



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

COMMUNICATION

GLOSSARY

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GLOSSARY

This glossary is intended as a tool to understand terms used in the European Schools system, in particular at the European School of Brussels IV (Laeken). It provides a simple definition, specifies terms which might have a different meaning in another field and explains expressions which are part of the jargon specific to the system or to the school.

OUR SCHOOL

EUROPEAN SCHOOL OF BRUSSELS IV (LAEKEN)

Name of the school when used in its entirety (Roman numeral).

EEB4

Name of the school when used as an acronym (Arabic numeral).

A

ACCREDITED EUROPEAN SCHOOL

Accredited European Schools are schools which offer a European education that meets the pedagogical requirements laid down for the European Schools but within the framework of the national school networks of the Member States. Accredited European Schools are thus outside the legal, administrative and financial framework to which the European Schools are compulsorily subject¹. There are currently 22 AES.

ADMINISTRATION BOARD

The Administration Board prepares the school's estimates of revenue and expenditure, in accordance with the Financial Regulations, monitors the implementation of the school's budget and draws up its annual management budget, ensures that favourable material conditions are maintained and that the school has a climate conducive to its smooth operation, and exercises any other administrative powers entrusted to it by the Board of Governors. Each school has its own Board of Administration. It meets twice a year.

ADMINISTRATIVE AND ANCILLARY STAFF (AAS)

Administrative or ancillary staff not seconded by a Member State and employed by the School. These employees are subject to the Service Regulations for the Administrative and Ancillary Staff.

AFTER-SCHOOL CHILDCARE (ECASC)

The European Commission After-school childcare (ECASC) organises after-school child-minding services.

ANNOUNCEMENT

An announcement is a communication sent via the SMS portal.

See also "SMS".

¹ Source: <https://www.eursc.eu/en/Accredited-European-Schools/About>

B

BAC COMMITTEE

Made of S7 pupils, the Bac Committee organises activities and projects for S7, including the Bac Book, Bac Hoodie and Bac Ball.

BADGE

Each staff member has a personal badge. Secondary pupils have a badge in the form of a student card. Some parents can order an access badge². The badge must be worn visibly throughout the day and presented to security staff on request.

BEBAT

Our school is a permanent Bebat collection point for used batteries. The collection point for the nursery and primary cycles is located in the K building. The secondary cycle collection point is located in the T building.

BOARD OF GOVERNORS (BOG)

The Board of Governors deals with strategic, pedagogical and general policy issues concerning the European Schools system as a whole. It meets twice a year

BOARD OF INSPECTORS PRIMARY (BIP)

One of the European Schools' bodies made of primary school inspectors from each Member State.

BOARD OF INSPECTORS SECONDARY (BIS)

One of the European Schools' bodies made of secondary school inspectors from each Member State.

BREVET D'INITIATION AÉRONAUTIQUE (BIA)

The BIA is a theoretical course in aeronautics offered to S5 pupils on a voluntary basis. The course is taught by an EEB4 teacher. Successful participants receive a certificate issued by France.

BRING YOUR OWN DEVICE (BYOD)

This project is linked to the 8 key competences and the school's Multiannual Plan. From S4 onwards, pupils must be equipped with their own computer or tablet, and take it with them to class.

B-TEST

A B-Test is an examination organised in session for pupils in S4, S5 and S6 at the end of each semester.

BUDGETARY COMMITTEE

The Budgetary Committee manages all budgetary and financial matters and has decision-making powers on these matters within the framework of the overall budget approved by the Board of Governors; On administrative and legal matters requiring a decision by the Board of Governors (concerning the system as a whole, including Type II and Type III schools, and falling outside the sphere of autonomy of individual schools), it issues an opinion to the Board of Governors; Defines the general budgetary objectives for Type I schools and evaluates their implementation by the schools; Reports annually to the Board of Governors. In principle, it meets twice a year.

² See conditions on our website: <https://eeb4.be/parents-badge/>.

C

CAFETERIA

The APEEE is responsible for the school's two cafeterias, where secondary school pupils and staff members can buy a snack, refreshment or takeaway meal. One is located in the R building, the other, the Snack Shack, is located between the B and G buildings.

CALENDARS

The school has several complementary calendars. The school calendar lists the beginning and end dates of the year, as well as school holidays (available on our website, under the "School Calendar" tab). A dynamic calendar of key dates and events is published on our website (public information).

CANTEEN

The canteen is a service run by the APEEE. Pupils, staff members and certain visitors can eat a meal prepared by the canteen during the lunch break (registration required for pupils).

CANTEENIST

As opposed to "tartinist", a pupil who is registered for hot meals in the canteen.

CAREER GUIDANCE

In secondary, a range of tools is available to help pupils make their school, academic and career choices: Presentations, advice, internship (Work Experience), etc.

See also "Work Experience".

CELI

Certificati di Lingua Italiana: Our school has signed an agreement with the Università per Stranieri di Perugia (University for Foreigners in Perugia) which allows pupils to prepare and sit the exams to obtain the certificate.

CENTRAL ENROLMENT AUTHORITY (CEA)

The CEA coordinates the enrolment of pupils in the Brussels European Schools. On the basis of the Enrolment Policy, it examines enrolment applications and allocates places, while ensuring that pupil intake possibilities are optimised and that pupils are evenly distributed between the sites and language sections.

CHILL-OUT (ROOMS)

The chill-out rooms are relaxation areas reserved for secondary pupils (S1-S3; S4-S6; S7).

CITIZENSHIP ACTIONS FOR ALL PROGRAMME (CAAP)

The Citizenship Actions for All Programme (CAAP) provides pupils in the European Schools network with a unique opportunity to develop their independence and civic competence by engaging in volunteering and active participation within their local communities. The CAAP pilot project was launched for S5 and S6 pupils during the school year 2022-2023. Both programmes "Work experience" and "CAAP" target the same year groups (S5 and S6) and complete the learning experience of the European Schools pupils. The complementary nature of these programmes ensures the holistic development of secondary pupils. This becomes evident when we consider their combined impact on pupils' personal growth as responsible and solidary citizens and the valuable insights into the world of work gained.

See also "Work Experience".

CLASS

Pupils in each language section are divided into classes. Some sections have several classes.

CLASS REPRESENTATIVE (PARENT)

The class representatives are a link between the APEEE and their child's class. They are four per class: Information officer, events correspondent, treasurer and back-up delegate. They can vote at the APEEE General Assembly³.

CLASS REPRESENTATIVE (PUPIL)

In secondary, at the beginning of the school year, a delegate and a deputy are elected in each class. They act as a link between the pupils, the Pupils' Committee, parents' representatives and the school management and administration. In primary, the delegates are part of the Pupils' Council.

See also "Pupils' Committee" and "Pupils' Council".

CLASS TREASURER (PARENT)

See "Class Representative (Parent)".

CLUBS

In secondary, several school clubs are organised during lunch breaks and after class. Each club is organised on a voluntary basis by the teacher.

CONSEIL SUPÉRIEUR DES ÉLÈVES (COSUP)

The CoSup is the representative organisation for all secondary pupils of the European Schools⁴.

COORDINATOR

There are several types of coordination within the school: Cycle, level, section, subject, project, support, European Baccalaureate coordinators.

CYCLE

Pupils are divided into three cycles: Nursery (M1-M2), primary (P1-P5) and secondary (S1-S7). In secondary, the seven years of study are divided into three cycles: Observation (S1-S3), Pre-orientation (S4-S5) and Orientation (S6-S7).

D

DATA PROTECTION

See "GDPR".

DELE

Diploma de Español como Lengua Extranjera: Our school and the Instituto Cervantes have signed a collaboration agreement which enables pupils to prepare and sit the exams to obtain the diploma.

³ Source: <https://www.bru4.eu/en/about-us-2/who-are-we/the-class-representatives/>

⁴ Source: <https://www.eursec.eu/en/Office/bodies>

DELF-DALF

Diplôme d'études en langue française: Our school and the Alliance française de Bruxelles have signed a collaboration agreement enabling pupils to prepare for and sit the exams to obtain the diploma.

DIGITAL WASTE RECYCLING

We collect old phones and send them to Recupel once a year. The nursery and primary cycle collection point is located in the K building. The secondary cycle collection point is located in the T building.

E

ECO-CODE

The secondary Eco-Code involves five actions linked to the Green and Clean School project: Using a water bottle; Reducing food waste; Using environmental-friendly school supplies and reducing unnecessary photocopying; Using low-pollution or non-polluting means of transport to preserve air quality; Reducing our digital carbon footprint.

ECO-COMMITTEE

The Eco-Committee is a working group made of pupils and teachers involved in the Green and Clean School project. It implements concrete actions and awareness-raising campaigns.

ECO-DELEGATE

In primary, an Eco-Delegate is elected among the teachers in each level. In secondary, an Eco-Delegate is elected in each class among pupils.

ÉCOLE DES CADETS

Our school is housed in the former buildings of the *École des Cadets* in Laeken. This site has seen many generations of pupils, including young people preparing to enter the Royal Military Academy. The De Lijn bus stop in front of the school bears a name that recalls its former use: *Cadets/Kadetten*.

EDUCATION COUNCIL FOR THE NURSERY AND PRIMARY CYCLES (CEMP)

The Education Council's task is to seek the best conditions for effective teaching and to promote positive and stimulating human relations. In particular, they shall seek all measures likely to affirm the European character of the school. They may set up working groups. They may adopt resolutions which they submit to the competent authorities of the European Schools. In the event of a school-wide issue, the CEMP may meet with the CES. In principle, it meets three times a year.

EDUCATION COUNCIL FOR THE SECONDARY CYCLE (CES)

The Education Council's task is to seek the best conditions for effective teaching and to promote positive and stimulating human relations. In particular, they shall seek all measures likely to affirm the European character of the school. They may set up working groups. They may adopt resolutions which they submit to the competent authorities of the European Schools. In the event of a school-wide issue, the CEMP may meet with the CES. In principle, it meets three times a year.

EDUCATIONAL ADVISOR

In secondary, the Educational Advisor performs both pedagogical and administrative tasks. Most of the time, they are responsible for one level and manage attendance, discipline, day-to-day problems and requests from pupils and their parents.

EDUCATIONAL SUPPORT

Different forms and levels of support are provided, designed to ensure appropriate help for pupils experiencing difficulties and having special educational needs at any point in their school career, to allow them to develop and progress according to their potential and to be successfully integrated. Educational support can be general, moderate or intensive. It is described in the Policy on the Provision of Educational Support in the European Schools.

E-MUN

The European Model United Nations (EMUN) is a United Nations simulation taking place in Brussels. It is designed and organised by European People in collaboration with IMUNA (International Model United Nations Association), an educational partner. Our secondary pupils take part regularly on a voluntary basis.

ENROLMENTS

Enrolment in the European Schools is subject to a strict procedure detailed in the Policy on Enrolments for the European Schools.

ENVIRONNEMENTAL PERMIT

An environmental permit is an authorisation to operate an activity that includes one or more classified installations, i.e. installations that are likely to have an impact on the environment or the neighbourhood. The environmental permit contains conditions that govern the activity and make it possible to limit or prevent harm to the environment or public safety⁵. To operate, our school needs an environmental permit, which is renewed periodically. It must therefore apply certain standards, which are translated into rules and of which the school community is informed where appropriate.

ERASMUS+

Developed by the European Union, Erasmus+ is a programme for education, training, youth and sport in Europe. We are taking part in this programme through education projects with a European dimension.

ESB OCTOPUS

ESB Octopus is the Brussels European Schools swimming team. It is open to all pupils.

E-TWINNING

eTwinning is a platform that brings together schools across Europe to work on a common project. It enables teachers to communicate, collaborate and develop initiatives with colleagues and other European classes.

EURÊKA!

Eurêka! is a parent-led initiative to collect and return lost and found items from the school premise.

EUROPE DAY

Europe Day is celebrated on 9 May. To mark the occasion, activities and projects are organised on the day itself, during the week or over a longer period.

⁵ Source: <https://environnement.brussels/>

EUROPEAN BACCALAUREATE

This term refers to the last two years of secondary education in the European Schools system (S6 and S7), as well as the diploma awarded to pupils who have passed the European Baccalaureate tests.

EUROPEAN HOURS

Every week on Friday afternoons, P3, P4 and P5 pupils take part in educational activities as part of European Hours. With a few exceptions, each group can take part in several different activities during the school year. This is specific to European Schools.

EUROPEAN SCHOOL

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 institutions⁶. There are currently thirteen of them, including four in Brussels.

EUROPEAN SCHOOLS SCIENCE SYMPOSIUM (ESSS)

The ESSS is an inter-European Schools event. This annual scientific competition is open to the secondary cycle of all European Schools and Accredited European Schools. Each edition is organised by a different school. The first edition took place in 2017.

EUROSPORT

Eurosport is an inter-European Schools event. This biennial sporting competition is open to all European Schools and Accredited European Schools. Each edition is organised by a different school. The first edition took place in 2003.

EVACUATION EXERCISES

Every year, the school organises two fire exercises, the first announced, the second unannounced. To organise these exercises as effectively as possible, they are split into two sessions.

EXTRACURRICULAR ACTIVITIES (PÉRISCOLAIRE)

The extracurricular activities (*périscolaire*) are managed by the APEEE. Pupils can sign up for a variety of extra-curricular activities in the fields of sport, art, languages, etc.

F

FESTIVAL OF ARTS AND MUSIC IN THE EUROPEAN SCHOOLS (FAMES)

FAMES is an inter-European Schools event. This biennial arts festival is open mainly to secondary pupils from all the European Schools and Accredited European Schools. Each edition is organised by a different school. The first edition took place in 2018.

FILO DI SOFIA

Filo di Sofia is a joint project between a primary and a secondary. The project consists of a philosophy workshop run by P5 and S6 pupils, with the help of their respective teachers.

⁶ Source: <https://www.eursec.eu/en/European-Schools/mission>

FORWARD PLANNING

Term used to describe the documents required for teacher planning in the European Schools system.

G

GATES 86, 88, 90

There are several entrances to the school. Pedestrian entrances are located at 86, 88 and 90 Drève Sainte-Anne. Their use varies according to the time of arrival and the cycle of the pupils. In most cases, visitors and school buses enter through gate 86.

GDPR

The General Data Protection Regulation (EU Regulation) came into force in 2016. As any entity processing personal data, EEB4 is required to process the personal data of pupils, staff or other individuals ("data subjects") in accordance with the applicable privacy regulations.

GREEN AND CLEAN SCHOOL

Green and Clean School is an EEB4 project aimed at promoting a healthy environment for the school community and raising awareness of environmental issues. The project is currently focusing on five topics: Waste reduction, biodiversity, food, citizenship and mobility. These initiatives are supported by the Eco-Committee.

GUARDS

Located in building Q (*loge*), security guards are present on the school site 24 hours a day to ensure security. Security guards check the badges of staff, pupils and parents entering the school. They welcome visitors and direct them to their appointments, among other tasks.

H

HALF DAY

The last day before the winter break and the Friday before the Easter break are half-days. There are no classes in the afternoon. School transport organised by the APEEE operates as on a Wednesday. Extracurricular activities organised by the APEEE are not organised on these two days.

I

INTERPARENTS

The Association of Parents' Associations of the European Schools.

J

JOINT TEACHING COMMITTEE (JTC)

The Joint Teaching Committee deals with teaching issues concerning the nursery and primary cycles, the secondary cycle and, where appropriate, all three cycles. It meets twice a year.

JUNIOR LAUREATE CERTIFICATE

The Junior Laureate Certificate is issued to pupils who are promoted at the end of S5.

K

KEY COMPETENCES FOR LIFELONG LEARNING

Key competences include knowledge, skills, and attitudes needed by all for personal fulfilment and development, employability, social inclusion and active citizenship. There are 8 key competences and they are linked to the school's multiannual plan: Communication in a mother tongue; Communication in a foreign language; Mathematical, scientific and technological competence; Digital competence; Learning to learn; Social and civic competences; Sense of initiative and entrepreneurship; Cultural awareness and expression⁷.

KIVA

KiVa is an anti-bullying programme developed in Finland. Our school is actively involved in this project. A KiVa team has been trained at school and all teachers are regularly informed and made aware of the issue.

See also "KiVa Golden Rules".

KIVA GOLDEN RULES

The KiVa golden rules of behaviour are as follows: We treat everyone with respect; Together we will make the class a group which everyone enjoys being a part of; We do not bully others; We will fight hidden bullying; We will not join in on bullying or reinforce the bully; We will support and defend the person being bullied; We will all tell someone about bullying.

See also "KiVa".

L

LABEL ÉCOLES SCIENCES-OLYMPIQUES

Thanks to the regular and growing participation of our pupils in the Science Olympiads, our school has been awarded the "*École Sciences-Olympiques*" label in 2020 and at least until 2026. This label, awarded by the organisers of the Olympiads, is based on criteria of participation, regularity and performance in the various competitions. It is an undeniable recognition of the day-to-day work of science teachers in schools that have been awarded the label, and an encouragement to continue along this path.

LABEL ECO-SCHOOLS

As part of the Green and Clean School project, we have been awarded the label in 2022 for a period of at least two years, during which we will continue to work on these topics: Waste reduction, biodiversity, food, citizenship and mobility. This label rewards the efforts of the entire school community in a project linked to our environment and sustainable development.

LEVEL

Within each cycle, pupils are divided into several levels: M1-M2 (nursery cycle), P1-P5 (primary cycle), S1-S7 (secondary cycle).

See also "Cycle".

⁷ Sources: [EC Europa](#) ; [EUR-Lex](#)

LIBRARY

The library is divided into two branches, one dedicated to the nursery and primary cycles, the other to the secondary cycle. Pupils and staff members can borrow books and ask for advice. The library also serves as a space for reading, working and researching documents.

LOCALLY RECRUITED STAFF

A member of staff recruited by the School if no candidate is seconded by a Member State for a post. Generally⁸, any teacher or Educational Advisor recruited by the Director of a European School to carry out teaching, educational and pupil support tasks which cannot be assigned to seconded staff. These employees come under the Service Regulations For The Locally Recruited Teachers.

LOGE

The *loge* is the term used to designate the building occupied by the security guards (building Q).

LOVE OF READING

A bit like a label, LOVE OF READING aims to bring together all the initiatives taken to promote reading and literature under a single name, whether they are organised by librarians, a teacher or an external project in which we are involved.

M

MEC (MODEL EUROPEAN COUNCIL)

The Model European Council is a simulation of the European Council. This activity brings together all the European Schools for a role-play simulating a European Council summit. Pupils take on the role of ministers from the 27 EU Member States in five different Council configurations (in English, French and German): Heads of State, General and Foreign Affairs, Home Affairs and Justice, Economy and Finance, Environment and Energy. Our secondary pupils regularly take part on a voluntary basis.

MICROSOFT 365

Microsoft 365 is a set Microsoft software and programmes used in the European Schools system (e-mail service, office automation, online storage and sharing, etc.) Each pupil (starting in P3) and staff member has a system e-mail address ending in eursc.eu and access to the various services available. The functionalities may vary depending on whether they are a pupil, a teaching staff member or a AAS staff member.

MINI-ENTREPRISES

The *mini-entreprises* project is open to S6 pupils. It is an extra-curricular activity and enrolment is voluntary. It works like a school club.

MOBILITY

Mobility is one of the working topics of the Eco-Committee and an important dimension of our Environmental Permit. Whenever possible, we strongly recommend that our school community use "soft" means of transport to get to school: On foot, by bike, by public transport, etc.

See also "Environmental Permit".

⁸ Source: <https://www.eursc.eu/BasicTexts/2016-05-D-11-en-13.pdf>

MULTI-ANNUAL PLAN

The purpose of the Multiannual 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. It is reviewed every two years.

MUNUCCLE

MUNUccle is the United Nations model of the European School of Brussels I (EEB1)⁹. It is open to other European Schools. Our secondary pupils participate regularly on a voluntary basis.

MUSIC

Several musical projects are developed at our school. In primary, pupils can take part in the choir, the orchestra and the POP Band as part of the European Hours. In secondary, participation in a musical activity (instrument or singing) is compulsory from S1 to S3. The subject then becomes optional and can be taken up to S7 and included in the European Baccalaureate examinations. The various musical groups in both cycles (orchestras and choirs) sometimes perform in front of an audience.

MY SCHOOL – SCHOOL MANAGEMENT SYSTEM (SMS)

See “SMS”.

N

NEWSLETTER

The newsletter is written by the school management and sent to the school community once a week, usually on Monday. It includes, but is not limited to, projects and achievements that concern the whole school, sometimes a cycle, a section or a pupil or group of pupils who have done something out of the ordinary. Practical information is also provided through this channel.

12

O

OFFICE OF THE SECRETARY-GENERAL OF THE EUROPEAN SCHOOLS (OSGES)

The Office performs executive management duties and provides the schools with advice and assistance in pedagogical, administrative, financial, legal and human resources issues¹⁰. "Central Office" is sometimes used to refer to the OSGES.

OLIVER

Oliver is the classification and content management programme used by the library. On the user side, it is the library's online catalogue.

OPÉRATION SHOE-BOX

The *Opération Shoe-Box* is a solidarity project to collect non-perishable food, in which the school participates every year. It takes place in December.

⁹ Source: <https://munuccle.eu/>

¹⁰ Source: <https://www.eursc.eu/en/Office/mission>

P

PARENTS ASSOCIATION OF THE BRUSSELS EUROPEAN SCHOOLS (APEEE)

The APEEE Bru4 is located on the school site. It is an autonomous entity with aisbl status. It manages the transport service, canteen and extra-curricular activities (*périscolaire*).

PEDAGOGICAL DAY

The annual Pedagogical Day generally takes place on the Monday following the All Saints holiday. Training sessions are organised for staff members. There are no classes for pupils on this day.

PHILODAY

PhiloDay is an inter-school event organised by EEB4. It involves secondary pupils from all the European Schools and Accredited European Schools and takes place over two days, around February or March. Pupil volunteers are heavily involved in its organisation. External speakers who are recognised in their field are invited to speak at the assemblies and workshops organised for the occasion.

PLAYGROUND GOLDEN RULES

These rules, which are different for primary and secondary, are printed on large panels affixed to the walls of buildings J and W.

PRIMARY GOLDEN RULES

The golden rules of the primary cycle are detailed on our website. Here is an overview of the short version: Let's celebrate learning together!; Our school is a place for kindness!; We are all united in diversity!; Let's stay calm and serene!; We take care of our environment!

PROJECT WEEK

In secondary, two "project weeks" are organised each year. School outings are primarily organised during these weeks. The first one usually takes place around the All Saints' holiday, and the second one around the Easter holiday.

PUPILS' COMMITTEE (CDE)

The Pupils' Committee (CdE) is the representative body of secondary pupils. Its members are elected at the beginning of the school year. Its mission is to represent the concerns and interests of pupils in their official functions and to initiate projects on their behalf.

PUPILS' COUNCIL

In primary, the Pupils' Council meets regularly to represent the ideas and opinions of all pupils. It works alongside other members of the school community to maintain and improve the school environment and build a school where everyone's opinion counts.

PUPILS' MOBILITY

European Schools and Accredited European Schools have the possibility of welcoming other pupils and helping their own pupils to visit other schools. These two activities may constitute genuine exchanges (a visit to another school and hosting of other pupils) or one-way visits. They are both called "student mobility programmes".

R

RADIO CONFETTI

Radio Confetti is a project initiated by a primary school teacher as part of the European Hours. Each week, pupils discover the world of radio and sound through fun and educational exercises and workshops.

RADIO EUROPA LAEKEN

Radio Europa is a project initiated by a secondary school teacher. It is one of a number of clubs that pupils can join as an extra-curricular activity. The radio is hosted on Arte Radio's Audioblogs. A similar radio has been set up at EEB3.

RECYCLING AND WASTE REDUCTION

Recycling and reducing waste is one of the Eco-Committee's key areas of work and an important aspect of our school environment. We practice selective sorting (residual waste, PMC, cardboard) and appropriate bins (white, blue, yellow) are available throughout the school (inside and outside). We encourage the school community to reduce waste production wherever possible (print only when necessary, use recyclable containers, etc.) and to sort waste appropriately.

S

SCHOOL ADVISORY COUNCIL (SAC)

The School Advisory Council (SAC) is an advisory committee, composed of representatives of the school management, the teaching and administrative staff as well as representatives of the Parents' Association and the student body. As part of the general objectives of the school system, the SAC submits proposals and takes stand on the definition of priorities and objectives in all areas of school life¹¹.

SCHOOL AGENDA

The school agenda is the preferred means of communication between teachers and parents. It is compulsory from M1 to S4. In primary, pupils are required to consult their agenda to prepare their homework and tests. In secondary, homework and tests must be indicated in the agenda at least until S3, in addition to being published on the SMS portal.

SCHOOL OUTING

School outings and trips have a quite specific educational, didactic and social value. They must have a clear connection with the social, pedagogical and/or didactic objectives of teaching and be prepared and followed up in classroom activities. As far as possible they should be European in nature and should be organised across the different language sections in a school. An outing lasts a maximum of one day¹².

SCHOOL REPORT ORAL DAY

In nursery and primary, the school report is an overview of the cross-curricular skills that pupils acquire during their schooling. An initial assessment of these skills, in particular the integration of the pupil into the class and his/her progress since the start of the school year, is carried out orally around the autumn

¹¹ Source: <https://www.esffm.org/en/about-us/documents/school-policies/sac-school-advisory-council>

¹² Source: <https://www.eursec.eu/BasicTexts/2002-D-54-en.pdf>

holidays. Two other written assessments take place during the school year, one around February and the other at the end of the school year.

SCHOOL TRANSPORT

School transport is a service managed by the APEEE. Pupils can use the school bus, subject to registration, to get to and from school.

SCHOOL TRIP

School trips have a very specific educational, didactic and social value. They must have a clear link with the social, pedagogical and/or didactic objectives of the teaching, and be prepared and used during class activities. As far as possible, they should be European in character and organised between the different language sections of the school. A school trip lasts a minimum of two days.

SECONDED STAFF

A member of staff seconded by a Member State to occupy a post for a fixed period. These employees come under the Regulations for Members of the Seconded Staff.

SECTION

Pupils are divided into several language sections. These sections may vary from school to school. At EEB4, there are 8 sections (some are not yet open at all levels): BG, DE, EN, ET, FR, IT, NL, RO, SWALS.

SECTION REPRESENTATIVE (PARENT)

The section parent representatives work closely with the class representatives. They are also involved in educational issues and are therefore often called upon to work on the pedagogical aspect of the APEEE¹³.

SMS (SCHOOL MANAGEMENT SYSTEM)

My School – School Management System, often abbreviated SMS, is a communication portal within the school community. Each pupil, parent and member of staff has a profile. The functions available vary from one category to another. It can be used to send educational and practical information, to indicate a pupil's absences, to view their timetable, to publish reports, etc. This information is called an "announcement". When an announcement is published, it is visible on the portal, but can also be sent by e-mail, provided that this option is selected when the announcement is sent.

SNACK SHACK

The Snack Shack is one of the cafeterias run by the APEEE. It is located between buildings B and G.

SOMERFESTO

Somerfesto is the school's annual fair. It takes place at EEB4 and is organised by the APEEE.

STUDENTS WITHOUT A LANGUAGE SECTION (SWALS)

SWALS pupils are category I and II pupils whose mother tongue/dominant language is an official language of an EU Member State (except for Irish and Maltese) but for whom no language section in

¹³ Source: <https://www.bru4.eu/en/about-us-2/who-are-we/>

their mother tongue/dominant language (L1) exists in their school. SWALS pupils are normally enrolled in the English, French or German sections. The language of the section becomes the pupil's L2¹⁴.

SYLLABUSES

The syllabuses of all the language sections are – with the exception of mother tongue – identical and the same standards are required to be met. All the syllabuses followed in the different sections lead up to the same examination: the European Baccalaureate¹⁵.

T

TARTINIST

As opposed to "canteenist", a pupil who brings his own lunch, his own sandwiches.

THEMATIC WEEKS

Several thematic weeks are organised each year: Art, kindness, book, mobility, sport, etc. Depending on the topic, projects and activities are organised for the whole school or for a specific cycle.

TRANSITIONS M2-P1 AND P5-S1

At the end of M2 and P5, each section, and sometimes each class, organises one or more activities to familiarise pupils with their new environment: Primary classrooms and buildings for M2, secondary classrooms and buildings for P5, and so on.

U

UNDERGROUND PARKING

The underground car park (entrance located below gate 86, next to the security guards' building), is reserved for staff members. Whenever possible, we strongly recommend that our school community use "soft" means of transport to get to school: On foot, by bicycle, by public transport, etc.

V

VALUES

The school's values are as follows: Friendship, creativity, respect, tolerance, honesty, commitment, enthusiasm, loyalty, generosity and integrity.

W

WELCOME PACK

The Welcome Pack is a document distributed to parents at the beginning of the school year and to all new parents during the school year. It contains the main information you need to know to get off to a good start at EEB4, as well as information about the organisation of the new school year, who to contact and more general explanations about the European Schools system.

¹⁴ Source: <https://www.eursc.eu/en/European-Schools/studies/studies-organisation>

¹⁵ Source: <https://www.eursc.eu/en/European-Schools/studies/syllabuses>

WORK EXPERIENCE

At the end of S5, secondary pupils must complete a two-week work placement. The aim of this placement is to give them an insight into the professional world and to prepare them for their career choices.

WRITING FEST

This inter-European Schools project takes place in nursery and primary and aims to promote writing.

Y

YEARBOOK

The Yearbook is a retrospective book of the school year. It is made of articles written by the teachers and the pupils, class pictures and displays important events that have taken place at EEB4. It is the same version for nursery, primary and secondary.

FRENCH VERSIONS

Our School	
European School of Brussels IV (Laeken)	École européenne de Bruxelles IV (Laeken)
EEB4	EEB4
A	
Accredited European School	École européenne agréée
Administration Board	Conseil d'administration
Administrative and Ancillary Staff (AAS)	Personnel Administratif et de Service (PAS)
After-school Childcare (ECASC)	Accueil pédagogique post-scolaire (APPS)
Announcement	<i>Announcement</i>
B	
Bac Committee	Comité du Bac
Badge	Badge
Bebat	Bebat
Board of Governors (BoG)	Conseil supérieur des Écoles européennes
Board of Inspectors Primary (BIP)	Conseil d'inspection primaire (CIP)
Board of Inspectors Secondary (BIS)	Conseil d'inspection secondaire (CIS)
<i>Brevet d'initiation aéronautique (BIA)</i>	Brevet d'initiation aéronautique (BIA)
Bring Your Own Device (BYOD)	<i>Bring Your Own Device (BYOD)</i>
B-Test	Test B
Budgetary Committee	Comité budgétaire
C	
Cafeteria	Cafétéria
Calendars	Calendriers
Canteen	Cantine
Canteenist	Cantiniste
Career Guidance	Orientation
CELI	CELI
Central Enrolment Authority (CEA)	Autorité centrale des inscriptions (ACI)
Chill-Out (Rooms)	<i>Chill-Out (Rooms)</i>
Citizenship Actions for All Programme (CAAP)	<i>Citizenship Actions for All Programme (CAAP)</i>
Class	Classe
Class Representative (Parent)	Représentant de classe (Parent)
Class Representative (Pupil)	Représentant de classe ou délégué (Élève)
Class Treasurer (Parent)	Trésorier de classe (Parent)
Clubs	Clubs
<i>Conseil supérieur des Élèves (COSUP)</i>	Conseil supérieur des Élèves (COSUP)
Coordinator	Coordinateur
Cycle	Cycle

D	
Data Protection	Protection des données
DELE	DELE
DELFDALF	DELFDALF
Digital Waste Recycling	Recyclage des déchets numériques
E	
Eco-Code	Éco-code
Eco-Committee	Éco-comité
Eco-Delegate	Éco-délégué
<i>École des Cadets</i>	École des Cadets
Education Council for the Nursery and Primary Cycles (CEMP)	Conseil d'éducation des cycles maternel et primaire (CEMP)
Education Council for the Secondary Cycle (CES)	Conseil d'éducation du cycle secondaire (CES)
Educational Advisor	Conseiller d'éducation
Educational Support	Soutien éducatif
E-Mun	E-Mun
Enrolments	Inscriptions
Environmental Permit	Permis d'environnement
Erasmus+	Erasmus+
ESB Octopus	ESB Octopus
E-Twinning	E-Twinning
Eurêka!	Eurêka!
Europe Day	Journée de l'Europe
European Baccalaureate	Baccalauréat européen
European Hours	Heures Européennes
European School	École européenne
European Schools Science Symposium (ESSS)	<i>European Schools Science Symposium (ESSS)</i>
Eurosport	Eurosport
Evacuation exercises	Exercices d'évacuation
Extracurricular Activities (<i>Périscolaire</i>)	Périscolaire
F	
Festival of Arts and Music in the European Schools (FAMES)	Festival des Arts et de la Musique aux Écoles européennes (FAMEE)
Filo di Sofia	Filo di Sofia
Forward Planning	Planification
G	
Gates 86, 88, 90	Grilles 86, 88, 90
GDPR	RGPD
Green and Clean School	<i>Green and Clean School</i>

Guards	Vigiles
H	
Half Day	Demi-jour
I	
Interparents	Interparents
J	
Joint Teaching Committee (JTC)	Comité pédagogique mixte (CPM)
Junior Laureate Certificate	Certificat de Lauréat junior
K	
Key Competences for Lifelong Learning	Compétences clés pour l'apprentissage tout au long de la vie
KiVa	KiVa
KiVa Golden Rules	Règles d'or KiVa
L	
<i>Label Écoles Sciences-Olympiques</i>	Label Écoles Sciences-Olympiques
Label Eco-Schools	<i>Label Eco-Schools</i>
Level	Niveau
Library	Bibliothèque
Locally Recruited Staff	Personnel chargé de cours
<i>Loge (Q)</i>	Loge (Q)
Love of Reading	<i>Love of Reading</i>
M	
MEC (Model European Council)	MEC (Simulation du Conseil européen – <i>Model European Council</i>)
Microsoft 365	Microsoft 365
<i>Mini-entreprises</i>	Mini-entreprises
Mobility	Mobilité
Multiannual Plan	Plan pluriannuel
MUNuccele	MUNuccele
Music	Musique
My School – School Management System (SMS)	<i>My School – School Management System (SMS)</i>
N	
Newsletter	<i>Newsletter</i>
O	
Office of the Secretary-General of the European Schools (OSGES)	Bureau du Secrétaire général des Écoles européennes (BSGEE)
Oliver	Oliver
<i>Opération Shoe-Box</i>	Opération Shoe-Box

P	
Parents Association of the Brussels European Schools (<i>APEEE</i>)	Association des parents d'élèves des Écoles européennes (<i>APEEE</i>)
Pedagogical Day	Journée pédagogique
PhiloDay	PhiloDay
Playground Golden Rules	Règles d'or de la cour de récré
Primary Golden Rules	Règles d'or du cycle primaire
Project Week	Semaine Projets
Pupils Committee (<i>CdE</i>)	Comité des Élèves (<i>CdE</i>)
Pupils' Council	Conseil des Élèves
Pupils' Mobility	Mobilité des élèves
R	
Radio Confetti	Radio Confetti
Radio Europa Laeken	Radio Europa Laeken
Recycling and Waste Reduction	Recyclage et Réduction des déchets
S	
School Advisory Council (<i>SAC</i>)	Conseil consultatif d'école (<i>CCE</i>)
School Agenda	Agenda scolaire (Journal de classe)
School Outing	Sortie scolaire
School Report Oral Day	Bilan oral du carnet scolaire
School Transport	Transport scolaire
School Trip	Voyage scolaire
Seconded Staff	Personnel détaché
Section	Section
Section Representative (Parent)	Représentant de section (Parent)
SMS (School Management System)	SMS (<i>School Management System</i>)
Snack Shack	Snack Shack
Somerfest	Somerfest
Students Without A Language Section (<i>SWALS</i>)	<i>Students Without A Language Section (SWALS)</i>
Syllabuses	Programmes
T	
Tartinist	Tartiniste
Thematic Weeks	Semaines thématiques
Transitions M2-P1 and P5-S1	Transitions M2-P1 et P5-S1
U	
Underground Parking	Parking souterrain
V	
Values	Valeurs

W	
Welcome Pack	<i>Welcome Pack</i>
Work Experience	Stage en entreprise (<i>Work Experience</i>)
Writing Fest	<i>Writing Fest</i>
Y	
Yearbook	Yearbook