



“Living together, learning together, working together”

# **NURSERY AND PRIMARY CYCLE**

## **GENERAL INFORMATION BOOKLET**

### **2026-2027**

***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*



+32 (0) 2 373 87 15  
AVENUE DU VERT CHASSEUR 46, 1180 UCCLE  
[WWW.EEB1.COM](http://WWW.EEB1.COM)  
[UCC-DEPUTY-DIRECTOR-NURSERY-AND-PRIMARY-CYCLE@EURUSC.EU](mailto:UCC-DEPUTY-DIRECTOR-NURSERY-AND-PRIMARY-CYCLE@EURUSC.EU)

Dear Parents,

It is my great pleasure to welcome you and your children to a new school year at EEB1.

At the beginning of the year, there is always a special energy in the school: new pupils discovering their classrooms, familiar faces returning after the summer, teachers preparing projects, and families entrusting us once again with what is most precious to them — their children.

The purpose of this booklet is to help you better understand how our school is organised and how the different members of our community work together to support each child. I invite you to take the time to read it carefully, as it contains useful information about the daily life of the school, communication channels, procedures, and the roles of the different people who accompany your child throughout the year.

A school functions best when there are trust, clarity and teamwork. Parents, teachers, assistants, support staff, administrative staff and management all have different roles, but we share the same goal: to help our pupils feel safe, confident, respected and ready to learn.

Collaboration between home and school is therefore essential. When questions or difficulties arise, I encourage you to contact your child's teacher first. The teacher is the person who knows your child best in the school context and will be able to guide you or involve other members of the team if needed. Open, respectful and constructive communication allows us to find the best solutions together.

This year, we will continue to focus on the well-being of our pupils, the quality of learning, differentiation, inclusion, harmonisation of practices and the further development of our KiVa project. These priorities reflect our shared commitment to creating a school environment in which every child can grow, learn and find their place.

Finally, I would like to thank you in advance for your involvement in the life of the school. Whether through class representation, meetings with the APEEE, the Education Council, the School Council or other moments of exchange, your participation helps us build a stronger and more connected school community.

I wish all our pupils, families and staff a positive, joyful and successful school year.

Kind regards,

Anita Žepina  
Deputy Director for Nursery and Primary



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### **SCHOOL WEBSITE: <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 the event of an emergency. Please consult the website on a regular basis.

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

## CALENDAR OF 2026-2027 SCHOOL HOLIDAYS

|                                     |                                        |
|-------------------------------------|----------------------------------------|
| <b>Beginning of the school year</b> | 03/09/2026                             |
| <b>All Saints</b>                   | 26/10/2026-30/10/2026 inclus/inclusive |
| <b>Christmas and New Year</b>       | 21/12/2026-01/01/2027 inclus/inclusive |
| <b>Carnival</b>                     | 08/02/2027-12/02/2027 inclus/inclusive |
| <b>Easter</b>                       | 22/03/2027-02/04/2027 inclus/inclusive |
| <b>Ascension</b>                    | 06/05/2027-07/05/2027 inclus/inclusive |
| <b>Pentecost</b>                    | 17/05/2027-21/05/2027 inclus/inclusive |
| <b>Last day of school</b>           | 02/07/2027                             |

## START OF THE NEW SCHOOL YEAR

**Admission Tests:** the families concerned will be contacted by the school individually.

**Welcome to new pupils and their parents:** A welcome meeting will be held on **Tuesday, 1<sup>st</sup> September 2026**. The relevant information is sent to the parents by e-mail.

**Start of classes:** **Thursday, 3<sup>rd</sup> September 2026** is the start date for all nursery and primary classes. **School finishes at 15h45**. *Transport services function for the pupils enrolled.*

***Parents – Teachers Information Meetings (Parents receive detailed information by email)***

- MAT and P1 classes & **P2EN/P2SL**: Tuesday, 1<sup>st</sup> September 2026
- P2 (except **P2EN/P2SL**) and P3 classes & **P4IT**: Tuesday, 22<sup>nd</sup> September 2026
- P4 (except **P4IT**) et P5 classes: Thursday, 24<sup>th</sup> September 2026

**Please also note the following dates:**

- **Monday, 2<sup>nd</sup> November 2026** - Nursery and Primary pupils do not have school:

The **Nursery cycle's** Early Education curriculum organises parent/teacher meetings; the first will take place on **Monday, 2<sup>nd</sup> November 2026**. That's when parents meet their child's teacher to discuss his/her development and progress in relation to the various skills acquired in the curriculum.

Following the decision by the Board of Governors for the European Schools, the first part of the **Primary cycle** report consists of an individual meeting between the class teacher and the parents of primary pupils years 1 to 5. This meeting will be held on **Monday, 2<sup>nd</sup> November 2026**, in order for the teacher to verbally summarise the pupil's cross-disciplinary skills to his/her parents.

- Teacher training day will take place on **Wednesday, 6<sup>th</sup> January 2027**. There will be no classes held on that day.

## SCHOOL ACCESS

### **ACCESS AND PARENTS' IBADGES**

The access to school is subject to restrictions and may be completely prohibited at certain times. Cyclists and motor cyclists **must dismount at the entry** and **leave their bicycles, mopeds and motorbikes in the designated areas next to the entry gates**. Bicycles, scooters, skateboards, and rollerblades **may not be used or left on-site or on the road around the school**.

Nursery, P1 and P2 parents must be in possession of a parent's badge to be able to access the school. The badge is valid until the end of P2. You can find all necessary information concerning badges and how to get one on the website of the school: <https://www.eeb1.com/en/access-badge-for-parents/>

**NUR:** The parents drop off and pick up their children in the hall of Fabiola building.

**P1/P2:** Parents can access the school at the end of the school day, to pick up their child in room S.0.01 Erasmus building. Until the 2<sup>nd</sup> Friday of September, access is also authorized in the morning, to bring the children **to the P1/P2 yard**. **Access to the buildings is not authorized**. **As from the third week of September, parents drop off the P1/P2 pupils at the gate and do not enter the school anymore.**

During school hours, access to school is only possible for parents of Nursery, P1 and P2 pupils who come to bring or pick up their child with an authorization from the secretaries to be requested **at least two school days beforehand** to the class teacher and to be shown to the guards at the entry of the school (**access only through the OPSTAL gate**).

Any other person coming regularly to pick up a nursery, P1 or P2 child (e.g. grandparents, babysitter) needs to have a personal badge, too. For occasional access (maximum five days), an authorization must be requested to the secretariat **at least two school days beforehand**.

For the various evening events organised by the management team, entry and exit is via Chaussée de Waterloo, unless stated otherwise in the invitation for the event. In this case, parents will receive specific information on the subject.

| UCCLE                                     | ACCESS TIME OF THE GATES                                                                          | ARRANGEMENTS                                                                                                                                                                                                                   |
|-------------------------------------------|---------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Small gate –</b><br>Ch. de<br>Waterloo | 07.45 – 08.30<br>15.30 – 16.15<br>12.20 – 13.00 (Wed MAT to P5)<br>11h50 – 12.30 (Fri: MAT to P2) | <ul style="list-style-type: none"> <li>For nursery/primary cycle pupils</li> </ul>                                                                                                                                             |
| <b>OPSTAL</b><br>Opstalweg                | 07.45 – 08.30<br>15.30 – 17.00<br>12.20 – 13.30 (Wed MAT to P5)<br>11h50 - 17.00 (Fri MAT to P2)  | <ul style="list-style-type: none"> <li>All Nursery and Primary pupils</li> <li>For any access during the school day, outside of the opening time of the small gate of Waterloo, on presentation of an authorization</li> </ul> |

## **PUPILS' BADGES (NUR-P1-P2)**

The parents of pupils in nursery and the first year of primary school (+ new pupils in P2) should make sure that, from the first day of school, a badge is affixed to the lapel of their child's coat with their surname and first name, full address, home, mobile and office telephone number(s) and is **clearly marked** with what the child has to do after school (picked up by parents – day care/Garderie – school bus number and bus stop). This badge is handed out to the parents during the Nursery and P1 Teacher-Parents-meetings. The P2 class teachers hand out the badges to their new pupils during the first school day. In case of loss, a new badge is available in the secretary's office 1<sup>st</sup> floor Erasmus (S.1.36).

## **CLASS SCHEDULE**

| <b>Uccle site</b>          | <b>Nursery, 1<sup>st</sup> and 2<sup>nd</sup> year primary</b>             | <b>3<sup>rd</sup>, 4<sup>th</sup> &amp; 5<sup>th</sup> year primary</b> |
|----------------------------|----------------------------------------------------------------------------|-------------------------------------------------------------------------|
| Monday, Tuesday & Thursday | 8.15-15.45                                                                 |                                                                         |
| Wednesday                  | 8.15-12.30                                                                 |                                                                         |
| Friday                     | 8.15-12.20 (MAT)<br>8.15-11.50 (P1 and P2)<br><b>Afternoon: no lessons</b> | 8.15-15.45                                                              |

## **SUPERVISION**

Pupils are supervised **20 minutes before and after lessons**.

Supervision of pupils on the Uccle site begins at 7h40 for the pupils arriving by school bus (there is no supervision before this time).

Pupils are supervised during the breaks and lunch time (lunch and free time).

**Pupils who take the school buses** must board directly and stay in the bus until they leave.

**In case they do not go home by school bus**, pupils are picked up by their parents **immediately after the end of lessons**:

- **Nursery pupils:** in the Fabiola entry hall
- **P1 and P2 pupils:** in room S.0.01 ERASMUS building.
- **P3 to P5 pupils:** at the small gate Chaussée de Waterloo or the Opstal gate, to be detailed in the agenda for the whole school year – a spontaneous change is not possible, except if clearly indicated by the parents in the agenda on the page of the day concerned.

For security reasons, Nursery and Primary pupils may not leave the school alone. Only P5 pupils can exceptionally be authorized to leave the school alone. In this case, parents must fill in the last page of the agenda and date and sign to agree to discharge the school of any responsibility. The page has then to be stamped and signed by the Direction, in the Secretaries' office (S.1.34/S.1.36).

The pupils of P4 and P5 can pick up their little siblings of P1/P2 in room S.0.01 to go to the gate where they are picked up by the parents. In this case, the parents fill in the penultimate page of the agenda, date it and sign it. The page must then be stamped and signed by the Management, at the secretariat (S.1.34/S.1.36).

Secondary school students can take their Primary school siblings back to go home alone, if the parents have filled in the last page of their primary children's agenda (to be validated by the secretariat). In this case, the school declines any responsibility.

The presence of pupils and parents outside of school hours is not permitted on the school site. Parents coming to pick up their nursery, P1 and P2 children are asked **to leave the site immediately and not to stay in the school yards or playgrounds**.

**Please note that as soon as lessons end, pupils are no longer covered by the school insurance.**

## SCHOOL FEES FOR THE NURSERY AND PRIMARY CYCLES

The fees have been approved by the School's Administrative Board. You will find the details of these fees on the website of the school by following this link: [LINK](#)

**These school fees are compulsory and must be paid by parents of children in Categories I, II and III. These fees are due and cannot be reimbursed, even if the pupil is enrolled or leaves the school during the school year or does not participate in a school activity foreseen in these fees.**

Upon receipt of the itemised bill, the amount needs to be paid within 30 days (Please, do not forget to check your spam box from time to time).

## EDUCATIONAL MATERIAL

Please note that it is not possible for parents to bring to school equipment that the child has forgotten at home (gym bags, swimming bags, etc.). The belongings that would be deposited at the gates will not be brought to the class rooms and then have to be picked up by the pupils/parents after lessons.

### **AGENDA**

At the start of the school year, each nursery and primary pupil receives an *agenda* to mark down homework assignments and items to bring to school, as well as other useful information. **This agenda is the official means of communication between the school, teachers and families.** Parents are asked to fill in and sign all requested pages and are invited to consult the agenda daily.

The school invoices parents for the agenda (please see 'fees' above). One single copy shall be provided to each pupil. Parents with shared custody of their child/children are requested to make sure that the child shows the agenda to both parents for them to sign.

In case of loss of the agenda, the amount of 4,50 € must be paid by bank transfer to the account **BE39 3100 9225 0019** with the communication "**AGENDA + NAME and first name of the child**". The agenda can then be collected from the secretariat (S.1.36, 1st floor ERASME), on presentation of the proof of payment.

### **INTERMATH BOOKS**

The books are distributed by the teachers. The school invoices parents for Intermath (see 'fees' above). In case of loss of the Intermath books, the amount of 10 € must be paid by bank transfer to the account **BE39 3100 9225 0019** with the communication "**INTERMATH + NAME and first name of the child**". The book can then be collected from the secretariat (S.1.36, 1st floor ERASME), on presentation of the proof of payment.

### **SPORTS AND SWIMMING**

A European school sports kit is required for all pupils of Nursery and Primary school (T-shirt and short which can be personalized).

A school swimming cap is required for all pupils of Primary school and those of the Nursery classes participating in swimming lessons.

The gym kit and the swimming cap must be ordered via the following web shop:

<https://europeanschools.kickandrush.com/>

Please note that shipping costs apply to each order, which is why we advise grouping orders.

Please order before September so that your child can start gym classes with the required clothing as from the start of gym and swimming lessons, at the beginning of the school year. Delivery takes 4 weeks. Please note that it will not be possible to buy gym clothes in the school.

**For any questions or claims, please contact the client service directly.**

You will also find the information concerning the ordering of gym clothes on the school's website:.

<https://www.eeb1.com/en/mat-pri-ucc-booklist/>

### **TOYS, MOBILE PHONES, SMART WATCHES AND OTHER VALUABLE OBJECTS**

The pupil's name should be written on all his clothes and on all the objects he/she brings to school, to have a better chance to find them back if lost by the pupil.

Lost objects can be picked up by the pupils in **Eurêka** during their opening hours which you can find on the APEEE Services' website.

Toys, personal objects, valuables, electronic games, play cards (Pokémon, Soccer...) etc. have no place at school **and will therefore stay at home**. The school declines any responsibility in the event of theft, loss or deterioration.

**Mobile phones and Smart watches are not allowed on school campus** for Nursery and Primary school pupils (even during the breaks or after school). Pupils for whom a mobile phone is essential (for example because they take the school bus to go home and must contact their parents), will keep their phone switched off at the bottom of the school bag throughout the school day and until they are on their school bus. The school declines any responsibility in the event of theft, loss or deterioration.

**Tracking devices are not allowed on the school campus.**

## EDUCATION VISITS – CLASS TRIPS

### EDUCATION VISITS

The curriculum for nursery and primary cycles 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. They are invoiced directly by the school (see 'school fees' above) and **cannot be reimbursed in case of a pupil's absence**. An additional individual activity might possibly be organized by the class teacher. In this case, a separate payment will be requested by the class teacher.

### CLASS TRIPS

The school organises educational trips (*classes transplantées*) for the primary classes. All educational trips are organised by the *trip* Coordinator of the level concerned.

#### School trips planned for the 2026-2027 school year

| Year                         | Place                 | Duration | Dates         |
|------------------------------|-----------------------|----------|---------------|
| 3 <sup>rd</sup> year primary | Environmental classes | 4 days   | 08-11/06/2026 |
| 4 <sup>th</sup> year primary | Sea Classes           | 5 days   | 24-28/05/2026 |
| 5 <sup>th</sup> year primary | Language trip France  | 5 days   | 19-23/04/2026 |
|                              | Language trip England |          |               |
|                              | Language trip Germany |          |               |

**Please note that class trips are part of the school curriculum. Absences are regulated by art. 30 of the General rules of the European schools. A pupil who does not participate in a class trip will attend lessons in a class of the inferior level of his/her language section. In case of accident or illness before the departure, a medical certificate must be handed in.**

Full payment of costs guarantees the pupil's participation in the trip.

The trip attendance certificate (for health insurance, parents' employer, etc.) will be handed out by the class teacher/L2 teacher to pupils during the week following the trip. We advise making some copies so that you have one for each organisation that wishes to receive it.

## CLASS PARTIES – SHOWS ETC.

Class parties or end-of-year shows are only organized in the classroom concerned. During these parties, children are under the responsibility of their legal representative and cannot move freely around the school. The participants will not be able to move to the corridors or playgrounds, since the other classes following their lessons cannot be disturbed. For organizational and security reasons, the brothers and sisters do not participate in the class party, but in their regular classes, from which they cannot be absent, in this case.

## ABSENCES AND AUTHORIZATIONS

The reference document concerning absences are the General Rules of the European Schools, Art. 28 and 30 – Regular attendance of lessons which parents sign for agreement in the enrolment file of their child. It applies to all cycles, **including nursery**.

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 schedule given to them at the beginning of the school year.

**In case a pupil has more than 10% absences in one or more subjects, the pupil's promotion to the next year may be compromised.**

### **1. Late arrival**

Pupils who arrive late will immediately go to their **classroom**. Any late arrival must be justified by the legal representatives and will be registered by the teacher.

**Late arrivals after a national or school holiday are unjustified.**

### **2. Absences**

Any absence must be justified in written to the class teacher with the L2 teacher in copy.

- 1<sup>st</sup> day of absence: inform the class teacher and L2 teacher early in the morning. Unless the class teacher is absent, there is no need to inform the secretaries.
- As from the 3<sup>rd</sup> day of absence: provide a medical certificate to the class teacher the day the pupil returns to school. In case of a short absence, the certificate is to be handed in when the pupil comes back to school. For a longer absence, the certificate must be sent on the third day of absence.
- The pupil cannot come back to school before the recovery date indicated in the medical certificate, unless he/she presents a counter certificate.

**Important: Absences are not authorized the days before or after a national and/or school holiday. They must therefore be justified by a medical certificate.**

### **3. Non-participation in Physical Education lessons (Gym-Swimming):**

- In case a pupil cannot participate in gym or swimming lessons, he/she accompanies the class to the lessons and presents a written justification
- As from the third non-participation a medical certificate must be handed in to the class teacher.

### **4. Absences for a medical or administrative appointment – Early leaving**

**Medical or administrative appointments should be made outside school hours.** If unavoidable, requests for absences must be made:

- **To the class teacher, in the agenda AND by email with the L2/EH/Religion teacher in copy, if concerned.**
- **At least two school days beforehand, in French or in English**

**Important:**

- **It is not possible to request an early exit for the same day**

- **It is not possible to request an early exit before a school holiday.**

**Thank you for no longer contacting the secretary's office for this kind of request.**

The class teacher will send you the authorization to pick up your child by email.

- **Nursery, P1 and P2 pupils** are picked up by their parents in the school according to the information given by the class teacher.
- **P3 to P5 pupils** go alone to the OPSTAL gate where they are picked up by their parents.

**Pupils may leave school only during a break, to not disturb lessons.**

**Medical visits must always be justified by a medical attestation of attendance.**

**Late arrivals:** Nursery parents can enter with their child by presenting the medical certificate to the security guards. This certificate will then be given to the class teacher, via your child's agenda. Only Nursery pupils can be accompanied to their classroom. P1 and P2 pupils go to their classroom alone from the Opstal gate.

**Medical appointments must always be justified by a medical certificate of attendance.**

## **5. Permission for absences on personal grounds**

Permission for absence must be requested **at least 7 schooldays (workdays) in advance** and with a justification in writing to the secretariat of the Deputy Director to the following address: ([UCC-SECRETARIAT-NUR-PRI@eursc.eu](mailto:UCC-SECRETARIAT-NUR-PRI@eursc.eu)).

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

## **6. Third-party authorizations**

If your child is to be picked up by someone other than the parents/legal guardians, this must be clearly indicated in the pupil's agenda (in English or French).

If this concerns a Nursery, P1 or P2 pupil, and if this person does not have an access badge, they will need an access authorization **to be requested to the secretaries at least two school days in advance.**

Such authorization cannot cover more than 5 days and cannot be renewed on a regular basis. In this case, parents are asked to order a parent badge for this person.

## **7. Visits from former pupils**

Visits by former pupils to their class are possible for a maximum of one day per year, from 1<sup>st</sup> October to 31<sup>st</sup> May of each school year. Outside these dates, no visits will be authorized.

A visit cannot be organized during a planned school trip or class activity.

Requests for visits should be sent to [UCC-SECRETARIAT-NUR-PRI@eursc.eu](mailto:UCC-SECRETARIAT-NUR-PRI@eursc.eu) at least two weeks before the planned date of the visit.

## REQUEST FOR A SUBJECT / LANGUAGE CHANGE

According to art. 47 e of the General Rules, it is not possible to request a change of section (L1) or L2.

A change of Language 1 may only be authorized by the Director for compelling pedagogical reasons, duly established by the Class Council and on the initiative of one of its members.

In very exceptional cases, **for an L2 or religion/ethics change**, a motivated request has to be introduced by the legal representatives in written, to the Deputy Head in charge of Primary school (through the secretariat: [UCC-SECRETARIAT-NUR-PRI@eursc.eu](mailto:UCC-SECRETARIAT-NUR-PRI@eursc.eu)).

**Any change of course (L2, religion/ethics) has to be requested before 31<sup>st</sup> May of the school year preceding the school year in which the change will apply. The decision for the change is taken during the class councils end of June for the following school year.**

### **Change of L2:**

“Revision of the Decisions of the Board of Governors concerning the organization of studies and courses in the European Schools, 2011-01-D-33-en-9”

### **2.2 Change of languages**

a. Normally no changes are envisaged in language choices, **except on entry to year 6**, (...)

**However, a change of L2 may be considered for the following academic year if the following procedure is followed:**

- **Before 31 May** of the current school year, parents must send a written request stating their reasons (via the secretariat: [UCC-SECRETARIAT-NUR-PRI@eursc.eu](mailto:UCC-SECRETARIAT-NUR-PRI@eursc.eu)).
- The pupil will be tested and a report drawn up by the LII teacher and the class teacher.
- The Class Council will give its opinion at the end of the school year and takes the decision of a possible change for the following school year.

## END OF SCHOOL YEAR

Attendance of lessons is compulsory until the very last school day.

If your child leaves the school permanently, please inform Ms. EVRARD in writing **before 15<sup>th</sup> June** of the current school year: <https://www.eeb1.com/en/enrolments/withdrawal/>

The school reports are published on the official last day of school, 02/07/2027.

The school prepares leaving certificates during the week after the last day of school. They are sent to the leaving families to the address communicated by them to the school, **under the condition that all outstanding school fees are paid and that all borrowed books have been returned to the school library.**

## COMMUNICATION BETWEEN THE DIFFERENT PEOPLE INVOLVED IN SCHOOL LIFE

### 1. DIALOGUE

*Approved by the Education Council of Nursery and Primary on 2<sup>nd</sup> December 2008*

Most cases are resolved through constructive dialogue, explanation, common sense and a professional attitude.

1. The first step is to contact the person/s concerned, usually the class teacher. Parents are not allowed to directly address a pupil if not their own child.
2. If the problem persists, a meeting may be organised between the Deputy Director and the persons concerned, to which a support participant may also be invited.
3. The next stage is a follow-up meeting between the Deputy Director and those persons who are involved.
4. In cases where the situation is still not resolved, the school Director may then be called upon to intervene.

The school has a KiVa team working on harassment in school. All information concerning the KiVa Project is available on the school's website at: <http://www.eeb1.com/en/kiva-2/>

### 2. COMMUNICATION

The agenda is the main communication tool between parents and school. For any communication requiring a faster response, the teachers or services concerned can be contacted by email.

For any urgent communication, pupils and parents have the possibility to contact the secretariat of the nursery and primary school by phone (02 / 373.87.15 and 02 / 373.87.12).

**Please, always indicate the NAME, First Name, Cycle, Level, Section and class (ex.: P5 ENa) in any communication to the administration.**

### 3. TEACHERS APPOINTMENT HOURS

No individual appointments can be made with teachers on the first day of term or during general parents' meetings. An appointment can be requested via the child's agenda or by email to the teacher concerned.

## DIGITAL TOOLS

### 1. SMS MY SCHOOL

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.

Please, also regularly check your junk mailbox since our messages sent through SMS may end up there, sometimes.

You will find the necessary information concerning SMS on the website of the school, through the following link: <https://www.eeb1.com/en/digital-tools-smsmyschool-o365/>

**Please note: The information available to parents is only up to date during the month of October of each school year.**

**Important: Your password is personal and must not be transmitted to the pupils.**

### 2. O365 – EDUCATIONAL INTERFACE

**Concerning P3 to P5 pupils only.**

O365 and TEAMS are used to share homework and documents and in case of periods of distance learning when the school is closed.

The username and password are sent to new pupils at the beginning of the school year, through the email address of their parents (please, also check your junk mails).

You will find all necessary information concerning O365 through the following link: <https://www.eeb1.com/en/digital-tools-smsmyschool-o365/>

### 3. WEBSITE OF THE SCHOOL

A lot of useful information can be found by parents on our website which is regularly updated: [www.eeb1.com](http://www.eeb1.com).

We are working closely with the Parents Association (APEEE) (<http://www.uccleparents.org> and <https://www.apee-bxl1-services.be/en>) whose essential role in the European Schools cannot be overstated.

General information concerning the European School can be found on [www.eurasc.com](http://www.eurasc.com).

### 4. PRIVACY AND DATA PROTECTION

Information concerning the policy of the European schools related to data protection can be found on the school website: <https://www.eeb1.com/declarations-de-confidentialite/>

The privacy policy also applies to the use of photos and videos on the school campus and in the context of school trips and must be always respected by parents and teachers, but also by pupils.

Thus, it is prohibited for parents to film or take pictures of pupils or teachers without their consent. This applies also to accompanying people during excursions or class trips.

In case of doubt or for any question relating to the data protection policy applicable in the European School of Brussels I, please contact our Data Protection Officer:

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

## PERSONAL AND PROFESSIONAL INFORMATION

Parents can access and check their personal data in SMS (School Management System). They are requested to inform the school's Administration in writing of any change of information in the family's personal data (phone number, address, etc.) to the following address: [UCC-ENROLMENTS@eursc.eu](mailto:UCC-ENROLMENTS@eursc.eu)

Any professional change regarding their employer or their employment status must be communicated to the following e-mail address indicating the exact date of this change: [katsiaryna.bahrayenak@eursc.eu](mailto:katsiaryna.bahrayenak@eursc.eu).

## SCHOOL PSYCHOLOGIST

The school psychologist, Ms Szewczuk, is available to all members of the school community as a professional psychological advisor.

### Purpose

- Evaluation of a child's psychological difficulties (emotional, behavioural, social, familial) flagged by parents, teachers or the pupils themselves.
- Intervention in collaboration with the pedagogical team, parents and external experts.
- Recommendations provided for pupil and his/her family regarding specialists, external services.
- Prevention.
- Involvement in monitoring certain SEI (Intensive Educational Support) pupils.

The school psychologist does not provide treatment or regular monitoring within school.

Mrs Szewczuk may be reached by phone at 02/373 88 68 or via e-mail: [violetta.szewczuk@eursc.eu](mailto:violetta.szewczuk@eursc.eu).

## MEDICAL SERVICE

A sick child must stay home and can only come back to school if symptom- and fever free for at least 24 hours (48 in case of Covid).

**You can find all necessary information concerning the nurses' station of the school on the school website:** <https://www.eeb1.com/en/infirmary/>

## SCHOOL INSURANCE

If you have any questions about school insurance, please contact our insurance manager by e-mail: [ucc-insurance@eursc.eu](mailto:ucc-insurance@eursc.eu) or by phone: 02/373.87.23.

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

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

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

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

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

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

Article 34 of the General Rules of the European School concerning school insurance:

*“The school shall not be responsible for objects brought to school by pupils.”*

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

Extra-curricular activities organised by CESAME (APEEE-Services), as well as the OIB activities are also covered by the insurance policy.

Under certain conditions, Ethias will reimburse damage sustained to pupils’ glasses worn at the time of an accident.

The parents' share of the premium amounts to 6.50 € per annum per child enrolled, to be paid directly to the school (see “School Charges” section on page 6).

If a child has an accident at school, parents should make photocopies of all relevant bills and receipts. These copies must be attached to the detailed summary of what has been paid by the Health Insurance Scheme (*Caisse de Maladie/Mutuelle*) to obtain reimbursement of the outstanding amount.

**Extract from the school's insurance policy:**

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

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

2. Pupils who arrive earlier / too late at school are also covered.
3. Pupils who leave school during the afternoon after their lessons, but who return to school to catch the school bus are not covered by the school's insurance policy when outside the school grounds.
4. Pupils who leave school at lunchtime to go somewhere other than their home are not covered by the school's insurance policy.

## THE EUROPEAN COMMISSION'S AFTER-SCHOOL CARE SERVICE

The European Commission (OIB/CS2) organises a paid after-school educational care for the children of statutory staff of the European Union institutions (from 4 to 12 years old), on the central sites, Cole, Wilson and within our school on the Uccle site and the Berkendael site. The after-school pedagogical care has a social mission which is to meet the needs of working parents and an educational mission which is to offer children a quality care focused on their well-being and socialization. For more information, here is the page of the Post-School Pedagogical Reception on the European Commission's website: [After-school childcare](#)

You will find all the information concerning the European Commission's post-school pedagogical reception on the school's website:

- ➔ <https://www.eeb1.com/fr/services-aux-eleves/>
- ➔ [https://www.eeb1.com/app/uploads/2026/04/Accueil-Pedagogique-postscolaire\\_Informations-generales-FR-EN-.pdf](https://www.eeb1.com/app/uploads/2026/04/Accueil-Pedagogique-postscolaire_Informations-generales-FR-EN-.pdf)

Contact: Afterschool Pedagogical Care

- 02/297.91.59
- [OIB-CS2-SECRETARIAT@ec.europa.eu](mailto:OIB-CS2-SECRETARIAT@ec.europa.eu)

For any information concerning the registration procedures, please contact the registration desk:

+32 2 295.09.45 - [OIB-INSCRIPTIONS-APPS@ec.europa.eu](mailto:OIB-INSCRIPTIONS-APPS@ec.europa.eu)

For general questions:

Secrétariat : +32 2 29 79159 - [OIB-CS2-SECRETARIAT@ec.europa.eu](mailto:OIB-CS2-SECRETARIAT@ec.europa.eu)

General address of the Commission's daycare website: [After-school childcare](#)



### **APEEE (Parents' Association of the European School Brussels I):**

For the representation of parents, pedagogical issues and EURÊKA (lost objects).

The APEEE informs, represents and acts on behalf of all EEBl parents, regardless of their APEEE membership status.

However, only APEEE members (families who have paid the APEEE annual membership fee) can register for APEEE Services.

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



## APEEE SERVICES

### **APEEE Services :**

Extracurricular activities, daycare, canteen, transport.

Each department is under the responsibility of a manager employed by APEEE Services and is at your disposal to help you with your procedures and answer your questions.

You will find information about all these services on the website: [www.apeee-bxl1-services.be](http://www.apeee-bxl1-services.be) and their emails and phones on the contact tab of the [home page](#).

### **GARDERIE CÉSAME (APEEE Services)**

#### **ONLY ON FRIDAY AFTERNOONS, for Nursery, P1 and P2 pupils:**

Nursery, P1 and P2 pupils who cannot be picked up by their parents and who do not take a 12:35 p.m. bus to one of the daycare centres organized by the OIB have the option of registering at the Césame daycare (within the limit of available places). The children of the Césame daycare are picked up by the parents either at 3:45 p.m. at the OPSTAL gate or taken to their buses by the daycare animators.

The 4 p.m. "return" bus service runs like the other days of the week. The stops will be the same as on Monday, Tuesday and Thursday evenings.

Practical information:

<https://www.apeee-bxl1-services.be/en/daycare/daycare-presentation> in the "Césame - Garderie" section.

### **BUREAU DES TRANSPORTS (APEEE Services)**

Schedules, routes and other practical information is available at the transport office, under the concierge service next to the Pré Vert building. They can be consulted on the website of APEEE Services ([www.apeee-bxl1-services.be/transport/tr-page-accueil](http://www.apeee-bxl1-services.be/transport/tr-page-accueil)) under the heading "Transport".

A telephone hotline (02/374.70.46) is available from 6:45 a.m. to 5:45 p.m., except on Wednesdays until 2:15 p.m.

### **CANTEEN (APEEE Services)**

For children from kindergarten to P1, the canteen takes place in the Fabiola building with table service. For pupils from P2 to P5, self-service catering is offered in the Van Houtte building.

The timetables of each section and all other practical information are available on the APEEE Services website in the [canteen section](#).

The office is located at the back of the canteen refectory in the Van Houtte building. The service is open from 8 a.m. to 3:30 p.m. and can be reached by phone on 02/374 76 75.