



European School Brussels IV
86, Drève Sainte-Anne
B-1020 Brussels
www.eeb4.eu

Start of the Year PACK
GENERAL INFORMATION
2017 - 2018 School year

“Educated side by side, untroubled from infancy by divisive prejudices, acquainted with all that is great and good in the different cultures, it will be borne in upon them as they mature that they belong together. Without ceasing to look to their own lands with love and pride, they will become in mind Europeans, schooled and ready to complete and consolidate the work of their fathers before them, to bring into being a united and thriving Europe.”

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I. GENERAL INFORMATION

CYCLES

- N - Nursery
- P - Primary
- S - Secondary

LANGUAGE SECTIONS

- DE - German
- EN - Anglophone
- BG - Bulgarian : up to and including S1
- ET - Estonian : up to and including P1
- FR - French
- IT - Italian
- NL - Dutch : up to and including S6
- RO - Romanian : up to and including P5
- HR - Croatian : only SWALS pupils

Some of the language sections are not open yet in every year group. Every year, a new level will open until we have all the levels (up to S7) for all the language sections.

MANAGEMENT AND ADMINISTRATION

You can reach the secretariats by phone 02/340.13.90 from Monday until Friday 8:00 - 12:30 & 14:00 - 16:00 except on Wednesday when they are open from 8:00 - 13:00.

The Director and the Deputies can meet parents by appointment only. Please contact the respective secretariats. During school holidays, the administration is open every day from 9:00 to 14:00 except during summer holidays when the school is closed. The dates of the summer holidays for administration will be communicated later.

Without exception, parents do not have access to the school site during the school holidays.

Director Manuel BORDOY	manuel.bordoy@eursc.eu
Executive secretariat - Laure NOSENT	laure.nossent@eursc.eu Tel : 02/340.13.94

Bursar Dominique CHERON	dominique.cheron@eursc.eu
Accountancy secretariat - Stéphanie MAQUAIRE	stephanie.maquaire@eursc.eu Tel : 02/340.13.96

Deputy Head for nursery & primary Markko MATTUS	markko.mattus@eursc.eu
Nursery & Primary secretariat - Carolyn SAUNDERS	carolyn.saunders@eursc.eu Tel : 02/340.13.99
- Mariann KISS	mariann.kiss@eursc.eu Tel : 02/340.13.90

Deputy Head for secondary

Isabelle VERWILGHEN

Isabelle.verwilghen@eursc.eu

Secondary secretariat

- Samantha SIOEN

samantha.sioen@eursc.eu

Tel : 02/340.14.90

Pedagogical secretariat

- Deborah DE METS

deborah.de-mets@eursc.eu

Transition coordinator P5-S1

- Moris FROSIO

moris.frosio-roncalli@teacher.eursc.eu

Cycle coordinator :

- S1 - S3 : Fulvia GALLAS

- S4 - S5 : Stephen SEXTON

- S6 - S7 : Marisa GROEN

fulvia.gallas@teacher.eursc.eu

stephen.sexton@teacher.eursc.eu

marisa.groen@teacher.eursc.eu

Educational advisors

Educational advisor S1

- Daniela MUTES

daniela.mutes@teacher.eursc.eu

Tel : 02/370.70.08

Educational advisor S2

- Anna MARINOVA

anna.marinova@edu.eursc.eu

Tel : 02/340.70.03

Educational advisor S3

- Roman DÖRR

roman.doerr@edu.eursc.eu

Tel : 02/340.70.05

Educational advisor S4

- Raoul MOREAU

raoul.moreau@edu.eursc.eu

Tel : 02/340.70.06

Educational advisor S5

- To be designated

Tel : 02/340.70.09

Educational advisor S6

- Anja JANSSEN

anja.janssen@edu.eursc.eu

Tel : 02/340.70.04

Educational advisor S7

- Beata STOLA-MAJ

beata.stola-maj@eursc.eu

Tel : 02/340.70.14

Important : The distribution of the pedagogical advisors by level is subject to change.

Infirmary

- Eva PUTTKAMER

- Sophie CARLY

List-lae-infirmary@eursc.eu

Tel : 02/340.14.94

Psychologists

- Marie-Charlotte VAN DER MERSCH
Nursery / P1 to P4 / S4 and S7
marie-charlotte.van-der-mersch@eursc.eu
Tel : 02/340.70.15
- Ana MORENO
P5 / S1, S2, S3, S5 and S6
anna.moreno@eursc.eu
Tel : 02/340.70.16

Enrolments

Enrolment secretariat

- Gamze GALELI
gamze.galeli@eursc.eu
Tel : 02/340.70.07

Accountancy

Head accountant

- Eolia PALMA
eolia.palma@eursc.eu

Accountant

For locally recruited teachers

- Albino GOMES
albino.gomes@eursc.eu
Tel : 02/340.13.97

Accountant

For seconded teachers and PAS members

- Cengiz GULER
cengiz.guler@eursc.eu

Accounting assistant

Tuition fees and employers attestations

- Sandra BEYNE
sandra.beyne@eursc.eu
Tel : 02/340.70.02

IT - Technicians

ICT technicians

- Mourad EL ATROUSS
mourad.elatrouss@eursc.eu
- Steven QUINA
steven.quina@eursc.eu
- Sofiane TALBI
sofiane.talbi@eursc.eu

Head technician

- Slimane RAHOU
slimane.rahhou@eursc.eu
Tel : 02/340.70.11

Technician / Security & prevention advisor

- Thierry VANDE CAPELLE
thierry-daniel.vande-capelle@eursc.eu
Tel : 02/340.70.00

Laboratory technicians	
Biology	
- Luis VELILLA	luis.velilla@eursc.eu
Chemistry	
- Marta PATKAINÉ	marta.patkaine@eursc.eu
Physics	
- Marcella TUDORIE	marcella.tudorie@eursc.eu
Integrated science	
- <u>To be designated</u>	

Library	
Nursery - Primary	
- Teresa PLANA	teresa.plana@eursc.eu
Secondary	
- Cécile FUMIRE	cécile.fumire@eursc.eu
- Stéphanie PIRET	stéphanie.piret@eursc.eu

II. TIMETABLES

NURSERY SCHOOL - P1 - P2					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Start	8:15				
End	15:05		12:30	15:05	12:45
P3 - P4 - P5					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Start	8:15				
End	15:05		12:30	15:05	

SECONDARY SCHOOL		
MONDAY - TUESDAY - THURSDAY - FRIDAY		
Entry W Building - Lockers	8:00	
End of locker time + Entry to the other buildings	8:10	
Period 1	8:15	09:00
Period 2	09:05	09:50
Period 3	09:55	10:40
BREAK	10:40	11:00
Period 4	11:00	11:45
Period 5 - Lunch break according to personal timetable	11:50	12:35
Period 6 - Lunch break according to personal timetable	12:40	13:25
Period 7 - Lunch break according to personal timetable	13:30	14:15
Period 8 - End of lessons 1 : First bus departure	14:20	15:05
Period 9 - End of lessons 2 : Second bus departure	15:10	15:55

SECONDARY SCHOOL		
WEDNESDAY		
Entry W Building - Lockers	8:00	
End of locker time + Entry to the other buildings	8:10	
Period 1	8:15	09:00
Period 2	09:05	09:50
Period 3	09:55	10:40
BREAK	10:40	11:00
Period 4	11:00	11:45
Period 5 - End of courses - Bus departure	11:50	12:35

III. IMPORTANT DATES

2017 - 2018 CALENDAR OF THE SCHOOL YEAR

Beginning of the school year	Wednesday, 06.09.2017
All Saints	From Monday, 30.10.2017 to Friday, 03.11.2017 inclusive ①②
Christmas and New Year	From Friday, 22.12.2017 to Friday 05.01.2018 inclusive
Carnival	From Monday, 12.02.2018 to Friday, 16.02.2018 inclusive
Easter	From Monday, 26.03.2018 to Friday, 06.04.2018 inclusive
Labour Day	Tuesday, 01.05.2018
Ascension	From Monday, 07.05.2018 to Friday, 11.05.2018 inclusive
Pentecost	Monday 21.05.2018
Last Day of School	Friday, 06.07.2018

The Calendar of the school year 2017-2018 has been approved by the school Administrative Board. It has 180 days of class.

① The School report oral day will take place on Friday, 27 October 2017. **There is no school for nursery and primary on this day.**

② The Pedagogical day will take place on Monday, 06 November 2017. **The pupils will not attend school on that day.**

PARENTS MEETINGS

For Nursery and Primary, a parents' evening with the class teacher will be held on:

- **P1 & nursery:** Tuesday 5 September at 18h00 for nursery and at 19h00 for P1
- **P2 & P3:** Thursday, 7 September at 18h00 for P2 and at 19h00 for P3
- **P4 & P5:** Tuesday, 12 September at 18h00 for P4 and at 19h00 for P5

For Secondary, a parents' evening with the class teacher will be held on:

- **S1 & S2:** Thursday, 7 September at 19h00
- **S3 & S4:** Monday, 18 September at 19h00

Those two evenings will be followed by a meeting regarding Language 2.

- **S5 & S6:** Tuesday, 19 September at 19h00
- **S7 & info regarding the BAC:** Thursday, 21 September at 19h00

The class lists, teachers and rooms will be displayed on the walls at the entrance of the Nursery (F building) and Primary schools (J building)/on the windows at the entrance of A building (Secondary). The school will not communicate any information regarding the class lists or the name of the class teacher before the first day of the school year.

Parents applying to enrol their child in our school agree to respect the General Rules of the European Schools (available on the website of the European School - www.eursec.eu under "Official texts").

The frequent consultation and reading of the school website is of vital importance for the parents, as internal rules and procedures (anti-bullying, anti-drug, communication policy...) as well as practical information can be found on the school's website (www.eeb4.be).

FIRST WEEK OF SCHOOL

✓ **Wednesday, 06 September 2017 : Beginning of the school year**

- 7h55-8h15 Pupils go straight to their classrooms. Class lists will be displayed on the walls of the doorway. Parents of new pupils (nursery and primary) may accompany their children to class during the first school week ONLY.
- 8h15 Lessons begin. Parents are requested to provide a drink and snack for their children for the morning break.
- 12h35 End of lessons. Pupils are collected by parents/take the school bus home (if enrolled)/go to the garderie (if enrolled). There will only be lunch at the canteen for children going to the garderie.

✓ **Thursday, 07 September 2017**

- 7h55-8h15 Pupils go straight to their classrooms. Parents of new pupils (nursery and primary) may accompany their children to class.
- 8h15 Lessons begin. Parents are requested to provide a drink and snack for their children for the morning break.
- 15h05 or
15h55 End of lessons at 15h05 for Nursery & Primary pupils.
End of lessons for secondary pupils either at 15h05 or at 15h55 determined by your child's schedule and the options he/she has chosen.
Pupils are collected by parents/take the school bus home (if enrolled) /go to the garderie (if enrolled).
- 18h00 Meeting with the class teacher for P2 parents
- 19h00 Meeting with the class teacher for P3 parents

✓ **Friday, 08 September 2017**

- 08h15 Pupils go straight to their classrooms. Parents of new pupils (nursery and primary) may accompany their children to class.
- 12h45 End of lessons for Nursery & P1-P2 pupils. Lunch at school and then, nursery/P1/P2 pupils are collected by parents/take the school bus to the garderie (if enrolled).
- Lunch Break For P3-4-5 and for secondary pupils
- 15h05 End of lessons for P3-4-5 pupils. Pupils are collected by parents/take the school bus home (if enrolled) /go to the garderie (if enrolled).
- 15h05 or
15h55 End of lessons for secondary pupils either at 15h05 or at 15h55 determined by your child's schedule and the options he/she has chosen.

NURSERY - PRIMARY IMPORTANT DATES

February 2018

- 01/02 Access to school reports via School Management System (SMS)
- 07/02 Open doors for new parents (13h)
- 08/02 N/P Education council (2/3)

March 2018

- 02/03 Meeting L2 for Nursery 2 parents (18h30)

April 2018

- 25/04 Open doors for new parents (13h)
- 26/04 Joint Education Council N/P/S

May 2018

- 17/05 School Advisory Council (2/2)

June 2018

- 04/06 N/P Education Council (3/3)
- 05/06 Class councils nursery
- 07/06 Class councils P1
- 12/06 Class councils P2
- 14/06 Class councils P3
- 19/06 Class councils P4
- 21/06 Class councils P5

July 2018

- 05/07 End of the year School reports
- 06/07 End of school year

September 2017

- 05/09 Parents meeting for Nursery (18h) & P1 (19h)
- 06/09 Beginning of school year
- 07/09 Parents meeting for P2 (18h) & P3 (19h)
- 08/09 P3-4-5 European Hours start
- 11/09 Religion/Ethics starts
- 12/09 Parents meeting for P4 (18h) & P5 (19h)
- 13/09 L2 starts (except in P1)
Irish starts + L1 Swals Croatian, Estonian and Romanian

October 2017

- 03/10 Administrative Board (1/2)
- 10/10 Photographer at school
- 12/10 Photographer at school
N/P Education Council (1/3)
- 27/10 Oral School report day (no school for Nursery or Primary)
Selling of photos

November 2017

- 06/11 Pedagogical day (no school)
- 08/11 Start of L2 in P1
- 16/11 L2 meeting for all parents (P1 & P2 at 18h30 - P3, P4 & P5 at 19h15)

December 2017

- 14/12 School Advisory Council (1/2)

January 2018

- 25/01 Administrative Board (2/2)

- More detailed information about some events/meetings or any change in the calendar will be communicated in due course. The school reserves the right to make changes or modify dates if necessary.

SECONDARY - IMPORTANT DATES

September 2017

06/09 Beginning of school year
 07/09 Parents "Back to class" evening **S1 & S2**
 +L2 (19h00)
 18/09 Parents "Back to class" evening **S3 & S4**
 +L2 (19h00)
 19/09 Parents "Back to class" evening **S5 & S6**
 (19h00)
 21/09 Parents "Back to class" evening **S7 + BAC**
 (19h00)
 26/09 Photographer at school
 28/09 Photographer at school

October 2017

03/10 Administrative Board (1/2)
 19/10 Education Council SEC (1/3)
 27/10 Access to school reports via School
 Management System (SMS)

November 2017

06/11 Pedagogical day (no school)
 07/11 Individual Parents/Teacher meetings
 09/11 Individual Parents/Teacher meetings

December 2017

07/12 Meeting options S3
 14/12 School Advisory Council (1/2)

January 2018

25/01 Administrative Board (2/2)
 15- Class councils
 26/01
 26/01 Access to school reports via SMS

February 2018

05/02 Optional individual Parents/Teacher
 meeting
 07/02 Open doors for new parents (13h)
 22/02 Education council SEC (2/3)

March 2018

23/03 Access to school reports via SMS

April 2018

25/04 Open doors for new parents (13h)
 26/04 Joint Education Council N/P/S

May 2018

17/05 School Advisory Council (2/2)
 31/05 Education council SEC (2/3)

June 2018

27/06 Class council S1
 28/06 Class council S2
 29/06 Class council S3

July 2018

02/07 Class council S4
 03/07 Class council S5
 04/07 Class council S6
 05/07 Deliberations S7
 06/07 End of school year/BAC Ceremony

- *More detailed information about some events/meetings or any change in the calendar will be communicated in due course. The school reserves the right to make changes or modify dates if necessary.*
- **A specific calendar for S7 (dates of the BAC session) will be communicated later on.**

IV. EDUCATIONAL MATERIAL

1. SCHOOL REGULATIONS AND SYLLABUS - NURSERY, PRIMARY AND SECONDARY SCHOOLS

The General Regulations and syllabi of the European Schools are available on the European schools website (www.eursec.eu). Our school regulations are available in the 'Handbook for Parents' for the nursery and primary school and under "practical information" for the secondary sections on our school website (www.eeb4.eu). The first day of the school year, pupils of the Secondary cycle receive the school regulations, the exit pass form as well as other necessary information.

2. DISSEMINATION OF INFORMATION

In the Nursery and Primary, the "Handbook for Parents" is regularly updated and is therefore to be consulted regularly for correct information (<http://eeb4.be/en/node/99>). In the Secondary, the school website is the preferred means of communications.

In case of phone number, postal address and/or email address modification, please send an email to Ms. GALELI Gamze gamze.galeli@eursec.eu

3. AGENDA - NURSERY, PRIMARY AND SECONDARY SCHOOLS

In nursery, primary and secondary, your child will receive a school agenda at the beginning of the school (the cost for the agenda will be indicated in the school bill). From the first school day, please indicate the name of the child, name of parents, address and useful phone numbers. The agenda is a very important working tool and it must be carefully kept up-to-date. It serves to note homework but also acts as a means of communication between teachers and parents.

4. BADGE

As from the first day, parents of pupils of Nursery and Primary must attach a badge on child's backpack which mentioned the name, full address, parent's phone number and the bus number to take (specified the day as well). Make sure that you laminate the badge to make it durable.

Please find below, the badge and all the necessary information to fill in. Please complete, print and give it to your child. The badge can also be downloaded on our school website: <http://eeb4.be/en/node/97>

Example

Alex MUSTER - P1FR					
GSM	0477/32.25.26		0477/25.26.32		
	Lu	Ma	Me	Je	Ve
DÉPART	5PM	5PM	GL	5PM	P
REPAS	RC	RC	T	RC	N
REMARQUES	Allergie au Poisson				

To fill

GSM					
	Lu	Ma	Me	Je	Ve
DÉPART					
REPAS					
REMARQUES					

INDICATIONS TO FILL IN THE BADGE

1. GSM

- Preferably put the number of each parent

2. DEPARTURE (please specify the departure options)

- P - Parents
- G - Garderie
- LG - Laeken garderie
- Bus N°

3. MEAL (please specify the meal options)

- HL - Hot lunch
- PL - Packed lunch
- N - Does not eat at school

4. REMARKS (please note down any useful information)

- Garderie attended
- Allergy
- Medication

5. MATERIALS AND BOOKS

- NURSERY: Supply lists for nursery pupils can be found on the school's website (if applicable- some classes do not request supplies). Website Link : <http://eeb4.be/en/node/37>
- PRIMARY: Book and supply lists for primary pupils can be found on the school's website. Website Link : <http://eeb4.be/en/node/37>
- SECONDARY: Book lists for secondary pupils can be found on the school's website. However, there is no specific supply list for the secondary cycle. Website Link : <http://eeb4.be/en/node/444>

6. SUBJECT CHANGES - NURSERY, PRIMARY AND SECONDARY

The provisions set out under the points a. and b. apply solely to requests for changes of Languages 2, 3 and 4. Requests to change Language 1 will be dealt with in accordance with the arrangements laid down in Article 47 e) of the General Rules (www.eursec.eu).

It should be remembered that determination of L1 at the time of the child's enrolment is definitive in principle. 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 accordance with the document 2011-01-D-33-en-9 « Revision of the Decisions of the Board of Governors concerning the organization of studies and courses in the European Schools” article 2.2 regarding the changes of languages:

- a. *Normally no changes are envisaged in language choices, except on entry to year 6, when the following changes are possible :*
- *Change of LII*
 - *For a given language, change from a lower to a higher level (e.g. change from LIV to LIII)*
 - *For a given language, change from a higher to a lower level (e.g. from LII to LIII in justified cases).*

b. *Should a change of language at any age or level be requested, the decision lies with the Director, subject to the following conditions:*

- *The existence of a reasoned written request from the parents, guardians or from the pupil himself/herself if over age of 18.*
- *Deliberation and judgment by the Class Council on the request.*
- *Clear evidence established by the School of the pupil's ability to follow the course requested. In the case of a change of LII, careful consideration must be given to the role of LII as a medium for teaching other subjects. When a change of LII is approved before year 6, the new LII becomes the medium for the teaching of history, geography and economics. When a change of LII is approved on entry to year 6, the old LII remains the medium of teaching history, geography and economics.*
- *The absence of significant administrative obstacles to the change requested.*
- *The applicant will be notified of the decision and the reasons for it.*

PRIMARY SCHOOL

Any request for subject changes must be put in writing and be accompanied by document justifying the request to the attention of the Deputy Head (markko.mattus@eursc.eu). All accepted requests apply as from the beginning of the following school year.

Changes in LII are exceptional. Please refer to the "Handbook for parents". For changes in religion/ethics, please refer to the "Handbook for parents".

SECONDARY SCHOOL

Any request for subject changes must be put in writing and be accompanied by a document justifying the request, addressed to the attention of the Deputy Head (isabelle.verwilghen@eursc.eu) and to the cycle coordinators in copy (see page 4 for the list).

7. LIBRARIES

Available for pupils following the timetable indicated on the library doors:

- Nursery-Primary: L Building
- Secondary: R Building- 3rd floor

8. SCHOOL TRIPS - NURSERY, PRIMARY AND SECONDARY SCHOOL

Compulsory school trips and other educational excursions (day-trips) are organised during the year. Details will be provided as and when they arise.

The exact amounts for the educational, cultural and sports activities for all nursery and primary classes will be included in the bill which will be sent in October 2017.

The exact amounts for the activities/school trips in the secondary cycle will be collected directly by the teacher organising the activity.

9. LOCKERS - ONLY FOR SECONDARY SCHOOL

Each student is allocated a locker. The amount requested for the rental of the locker is for the entire secondary school (7 years). In the case of an early departure before the end of school, the school will refund the difference pro rata.

V. SCHOOL FEES

Sandra BEYNE sandra.beyne@eursc.eu 02.340.70.02

Parents have to pay school charges (agenda, insurance, photocopies,...) per year and per child enrolled at the school. Parents belonging to the organisations mentioned below are exonerated from paying school fees, but not from other charges:

- Officials of the European Union Institutions (employed directly and continuously for a minimum period of one year).
- Teaching and non-teaching¹ staff of the European schools (with a minimum contract of one year).

An invoice for the school charges and, if applicable, school fees will be sent after the beginning of the school year (October 2017). This will have to be paid by bank transfer within the deadline mentioned in the invoice.

IMPORTANT NOTIFICATION:

When we encode your child in our billing program for school fees, only one legal representative of the child may be specified as "responsible for the costs." By default, the legal guardian of the encoded child is the member of staff of the EU institutions. If the two legal representatives of the child work for the EU institutions, the legal representative encoded is the person who receives the family allowances as mentioned in the document Annex 1 that was requested when you enrolled your child.

Please note that the legal representative encoded in the computer programme cannot be modified during the school year. If you wish to modify the legal representative by default, please send an email to Mrs. Sandra BEYNE (sandra.beyne@eursc.eu) imperatively before 30.09.2017.

A request for change submitted after the deadline will not be taken into account for the school year 2017-2018.

VI. SCHOOL FEES – CATEGORY III

Sandra BEYNE sandra.beyne@eursc.eu 02.340.70.02

The school fees are fixed by the Board of Governors of the European Schools.

At the moment of enrolment of a pupil into a European School, the parents who are required to pay school fees (category III) for their child must pay the fees by the date specified by the school.

¹ Subject to the condition laid down by the Service Regulation for Administrative and Ancillary Staff (ASS)

1. FOR THE CHILDREN OF THE INTERNATIONAL CIVIL AGENTS OF NATO/NAMSA AND OF THE INTERNATIONAL CIVIL SERVANT OF ONU (SERVING IN BRUSSELS), THE SCHOOL FEES WILL BE AS FOLLOWS

	Enrolled in Category III before 01/09/2013	Enrolled in Category III after 31/08/2013
Nursery	6.087,50 €	7.460,18 €
Primary	8.370,42 €	10.257,86 €
Secondary	11.414,18 €	13.987,98 €

2. FOR PARENTS WHO BELONG TO CATEGORY III, THE SCHOOL FEES WILL BE FOLLOWS :

	Enrolled in Category III before 01/09/2013	Enrolled in Category III after 31/08/2013
Nursery	3.043,75 €	3.730,09 €
Primary	4.185,21 €	5.128,93 €
Secondary	5.707,09 €	6.993,99 €

3. DEPOSIT

All parents liable to pay school fees will have to pay a 25% deposit of the annual school fee which is a prior condition for enrolment or continuation of studies in the school (the deposit is not refundable). An invoice has been sent to you. Please ensure this is settled before the beginning of the school year (deadline on the 15 July 2017).

4. REMARKS

For families with more than one child at the school belonging to the same category, these rates are reduced to:

- For category III pupils before 01/09/2013 to 50% for the second child, and to the minimum for subsequent children.
- For category III pupils after 31/08/2013 to 80% for the second child, and to 60% for subsequent children.

In case of financial difficulties, families may address a written request for a **partial** exemption from school fees (no more full exonerations will be accorded), or for payment by installments.

In accordance with article 29 of the 'General Rules of the European Schools', if at the end of the school year the school fees have not been paid or have only been paid in part, the pupil concerned will be considered by the school to have been removed from the school list and will no longer be admitted as a pupil at any of the European Schools as from the following school year.

VII. REGULAR ATTENDANCE AT CLASSES

All pupils are required to attend classes on a regular basis in accordance with the annual calendar and the weekly timetable issued to them at the beginning of each school year. Please refer Article 30 of the “General Regulations of the European Schools”(www.eursec.eu) for information regarding regular attendance at classes as well as absences.

The correct procedure for pupils who feel need to go home for health reasons is to visit the school nurse so that they can be examined. They are only allowed to leave the school after the nurses have telephoned the parents and have their consent. Nursery and Primary pupils are then to be collected by a legal representative/an authorized person only. Secondary pupils must go to their educational adviser in order to give them the document prepared by the nurses.

If a pupil is prevented from attending school through ill-health, the head of the family must inform:

PRIMARY SCHOOL

Please contact the class teacher by email **before 8:30am**. Please do not send an email concerning a child’s absence to the secretariat. Your email will not be forwarded to the teacher by the secretaries.

After two days of absence, the pupil must provide a medical certificate which is to be given to the class teacher. **For longer absences**, the medical certificate must be given to the school within 48 hours (a scan by email is sufficient).

SECONDARY SCHOOL

Before 8:30 please contact the educational advisory by email (see page 4 for the list). Please do not send an email concerning a child’s absence to the secretariat. Your email will not be forwarded to the pedagogical advisors by the secretaries

After two days of absence, the pupil must give the medical certificate to the educational advisory of his cycle. **For longer absences**, the medical certificate must be given to the school within 48 hours.

In order to avoid any possible abuse of the system and to ensure that all pupils have the same preparation of time, any absences taking place 2 days or less before a scheduled test (A/b) or exam must be justified by a medical certificate.

Official authorization for absence in special circumstances for personal convenience must be requested in written (letter/email) at least one week in advance, from the relevant Deputy Directors.

As a reminder, except in cases of “force majeure”, no permission may be granted the week before or after school holiday periods or public holidays.

VIII. HEALTH

The role of the school infirmary is to provide first-aid for accidents or illnesses which may arise during the school day. In no circumstances can the infirmary stand in for parents to administer medication.

In order that the nurses can devote the necessary time to emergency cases, parents are requested to deal with the minor ailments at home, in consultation with their GP where necessary such as: sore throats, mouth ulcers, cold sores, warts, and cuts or sprains suffered off the school premises. If your child goes to the infirmary, we will certainly keep you informed if his/her state of health requires it. If you do not hear from us, he/she is fit to follow the class.

In the event of an infectious illness or a case of head-lice, please inform the school medical service and the class teacher of your child.

Please complete the medical form which is available on our school website (<http://eeb4.be/fr/node/6>). This form must be sent to the infirmary by email: lae-infirmary@eursc.eu

Should a case of meningococcal meningitis occur at school, it is imperative that the health service be able to instigate preventative measures in order to lower the risks of contagion.

In such a case, it is envisaged that the school doctor would come into school to disseminate necessary information to pupils' parents and, after an evaluation by the health inspector doctor, to administer, if necessary, doses of antibiotics to the children.

This medication should only be administered to those children who have been in close contact with an infection, being either in the same class or living under the same roof.

In the latter two cases, this precaution is obligatory. Any such pupil who has not received such medication will be suspended from school for a period of ten days.

In order to be able to administer, if necessary, a preventative against meningococcal meningitis, the school doctor needs to have an authorisation, signed by the parents. Whether or not already vaccinated against meningitis, preventive treatment by antibiotic will be imposed.

Therefore, we would ask you to complete the forms available on <http://eeb4.be/en/node/111> « Questionnaire médico-pédagogique et Autorisation d'administrer un traitement préventif contre le méningocoque ».

Kindly ask your usual family doctor if your child has a contra-indication to any of the following antibiotics: Ciproxine, Tarvid or Zitromax.

IX. SECURITY

Following the tragic attacks in Paris and Brussels, the security measures in the European schools have been substantially strengthened. In cooperation with the Security Unit of the European Commission, the school has put the following procedures in place:

UNDERGROUND PARKING GARAGE

We have no other choice but to limit access to the site and this includes the underground parking. The parking will only be open to members of teaching and administrative staff of the school and the APEEE. No parents and no visitors will be allowed to access the garage except for medical reasons.

KISS AND RIDE ZONE IN FRONT OF THE SCHOOL

Supervisors and assistants will be waiting at the pedestrian entrance of the school (gate n°88) to welcome the children. In order for the children to get out of the car and enter the school as swiftly as possible, we kindly ask you to ensure that the children already have their schoolbags on them in the car, and not in the boot of the car. Parents should not park their vehicles. We would like to ensure fluidity in the traffic and avoid long queues.

The assistants will wait for the children in front of the school to take them inside the site and take the pupils (nursery) to their classrooms. In order to avoid traffic jams, this service will be available as from 7h45.

VISITOR

We are limiting all visitors in a very strict manner. If you wish to come for a meeting in the school, please ask for a written invitation from the teacher/visited person of the administration. This person must enroll you and you will receive a confirmation message to print and present to the guards at your arrival on the school site. We kindly ask you to bring your identification badge (Commission, school or ID card) when you wish to enter the site. The teacher will meet the visitor at the entrance and accompany him/her until he/she leaves.

END OF LESSONS

Since the terrorist attacks in Belgium, in order to reinforce security, parents will no longer be permitted to circulate on the site to wait for their children. There is a waiting area close to the gate n°88.

Nursery and primary pupils being collected by their parents will be accompanied to the waiting area next to the school's pedestrian gate, Drève Sainte Anne n°88 where they will meet their parents. In order to avoid large crowds waiting in this area, the pupils will come to the gate following the schedule below:

	Monday - Tuesday - Thursday	Wednesday	Friday
Nursery	14:45	12:20	12:35
P1 - P2	15:00	12:25	12:45
P3 - P4 - P5	15:05	12:30	15:05

Secondary pupils will exit the school via the gate Drève Sainte Anne n° 90.

X. APEEE

Each European school has its own parents association (APEEE). The Brussels IV APEEE offices are on the school site (S building).

The APEEE runs many services linked to school life such as

- The canteen
- The school bus service
- The extra curricular activities
- The Somerfesto (annual school celebration)

In case of questions regarding one of the services run by the APEEE, please contact the APEEE directly.

All the information regarding these services and contact details are available on their school website: www.bru4.eu

XI. AFTER SCHOOL CARE SERVICES - GARDERIE (OIB)

The garderie is a service organised and run by the European Commission (OIB). One of the garderie sites is located on EEB4 site. The garderie provides afterschool childcare facilities for children aged between 4 and 12 years.

In case of questions regarding the garderie, please contact the garderie directly via the email address provided below.

PARENTS ASSOCIATION (ADP)

- The ADP (parents association - Creche and Garderie) represent parents whom children are enrolled to the after school care services or "Garderie Aérée" organised by the European Commission and those whose children are still on the waiting list. The contact details are: EU-ADP_CRECHES-GARDERIES@ec.europa.eu
- . For more info: www.yammer.com/adp-creche-garderie.

ORGANISATION

- The children are welcomed by the educators at the meeting points after lessons.
- They form a part of a group of children of similar age, entrusted to the same educator for a year or two.
- The children eat their snack (provided by the garderie) with their educator and their group in the 'port d'attache' / home base.
- As well as fun activities, the children can also do their homework, in the study area, under the supervision of an educator.

DIFFERENT SITES FOR THE GARDERIE

- The Commission organises an after school garderie on the four European Schools' sites (+ Berkendael for the youngest Uccle pupils) and on the five central sites: Van Maerlant (only 8 to 12 years), Wilson, Cornet-Leman, Genève and Beaulieu. Genève and Beaulieu are reserved primarily for staff children working in the buildings nearby.

TIMETABLES

- Monday, Tuesday and Thursday: the garderie begins at 15.20 until 18h45.
- Wednesday: the educators of the garderie look after the children as from noon for a hot meal that is included in the garderie service until 18h45.
- Friday: the garderie begins at 12.30 for the nursery children, 1st and 2nd year primary after the meal taken with their teachers, and at 15.30 for the other children.
- The garderie closes at 18:45 from Monday to Thursday and at 18:00 on Fridays. It is very important to conform to the closing times.

SCHOOL HOLIDAYS

- July-August and the Easter holidays are the periods of "Garderie Aérée". Prior enrolment is mandatory (<http://www.cc.cec/kiddyweb/home.public>). This activity is organised on the Overijse site or on the central sites when necessary.
- During the other holidays (except Commission public holidays) the garderie operates as "longues journées", on preliminary enrolment for each holiday. The long days are often organised in the central sites.

SOME REQUEST TO THE PARENTS FOR A GOOD COLLABORATION

- Please always let the educator know when the child is leaving the garderie.
- First communicate to the COLE secretariat (who forwards the information) the name of all new persons authorised to collect the child. The educators may in no case hand over the child to unauthorised persons.
- Any questions relative to the administration (enrolments, payment, rules etc) are to be addressed to the COLE secretariat, by e-mail to: OIB-GARDERIES-POSTSCOLAIRES@ec.europa.eu

The link to Kiddyweb, the registration tool of the Commission's after school care service is: <https://webgate.ec.europa.eu/kiddyweb>

Only for urgent communication, telephone number of the Cornet-Leman - COLE secretariat: 02.295.09.45