



École européenne de Bruxelles IV (Laeken)
European School of Brussels IV (Laeken)

NURSERY, PRIMARY AND SECONDARY CYCLES

WELCOME PACK

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TABLE OF CONTENTS

Table of contents.....	2
European Schools.....	5
Mission of the European Schools.....	5
Objectives.....	5
Pedagogical Principles.....	6
Educational Support and Inclusive Education.....	6
Organisation of Studies.....	7
European Bacculaureate.....	7
Assessments.....	8
Useful Links.....	8
Our School.....	10
Cycles.....	10
Language Sections.....	10
Values.....	10
Multiannual Plan.....	11
Useful Links.....	11
School Map.....	12
Access.....	14
APEEE bus Service.....	14
Public Transport.....	14
By Bike.....	14
Parking.....	14
Underground Carpark.....	14
Access Sheet.....	14
School Calendar.....	14
Timetables.....	15
Nursery and Primary Cycles.....	15
Secondary Cycle.....	16
Course Structure.....	17
Early Education (Nursery).....	17
Primary.....	18
Secondary Cycle.....	19
SMS – My School.....	21
School Agenda.....	21
Books and School Supplies.....	21

Sports Kit.....	22
Token	22
Student Card.....	22
Lockers (only for secondary school).....	22
Schoolbag Nametag (nursery and primary).....	23
Libraries.....	23
Regular attendance to classes	23
School attendance certificate	24
Absences.....	24
Nursery and Primary School.....	24
Secondary Cycle	24
Health	26
School Fees.....	27
Category 1.....	27
Category 2.....	27
Important note.....	27
School Fees – Category III.....	28
For the children of the international civil agents of NATO and of the international civil servants of UN (serving in Brussels).....	28
For the pupils whose parents belong to another Category III	28
Deposit.....	28
Remarks.....	28
Data Protection	29
Back to School	31
First week of school	31
Nursery and Primary Cycles	31
Secondary Cycle	31
Parents meetings in September.....	31
APEEE	32
After-school Childcare (OIB).....	33
Organisation	33
Timetable.....	33
School Holidays	33
Contacts	34
Contacts	35
Annexes	41

"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."



EUROPEAN SCHOOLS

MISSION OF THE EUROPEAN SCHOOLS

The European Schools are official educational establishments controlled jointly by the governments of the Member States of the European Union.

They are legally regarded as public institutions in all of these countries.

The mission of the European Schools is to provide a multilingual and multicultural education for Nursery, Primary and Secondary level pupils. They are aimed primarily for children of staff of the European institutions.

There are currently 13 European Schools (Alicante, Brussels I (Uccle + Berkendael), Brussels II (Woluwe + Evere), Brussels III (Ixelles), Brussels IV (Laeken), Frankfurt am Main, Mol, Bergen, Karlsruhe, Munich, Varese, Luxembourg I & Luxembourg II), in six countries (Belgium, Netherlands, Germany, Italy, Spain and Luxembourg), with a total of about 28,750 pupils on roll.

OBJECTIVES

- To give pupils confidence in their own cultural identity – fundamental for their development as European citizens;
- To provide a broad education of high quality, from Nursery level to university-entrance;
- To develop high standards in the mother tongue and in foreign languages;
- To develop mathematical and scientific skills throughout the whole period of schooling;
- To encourage a European and global perspective overall and particularly in the study of the human sciences;
- To encourage creativity in music and arts and an appreciation of all that is best in a common European artistic heritage;
- To develop physical skills and instil in pupils an appreciation of the need for healthy living through participation in sporting and recreational activities;
- To offer pupils professional guidance on their choice of subjects and on career/university decisions in the later years of the Secondary school;
- To foster tolerance, co-operation, communication and concern for others throughout the school community and beyond;
- To cultivate pupils' personal, social and academic development and to prepare them for the next stage of education.
- To provide Education for Sustainable Development with a cross curriculum approach in line with European and international documents.

PEDAGOGICAL PRINCIPLES

Basic instruction is given in the official languages of the European Union. This principle allows the primacy of the pupil's mother tongue (L1) to be safeguarded.

Consequently, each school comprises several language sections. The curricula and syllabuses (except in the case of mother tongue) are the same in all sections.

The conscience and convictions of individuals are respected. Religious education or education in non-confessional ethics is an integral part of the curriculum.

To foster the unity of the school and encourage genuine multi-cultural education, there is a strong emphasis on the learning, understanding and use of foreign languages. This is developed in a variety of ways.

To achieve these objectives, the teachers, with the support of the educational advisors and the Management, share their national experience with colleagues of other nationalities, not for the sake of sterile comparison, but as a positive and constructive contribution.

EDUCATIONAL SUPPORT AND INCLUSIVE EDUCATION

The European Schools recognise that each pupil learns in a unique manner and that some pupils may experience the need for additional support or challenge during their schooling.

To that purpose, the European Schools promote access to learning by creating accessible and flexible learning environments, using of a variety of teaching methods and learning materials in their classrooms.

Whenever necessary, personalised support is provided in the form of reasonable accommodations and support measures that cater for the pupils' needs and foster a successful, increasingly autonomous learning path.

Different forms and levels of support are provided, designed to ensure appropriate help and equal opportunities for all the pupils, including those having special educational needs, experiencing difficulties at any point in their schooling or gifted ones in order to enable them to develop and progress according to their potential.

ORGANISATION OF STUDIES

The European School system consists of two years of Early Education (nursery cycle), five years of primary and seven years of secondary education.

Pupils are admitted to the nursery school at the beginning of the school year in September of the calendar year in which the child reaches four years of age and pupils shall be admitted to primary year 1 at the beginning of the school year in September of the calendar year in which the child reaches six years of age.

Cycles	Levels	Age
Early Education (Nursery)	1-2	4-5 y.o.
Primary	1-5	6-10 y.o.
Secondary		
Observation cycle	1-3	11-13 y.o.
Pre-orientation cycle	4-5	14-15 y.o.
Orientation cycle	6-7	16-18 y.o.

EUROPEAN BACCALAUREATE

Secondary education is validated by the European Baccalaureate examinations at the end of S7. The certificate awarded is fully recognized in all the countries of the European Union, as well as in a number of others.

European Baccalaureate certificate holders enjoy the same rights and benefits as other holders of Secondary school-leaving certificates in their countries, including the same right as nationals with equivalent qualifications to seek admission to any university or institution of higher education in the European Union.

The Examining Board, which oversees the examinations in all language sections, is chaired by a university professor and is composed of external examiners of each European Union country. The examiners are appointed annually by the Board of Governors of the European Schools and must meet the requirements laid down in their home countries for appointment to examining boards of the same level.

The Baccaureate examinations assess performance in the subjects taught in years 6 and 7, and to qualify for admission to the examinations, pupils must have completed at least the last two years of the Secondary school at a European School.

ASSESSMENTS

Assessment of each candidate's performance is based on:

1. A **preliminary mark** reflecting performance in course-work, oral participation in class and the results of tests during year 7. It accounts for 50% of the final marks.
2. Baccaureate examinations at the end of year 7, i.e.:
 - **Five written examinations**, which account for 35% of the marks, including the pupil's mother-tongue (or the language of the section in which the pupil is enrolled), first foreign language and mathematics, which are compulsory for all candidates.
 - **Three oral examinations**, which account for 15% of the marks, including the pupil's mother-tongue (or the language of the section in which the pupil is enrolled), which is compulsory.

To pass the Baccaureate, candidates must achieve a minimum of 50% (New Marking Scheme)

The close scrutiny exercised by the Examining Board, which, as far as the written examination papers are concerned, requires double marking and, where necessary, a third marking, guarantees the high level and quality of the Baccaureate and thus allows the certificate to be awarded only to pupils with the competences and knowledge required to go on successfully to higher education.

USEFUL LINKS

More information about the European School is available on the [website of the Secretary-General of the European Schools](#) (OSGES).

Official texts are available [on this page](#).



OUR SCHOOL

The European School of Brussels IV was inaugurated in 2007 in Berkendael (Uccle). It was moved to its current location, Laeken, in 2012.

Our school counts an approximate number of 3150 pupils in 8 language sections: Bulgarian, Dutch, English, Estonian, French, German, Italian and Romanian.

CYCLES

N	Nursery
P	Primary
S	Secondary

LANGUAGE SECTIONS

DE	German
EN	English
BG	Bulgarian
ET	Estonian – up to and including S2 (for 2023/24 school year)
FR	French
IT	Italian
NL	Dutch
RO	Romanian – up to and including S6 (for 2023/24 school year)
HR	Croatian – only SWALS pupils

10

Some 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.

VALUES

FRIENDSHIP *creativity*
commitment **ENTHUSIASM**
loyalty **INTEGRITY**
GENEROSITY **RESPECT** *honesty*
community **TOLERANCE**

MULTIANNUAL PLAN

The purpose of the multi-annual plan is to provide a framework for the development of the various nursery and primary cycle action plans and secondary cycle action plans to ensure a coordinated and comprehensive whole school approach. The report of the Whole School Inspection, which took place in March 2019 at the European School of Brussels IV (Laeken), identified four priorities: cooperative learning, differentiating, varied teaching and learning methodologies, and pupil self-evaluation.

We invite you to read it [on our website](#)

USEFUL LINKS

You will find all the useful information about the school life (Rules, Policies, Charters, etc.) [on our website](#):

- For the whole school: <https://eeb4.be/rules-policies/>
- For the nursery cycle: <https://eeb4.be/nur-rules-policies/>
- For the primary cycle: <https://eeb4.be/pri-rules-policies/>
- For the secondary cycle: <https://eeb4.be/sec-rules-policies/>

Other useful links:

- [Frequently asked questions](#)
- [Contacts](#)

SCHOOL MAP

A	Secondary classes Chill-out room (for S1, S2, S3)
B	Science laboratories
D	Canteen Primary sport hall
E	Sport hall
F	Nursery classes
G	Left wing: Art and Music Right wing: Administration, Infirmary, School Psychologists
J	Primary classes
K	Deputy Director of the nursery and primary cycles (ground floor) Nursery and primary cycles secretariat (ground floor) Primary classes
L	Nursery and primary library
M	After-school childcare (<i>garderie</i>)
N	Sport hall
Q	Guards office, entrance n°86
R	Multipurpose Hall (<i>Salle polyvalente – SPV</i>) Secondary library (2 nd floor) Chill-out room (for S4, S5, S6)
S	After-school childcare (<i>garderie</i>) APEEE
T	Deputy Director of the secondary cycle Secondary cycle secretariat (1 st floor)
W	Secondary classes Chill-out room (for S7)



ACCESS

Our school is accessible on foot, by bike, by city public transport or with the APEEE buses and by car.

APEEE BUS SERVICE

The Parents' Association of the European School of Brussels IV-Laeken (APEEE Bru4) offers, among other services, the transport of students from nursery to secondary and from all linguistic sections between home and school in the morning and between school and home or nursery in the afternoon. More information on the APEEE is available on page 31.

PUBLIC TRANSPORT

As far as possible, we encourage you to avoid using your car to get to school and to use soft mobility instead. The school is easily accessible by public transport: SNCB, STIB, De Lijn.

BY BIKE

Pupils and staff members can find dedicated spaces to keep their bicycle on the school premises.

PARKING

To ensure everybody's safety, we ask you to avoid cluttering the space just in front of the school. Please, note that parking possibilities are limited around the school, especially during rush hour. We recommend that you use public transport, that you walk or that you come by bike.

UNDERGROUND CARPARK

The underground carpark can only be used by the school and APEEE staff.

ACCESS SHEET

For more information, please [visit our website](#) and read our Access Sheet in [Annex I](#)

SCHOOL CALENDAR

The School calendar (181 school days) is harmonized between the four Brussels European Schools and approved by the Administrative Board.

It is available [on our website](#) and in [Annex II](#).

TIMETABLES

NURSERY AND PRIMARY CYCLES

NUR – P1 – P2					
	Monday	Tuesday	Wednesday	Thursday	Friday
Classes start	08:15	08:15	08:15	08:15	08:15
Classes end	15:00	15:00	12:30	15:00	12:45
P3 – P4 – P5					
	Monday	Tuesday	Wednesday	Thursday	Friday
Classes start	08:15	08:15	08:15	08:15	08:15
Classes end	15:00	15:00	12:30	15:00	15:00

SECONDARY CYCLE

Monday, Tuesday, Thursday, Friday			
Entry W Building - Lockers		08:00	
End of locker time + Entry to the other buildings		08:10	
Period 1		08:15	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		11:50	12:35
Period 6	Lunch break according to timetable	12:40	13:25
Period 7	Lunch break according to timetable	13:30	14:15
Period 8 End of classes 1: First departure of APEEE buses		14:20	15:05
Period 9 End of classes 2: Second departure of APEEE buses		15:10	15:55

Wednesday – For pupils from S1 to S5 only			
Entry W Building - Lockers		08:00	
End of locker time + Entry to the other buildings		08:10	
Period 1		08:15	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 classes: Departure of APEEE buses		11:50	12:35

N.B.: Depending on their subject choices, S6 and S7 pupils may have classes until period 9 on Wednesday.

COURSE STRUCTURE

EARLY EDUCATION (NURSERY)

Early Education is designed to:

- Prepare children for a happy, healthy, responsible, and successful life
- Develop children's personality and abilities
- Support children's learning potential
- Build up respect for others and the environment
- Respect and appreciate children's own cultural and social identity, its values and those of others
- Promote a European spirit.

Early Education is a fundamental part of life-long education and learning and its central role is to support children's growth into ethical and responsible members of society. Teaching and learning in the early years supports and monitors children's physical and psychological wellbeing, including social, cognitive and emotional development and helps to prevent any difficulties that may arise by creating the best possible learning opportunities.

Teaching and learning in the early years is holistic and different areas of development are not separated. In this document as well as in daily school life children, their experiences and actions are central.

It is important to strengthen children's healthy sense of self-esteem with the aid of positive learning experiences and to provide opportunities for diverse interaction with other people. Children's world of experiences shall be enriched and they should be assisted as they seek to find new areas of interest.

The children aged four and five are often taught in mixed groups.

PRIMARY

In the primary school the focus is on mother tongue, mathematics and the first foreign language, but art, music, physical education, discovery of the world and religion/ethics are important - as are the European Hours, where mixed nationalities meet for a variety of activities.

Subject	P1 and P2	P3, P4 and P5
Mother tongue (SWALS Language I – L1)	8h (2h30)	6h45 (3h45)
Mathematics	4h	5h15
Language 2 (L2)	2h30	3h45
Music Education Art Education Physical Education	5h	3h
Discovery of the World	1h30	3h
European Hours	–	1h30
Religion / Ethics	1h	1h30
Recreation	3h30	2h30
Total	25h30	27h15
ONL – Irish / Maltese*	1h30	1h30
ONL – Finnish / Swedish*	–	1h30

* Other National Language is taught during class.

SECONDARY CYCLE

Pupils normally enter the secondary school in the calendar year in which they turn 11, following the successful completion of the European School's primary course or an equivalent course duly certified by an officially recognized school.

The seven years of secondary education are organized in the following way: for the first three years, pupils follow a common curriculum, in what is known as the observation cycle. Most subjects are taught in the mother tongue.

From **secondary year 1** onwards, pupils will begin to study a second foreign language (L3).

In **secondary year 2**, Latin is offered as an option. In secondary year 3, pupils who chose Latin in year 2 continue to study it. For the other pupils, ICT is offered as an option.

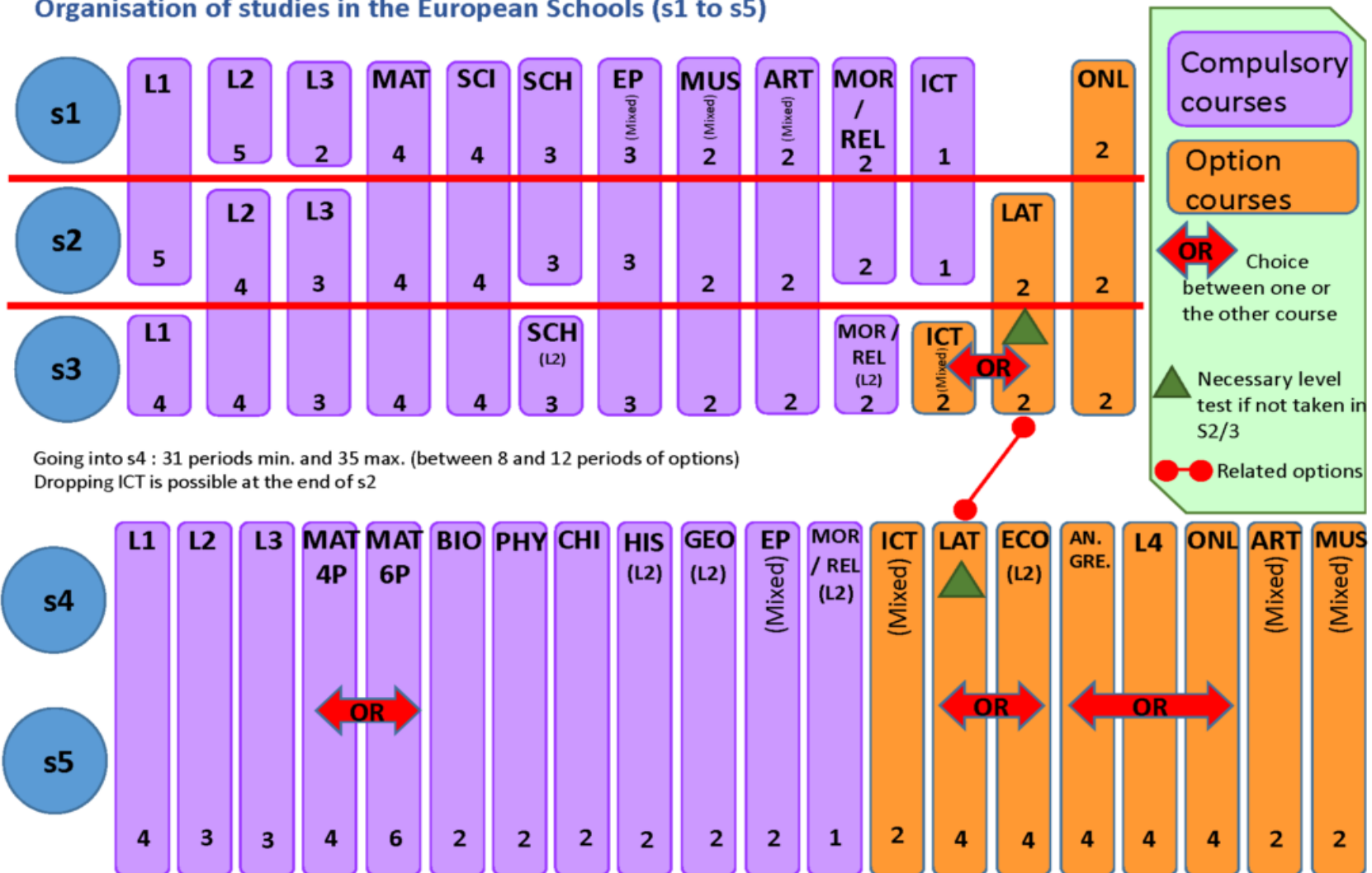
In **secondary year 3**, all pupils study human sciences and religion or ethics in their first foreign language (L2).

In **years 4 and 5** the compulsory course in integrated science is subdivided into physics, chemistry and biology, and pupils may choose between the advanced or the normal course in mathematics. Other options include economics, a third foreign language (L4) and Ancient Greek.

Years 6 and 7 form a unit which leads to the European Baccalaureate. Although there is a core of compulsory subjects, including mother tongue, Language 2, mathematics, a science, philosophy, physical education, history and geography, students have a wide range of further options and may choose to study some subjects for two periods, four periods or at an advanced level.

Pupils are regularly assessed and reports are issued three or four times a year. Assessment is based on both course-work and examinations, although formal examinations do not form part of the observation cycle. Criteria established by the Board of Governors are used to decide whether a pupil may move up to the year above at the end of the school year.

Organisation of studies in the European Schools (s1 to s5)



- Remarks :
- In s4-s5, options are chosen for the full cycle
 - ONL : Only for Irish nationality students in the EN section
 - L4 : Official EU language (min. 7 students enrolled)
 - Mixed: subjects taught to mixed language groups

SMS – MY SCHOOL

SMS is an online management software system enabling parents to access miscellaneous information regarding their children: timetable (in the Secondary), absences of the last 15 days, teachers' e-mails, reports, messages from the school, personal data, etc.

All new parents will receive, just before the start of the school year, an e-mail with the technical instructions to be able to connect to SMS - School Management System.

The login and password will allow you to have access to the file of your child(ren) and the timetable. The timetable will only be available for Secondary pupils. This timetable is provisional and may be subject to change during the first few weeks of school.

More details will be provided by the secondary secretariat at the beginning of the school year.

If you are experiencing SMS-related issues, please [check our FAQ](#) **first**. If you cannot solve the issue, contact our IT department: LIST-LAE-SKU-SMS@eursc.eu.

To report a data change in SMS: LAE-SMS-UPDATING@eursc.eu.

SCHOOL AGENDA

A compulsory standard school agenda will be distributed to all students from Nursery to S4 inclusive at the beginning of the school year (the cost of this will be included in the school fees bill).

From the first school day, please indicate the name of the child, name of parents, address and useful phone numbers to contact in case of need.

The agenda is a very important working and communication 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.

BOOKS AND SCHOOL SUPPLIES

In **nursery**, [books and school supplies lists](#) can be found on our website (if applicable, some classes do not request supplies).

In **primary**, [books and school supplies lists](#) can be found on our website.

In **secondary**, [books and school supplies lists](#) can be found on our website. However, there is no specific list for the secondary cycle. Each teacher communicates the material required in class.

N.B.: It is **not necessary to bring all the books on the first day** of school.

SPORTS KIT

Parents should order the sports kit online.

In **primary**, only the t-shirt and short are required. The swimming cap is only required for pupils from P2 to P5.

In **secondary**, only the t-shirt is mandatory.

For orders, please visit our [supplier's website](#).

TOKEN

All new pupils receive a token. From secondary school onwards, students must imperatively carry it with them every day.



The token will be required:

- For purchases in the cafeteria or Snack Shack
- For meals in the canteen
- For the use of the student's locker (only for secondary students)

22

STUDENT CARD

All secondary students receive every year a new (non-magnetised) student card, which must be worn visibly throughout the day.

This card allows any teacher or member of the school's educational staff to identify the students. It must also be shown to the security guards when leaving the school and in the canteen by pupils eating a hot meal.

This card will have a red, blue or green stripe indicating the type of exit permit you have chosen for your child.

LOCKERS (ONLY FOR SECONDARY SCHOOL)

Each secondary pupil 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.

Therefore, it is not necessary to apply for a locker. However, if you **do not want** your child to have a locker, in this case only, please send an e-mail to Ms. Daniela MUTES : lae-assistant-deputy-director-secondary-cycle@eursc.eu.

SCHOOLBAG NAMETAG (NURSERY AND PRIMARY)

As from the first day, parents of pupils of the nursery and primary cycles must attach a **laminated** label on their children's schoolbag, which mentions the name, full address, parent's phone number and, very clearly, the bus number to take (specifying also the days using the bus service).

Please find more information and the template to print [on our website](#) and in **Annex III**.

LIBRARIES

Our school has [two libraries](#), which are an integrated part of the pedagogical process.

Nursery and primary pupils visit the library every other week accompanied by their teachers. Pupils from the Secondary cycle visit the library on an autonomous basis. Everybody can borrow books, magazines and other media supports.

Our [catalogue](#) includes books in Bulgarian, Croatian, Dutch, English, Estonian, French, German, Italian, Romanian and Spanish.

The library provides many resources which are available to the school community. They can be consulted at school, using the computers dedicated to that aim, or online.

During the school year, the library organizes various activities. They aim at instilling children with a love for books and encouraging them to enjoy reading.

The libraries are accessible to students according to the schedule indicated on the library door.

They are located in building L (nursery and primary cycles) and building R, second floor (secondary cycle). See map on page 13.

REGULAR ATTENDANCE TO CLASSES

All pupils are required to attend lessons 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](#) for information regarding regular attendance and absences.

If your child feels unwell during the day and wants to go home, he/she has to see the school nurse so that he/she can be properly examined. Your child will be allowed to leave school only 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 first to their educational adviser and hand over the document prepared by the nurses.

SCHOOL ATTENDANCE CERTIFICATE

School Attendance Certificates will be distributed by e-mail from the 3rd week of school. **No certificate will be issued before the 3rd week of school.**

ABSENCES

If a pupil cannot attend school due to ill-health, one of the child's legal representatives must inform the school according to the following procedure.

NURSERY AND PRIMARY SCHOOL

Before 08:30. Please, contact the class teacher only, by e-mail.

Please, do not send an e-mail 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 e-mail is sufficient).

SECONDARY CYCLE

Before 08:15. Please, contact your child's Educational Advisors by e-mail. See [Contacts](#) on our website.

Please do not send an e-mail concerning a child's absence to the secretariat. Your e-mail will not be forwarded to the educational advisors by the secretaries

After two days of absence, the pupil must give the medical certificate to the educational advisor of his year group. **For longer absences,** the medical certificate must be handed in within 48 hours.

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

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

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 infirmary and the class teacher of your child.

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 the necessary information to pupils' parents and, after an evaluation by the health inspectorate, 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 **fill in** the [Medical-educational questionnaire](#) and to read and fill in the [document relating to Meningitis](#).

Both documents are available [on our website](#) and in **Annexes IV and V** of this Welcome Pack. They must be **filled in and returned by e-mail to the infirmary during the first week of school**: LIST-LAE-INFIRMARY@eursc.eu.

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

SCHOOL FEES

Contact person: Ms. Sandra BEYNE (sandra.beyne@eursc.eu ; 02/340.70.02)

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

CATEGORY 1

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

CATEGORY 2

- The legal representatives belonging to the organizations, who have signed a financing agreement with the Board of Governors and who pay, per child, the annual contribution calculated at the beginning of the year, are obliged to pay the school fees. For those families who have multiple children at school, there is no reduction in school fees for the second and subsequent children.

An invoice for the school charges and, if applicable, the fee will be sent after the start of the school year (October 2023). This must be paid by bank transfer within the time limit.

If necessary, you can find more information [on our website](#).

IMPORTANT NOTE

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 "Attestation for the European School" that was requested when you enrolled your child.

Please note that the legal representative encoded in the computer program cannot be modified during the school year. If you wish to modify the legal representative by default, please send an e-mail to Ms. Sandra BEYNE (sandra.beyne@eursc.eu) imperatively before 30/09/2023.

A request for change submitted after the deadline will not be considered for the school year 2023-2024.

SCHOOL FEES – CATEGORY III

Contact person: Ms. 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.

FOR THE CHILDREN OF THE INTERNATIONAL CIVIL AGENTS OF NATO AND OF THE INTERNATIONAL CIVIL SERVANTS OF UN (SERVING IN BRUSSELS)

	Enrolled before 01/09/2013	Enrolled after 31/08/2013
Nursery		8.401,38 €
Primary		11.552,02 €
Secondary	12.854,22 €	15.752,72 €

FOR THE PUPILS WHOSE PARENTS BELONG TO ANOTHER CATEGORY III

	Enrolled in Category III before 01/09/2013	Enrolled in Category III after 31/08/2013
Nursery		4.200,69 €
Primary		5.776,01 €
Secondary	6.427,11 €	7.876,36 €

28

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 will be sent to you. Please, make sure payment is settled before the beginning of the school year (deadline on the 15th of July, 2023 - for students already enrolled in 2022-23).

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 (please, note that full exonerations are not allowed), or for payment by instalments.

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 removed from the school list and will no longer be admitted as a pupil at any European School, as from the following school year.

DATA PROTECTION

The School commits to respecting the legislation regarding data protection and, in particular, the General Data Protection Regulation (GDPR).

The School has namely enacted a privacy statement and appointed a Data Protection Officer.

You can find all relevant information [on our website](#).

Kindly note that parents of new enrolled pupils must fill in on SMS their child(ren)'s consent form for the use of pictures and/or videos by the School. To do so, please log in to SMS using your parental account credentials. You will be presented with the explanatory notice that lays out the conditions under which the School will photograph or make recordings of your child(ren). After you have agreed to the terms, you will be directed to the authorisation form where you are invited to provide your consent.

Please note that if you do not fill out this form, your child(ren)'s teacher(s) will have no choice but to "blur" your child's image or ensure that your child does not appear in any photos/videos taken during school activities.

Should you have any questions regarding the privacy policy or the way the School processes your child(ren)'s data, please contact the School's Data Protection Officer, Ms. Lefkothea GARTAGANI, to the following address: LAE-DPO-CORRESPONDENT@eursc.eu.



BACK TO SCHOOL

FIRST WEEK OF SCHOOL

NURSERY AND PRIMARY CYCLES

The nursery and primary secretariat will send you all the practical details of the first days of the new school year by e-mail at the end of August.

Access to the school for nursery and primary pupils goes through the entrance at n°88.

On arriving at school on **Wednesday 6 September**, parents may accompany their child(ren) to their classrooms, where they will be welcomed by their respective class teacher(s) from 7:50 am. Classes will start at 8:15 am.

N.B.: **Parents should ensure that the class teacher knows how their child is getting home at the end of the day** (parent pick-up, bus, garderie) by indicating this on their **schoolbag nametag**. See page 23 & **Annex III**.

SECONDARY CYCLE

From the start of the school year on Wednesday 6 September 2023, secondary students access the school via Drève Sainte-Anne, at the gate n° 90.

All the practical arrangements for the first days of school will be sent to you a few days before the start of the school year, by e-mail, by the secondary secretariat.

Pupils do not need to bring all their books on the first day of school.

PARENTS MEETINGS IN SEPTEMBER

This year, all Parent/Teachers meetings will take place in the school. These meetings will take place during the first 4 weeks of the new school year.

Practical information (timing, location, etc.) about these meetings will be sent to you at the start of the school year.

APEEE

Each European school has its own parents' association (APEEE). Their office is located in the S building.

The APEEE runs many services linked to school life such as:

- The canteen
- The school bus service
- The extra-curricular activities
- 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 website](#).

Do you have questions about transport or canteen? Are you or your child having issues with OS365 and need help? Do you want to talk to your child's teacher and you don't know how to do it? Or do you just want to be in contact with other parents from EEB4 and even want to join a working group that is dealing with something important to you?

The APEEE is here to help! Do not hesitate to contact them with any questions or concerns with the school, and they will be happy to get back to you as soon as possible.

For any questions of an educational nature or concerning the school community, you can send an e-mail to: info@bru4.eu.

For all other APEEE services (administration, transport, canteen and extracurricular activities), you can send an e-mail to: secretariat@bru4.eu.

AFTER-SCHOOL CHILDCARE (OIB)

The European Commission organizes paid after-school childcare for the children of statutory staff of the institutions of the European Union (from 4 to 12 years old). The after-school childcare has a social mission which is to meet the needs of working parents and an educational mission which is to offer children a quality welcome centered on their well-being and their socialization.

For more information, please look at the after-school childcare page the website of the European Commission: [My Intracomm](#).

ORGANISATION

The children are welcomed at the end of the school day by the educational team on the school site or in a central after-school childcare site. The parents' association of the school (APEEE) is responsible for transporting the children to the central sites.

The after-school childcare policy is a tool that aims to meet the basic needs of children in partnership with families. The educational team plays an important role by supporting the child in his development through different activities that target specific skills. The snack is often a moment where each child can talk about whatever is on their mind. There is also a "Study" activity where children can go to do their homework.

33

TIMETABLE

- Monday, Tuesday and Thursday: From the end of classes to 18:45.
- Wednesday: From the end of classes to 18:45
- Friday: From the end of classes to 18:00

SCHOOL HOLIDAYS

During the holidays provided for in the school calendar, childcare is organized at the various central sites and, if possible, at the schools. The after-school centre operates in "**school holiday childcare**" mode: children are cared for in the morning from their arrival at the childcare centre until closing time. Prior registration is mandatory within the time limits provided via the [Kiddyweb](#) application.

Outdoor childcare takes place during the spring (Easter period) and summer (July and August) holidays mainly at the Overijse site and if necessary at a central site. Prior registration is required via the [Kiddyweb](#) application.

N.B.: No childcare on official European Commission holidays.

CONTACTS

Registrations: Any questions relating to registrations can be addressed to the functional mailbox: OIB-INSCRIPTIONS-GARDERIES-POSTSCOLAIRES@ec.europa.eu.

Secretariat: Any questions for general information can be addressed to the functional mailbox: OIB-GARDERIES-SECRETARIAT@ec.europa.eu.

Parental deductions: Any question relating to parental contributions can be addressed to the functional mailbox: OIB-CPE-AFFAIRES-FINANCIERES@ec.europa.eu.

Parents can also contact the AdP (**Association des parents – Crèches et Garderies**), which represents parents interested in after-school and/or holiday childcare centres of the European Commission, at the following e-mail address: EU-ADP-CRECHES-GARDERIES@ec.europa.eu.

Some requests to the parents for a good collaboration:

- 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 question 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.

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

CONTACTS

Management	
Markko MATTUS Director	LAE-DIRECTOR@eursc.eu
Laure NOSSENT Executive Assistant	laure.nossent@eursc.eu Tel.: 02/340.13.94

Management Finance and Administration	
Peter SEGERS Deputy Director	LAE-DEPUTY-DIRECTOR-FINANCE-AND-ADMINISTRATION@eursc.eu
Deniz GUMUS Secretary Deputy Director	deniz.gumus@eursc.eu Tel.: 02/ 340.13.96

Nursery and Primary Cycles

Management	
Martin McGRATH Deputy Director	LAE-DEPUTY-DIRECTOR-NURSERY-AND-PRIMARY-CYCLE@eursc.eu
Niina VIIMA Assistant Deputy Director	LAE-ASSISTANT-DEPUTY-DIRECTOR-NURSERY-AND-PRIMARY-CYCLE@eursc.eu

Secretariat	
Carolyn SAUNDERS Secretary	carolyn.saunders@eursc.eu Tel.: 02/340.13.99

Véronique MALEMPREZ Secretary	veronique.malemprez@eursc.eu Tel.: 02/340.13.90
Coordination	
Marjolaine FUMINIER Educational Support Coordinator	marjolaine.fuminier@teacher.eursc.eu

Secondary Cycle

Management	
Sandra MASET CALPE Deputy Director	LAE-DEPUTY-DIRECTOR-SECONDARY-CYCLE@eursc.eu
Daniela MUTES Assistant Deputy Director	LAE-ASSISTANT-DEPUTY-DIRECTOR-SECONDARY-CYCLE@eursc.eu

Secretariat	
Samantha SIOEN Secretary	samantha.sioen@eursc.eu Tel.: 02/340.14.90
Deborah DE METS Secretary	deborah.de-mets@eursc.eu Tel.: 02/340.70.01
Laura DELOBEL Secretary	laura.delobel@eursc.eu Tel.: 02/ 340.14.97

Coordination	
Sandrine RUNDSTRÖM P5 à S1 Transition S1-S2 Coordinator	sandrine.rundstrom@teacher.eurasc.eu
Evica ŠIVAK LEDIĆ S3-S4 Coordinator	evica.sivak-ledic@teacher.eurasc.eu
Stephen ETORDEU S5-S6 Coordinator	stephen.etordeu@teacher.eurasc.eu
Tom BOIY S7 and BAC Coordinator	tom.boiy@teacher.eurasc.eu
Maxime JONCKHEERE Acting educational Support Coordinator	maxime.jonckheere@edu.eurasc.eu

Educational Advisors	
Marie-Madeleine DEMOOR Educational Advisor S1	marie-madeleine.demoor@edu.eurasc.eu Tel.: 02/ 340.70.03
Sigrid MELTS Educational Advisor S2	sigrid.melts@edu.eurasc.eu Tel.: 02/ 340.70.06
Patty MBUYI-LABA KANKONDE Educational Advisor S3	patty.mbuyi-laba@edu.eurasc.eu Tel.: 02/ 340.70.09
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Administration	
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Tatiana D'HUART Enrolments secretary	LAE-ENROLMENTS@eursc.eu Tel.: 02/340.70.32
Sandra BEYNE Accountant – Tuition fees and employers' attestations	sandra.beyne@eursc.eu Tel.: 02/340.70.02
Lefkothea GARTAGANI Data Protection Officer	LAE-DPO-CORRESPONDENT@eursc.eu
Steven QUINA ICT Nursery/Primary	steven.quina@eursc.eu

Joris GOEMAN ICT Secondary	joris.goeman@eursc.eu
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Infirmary	
Eva PUTTKAMER Sophie CARLY Ouafaa ELMESKINI Charlotte TROUPEAU	list-lae-infirmary@eursc.eu Tel.: 02 /340.14.94

School Psychologists	
Marie-Charlotte VAN DER MERSCH Nursery and Primary Cycles + S7	marie-charlotte.van-der-mersch@eursc.eu Tel.: 02/340.70.15
Terry VERVONDEL S1, S2, S3 and NL section	terry.vervondel@eursc.eu Tel.: 02/340.70.16
Madeleine MENTIOR S4, S5, S6 and DE section	madeleine.mentior@eursc.eu Tel.: 02/340.70.34

Librarians	
Eli LONERO Cécile FUMIRE Stéphanie PIRET	list-lae-librarian@eursc.eu

N.B.: If you **are not sure who to contact**, please refer to the **organisation charts** available on our website ([nursery and primary cycles](#) to be published; [secondary cycle](#)). They will be updated at the beginning of the school year.

APEEE	
General	secretariat@bru4.eu Tel.: 02/474.10.91
Transport	transport@bru4.eu Tel.: 02/474.10 96
Canteen	canteen@bru4.eu Tel.: 02/474 10 95
Extracurricular (Périscolaire)	periscolaire@bru4.eu Tel.: 02/474 10 92
Eurêka! Lost and Found	eureka@bru4.eu

ANNEXES

- I. Access sheet
- II. School calendar
- III. Schoolbag nametag
- IV. Medical-educational questionnaire
- V. Form and information Meningitis