

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

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, first name) .....

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).....

Authorize 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 leave with his/her parents/tutor (as mentioned above)
- 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 .....  
(Please annex an ID document with a recent photo)
- To take the bus or the connecting navette mentioned on the transport card
- To go into the care and responsibility of the “Accueil Périscolaire” of the APEEEL2 (Parents’ Association)
- Alone, without any accompanying adult – **NB: this choice involves a waiver of responsibility of the school as from the end of the school day; an identification card shall be provided to the pupil if you choose this option.**

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 Nursery 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 staff and by security agents of the school and ATSEEE.

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.

**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 (date) .....

Signature of Father, Mother or Official Tutor

Stamp, date of receipt  
and signature of the European School  
Luxembourg II’s officials

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

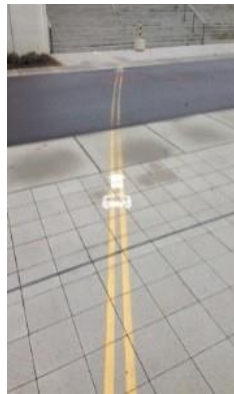
### Pupils who go home by bus or navette

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. Nursery 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. Nursery school pupils will be directly picked up in their classrooms by the CPE's educators.

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



### **What to 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.eu](mailto:yolande.michaud@eursc.eu) / [melanie.kistiaens@eursc.eu](mailto:melanie.kistiaens@eursc.eu)) and the general coordinator of the cycle ([nandor.szucs@eursc.eu](mailto:nandor.szucs@eursc.eu)).

- 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.eu](mailto:yolande.michaud@eursc.eu) / [melanie.kistiaens@eursc.eu](mailto:melanie.kistiaens@eursc.eu)): immediate communicating is important, because it will ensure maximum security for your children.