pupil to other pupils, to a staff member or to third parties.

This insurance also guarantees to accident victims or their dependents the reimbursement of expenses (treatment, hospitalization, etc.) resulting from accidents and the payment of compensation under the conditions specified by the insurance policy which can be consulted at the school's secretariat.

In return for the guarantees mentioned above, the legal representatives of the pupil pay 85% of the amount of the premium fixed by the insurance policy.

The insurance referred to in this Article covers only the risks of personal injury occurring within the school, on the way from the home to the school and vice versa, and during a trip organized by the school 'school.

Property damage and damage occurring outside the school grounds are the responsibility of the legal representatives of the pupils.”

Reminder of the provisions of Article 34 of the General Regulations of the European Schools concerning school insurance:

"The school is not responsible for the objects brought by the pupils in its premises".

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

Under certain conditions, the Insurance Ethias will reimburse the damages to the students' glasses, worn at the time of the accident, up to a sum of 25€ for the frame, the lenses being reimbursed in full. The share of premiums paid by families is 6.50€ per year and per pupil enrolled in the school. It is to be paid to the school.

When a school accident occurs, parents must make photocopies of all expense claims related to the accident. These photocopies must be added to the account of their sickness fund or their mutual health insurance to obtain the reimbursement, which remains their responsibility.

Extract from school the insurance:

- 1. The pupils enrolled at the school are covered, according to the conditions of the policy, for their bodily accidents and civil liability (damage caused to a third party) throughout school or extracurricular activities. For accidents that occur on the way to school (even without supervision) the contract covers only bodily accidents. Liability is therefore not covered.*
- 2. Pupils who arrive earlier/too late at school are also covered.*
- 3. Pupils who leave school in the afternoon after school hours and return later to take the school bus are not covered by school insurance outside the school.*
- 4. Pupils who leave school at noon break to go to a place other than home are not covered by school insurance.*

17. TRANSPORT

Please note that the European School is not directly responsible for the organisation of school transport. This service is guaranteed by the Parents' Association.

Bus timetables, bus routes and other useful information may be obtained on the website of APEEE Services (www.uccleparents.org) under the heading "Transport".

APEEE Services – TRANSPORT

02 340 14 85

transport.berkendael@uccleparents.org

Opening hours:

Monday, Tuesday, Thursday, Friday from 8:15 to 8:45 and from 14:15 to 15:30

Wednesday from 8:15 to 14:15

18. EUROPEAN COMMISSION GARDERIE

Please note that the European School is not responsible for providing information about Garderie and extracurricular services.

The European Commission organises a private after school garderie for the pupils of European Union officials (between 4 and 12 years of age) at Barnepark, Cole, Genève, Van Maerlant, Wilson and on the school's Uccle and Berkendael sites. The garderie, which also welcomes children of non-entitled parents, subject to availability, is open every day from the end of school until 6.45 p.m. from Monday to Thursday (6.00 p.m. on Fridays), as well as during most working days when the school is closed for holidays: All Saints, Christmas/New Year, Carnival, Ascension, Pentecost, teacher training days and school report days.

Enrolment for garderies postcolaires:

02/295 09 45

OIB-INSCRIPTIONS-GARDERIES-POSTSCOLAIRES@ec.europa.eu

WEBSITE:

For the staff of the Commission:

<https://myintracomm.ec.europa.eu/staff/FR/family/children/afterschool-centre/brussels/Pages/index.aspx ?ln=fr>

For other institutions:

<http://myintracomm.ec.europa.eu>

EUROPEAN COMMISSION GARDERIE

02/297 91 59 - OIB-GARDERIES-SECRETARIAT@ec.europa.eu

19. EXTRACURRICULAR ACTIVITIES

Please note that the European School is not directly responsible for the organisation of extracurricular activities. This service is guaranteed by the Parents' Association.

What to do after school? - The extracurricular program in Berkendael

On all days except Wednesday, our pupils have the opportunity to discover art, yoga and to learn to play the piano or guitar, immerse in yet another language or build strength and team spirit in the various sports classes.

The program also includes info sessions with parents and teachers on the after-school activities, fundraising campaigns, as well as an annual school party – all intended to boost its visibility and budget.

The feedback from the participating pupils and parents are overwhelmingly positive. The program's success is due to a strong collaboration among a team of volunteer parents, two on-site Coordinators, school staff and instructors.

Language, sports and mind-boosting activities are again on offer for the new school year.

In order to be able to register for afterschool activities, the APEEE Brussels I annual membership fee must be paid. The registration is done during the month of September through following link: <https://services.uccleparents.org/en>

Website: <http://www.uccleparents.org/berkendael/notre-ecole/?lang=en>

Extracurricular activities – Berkendael site
periscolaire.berkendael@uccleparents.org
+32 472 07 35 25

20. PARENTS of PUPILS ASSOCIATION of the European School Brussels I (APEEE)

APEEE (Parents of Pupils Association of the European School Brussels I):
For the representation of parents and educational questions.

Website: <http://www.uccleparents.org/?q=en>

APEEE Services: The transport services and extra curriculum activities are managed exclusively and wholly by the ‘Services’ section (APEEE-Services) of the Association of Parents of Pupils of the European School Brussels I.

APEEE and APEEE-Services				
Function	Name	Tel .	E-mail	Building
APEEE Services Coordinator	Mrs Pascale DE SMEDT	02 373 86 52	coordination@apeee-bxl1-services.be	Uccle Site (Pré-Vert)
APEEE	Secretariat	02 375 68 38	info@uccleparents.org	Uccle Site (Pré-Vert)

21. VARIOUS

School party

In cooperation with the Parents’ Associations, the school organizes a party yearly for all to enjoy. Various cultural, social and sports activities are organized as well as stands with national specialties. The date is decided by the Organizing Committee and communicated to the parents. The event is usually held in the spring.

Class representatives and APEEE Parents’ Association

At the beginning of the school year, each class elects **two representatives** who represents and voices the needs of his/her class to the class teacher and management. Another important role of the representative is to share information with all parents of decision made during official meetings such as the Education Council.

The Parents’ Association represents all parents, actively participates in school life and voices positions which concern the whole school, its buildings and school life.

Parents collaboration

On top of official meetings, parents are asked to collaborate on various occasions, for example during excursions, for small celebrations or classroom projects, for the library and cultural visits.

Teachers also rely on the willingness of parents to ensure well-being in the classroom.

Library

The school library has books in all languages of the sections represented within our school. The class teachers in collaboration with the librarian will inform parents about the foreseen arrangements. For more information, please check our website: <https://www.eebi.com/en/library-grimm-2/>

LIBRARIAN

Mrs Sylviane SIAR-TITECA
sylviane.siar-titeca@edu.eursc.eu



Canteen

School lunch is provided by the company Scolarest who will contact the new and old parents by e-mail mid-August. You will find more information on our website: <https://www.eebi.com/en/canteen/>



Councils & Committees:

- Canteen committee: this committee brings together the canteen provider, parent representatives, teachers and the school administration. The essential mission of this committee is to represent the interests of the various parties concerned and improve the canteen. Meetings are held at least twice a year and whenever the need arises.
- Pupils' Committee: This committee represents the interests of students. Two representatives per class (as of 3rd year primary) will be invited by the Management to biannual meetings. The purpose of these meetings is to discuss the pupils' proposals with regard to the organization of school life.
- School Fête Committee: this committee is organised by the APEEE. Its members are appointed by the Parents Association. One or two members of this committee will represent the school and will contribute to the organisation of the event and ensure a liaison with the management and colleagues. Following Management's approval concerning feasibility, the meetings are organised by the APEEE.
- Education Council (CE): (*General Rules of the European Schools: <https://www.eursec.eu/BasicTexts/2014-03-D-14-en-7.pdf>*).
The Education Councils meet 4 times per year.

Members:

The Education Council (EC) for the nursery and primary cycles is composed of the Director, Deputy Director and Assistant Deputy Director, the pedagogical secretary, elected representatives of the teaching staff and elected representatives of the Parents' Association, in principle one per language section or a representation nominated by the APEEE. EC members are fixed for the school year. The APEEE is required to communicate the list of representatives of this council at the beginning of the school year.

The Director may invite other persons whose presence he deems useful. Minutes are made of each Education Council in turn. These minutes shall be approved by the Director and will then be submitted to the Council for approval at the next meeting.

Physical Education

Lessons are taught by specialized PE teachers.

Swimming lessons

Swimming lessons are foreseen for primary P2 and 3 and are taught by a swimming instructor with a national patent. The school swimming cap is compulsory. Primary 2 and 3 have one swimming lesson and one sports lesson every week. Exemption from swimming lessons is only permitted with a medical certificate.

Homework

Homework can take different forms. The abilities of pupils and their level of learning must be taken into consideration. Teachers will determine appropriate homework for each pupil.

4th and 5th year Primary represents a fundamental stage in the learning process with the knowledge requirements in view of progression to secondary cycle, consequently homework can become more regular and targeted.

It must be emphasized, however, that each section or class has its characteristics and peculiarities which distinguish them from others and are part of the educational tradition of the different countries. It is, therefore, impossible to determine a common rule with regards to homework to all classes and all language sections.

Work done at home may not be graded as it is not always the result of individual research as educational opportunities differ from one family to another. For further information, please refer to the class teacher.

Religion and ethics classes

All pupils of the European Schools are required to attend religion or ethics lessons organised by the school.

In our school, the options for religious instruction are:

- Catholic
- Protestant
- Orthodox
- Islam
- Judaism

Other options may be available if the number of pupils is sufficient and in accordance with the rules for group formation provided in the General Regulations of the European Schools.

If these options are not available for the language section or for a group of pupils, they could also be offered in the pupil's second language. Any request for a change of religious or ethics course must be motivated and sent to the Management before May 30th and will take effect for the following school year.

Please note that religion teachers are not recruited by the school administration but appointed by the religious authorities.

Assignment of pupils in classes and formation of groups in the primary cycle

General rules for class formation

- Pupils are assigned to classes according to the parameters below:
- ✓ Maximum 30 pupils per class.
 - ✓ In case of two merged levels of the same language section, maximum of 25 pupils; up to 20 students if three levels are merged. If possible, we avoid merging a second and third year Primary.
 - ✓ Equal distribution of girls and boys.
 - ✓ Equal distribution of pupils with special needs.
 - ✓ Case by case analysis if needed

Rotation of class compositions in case of multiple classes in the same level and language section

During the school year, after observations and having talked with the teachers, Management can decide to mix classes in one or more levels. Reasons for mixing and making decisions can be:

- More balanced and homogeneous classes in order to avoid too pronounced differences within the same class (too many girls or boys, excessive presence of non-native speakers, etc.).
- Relational dimension: to favour mutual knowledge between pupils of different and parallel classes, but also to give others chances in case of "difficult" classes to be managed from a disciplinary point of view.
- More opportunities for pupils to create inner dynamics within groups based on differences and understanding.
- Opportunities for teachers to adapt their teaching styles, and for students to benefit from a wider variety of teaching.
- Reduce the gap between students and promote a culture of mutual exchange and mutual support.

Second language (L2) in Primary

The choice of the second language is the prerogative of the parents. Once chosen, the L2 cannot be changed. It is therefore important that families think seriously about this choice, which will be irreversible until the Baccalaureate.

Please, refer to document: Réf: 2011-01-D-33-fr-9 (www.eursec.eu)

Organisation of L2 lessons

	Schedule	Monday	Tuesday	Wednesday	Thursday	Friday
P1	9:45 – 10:15	30'	30'	30'	30'	30'
P2	10:45 – 11:15	30'	30'	30'	30'	30'
P3	11:35 – 12:20	45'	45'	45'	45'	45'
P4	9:00 – 9:45	45'	45'	45'	45'	45'
P5	8:15 – 9:00	45'	45'	45'	45'	45'

More information about L2: <https://www.eursec.eu/Syllabuses/2012-08-D-13-fr-2.pdf>

European hours P3-5

It is a subject related to the curriculum, non-disciplinary, which constitutes one of the foundations of the European Schools. European Hours takes place through an open and wide set of activities with multidisciplinary content. It also offers the possibility to mix and group students of different nationalities and mother tongues.

One of the purposes of European hours is for students to interact, work together and communicate during activities. It is not a language course, but an educational and specific moment during which students are called to play, to get to know each other, to share and value their own culture and that of others, by learning and respecting the "Common House Europe" and its transnational dimension. These courses are taught from third year primary.

SMS MySchool and updating of personal data

SMS MySchool is an online management software system enabling parents to access miscellaneous information regarding their child: absences, teachers' emails, reports, messages from the school, personal data.

SMS MySchool is accessible via the following link: sms.eursec.eu

For first time users, please enter the email address you gave the school when enrolling your children and click on "having trouble logging in". An email will be sent to you in order to change your password (please check your spambox if needed).

Should your account be suspended or you are having trouble logging in, please contact: LIST-UCC-SKU-SMS@eursec.eu

Please inform the school about any changes regarding your personal data (new address, e-mail, phone/mobile numbers, etc.) by e-mail: BRK-ENROLMENTS@eursec.eu

Please note that SMS MySchool account will only be accessible beginning of September for parents of new pupils.



PREVENTING, RESPONDING, COMBATING ALL FORMS OF VIOLENCE AND HARASSMENT: THE KIVA PROJECT

KiVa is an innovative school-based antibullying program which has been developed using cutting-edge research on bullying and its mechanisms.

Prevention, intervention, and monitoring

KiVa is an evidence-based program to prevent bullying and to tackle the cases of bullying effectively. The former is crucial but also the latter is important, as no prevention efforts will make bullying disappear once and for all; there need to be tools to be utilised when a case of bullying comes to light. The third aspect of KiVa is constant monitoring of the situation in one's school and the changes taking place over time; this is enabled by the online tools included in KiVa. These tools produce annual feedback for each school about their implementation of the program as well as the outcomes obtained.

The main components of KiVa

KiVa includes both universal and indicated actions. The universal actions, such as the KiVa curriculum (student lessons and online games), are directed to all pupils and focus mainly on preventing bullying. The indicated actions are to be used when a bullying case has emerged. They are specifically targeted at the pupils who have been involved in bullying as perpetrators or victims, as well as to several classmates who are challenged to support the victim; the aim is to put an end to bullying.

Measures in individual cases of bullying

The KiVa program does not solely concentrate on preventing bullying, but also addresses individual bullying cases as effectively as possible. Each school implementing the program has a task force – the KiVa team- consisting numerous teachers and other key staff members. In their training team members are familiarised with measures to address individual bullying cases. They function as experts on bullying related matters in their school.

Material for teachers, pupils and parents

KiVa includes an extensive amount of material for teachers, students and parents including e.g. teachers' manuals, videos, online games, KiVa student and staff surveys, posters, vests and parent's guide. KiVa has several language versions available and more translations are underway. Contact us to find out if KiVa exists in your language.

KiVa is not meant to be a one-year project, but a permanent part of the school's antibullying program.

For more information, please visit the KiVa website: <http://www.kivaprogram.net/>

For the parents' guide in English, please visit: <https://www.kivaprogram.net/parents-guide/>

You will also find information on our school website: <https://www.eebi.com/kiva-site-de-berkendael/>

When you suspect a harassment issue, please send an email to the class teacher AND the KiVa team: BRK-Kiva@eursc.eu

22. CONTACTS

MANAGEMENT

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Mr Tom CLAES , Deputy Director, Berkendael site	02 340 14 80
Mr Tim SCHOLLIERS , Assistant of the Deputy Director, Berkendael site	02 340 14 80
Mr Jan BELIEN , Deputy Director Finance and Administration - Responsible for buildings, works and maintenance, badges, security, budget, administrative and accounting affairs, EEB I	02 373 86 11

ADMINISTRATION

Secretary	Mrs Florence VAN HAUWERMEIREN	02 340 1480	florence.van-hauwermeiren@eursc.eu
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Enrolments secretary	Mme Katsiaryna BAHRAYENAK	02 340 1481	brk-enrolments@eursc.eu
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