

PERMISSION TO LEAVE THE SCHOOL PREMISES **NURSERY AND PRIMARY SCHOOL**

Parents of pupils in Maternelle and Primary are reminded that they may collect their children at the end of the school day. Children may however be granted permission to leave the school's premises with their parents' authorisation. All parents, including those who will collect their children at the end of the school day, are required to complete and sign the undersigned form:

I (we) the undersigned

(SURNAME and names) Father/Mother/Tutor exerting full parental authority over

The child (SURNAME and name).....

Attending the European School Luxembourg II (hereunder referred to as the "school")

In class (Cycle, Section Group).....

Authorise the latter to leave the European School Luxembourg II's premises, at the end of the school day, in the following manner (please tick the corresponding boxes):

- To go into the care and responsibility of the CPE (Centre Polyvalent de l'Enfance).**
- To go into the care and responsibility of Ms/Mrs/Mr at the end of the school day**
..... **(Please annex an ID document with a recent photo)**
- To take the bus or the connecting navette mentioned on the transport card.**
- Alone, without any accompanying adult**

Concerning transport and within its policy of promoting public transport and eco-friendly mobility, the school ensures a service of surveillance of the school's bus stops/stations, for a period of 20 minutes at the end the school day and until the last school bus has left the school's premises. The school also ensures/provides a service of accompanying of Maternelle and Primary pupils from their classrooms, or their muster stations within the school's premises, to the school's bus stations/stops. This service is provided by members of the school's staff and by security agents.

An identification card with an identification photo will be provided to each Maternelle and Primary pupil to whom permission to leave the school's premises solely upon the above conditions has been granted by his/her parents.

Parents are requested to stick the pupil's identification photo to the card and complete it with the required data.

The pupil's identification card will allow the school's security services and members of staff in charge of accompanying the pupils, to identify the pupils with more ease. It is an important means that will allow those members of staff that are responsible for the pupils transfer and for their surveillance, to ensure the rapid identification of pupils and the means of transport that will be used by these.

The current document exempts the school from any responsibility in the case of any prejudice caused to the pupil during his/her journey/transfer outside the school's premises and at the end of the school's official day and classes.

The school will therefore be considered exempt of any responsibility and not be held responsible for any prejudice caused to the child during his/her journey/transfer outside the school's premises and at the end of the official school's day and classes.

Any change in the above arrangements must be communicated immediately to the school by filling in a new version of this form.

Signed in on

Signature of Father, Mother or Official Tutor

Stamp, date of receipt

and signature of the European School

Luxembourg II's officials.

EXAMPLE OF A COMPLETED IDENTIFICATION CARD

Name/Nom :..... Peter Azimuth				
Class :.....P4ZA...			. PHOTO	
Contact 00352 621xxxxx....				
Ligne/Line76.....				
Arrêt/Stop :.....MAMBRA				
Mon./Lun di	Tu./M ardi	Wed./ Merc.	Th./J eudi	Fr./Ve nd.
bus 76	CPE	Bus 76	CP E	Bus 76

Examples of cases in which pupils could leave the school's premises without their parents accompanying them

Pupils who go home by bus or navette

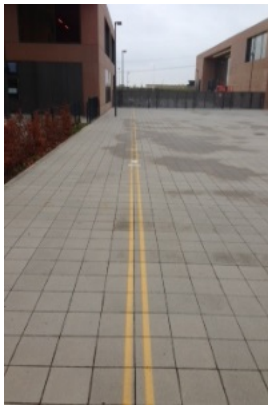
These pupils will meet in Muster Stations that are situated in the covered areas of the playground of the Primary School Building. Their Muster Stations have signs indicating their corresponding bus stations. These pupils will be accompanied to their corresponding bus stations by security guards and members of the school's staff via a predefined itinerary. Staff will ensure that all pupils have correctly boarded their buses. Maternelle school pupils will be directly accompanied by school staff and security guards to the buses and navettes.

Pupils who go to the CPE

These pupils will be picked up by the CPE's educators in the playground of the school's Primary Building. They will be then accompanied by these to the CPE's premises or to the school's canteen. Maternelle school pupils will be directly picked up in their classrooms by the CPE's educators.

Pupils who attend extra-curricular activities. The school has made a waiting room available on its premises for these pupils. Surveillance is ensured by a security agent working under the responsibility of FAPEEEL (la Federation des Associations des Parents d'Elèves des Ecoles Européennes de Luxembourg). Afterwards, these pupils will make their own way to their respective activities.

Muster Stations in the Primary School Playground and predefined itinerary towards the bus stations



What must a parent do in case

There is a change in schedules or plans during the school year

Please immediately communicate these changes to the school's pedagogical secretariat and to the teacher of the pupil's class and section. Please fill in a new form, like the one above, which will then replace the preceding one.

There is a short-term change in your arrangements for one day only

Please immediately communicate this short term change to the school's secretariat and to the teacher of the pupil's class and section.

The pupil loses his/her permission card

Please immediately contact and communicate this loss to the school's secretariat

(yolande.michaud@eursc.org / melanie.fischer@eursc.org) and to the school's general coordinator (nandor.szucs@eursc.org)

There is a change in your contact details (telephone, e-mail, etc)

Please communicate this change immediately to the school's secretariat (yolande.michaud@eursc.org / melanie.fischer@eursc.org): Immediate communicating is important, because it will ensure maximum security for your children.