

# EEB1 – BERKENDAELE site NURSERY AND PRIMARY SCHOOL GENERAL INFORMATION BOOKLET 2023 - 2024



The mission of the European School Brussels I, is 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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<https://www.eeb1.com>

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

## 1. SCHOOL CALENDAR 2023-2024

<b><u>ECOLE EUROPEENNE DE BRUXELLES I (Site de Berkendael et d'Uccle)</u></b> <b><u>EUROPEAN SCHOOL BRUSSELS I (Berkendael and Uccle sites)</u></b>  <b>CALENDRIER APPROUVE DES CONGES SCOLAIRES 2023/2024</b> <b>APPROVED SCHOOL CALENDAR 2023/2024</b>		
<b>RENTREE DES CLASSES BEGINNING OF THE SCHOOL YEAR</b>	Mercredi/Wednesday	06/09/2023
<b>TOUSSAINT ALL SAINTS</b>	Du lundi/from Monday Au vendredi/to Friday	Du 30/10/2023 Au 03/11/2023 inclus/inclusive
<b>NOEL ET NOUVEL AN CHRISTMAS AND NEW YEAR</b>	Du lundi/from Monday Au vendredi/to Friday	Du 25/12/2023 Au 05/01/2024 inclus/inclusive
<b>CARNAVAL CARNIVAL</b>	Du lundi/from Monday Au vendredi/to Friday	Du 12/02/2024 Au 16/02/2024 inclus/inclusive
<b>PAQUES EASTERN</b>	Du lundi/from Monday Au vendredi/to Friday	Du 25/03/2024 Au 05/04/2024 inclus/inclusive
<b>FETE DU TRAVAIL/LABOUR DAY</b>	Mercredi/Wednesday	01/05/2024
<b>ASCENSION ASCENSION</b>	Du lundi/from Monday Au vendredi/to Friday	Du 06/05/2024 Au 10/05/2024 inclus/inclusive
<b>LUNDI DE PENTECOTE PENTECOST MONDAY</b>	Lundi/Monday	20/05/2024
<b>FIN DE L'ANNEE SCOLAIRE (*) LAST DAY OF SCHOOL (*)</b>	Vendredi/Friday	05/07/2024

- **06/11/2023 –Pedagogical day**  
No classes for nursery, primary and secondary school pupils.
- **07/11/2023- School reports day**  
Oral feedback given to Parents. No classes for nursery and primary pupils.

Information also available on the school's website



<https://www.eeb1.com/en/school-holiday-calendar/>

## 2. START OF THE NEW SCHOOL YEAR

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Tuesday, 5th September 2023		
12.00 – 12.45	General information meeting for <b>new parents</b> with Management and staff	Canteen
12 :45 – 13 :30	Guided tour	
1.30 – 2.30	Meeting for <b>ALL nursery and Primary 1 parents</b> with the class teachers*	Respective class rooms
14 :30 – 15 :00	Meeting for <b>ALL parents of 1<sup>st</sup> primary pupils</b> with the L2 teachers.	Respective class rooms

\* The parents of the primary 2, 3, 4 and 5 pupils will be invited to a meeting and will receive more information in regards of this meeting at a later stage.

### First week of school

The first day of school is on **Wednesday 6<sup>th</sup> September 2023** at 8:15 am.

During the first week of school, from Wednesday 6<sup>th</sup> September until Friday 8<sup>th</sup> September, nursery parents may accompany their child/ren to their class rooms in the morning. Primary 1 parents may accompany their child/ren to the playground of the A building during the first three days of school, until Friday 8<sup>th</sup> September included.

After the dates mentioned above, all pupils are 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.**

### For primary pupils

Thursday, 7th September 2023
Start of all lessons: second language (L2), physical education, music, art, religion and moral.
Primary <b>1 pupils</b> : L2 lessons will start on Monday 11 September
Swimming lessons will start from the week of 11 September (P1, P2, P3)

### 3. MEETINGS DURING THE SCHOOL YEAR

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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)	7 November 2023 <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 7<sup>th</sup> November 2023</u> and will allow teachers to verbalise how the pupil started the school year.
Early Education meeting - 2nd meeting	Wednesday 12 <sup>th</sup> of June 2024 <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

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

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→ [School Expenses](#)

The above expenses 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 bill, the amount should be settled within 30 days.

## 6. SCHOOL MATERIAL

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**Agenda/Diary:** Every nursery and primary school pupil will receive a diary at the start of the school year. **This diary is the official means of communication between teachers and families.** Parents are invited to consult it on a daily basis. The diary is invoiced directly by the school (see fees above). Parents who have shared custody of their child(ren) are asked to pay particular attention and to ensure that the child shows them the diary, for both of them to sign.

**Intermath:** The books are distributed by the teachers. *Intermath* is invoiced directly by the school (see tuition fees above). *Intermath* is a mathematics textbook specially produced 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 the school's website

↪ <https://www.eeb1.com/en/information-berkendael/brk-school-equipment-and-book-lists/>

**Book and material list:** available on the school's website.

↪ <https://www.eeb1.com/en/information-berkendael/brk-school-equipment-and-book-lists/>

## 7. EDUCATIONAL EXCURSIONS AND SCHOOL TRIPS

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**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, mountain 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 2022-2023 - **INDICATIVE PRICES**

P1-P2	Green class	+/- 400€
P3	Sea class	+/- 500€
P4	Mountain class	+/- 700€
P5	L2 trip	+/- 700€

\* price depends on the second language

## 8. LOST AND FOUND

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Please write the first and last 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. In case of loss of an item, please send an email to [BRK-LOST-AND-FOUND@eursc.eu](mailto:BRK-LOST-AND-FOUND@eursc.eu) with a picture or a detailed description of the item. 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

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

### MODEL

<b>Max Mustermann – M2 FRa</b>					
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					

Information also available on the school's website

 <https://www.eebi.com/en/information-berkendael/pupils-badges/>

**Indications to fill out the badge**

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

## 10. ABSENCES

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An enrolment of a pupil in nursery or primary school implies the obligation to attend all courses of instruction listed in the curriculum and to do such work as is set.

Pupils are required to attend classes on a regular and punctual basis in accordance with the calendar and the timetable given to pupils at the beginning of the year.

### **Absences on sick grounds**

In case of absence of your child for unexpected reasons (medical reasons, etc.), please inform **the teacher** of your child's class by e-mail.

From the second day of absence, the nursery/primary pupil must submit a medical certificate to the class teacher. For longer absences, the medical certificate must be submitted within 48 hours.

### **Absences on personal grounds**

**Authorisation for absence on personal grounds must be requested by the pupil's legal representatives at least 7 calendar days in advance. The request must be sent by email to Management (BRK-SECRETARIAT-NUR-PRI@eursc.eu), indicating the date(s) and reason of the absence.**

Permission may be granted for **a maximum of 2 days** plus reasonable travelling time.

Except in cases of force majeure, permission **may not be granted for the week preceding or the week following school holiday periods or public holidays.**

Please refer to Article 30 of the General Rules of the European Schools for more information on attendance, absences and the consequences of absences.

Information also available on the school's website

 <https://www.eebi.com/en/information-berkendael/absences/>

## 11. SUPERVISION

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

## 12. MEDICAL AND PSYCHOLOGICAL SERVICE

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### 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 nurses 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 by the nurse, 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](#) 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:



<https://www.eeb1.com/en/team-berkendael-2/medical-service/>

## SCHOOL PSYCHOLOGIST

The school has a part-time psychologist, Ms Laia VINTRO MORENO. Her preventive and front-line work consists mainly of providing support to pupils, families and teachers in dealing with academic, emotional, family and behavioural difficulties. She also participates in the procedures set out in the policy for supporting pupils with special needs and supports the teaching teams in analysing situations and the various interventions put in place.

The school psychologist is also a link between the school and teams of outside professionals (therapists, hospital teams, psychiatrists, etc.). She does not carry out "psychological assessments", but can provide families with useful addresses for assessments to be carried out in different languages of the European Community. Ms VINTRO MORENO can see pupils on an ad hoc basis but does not offer psychotherapeutic follow-up at the school.

Mrs Laia VINTRO MORENO  
[laia.vintro-moreno@eursc.eu](mailto:laia.vintro-moreno@eursc.eu)

Information also available on the school's website

 <https://www.eeb1.com/en/eeb1-psychologists/>

## **13. EDUCATIONAL SUPPORT**

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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:** General Support concerns any pupil who may experience difficulties in a particular aspect of a subject or who may need to 'catch up' in a given subject, for example, due to late arrival in the school or illness or because he/she is not studying in his/her dominant language. Pupils may also need additional help with acquiring effective learning strategies or study skills. Such support is provided in or outside the classroom, to small groups and it is short term.
- **Moderate Support:** Moderate Support is an extension of General Support in terms of complexity and duration and is provided for pupils with a mild learning difficulty or in need of more targeted support. This could be appropriate for pupils who may be experiencing considerable difficulty in accessing the curriculum due to, for example, language issues, concentration problems or other reasons. Each pupil has an Individual

Learning Plan (ILP). The ILP includes specific learning objectives and criteria for evaluating the pupil's progress and the success of the support. The pupil receiving Moderate Support is following the standard curriculum and he/she is assessed according to the given criteria and learning objectives for his/her class. This support is given to small groups of pupils with similar needs and abilities or, where appropriate, to individual pupils in or outside the classroom.

- Intensive Support is provided to pupils showing special educational needs according to the descriptions in A and B below and in the document 'Provision of Educational Support in the European Schools – Procedural document' (2012-05-D-15). In both cases, support can be provided in order to help the pupil develop the required competences (subject knowledge, skills and attitudes). Support is provided in or outside the classroom and to small groups of pupils with similar needs or abilities or to individual pupils. Each pupil receiving Intensive Support has an Individual Learning Plan.
- Intensive support Type A (ISA)  
Intensive Support type A (ISA) is provided on the basis of a medical/psychological/psycho-educational and/or multidisciplinary report produced by an expert, justifying the pupil's special individual needs and abilities and including the signing of an agreement between the Director and the parents. Intensive Support is provided for pupils with special educational needs such as learning, emotional, behavioural or physical needs. The provision of Intensive Support is recommended to the Director by the Support Advisory Group. Pupils can follow the standard or modified curriculum. In the latter situation, the pupil accompanies his/her class with progression but without promotion to the next class and as long as this can be shown to be in the best interest of the pupil's social and academic development.
- Intensive Support Type B (ISB): Intensive Support type B (ISB) is provided in exceptional circumstances, and on a short-term basis only, and a Director may decide to provide Intensive Support B for a pupil without special educational needs, for example, in the form of intensive language support for a pupil who is unable to access the standard curriculum.
- ❖ *The reference documents (2012-05-D-14-en-10) can be consulted on the website of the European Schools ([www.eursec.eu](http://www.eursec.eu)).*

Mrs Tara COFFEY  
[tara.coffey@teacher.eursec.eu](mailto:tara.coffey@teacher.eursec.eu)

Information also available on the school's website

 <https://www.eeb1.com/en/educational-support/>

#### **14. COMMUNICATION BETWEEN THE DIFFERENT PEOPLE INVOLVED IN SCHOOL LIFE**

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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)

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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](mailto:UCC-DPO-CORRESPONDENT@eursc.eu)

Information also available on the school's website  
<https://www.eeb1.com/en/privacy-statements/>

## 16. SCHOOL INSURANCE

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The Insurance Manager is available to answer any questions you may have about school insurance, by e-mail: [ucc-insurance@eursc.eu](mailto:ucc-insurance@eursc.eu) or on the following telephone number: 02/373.86.03

### **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 company will reimburse damage to pupils' glasses worn at the time of the accident.

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 statement from their health insurance fund or mutual insurance company to obtain reimbursement, which is still 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

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

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

### APEEE Services – TRANSPORT

02 374 70 46

[transport.berkendael@apeee-bxl1-services.be](mailto:transport.berkendael@apeee-bxl1-services.be)

## 18. EUROPEAN COMMISSION GARDERIE

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***Please note that the European School is not responsible for providing information about the European Commission's after-school care service and the APEEE's extra-curricular services.***

The European Commission (OIB/CS2) organises a fee-paying after-school care service for the children (aged 4 to 12) of the statutory staff of the institutions of the European Union, at the Barnepark, Cole, Genève, Van Maerlant and Wilson sites and at our school, Uccle site and Berkendael site.

The after-school care service, which also caters for children of non-entitled parents, subject to availability, is open every day from the end of lessons until 6.45pm from Monday to Thursday and 6pm on Fridays.

Reception is also organised for children during the school holidays, as well as pedagogical days and the school reports days organised by the school.

NB: There is no childcare on official European Commission holidays.

More information is available on the school's website

 <https://www.eeb1.com/en/services-to-students/>

### EUROPEAN COMMISSION GARDERIE

02/297 91 59

[OIB-GARDERIES-SECRETARIAT@ec.europa.eu](mailto:OIB-GARDERIES-SECRETARIAT@ec.europa.eu)

## 19. EXTRACURRICULAR ACTIVITIES (*Périscolaire*)

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

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

Except on Wednesdays, our pupils have the opportunity to take part in extracurricular activities every day from 3pm to 5pm, such as art classes, yoga, dance, athletics, circus, etc... and can also take individual piano or guitar lessons. The extra-curricular centre also offers group language courses (for 8 to 10 pupils). The current offers are for example English, Greek and Bulgarian. Discover the full programme of activities on their [website](#).

For children who have not been able to secure a place in the OIB after-school care service, the *périscolaire* offers "[After School Care](#)" services on Mondays, Tuesdays and Thursdays from 3pm to 5pm. This enables them to take part in after-school activities. For nursery school children waiting for a brother or sister until 3pm on Fridays, the [ACTIVE after-school care](#) services are available every Friday from 12.30pm to 3pm.

In order to benefit from the extracurricular services/*périscolaire* (activities and after-school care), it is essential to create a parent account on the [registration site](#) and to pay the annual fee to the APEEE. All the relevant information is available [here](#).

The programme also includes information sessions with parents and teachers on extra-curricular activities, fund-raising campaigns and an annual party at the school, all with the aim of increasing its visibility and budget.

Feedback from participating pupils and parents has been extremely positive. The success of the programme is due to the close collaboration between a team of parent volunteers, two on-site coordinators, the school management, school staff and instructors.

More information is available on the APEEE Services website

 <https://www.apee-bxl1-services.be/en>

**Extracurricular activities – Berkendael site**  
**[periscolaire.berkendael@apee-bxl1-services.be](mailto:periscolaire.berkendael@apee-bxl1-services.be)**

**+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)

The APEEE is the voice of parents in the school's governance bodies, liaising with parents on an ongoing basis through elected representatives at class and language section level. It works on issues relating to pedagogy, school administration, the school community and the health, safety and welfare of pupils.

<http://www.uccleparents.org/>

### APEEE SERVICES

APEEE SERVICES is an organisation run by parent volunteers and oversees services that are of vital importance to pupils' lives at school, such as **transport services, extra-curricular activities** and **Friday afternoon childcare**.

<https://www.apee-bxl-services.be/fr>

## 21. VARIOUS

### **School party**

In cooperation with the Parents' Associations, the school organizes a party every two years, which is open to our pupils' families. 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 spring.

### **Class representatives and APEEE Parents' Association**

At the beginning of the school year, each class elects **two parent representatives** who represent and voice the needs of their 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.

More information is available on the school's website

<https://www.eebi.com/en/team-berkendael-2/library-grimm-2/>

## LIBRARIAN

Mrs Sylviane SIAR-TITECA

[sylviane.siar-titeca@edu.eursc.eu](mailto: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.

More information is available on the school's 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 3<sup>rd</sup> 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: 2014-03-D-14-fr-12*). 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, 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 P1, 2 and 3 and are taught by a swimming instructor with a national patent. The school swimming cap is compulsory. Primary 1, 2 and 3 have one swimming lesson every two weeks 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.

4<sup>th</sup> and 5<sup>th</sup> 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.

## **Ethics and religion classes**

All pupils at the European Schools are required to take part in the non-denominational ethics or religion lessons organised by the school. In our school, the following options are available:

- Ethics
- Catholic religion
- Protestant religion
- Orthodox religion
- Islam (religion)
- Judaism (religion)

Other options may be available if the number of pupils is sufficient and in accordance with the group formation rules laid down in the General Rules of the European Schools. If these options are not available for the language section or for a group of pupils, they may also be offered in the pupil's second language. Any request for a change of religion or ethics course must be justified and sent to the Management before 30 May and will take effect for the following school year.

## **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 à 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: 2019-01-D-35-en-4 ([www.eurasc.eu](http://www.eurasc.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.eurasc.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 pupils of different nationalities and mother tongues.

One of the purposes of European hours is for pupils to interact, work together and communicate during activities. It is not a language course, but an educational and specific moment during which pupils are called to play, to get to know each other, to share and value their own culture and that of others. 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](https://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](mailto: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](mailto:BRK-ENROLMENTS@eursec.eu)

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

Information also available on the school's website

 <https://www.eeb1.com/en/digital-tools-smsmyschool-o365/>



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

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KiVa is a programme from the University of Turku in Finland designed to combat bullying in primary schools.

The KiVa programme includes both targeted and more general actions, designed both to prevent the phenomenon and to deal with cases of harassment identified in schools. The general actions are aimed at all pupils in the same school. They consist of a number of initiatives aimed at influencing group norms, teaching all children to behave constructively and responsibly, refraining from encouraging bullying and helping any victims.

Each school implementing the programme sets up a working group called the "KiVa team", made up of teachers and adults in charge of the school. They represent the experts in the school on all issues relating to bullying.

### What is bullying?

Bullying is degrading and harmful **behaviour** that is **repeated, deliberate, intentional AND targeted** at a defenseless or less powerful person. It can take many forms: teasing, hitting and physical violence, exclusion, insults, hate messages online, etc. Harassment is not a conflict, an argument or a fight.

### The pillars of the KiVa programme: prevention, intervention and conduct

Prevention: preventing incidents of harassment from happening in the first place  
Prevention activities, such as the KiVa educational content, are aimed at all pupils and focus on preventing harassment. The lessons are concrete examples of these prevention actions. These actions form the backbone of the programme.

Intervention: providing tools for managing harassment  
The intervention actions in the KiVa programme are aimed specifically at children and teenagers involved in incidents of bullying. Their aim is to provide schools and pupils with solution-focused tools to put an end to cases of harassment.

Monitoring: Annual follow-up  
The KiVa programme is accompanied by tools for monitoring the situation in schools over the long term by means of annual online questionnaires that pupils and school staff are invited to complete. Analysis of the responses to these questionnaires provides schools with valuable information on how they can improve their work to combat bullying.

For more information, please visit the KiVa website: <https://www.kivaprogram.net/>  
There is also a guide for parents: <https://data.kivaprogram.net/le-guide-pour-les-parents/>  
If you suspect bullying, please email your class teacher AND the KiVa team:  
[BRK-Kiva@eursc.eu](mailto:BRK-Kiva@eursc.eu)

Information also available on the school's website

 [https://www.eebi.com/en/kiva\\_eebi/](https://www.eebi.com/en/kiva_eebi/)

## 22. CONTACTS

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### MANAGEMENT

<b>Mr David TRAN</b> , Director, EEB I	02 373 86 00
<b>Mr Tom CLAES</b> , Deputy Director, Berkendael site	02 340 14 80
<b>Mrs Alexandra EHRENHAUSER</b> , Assistant Deputy Director, Berkendael site	02 340 17 82
<b>Mr Jan BELIEN</b> , 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	02 340 1480	<a href="mailto:BRK-SECRETARIAT-NUR-PRI@eursc.eu">BRK-SECRETARIAT-NUR-PRI@eursc.eu</a>
Pedagogical secretary	02 340 1483	<a href="mailto:lieke.nijhof@eursc.eu">lieke.nijhof@eursc.eu</a>
Enrolments secretary	02 340 1481	<a href="mailto:brk-enrolments@eursc.eu">brk-enrolments@eursc.eu</a>
School nurse	02 340 1482	<a href="mailto:BRK-INFIRMARY@eursc.eu">BRK-INFIRMARY@eursc.eu</a>
Educational Support Coordinator		<a href="mailto:tara.coffey@teacher.eursc.eu">tara.coffey@teacher.eursc.eu</a>
School psychologist		<a href="mailto:laia.vintro-moreno@eursc.eu">laia.vintro-moreno@eursc.eu</a>
KIVA		<a href="mailto:BRK-Kiva@eursc.eu">BRK-Kiva@eursc.eu</a>
Librarian		<a href="mailto:sylviane.siar-titeca@edu.eursc.eu">sylviane.siar-titeca@edu.eursc.eu</a>
Canteen Manager	02 340 1488	<a href="mailto:euro.school.vorst@compass-group.be">euro.school.vorst@compass-group.be</a>

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