



EUROPEAN SCHOOL BERGEN

INFORMATION FOR PARENTS  
NURSERY AND PRIMARY CYCLE

SCHOOL YEAR 2023-2024

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# 1. EDUCATION IN THE EUROPEAN SCHOOL BERGEN

## 1.1. Admission

### Rules

The Board of Governors is the supreme decision-making body for the European Schools. It lays down the basic rules concerning the organisation and functioning of the School. The management of the school can take local decisions concerning the admission of pupils.

To be admitted to the first year of the Nursery School a child must have reached the age of 4 in the calendar year in which the school year begins. Newcomers may be admitted during the school year.

For the first year of Primary school a child must be 6, or turn 6 in the calendar year in which Primary 1 begins.

Children of staff of the European Institutions are admitted automatically on proof of entitlement.

Children of staff of an institution or a firm which has entered into an agreement with the European Schools are admitted in accordance with the terms of the agreement.

Parents who are not covered by either of the categories mentioned above may make an application for their children to be admitted on a fee-paying basis, provided that there are places available in the required language section and level.

In principle, a child will be admitted to the language section which is the same as his or her dominant *language of use*; the language spoken at home. In some instances it may be difficult to determine what the dominant language is. In such cases, parents are invited to discuss this matter with the Deputy Director, Ms Nadia Roofthoof.

Pupils moving on to the Primary School from the Nursery School will continue in the language section which they have already been attending.

Primary and Nursery school classes are monolingual. The Board of Governors has ruled that no class should have more than 30 children.

### Procedure

Admission requests for Nursery school are accepted from the moment a child is 3 years and 6 months.

The admission procedure starts with submitting the "Enquiry for admission form" (to be found on the website [www.esbergen.eu](http://www.esbergen.eu)). You will be contacted and asked for a copy of the child's passport and latest school report (if applicable).

For pupils transferring from Dutch schools, we request the latest CITO results as well.

For children from staff of the European Institutions, a proof of employment will be asked.

After receiving the documents mentioned above the children will be invited for an "Experience Day" on which they will be screened and their level compared with the classes in order to determine the appropriate language section and level.

Parents of children with Dutch nationality need to motivate their choice for the European School for an admission committee.

The motivation letter will be attached to the admission request which must be submitted to the the Ministry of Education (according to Regulation nr 272245 of the Ministry of Education, Culture and Sciences)

After finalising the admission procedure, the admission will be confirmed by the Deputy Director.

## 1.2. Language Sections

The European School of Bergen has an English, a Dutch and a French language section. All three sections operate in accordance with the same principles and they all follow the same curriculum, although to a certain extent each section retains its own identity and adheres to its own cultural traditions.

The teachers and the School strive to organise shared activities - sport, music, recreation, excursions, trips etc. - which bring together pupils from different language sections.

## 1.3. Syllabuses

With the exception of mother tongue, the syllabuses are the same in all the language sections. They are drawn up by the inspectors, the teachers, the Directors and Deputy Directors and then approved by the Board of Governors.

The syllabuses are regularly reviewed to ensure that they are in line with those of the different countries of the European Union. The syllabuses can be found on the website of the European Schools [www.eursec.eu](http://www.eursec.eu).

## 1.4. Educational Support

All nursery and primary teachers make use of differentiated teaching methods to support all pupils in their development. They closely monitor all areas of development and make individualised interventions when needed.

For pupils with learning difficulties, for whom the support by the class teacher is not sufficient, additional support can be provided by (specialist) teachers in the nursery and primary years.

'General Support' sessions can be organised in or outside the classroom, individually or in a small group.

For pupils in need for more targeted support or with a moderate learning difficulty, extension of the general support can be foreseen for a longer period. This type of 'Moderate Support' will be tailored to the individual need of the pupil with an 'Individual Learning Plan' by the support teacher.

For pupils with special educational needs, requiring individualised provision of teaching or equipment or both, special arrangements may be made. In some cases, this can entail the setting up of an *Intensive Support Agreement*. This is based on the information and recommendations of a medical/psychological/psycho-educational or multidisciplinary report, drawn up by an external expert. The agreement regulates the support and education of the child in a way mutually agreed by the parents and the school.

More information on the policy and provision of educational support can be found on the website of the European Schools:

<https://www.eursec.eu/en/European-Schools/studies-certificates/educational-support>

and in the *Whole School Educational Support Guidelines* to be found on the school's website.

## 2. ORGANISATION OF EDUCATION

### 2.1. European Activities

During the day, children of all language sections meet at break to play together in the playground.

Wherever possible, classes celebrate special occasions together, for example: Christmas, St Nicholas, Carnival and national holidays. We celebrate in a relaxed and festive atmosphere which helps to foster a spirit of understanding, friendship and mutual respect.

In Nursery and Years 3, 4 and 5 of Primary, the subject 'European Hours' is part of the programme, and pupils learn to communicate and work together beyond the boundaries of their own language.

In close cooperation with the school, the Parents Association Committee organises a yearly "Euromarket", where the school is open to all and there are various activities to offer.

### 2.2. Second Language

From Primary Year 1, pupils spend one period a day learning another language. The second languages available are: English, French and German.

In Years 1 and 2 children get to know their second language through dialogue and play. From Year 3 onwards, teaching becomes increasingly structured, with children starting to read and write in their second language.

#### Important Considerations

A change of second language during the Primary Cycle is inadvisable. Parents wishing to change their child's second language must submit a request to the Director of the school and give the reasons in writing.

It is important to avoid choosing as a second language what is in fact the child's third language (because of the workload and interference across the three languages).

Parents should think beyond the framework of the Primary School and bear in mind the options available in the Secondary school:

1. In the 1<sup>st</sup> year of the Secondary Cycle, all the children are obliged to learn a 3<sup>rd</sup> language.

The languages currently offered are German, Dutch and Spanish.

2. In the 3<sup>rd</sup> Year of Secondary, the children must study human sciences in their 2<sup>nd</sup> language.

3. In Year 4 of Secondary, the child has the option of a 4<sup>th</sup> language.

### 2.3. Religion/Ethics

Religion and Ethics in the primary cycle are preferably taught in the language of the child's section. Classes are arranged if a sufficient number of children apply. The syllabus for Religion is set by the religious bodies. Parents who do not wish their children to attend religion classes can register them for (secular) ethics classes.

### 2.4. Reports and Feedback to Parents

During the early weeks of the school year, a meeting is organised by the school.

The class teacher. (as well as the second language teachers for primary pupils), explains to parents how the method of assessment works, together with the skills which will be developed during the school year and the teaching strategies which will be used to ensure their acquisition.

**Before the end of November**, at an individual meeting with the parents, the child's attitude to school and social activities are discussed. The list of cross-curricular skills serves as a guide during this meeting. Any serious concern may be raised so that steps can be taken towards improvement.

For primary pupils, a first report is sent to parents electronically **in February**. It will have already been discussed with the pupil. It includes the completed sheet of cross-curricular skills and the range of specific skills in each area and every subject. Teachers can add individual comments on the child's strengths and on the areas for future development.

**In April/May**: the Deputy Director will let you know by registered letter, if your child is at risk of repeating the year. From this moment, there is still the possibility to redress the situation.

**At the end of the school year**, the same range of skills is re-examined in order to establish any progression or regression. A final page on the primary report summarises all this information and informs the parents of the decision of the transition meeting regarding progression to the next school year.

**During the school year**, parents may arrange a meeting with the class teacher or any other teacher to obtain an opinion or advice. Contact information will be shared with the parents at the beginning of the school year (in the month of September).

### 2.5. Library

To stimulate reading and encourage the pupils from nursery age onwards, the Nursery and Primary Cycle maintains its own 'Primary' library, with a comprehensive collection of up-to-date books. The collection consists of around 6.000 books and other media in different languages: Dutch, German, English, Finnish, French, Greek, Italian, Portuguese, Spanish, Czech and Swedish. The library is open on Tuesdays from 09.00 to 11.00 and on Wednesdays and Fridays from 9.00 to 13.00.

The checking -out and in of books is computerised. If a child would like to borrow a book, he/she will have to stop by the 'counter'. The library assistant will make sure that the book is checked-out in the child's name.

Apart from the daily activities, the library organises special events like the children's Book Week and national Storytime Days. We also participate in the year programme of the public library in Bergen.

We believe it is vital to make the library as attractive as possible. On the one hand, we do this through beautifully themed decorations, which change with the events and seasons, and, on the other hand, through building a good collection of books. The library exists for pupils, teachers *and* parents. When you want to borrow a book, you are kindly requested to make an appointment with our librarian, Mrs Karin Zijlstra ([Karin.zijlstra@edu.eurasc.eu](mailto:Karin.zijlstra@edu.eurasc.eu)).

### 2.6. Swimming

For Primary 3 and Primary 4 classes swimming lessons will be organised at the 'De Beeck' public swimming pool, which reopened 1<sup>st</sup> of September 2022.

Instruction will be given by official instructors from Alkmaar Sport, aiming to teach the children the swimming styles.

The teacher who accompanies the group(s), takes care of the children in the changing rooms and he/she accompanies them at the pool area. There are no costs involved for parents.

Swimming lessons for the 2023-2024 school year will start on Monday 11<sup>th</sup> September 2023 and will end on 27<sup>th</sup> June 2024.

## 2.7. School Trips and Excursions

All language sections in the Nursery and Primary Cycle partake in trips and school excursions.

The main aims of which are to:

- learn how to collaborate as a group
- become familiar with different environments
- give practical expression to the European spirit

The class trips are related to the themes that the pupils are working on and are limited to one day.

Parents will be informed about the trip and can be asked to help.

In Year 5 of Primary, a residential trip is organised lasting maximum 4 days and 3 nights.

## 2.8. Security and Supervision

### Security

#### Primary Gate

The primary gate is the entrance to the Nursery and Primary school. The gate opens (daily) at 08.40 h.

Parents of nursery pupils accompany the children to the nursery class.

Primary pupils come onto the playground by themselves. Primary 1 and Primary 2 pupils will make their way to the class directly and Primary 345 pupils will stay at the playground, where teachers on duty will supervise the children before the start of the school day. Primary 345 teachers will come to pick the pupils up at 08.55h, when the bell rings.

The gate closes at 09.15. All parents are requested to have left the school premises by that time.

After 09.15h the main entrance needs to be taken to leave school. Parents who have appointments and need to stay in school after 09.15 h are considered **visitors** and **need to register at the main gate**.

On short days (Wednesdays, Fridays and Tuesdays for Nursery, P1 and P2 ) the gate is open for the collection of pupils from 13.05 h till 13.30 h. On long days (Mondays, Tuesdays (for P3, P4 and P5) and Thursdays, the gate is open for pick up from 16.20 h till 16.45 h.

Tuesday is a short day for Nursery and P1 and P2. Nursery school pupils can be picked up in their classes. Primary 1 and 2 pupils will be guided to the Primary gate, where they can be collected.

#### Main Gate

The main gate is open daily from 08.30 h till 17.00 h. Trigion Security controls the entrance of visitors. **All visitors are to register and obtain a visitors badge**. Identification will be requested.

### Supervision

There are teachers on duty at the playground before and after school. In the morning from 08.40 until school starts, and after school between 13.10 and 13.30 hours, on short days and between 16.25 and 16.45 hours on long days.

During breaktimes, there are always teachers on duty.

## 2.9. Medical Service and Procedures

### School nurse

The school provides a medical service. The school nurse is available for first aid and other medical issues that occur in school daily during school hours. When for unforeseen reasons a nurse will not be in school, first aid trained personal is available for emergencies. The school nurse can be reached through email [ber-nurse@eursc.eu](mailto:ber-nurse@eursc.eu) or telephone: 072-5890199.

### Medical information

Please provide us with information about your child's medical condition (if applicable) and keep the information updated. Your family doctor's contact information is essential.

### Medical examinations

All M2 nursery school pupils can be examined by a doctor of the GGD (the Dutch Health Association). This examination is not mandatory and you will be informed when they take place.

In P5 the pupils will be medically examined again by the nurse of the same organisation.

## Procedures

*Absence due to illness:*

**Inform the school by sending an email to the address: [primarychild.absent@esbergen.org](mailto:primarychild.absent@esbergen.org) with the class teacher (and when applicable, the Mother Tongue teacher) in CC of your message.**

**Please include full name of the pupil and the class.**

## Medication for children at school

Medication must be given to the class teacher. The nurse needs to be informed. Parents have to submit a written authorisation.

Under no circumstances should any medication be kept in the school bag.

## Accidents

In case of a serious accident at school, the parents will be contacted by the school nurse or the class teacher. If the parents cannot be contacted the school will take whatever action is deemed necessary and will inform the parents as soon as possible. In case immediate action of a hospital is required an ambulance will be called. The child will be accompanied by the nurse or another staff member while all effort will be taken to inform the parents about the situation. **Please provide us with an emergency contact.** A report will be made stating the time and date of the accident/incident, an explanation of what happened, the injuries sustained and the actions taken.

## *Head Lice protocol*

It is likely that head lice sometimes occurs in a Nursery/Primary environment. Although there is no threat to the pupils, the lice cause a lot of trouble to the parents and the children affected.

The school has a lice protocol in place to deal with this.

Parents are responsible for informing the school if head lice are detected and for treating their child(ren) when needed.

## *Infectious disease*

In case of a child suffering from an infectious disease, parents are obliged to notify the school nurse as soon as possible.

## 3. PARENTAL INVOLVEMENT

### 3.1. Parents' Association

The role of the Parents' Association is important in the various committees and working parties of the European Schools. The Association's views and suggestions on the way the School is organised are put forward by parents' representatives at the Administrative Council and the Educational Council. The Association is also represented on the Board of Governors and the Pedagogical and Reform Committees.

With the assistance of the School, the Parents' Association organises extracurricular activities. Registration for these activities (sports and artistic activities) is to be done at the beginning of the school year via the website and requires a financial contribution. Parents are reminded that there are no teachers on duty before or after these activities.

Parents' Association of the European School:

website: [www.europeanschool-parents.nl](http://www.europeanschool-parents.nl)

Contact Us: <https://europeanschool-parents.nl/contact-us/>

*At the beginning of each school year, one (or two) class parent(s) representative(s) will be elected for each class. The class parents reps are important links for information, as well as a contact point for parents. (Tasks and responsibilities can be found on the website of the Parents' Association)*

## 3.2. Teacher-Parents Communication

### Parents' Evening

At the beginning of the new school year a meeting will be held for parents to meet their child's class teacher. The class teacher will clarify the programmes of the year, their way-of-work and they will discuss practicalities and communication.

For the 2023-2024 school year, the following dates are set:

NURSERY M1/2 classes: Wednesday, 13 September 2023 - from 17h (end around 18.30)

PRIMARY P 1 - P2+ P3F classes: Tuesday, 12 September 2023 – from 17h (end around 19.00)

PRIMARY P3 - P4 - P5 classes: Thursday 14 September 2023 from 17h (end around 19.00)

### Appointment

Parents wishing to discuss their child's progress with the class teacher should make an appointment. Appointments with teachers are not possible on the first school day or on the first day of a term.

*In addition to official meetings, parents may be invited to accompany class outings or to help organise activities or events.*

## 3.3 Parents Evening Booking system and My school

For parents evenings and events (Summer- and Christmas concerts) school will ask parents to make their Booking known through the **parents evening booking system**. The system will not only help school to organise the event but will also help guard the safety of all attendees. Instructions about how to register into the system will be provided. The student ID which is required to make a booking can (also) be found on your child's school badge. You are expected to save this information.

(<http://esbergen.parentseveningbookingsystem.co.uk>).

The school report for primary pupils is issued through the **MY school system**. Log in information is initiated and automatically sent to you upon enrolment.

Parental involvement and Parents-teachers communication may be adjusted or cancelled when mandatory measures to prevent the spread of Covid-19 are applicable. All changes to the standard regulations as mentioned above will be communicated to the parents.

## 3.4. Parents' contribution

- **Intermath** : There will be a charge of 30 euro per primary child for the Maths' books which the children will receive at the beginning of the school year (incl. Matific application).
- **School trips and outings**: Parents will be informed about the destination and the duration of the the school trips and outings well in advance. Parents are asked to give their consent about their children participating in the school trips and outings when enrolling. Contribution costs are 40 euro for nursery and 75 euro for primary school pupils. The amount covers all trips and outings for the whole school year. For P5 pupils an extra 275 euro is required for the residential trip.
- **Books and material**: Parents are asked to buy the books and other non-educational materials which will be needed in class. **All language sections have a book fund for parents to register for a joint purchase of books and school materials.**  
*Books and materials for LII will be communicated to you at the end of the school year 2018-2019..*
- **Class fund**: Primary class parent representatives manage a small class budget, to organise social events, gifts and/or other extras. Parents can be asked to contribute approximately 15 euro per school year.  
*For Nursery pupils, the class fund is 50 euro and covers for additional expenses (see 5.4).*



## 4. PRACTICAL INFORMATION

### 4.1. Privacy

The European School Bergen has always taken the protection of personal data very seriously.

The General Data Protection Regulation (GDPR) is a legal framework from the EU that has taken effect from May 2018 and is designed to accomplish two main objectives:

1. Unify the current data protection laws throughout the EU
2. Enhance the rights of citizens of the EU to protect their personal information

In all European Schools, the implementation of the GDPR is uniformly applied so that all schools are compliant with the regulations.

One of the obligations of the GDPR is to publish privacy statements for all members of the school community as we process a substantial amount of data.

You can find the privacy statements on our [website](#). In the privacy statements, you can read how we collect/share data and there is information about what to do if you are not in agreement

Parents will be asked to formalise their consent in the digital 'Myschool' environment (School Management System). Each year, verification needs to be completed by parents during their first login.

#### Photos of your children

For taking and publishing identifiable photos pupils, the school will ask for parental consent from the parents. If we don't have consent the school will not publish the photos.

The European School Bergen is NOT responsible for photos taken by parents, friends etc. during school trips, school events etc. In GDPR terms: the School is not the processor of these photos and videos.

### 4.2. Absences

*Parents are responsible to ensure that their children arrive at school and leave on time and that they attend regularly without any prolonged absences.*

#### *Absence for medical reasons:*

If a pupil is unable to attend school **due to illness or medical appointment**, parents should inform the school by email: [primarychild.absent@esbergen.org](mailto:primarychild.absent@esbergen.org) with the class teacher (and when applicable, the Mother Tongue teacher) in CC. **Please include the full name of the pupil and the class.**

Please inform the school as early as possible, to ensure all staff (and in case of early pick-up, also security) can be informed. In the case of a prolonged absence for medical reasons, parents are asked to keep the school informed.

#### *Absence for non-medical reasons:*

**Referring to the General Rules of the European Schools (<https://www.eurasc.eu/BasicTexts/2014-03-D-14-en-5.pdf> , Art. 30,3.c), permission for absences for any reason other than medical need to be granted by the Deputy-director**

**"Except in cases of force majeure, the pupil's legal representatives must apply for such permission at least one week in advance. Applications must be made in writing, indicating the period of absence and giving reasons."**

Parents are asked to file their request via email:

[BER-DEPUTY-DIRECTOR-NURSERY-AND-PRIMARY-CYCLE@eurasc.eu](mailto:BER-DEPUTY-DIRECTOR-NURSERY-AND-PRIMARY-CYCLE@eurasc.eu)

Absences for the week preceding or the week following the school holidays shall, except for serious family circumstances, not be granted.

Our school is in close collaboration with the Educational Officer and all unjustified absences will be reported to the Educational officer for pupils being 5 years old and older.

### 4.3. Contact

**SECRETARY Nursery and Primary Cycle:**

Ms Nicole Wessel

0031-72-5890150

[nicole.wessel@eursc.eu](mailto:nicole.wessel@eursc.eu)

Hrs: Monday, Tuesday, Wednesday and Friday 08.00-13.00

**DEPUTY DIRECTOR Nursery and Primary Cycle:**

Ms Nadia Roofthoof

0031-72-5890145

[BER-DEPUTY-DIRECTOR-NURSERY-AND-PRIMARY-CYCLE@eursc.eu](mailto:BER-DEPUTY-DIRECTOR-NURSERY-AND-PRIMARY-CYCLE@eursc.eu)

**ASSISTANT DEPUTY DIRECTOR Nursery and Primary Cycle:**

Mr Déaglán Ó Donnchú

0031-72-5860121

[BER-ASS-DEPUTY-DIRECTOR-NURSERY-AND-PRIMARY-CYCLE@eursc.eu](mailto:BER-ASS-DEPUTY-DIRECTOR-NURSERY-AND-PRIMARY-CYCLE@eursc.eu)

The official home-page of European Schools is: [www.eursc.eu](http://www.eursc.eu) and the official website of the European School Bergen is: [www.esbergen.eu](http://www.esbergen.eu).

### 4.4. Canteen

The various age groups have different lunch times: Nursery and P12 pupils have lunch first, and after that the P3, P4 and P5 are having lunch before the secondary pupils have their break.

The P3/4/5 children, as well all pupils who register for hot lunch (once the service is available) will have their lunch in the Canteen.

All lunch breaks, in class or in the canteen are supervised by teachers.

As from September 2023, Markies Catering is on board of the European School Bergen!

While the logistics and routines are being built up, the caterer targets to roll out hot lunch arrangements for Nursery and Primary pupils in the near future. Once the system for online registration is in place, information will be shared promptly.

### 4.5. Behaviour

School aims to cultivate a positive, convivial and safe environment for all. To encourage good behaviour, school implements a system of 'Golden Rules of Respectful Behaviour'. These have been established by the children themselves and are revisited with them at the beginning of the school year and routinely throughout.

Staff reinforces respectful behaviour and intervenes when necessary.

In exceptional circumstances where behaviour does not meet our values, disciplinary consequences are in place.

### 4.6. Food and Sustainability

School-parental collaboration strives to instill positive lifestyle choices in children. Parents are strongly encouraged to provide their children with nourishing and healthy food for their snacks/lunch. Sugary and unhealthy food should be avoided.

All children are advised to bring their own refill bottle (for water).

To contribute to the healthy lifestyle of our pupils, the school reinforces the tradition of joining the EU School Fruit Programme. With a grant from the European Union, the Nursery and Primary school will be supplied with three pieces of fruit and/or vegetables per child, per week over a period of twenty weeks.

With a view to further strengthening school's sustainability and waste reduction, a reusable lunch box is preferable to disposable (plastic) packaging. All wrappers will be sent home.

## 4.7. Allergies

Because some pupils may have specific allergies which can give rise to severe reactions, ES Bergen is adopting a cautious approach to what foods can be consumed within the school premises.

Special food items brought into school as a treat to be shared amongst the class - such as cup-cakes, buns, biscuits - **must be individually packed and brought home by pupils in their bags**. The consumption of these special treats will **not be permitted** in school.

Teachers and parents are free to celebrate landmark occasions such as birthdays in a variety of different and creative ways: dances, sing-a-longs, artwork, non-food gifts like stickers, whole-class presents, etc. to help eliminate any possible danger to pupils with allergies.

By taking this cautious approach, we can create a safe and healthy environment and protect the school community from any potential risks.

## 4.8. Transport

For pick-up and drop-off there are parking places near the school. Parents who take their children to and from the school are requested **not to park** in the **residential area** or in **the places reserved for the school buses**.

Bicycles can be left in the bicycle area on the primary playground and near the gate.

For children not living close to school parents have organised a door-to-door bus service.

The service runs from the Amsterdam area.

For more information about the Amsterdam service, please contact [ESBbus@gmail.com](mailto:ESBbus@gmail.com)

Transport service to Alkmaar and surroundings is outsourced to Taxi-072.

For the Alkmaar service contact [info@taxi-072.nl](mailto:info@taxi-072.nl) ([www.taxi-072.nl](http://www.taxi-072.nl)).

The school has no part in the transport arrangements. **It is the parents obligation to inform school about school transport arrangements (and changes) at all time and they are to inform the buscompany about changes in the school schedule which influence the transport arrangements (snow days, residential trips, sport days, school outings etc.)**

## 4.9. After (and Pre-) School Care

The European School offers the facility of child care in cooperation with Child Care organization ALLES KITS. The day care centre Alles Kits is not a part of the European School.

For more information, please visit their website [www.alleskits.org](http://www.alleskits.org) or send an email to [info@alleskits.org](mailto:info@alleskits.org)

## 4.10. Playschool “Little Europe”

Our school facilitates an international playschool in our nursery section. Playschool “Little Europe” is multi-lingual (they speak the languages of the school’s language sections: French, Dutch and English) and they host children between the ages 2 to 4. Information can be found on [www.europeanplayschool.com](http://www.europeanplayschool.com) [playschoollittleeurope@gmail.com](mailto:playschoollittleeurope@gmail.com).

#### 4.11. Calendar

##### CALENDAR OF THE SCHOOL YEAR 2023-2024

<b>BEGINNING OF THE SCHOOL YEAR for pupils</b>	<b>Monday 04-09-2023</b>
<b>LESSON FREE DAY</b>	<b>Monday 02-10-2023</b>
<b>AUTUMN/HALF-TERM BREAK</b>	<b>from Monday 30-10-2023 up and incl. Friday 03-11-2023</b>
<b>CHRISTMAS</b>	<b>From Friday 22-12-2023 up to and incl. Friday 05-01-2024</b>
<b>FEBRUARY/ HALF-TERM HOLIDAY (CARNIVAL)  + TRAINING DAY FOR TEACHERS</b>	<b>from Monday 12-02-2024 up to and incl. Friday 16-02-2024  Monday 19-02-2024 – no school for pupils</b>
<b>EASTER</b>	<b>From Monday 25-03-2024 up to and incl. Friday 05-04-2024</b>
<b>MAY HOLIDAY</b>	<b>From Monday 20-05-2024 up to and incl. Friday 24-05-2024</b>
<b>FINAL LESSON DAY FOR PUPILS</b>	<b>Thursday 04-07-2024</b>
<b>OFFICIAL END OF THE SCHOOL YEAR</b>	<b>Friday 05-07-2024 – no school for pupils</b>
<b>FIRST SCHOOL DAY SCHOOL YEAR 2024-2025 (to be confirmed)</b>	<b>Monday 02-09-2024</b>

## 5. NURSERY CYCLE

### 5.1. General

Children are taught in their mother tongue. They are enrolled in the appropriate language section when they join our school, if necessary, after consultation between the parents and the school.

Each class has a full time teacher. The Board of Governors has ruled that no class should have more than 30 children. If the number of pupils exceeds 30, a second class will be created. When a class has more than 15 pupils, the teacher has an assistant. The assistant's hours are determined by the size of the class and the rules drawn up by the Board of Governors.

### 5.2. Early Years Curriculum

Early Education teaching and learning is holistic and different areas of development are not separated. In daily school life, the children, their experiences and actions are central. Pupils' positive self-concept will strengthen and they will build basic skills, knowledge and capabilities from different areas of learning, in accordance with their age and abilities. Learning by playing is essential!

From September 2022, the updated **Early Education Curriculum** will be in force.

The core content of the Early Education Curriculum consists of the following four areas:

- Me and My Body
- Me as a Person
- Me and the Others
- Me and the World

These areas are based on physical, psychological, social, cognitive and emotional development of children.

Parents are invited to visit the website of the European Schools to find out more about the Early Years Curriculum (<https://www.eursec.eu/sylabusses.eu>)

The aims for nursery pupils are achieved through learning methods such as role play, group games, sporting activities, music activities, listening to and retelling stories, recounting experiences, etc.

Particular emphasis is placed on developing fine motor skills for example through art and craft work. Physical coordination is developed through Physical Education and dance. Children also take part in pre-school activities as an introduction to reading, writing and arithmetic.

The teachers will be sharing 3 main themes, which will be broken down into projects and theme-related activities. This will give scope for all sections to contribute in a special way within a harmonised planning.

The class teacher of your child will inform you at the beginning of the school year about the themes and the planned events.

### 5.3. Organisation of the Day

In the morning, parents are asked to hand over their children - via the Nursery loop - directly to the teacher or assistant on duty.

A typical day in nursery consists of:

- Welcome
- A period of free play
- Directed activities
- Snack time
- Break (outdoors)
- Directed activities

On Monday and Thursday, the hours are from 09.00 h till 16.20 h

On Tuesday, Wednesday and Friday the hours are from 09.00 h till 13.05 h.

On Monday and Thursday, children have lunch in school. The children bring a packed lunch from home, or register for hot lunch, once this service is available.

Some first year children find it difficult to cope with long days, particularly at the beginning of the year. Parents have the option of bringing their children to school for only the morning during the transition period after discussing and obtaining the consent of the Deputy Director.

#### CLASS TIMETABLE NURSERY year 1 and 2 (\*)

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8.40 – 9.00	Teachers on duty	Teachers on duty	Teachers on duty	Teachers on duty	Teachers on duty
9.00 – 9.45	Activities in class	Activities in class	Activities in class	Activities in class	Activities in class
9.45-10.10	Snack	Snack	Snack	Snack	Snack
10.10 – 10.55	Break-playground	Break-playground	Break-playground	Break-playground	Break-playground
10.55 - 12.10	Activities in class	Activities in class	Activities in class	Activities in class	Activities in class
12.10 – 12.40	Canteen	Activities in class	Activities in class	Canteen	Activities in class
12.40 – 13.10	European Hours	Activities in class	Activities in class	European Hours	Activities in class
13.10 – 13.55	European Hours	Exit 13.05	Exit 13.05	European Hours	Exit 13.05
13.55 – 14.40	Break - playground			Break - playground	
14.40 – 16.20	Activities in class			Activities in class	
16.20 – 16.40	Exit 16.20			Exit 16.20	

(\*) For SWALS (Students without a language section) Mother tongue lessons are scheduled during the early morning. Timetables differ from language to language. The SWALS teacher will inform parents about the exact timetable.

Care is taken so that children have their clothes protected when necessary. However, parents are reminded that some activities can be messy and are advised to bear this in mind when choosing school clothes.

#### 5.4. Class Fund

Every year the school buys didactical material and material for the nursery classes.

In addition, there is an amount needed for non-educational/non-didactic material such as goodbye presents, birthday presents, Easter eggs, graduation presents and prizes.

The teachers also need to purchase products in bulk (to get a discount), such as portfolio maps, work files, craft material for mother's day and father's day,...

The class fund budget is also used for occasional treats at Carnival, Christmas or on other special days.

For all the above the parents are requested to pay the amount of **50 euros per child** to the class representative. If at the end of the school year there is any money left, the parents will decide on how it is spent.

The class fund is not obligatory; parents may decide not to contribute to the class fund. In this case they will have to buy the material needed themselves and they need to contact the class teacher for a list.

## 6. PRIMARY CYCLE

### 6.1. General

The Board of Governors is the supreme decision-making body for the European Schools. It lays down the basic rules concerning the organisation and functioning of the school. The Management of the school can take local decisions concerning the admission of pupils.

### 6.2. Primary Curriculum

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

On the European School website, all information concerning procedures and guidelines for education, curricula and syllabuses can be found (<https://www.eursec.eu/en/European-Schools/studies-certificates/syllabuses>)

All sections operate in accordance with the same principles and they all follow the same curriculum, although to a certain extent each section retains its own identity and adheres to its own cultural traditions.

The teachers and the School endeavour to organise shared activities (sports, music, recreation, excursions and trips etc) which bring together pupils from different language sections.

### 6.3. Organisation of the Day

In Primary school, there is a difference between the upper and lower class levels. The pupils from P1 and P2 have a different timetable, different school hours and a separate playground than the pupils in P3, P4 and P5.

Weekly Timetable	Years 1-2	Years 3-4-5
Language 1	8 h	6h45
Mathematics	4h	5h15
Language 2 (*)	2h30	3h45
Discovery of the World	1h30	3h
Art, Music, Physical Education	5h	3h
European Hours		1h30
Religion/Ethics	1h	1h30
Total Teaching Time	22 h 00 min	24h 45 min

(\*The time allocated to Mother Tongue lessons for SWALS (Students Without a Language Section) is equal to the Language 2 time for pupils who follow Language 1 of the sections (EN, FR or NL))

## TIMETABLE FOR PRIMARY YEARS 1 AND 2

Period min	Time	Monday	Tuesday	Wednesday	Thursday	Friday
Duties 20	8.40-9.00					
30	9.00-9.30					
30	9.30-10.00					
30	10.00-10.30	LII	LII	LII	LII	LII
Snack 10	10.30-10.40	Snack	Snack	Snack	Snack	Snack
Break 15	10.40-10.55	Break	Break	Break	Break	Break
30	10.55-11.25					
30	11.25-11.55					
15	11.55-12.10					
Lunch 30	12.10-12.40	Lunch	Rel/Ethics		Lunch	
Break 30	12.40-13.10	Break	Rel/Ethics		Break	
30	13.10-13.40		Exit 13.05	Exit 13.05		Exit 13.05
30	13.40-14.10					
15	14.10-14.25					
Break 30	14.25-14.55	Break			Break	
30	14.55-15.25					
30	15.25-16.25					
Exit	16.25-16.45	Exit 16.20			Exit 16.20	

## TIMETABLE FOR PRIMARY YEARS 3, 4 AND 5

Period min	Time	Monday	Tuesday	Wednesday	Thursday	Friday
Duties 20	8.40-9.00					
45	9.00-9.45					
45	9.45-10.30					
Snack 10	10.30-10.40	Snack	Snack	Snack	Snack	Snack
Break 15	10.40-10.55	Break	Break	Break	Break	Break
45	10.55-11.40	LII	LII	LII	LII	LII
45	11.40-12.25			Rel/Ethics		
15	12.25-12.40			Rel/Ethics		
Lunch 30	12.40-13.10	Lunch	Lunch	Rel/Ethics	Lunch	
Break 30	13.10-13.40	Break	Break	Exit 13.10	Break	Exit 13.10
45	13.40-14.25					
15	14.25-14.40					
30	14.40- 15.10		Europ. Hours			
Break 15	15.10-15.25	Break	Break		Break	
45	15.25-16.10		European			
15	16.10-16.25		Hours			
Exit	16.25-16.45	Exit 16.25	Exit 16.25		Exit 16.25	

The class teacher will inform you about the detailed timetable of your child during the Parent-Teacher meeting at beginning of September.