



February 2024

# FREQUENTLY ASKED QUESTIONS

## European School Luxembourg II

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## **1. What are the application dates for admission to the European Schools in Luxembourg (ESL)?**

Enrolment of the new students for school year 2024-2025: from February 26<sup>th</sup> until March 22<sup>nd</sup> 2024.

- It is not possible to submit applications before the above dates or a year in advance by adding the child to a waiting list.
- An enrolment application is required only for new students.
- Only the application files published on the website of the European School from Luxembourg can be used and must not be reformatted under any circumstances.

## **2. Who receives the completed applications?**

Due to the sanitary situation, the school will not physically welcome the families for the submission of the enrolment files. We thank you for your understanding.

**The enrolment file, previously filled in and completed with its annexes, must be sent first by e-mail (if possible in PDF format, named as follows "NAME\_FIRST NAME\_LANGUAGE SECTION\_CLASS") to the pedagogical secretariat of the cycle concerned between February 26<sup>th</sup> and March 22<sup>nd</sup> 2024, and at the same time by post to the School concerned if you haven't got any certified electronic signature. The registration file will only be taken into consideration once all the required documents have been enclosed.**

Please find below the e-mail addresses of the pedagogical secretariats:

- Nursery-Primary cycle: [MAM-INSCRIPTION-MAT-PRI@eursc.eu](mailto:MAM-INSCRIPTION-MAT-PRI@eursc.eu)
- Secondary cycle: [MAM-INSCRIPTION-SEC@eursc.eu](mailto:MAM-INSCRIPTION-SEC@eursc.eu)

**All incomplete applications will be returned to the parents by e-mail.**

For more information, please feel free to contact the educational offices for each school cycle via the above-mentioned e-mail addresses from February 26<sup>th</sup> 2024 onwards.

## **3. Are the European Schools open to children whose parents do not work for the European Institutions?**

Yes, they are. Although priority is given to children of parents working for the European institutions, there are places available for other children. But their number is reduced (currently to 24 pupils per class) and subject to specific rules.

The pupils of the European Schools are divided into three categories:

- Category I: Pupils whose parents are members of the staff of or seconded to a European Institution or an assimilated organization, in accordance with [Chapter XII of the Digest of Decisions of the Board of Governors](#). The employer must certify that the duration of the contract lasts for a minimum period of one year. These pupils are exempted from school fees.
- Category II: Pupils whose parents are members of the staff of a company or an organization which has concluded a special agreement with the European schools and certifies that it will pay the school fees for the enrolled pupil.
- Category III: Pupils whose parents do not belong to categories I or II and pay the requested school fee themselves. These pupils can be admitted if places are available and if they fulfill other conditions as defined by the school.

For more details check the documents under [Enrolment](#) on our website.

#### **4. What is the difference between the European School Luxembourg I and the European School Luxembourg II?**

Two European schools exist in Luxembourg: Luxembourg I – Kirchberg and Luxembourg II – Bertrange/Mamer. Both follow the same curriculum and have the same administrative structure.

The ES Luxembourg I is located at Kirchberg and has the 3 cycles: nursery, primary, secondary. All the pupils of the following mother tongues and sections are automatically enrolled in the ES Luxembourg I: Bulgarian, Dutch, Estonian, Finnish, Latvian, Lithuanian, Polish, Portuguese, Spanish and Swedish.

The ES Luxembourg II is located in Bertrange/Mamer and has the three cycles: nursery, primary, secondary. All pupils of the following mother tongues and sections are automatically enrolled in the ES Luxembourg II: Czech, Danish, Greek, Hungarian, Italian, Romanian, Slovenian, Slovakian and Croatian.

The following language sections, called vehicular language sections, are present in both of the Luxembourg European Schools: DE, EN, FR. The teaching of Irish (GA) is also available in both schools to pupils of Irish nationality in the EN section. The teaching of Maltese (MT) is provided in the European School Luxembourg II for pupils of Maltese nationality in the EN section.

The pupils are directed to one or the other school, when they join the European schools of Luxembourg as stated under point IV of the Rules on Admission to and Operation of the Luxembourg European Schools for the school year 2024-2025.

## **5. How are students in the French, English, and German language sections assigned to each school?**

In 2004, the parents and the School Directions set up rules for the allocation. Please check the document [Rules on Admission to and Operation of the Luxembourg European Schools](#) and the [map](#) on our website, under *Enrolment*. The rules have been agreed by the Administration Boards.

The allocation is intended to be final. The parents may, however, submit a written request to the Director of the school their children attend asking for a change to the other school. This must be done in writing by May 3<sup>rd</sup> 2024 for the nursery, primary and secondary cycles. Parents must provide their **school reports and/or timetable** to facilitate the transfer. If places are available and provided that this does not create an imbalance in terms of numbers of pupils per class, the directors might agree to a transfer for the following school year.

All such transfer requests relating to pupils in the nursery, primary or secondary cycles are dealt with by the Head of the school where the pupil is enrolled. Answers will be given at the latest by June 10<sup>th</sup> 2024.

Only one transfer application is possible during a child's schooling in the Luxembourg European Schools. Any request submitted after the deadline will not be taken into consideration. Once an application is accepted, there is no return to the school of origin. The decision is final.

## **6. When will parents be informed of their child's admission to the school?**

Pupils of category III will only be admitted if places are available.

Responses to applications will be sent to the parents at the latest by **June 10<sup>th</sup> 2024**.

Please do not call the school; the correct and complete processing of the data is very time-consuming.

The school staff is not allowed to give individual feedback before all applications have been considered.

## **7. Which language sections are at each school?**

Luxembourg I: Dutch, English, Finnish, French, German, Lithuanian, Polish, Portuguese, Spanish, Swedish.

Luxembourg II: Czech, Danish, English, French, German, Greek, Hungarian, Italian.

## **8. What is the admission age for Nursery and Primary students at the European Schools?**

To be admitted to the Nursery school, children must have reached the age of 4 at December 31<sup>st</sup> of the school year. No exceptions are possible.

To be admitted to the first-year Primary school, children must have reached the age of 6 at December 31<sup>st</sup> of the school year.

**Children may be admitted to the School, provided they are potty-trained.**

## **9. Which second languages are taught in the European Schools?**

In the first year of Primary School from October, students begin learning their first foreign language, what will be called their second language (L2). Students choose one of the three vehicular languages, French, English, or German, as their L2. Except for the **SWALS\*** students, it must be different from the language of their section. Students continue learning their L2 throughout their school years, and by Secondary School it will be used as the language of instruction for a number of their courses.

\* **SWALS** = Students Without A Language Section

## **10. How does the school help students who do not have sufficient knowledge of a language?**

The SWALS pupils (**S**tudents **W**ithout **A** Language Section - mother tongues concerned: Bulgarian, Croatian, Estonian, Latvian, Lithuanian, Slovenian, Romanian, Slovakian) will normally be admitted to the DE, EN or FR section. The School will provide intensive

learning structure of the language section, as much and as long as needed, to make the integration as easy as possible.

### **11. How are the school fees paid?**

Category 2: The employer, who has a contract with the European School, will be invoiced by the school, and will pay the fees directly to the school (NB: different procedure for international civilian staff of the NSPA/NATO).

Category 3: The school will address invoices for the fees to the parents.

If the 25 % of the school fees are not paid by **June 24<sup>th</sup> 2024** the registration could be cancelled.

The remaining 75 % **shall be paid upon receipt of the invoice in November.**

### **12. What is the timetable of the school day?**

We invite you to read the point 5 of the Memorandum for parents on the website of the school: <http://www.eel2.eu/en/page/memorandum> .

### **13. Does the school run a day nursery, a “crèche”?**

No, the European School does not have childcare facilities and cannot offer early morning or afterschool care. The C.P.E. (Centre Polyvalent de l’Enfance interinstitutionnel) does have a childcare program and offers afterschool to the children of parents employed by the European Institutions.

The crèche (daycare program) is managed by the European Parliament; the Garderie (older childcare) and the Centre d’Etudes et Loisirs (study and recreation center) are managed by the European Commission (unit OIL.05 of “Office Infrastructures et Logistique Luxembourg”). These programs are independent from the European School. Enrollment in the European School does not automatically signify enrollment in the C.P.E. and vice versa.

For any question regarding the 3 structures of the CPE, please directly get in touch with the relevant structure:

- Crèche (daycare program) : <https://creche.europarl.europa.eu/home.html>

- the Garderie (older childcare) and the Centre d'Etudes et Loisirs (study and recreation center): <https://europa.eu/centre-polyvalent-enfance-luxembourg/>

#### 14. Is there a school bus service?

There are three types of bus transport at the European School Luxembourg II

##### 1) **Public transport buses:**

- VDL lines 11 and 16 from Luxembourg-Ville run directly to our school;
- RGTR lines 801, 802, 811, 812, 821, 822, 824, 904 serve the nearby stop Mamer-Tossebiërg

Schedules and passenger information can be found online on <https://www.vdl.lu/en> and on <https://www.mobiliteit.lu/en/>.

2) The school buses run by the **Parents' Association, APEEEL2** which serve our school directly:

- Free lines financed by the Ministry n° EE1 to EE8 (formerly 114, 217, 219, 220, 221, 224, 227, 228);
- Free lines financed by the municipalities of Bertrange and Mamer (attention access limited to nursery, primary and S1 pupils).

The timetables and conditions of use of these lines are available online on the website <https://www.apeeel2.lu/transport-to-lux-2/>

3) The school buses run by the **School Transport Association ATSEEE** which serve our school directly:

- Lines n° 70 to 87;
- Supervised shuttles (lines 40 to 44 <https://atseee.eu/shuttle-buses>) between several places near the European Institutions in Luxembourg and our school.

The timetables and conditions of use of these lines are available on the ATSEEE website <https://atseee.eu/timetables-european-school-luxembourg-2/>.



## **15. When and where do students have lunch?**

The service provider at European School Luxembourg II is for canteen is SODEXO. New parents enrol online via this link: <https://sodexoeducation.lu/ecoles-europeennes-et-cpe>

### **Nursery cycle**

At the nursery cycle, a warm meal is served to the pupils in their classroom on Monday (which is the only long day). For the other days, the school does not provide any catering.

### **Primary cycle**

On Monday and Wednesday between 11:30 and 14:00, the pupils of the primary school eat in the school's refectory. Pupils can choose to eat the warm meal offered by the school or to bring along a snack from home and eat it in the refectory (*tartinistes*). For the other days, the school does not provide any catering.

### **Secondary cycle**

In the secondary school, the subsistence expenses have to be paid via an electronic payment card.

## **16. Does the school organize extracurricular activities?**

The extra-curricular activities at school are organized by the Parents' Association of the European School Luxembourg 2 (APEEEL2).

Sporting, creative, musical, linguistic and IT activities are provided on the school site by qualified monitors recruited by the APEEEL2.

There is a charge for these activities and parents must be members of the association in order to benefit from them.

For more information, please consult the association's website <https://www.apeeel2.lu>.

## **17. Do students wear school uniforms?**

There is no required school uniform.

For the Sport and Swimming lessons, appropriate clothing is compulsory. Teachers of the primary and nursery cycles may ask for home shoes during class time, especially in winter.

For security reasons pupils are not allowed to move around the building without shoes or slippers.

### **18. Do parents need to buy school books for their children?**

Parents shall buy the school books. Please find below the lists for each cycle:

[Primary school books](#)

[Secondary school books](#)

### **19. What was the Convention of 16 May 2014 between the Luxembourg Minister of National Education and the Secretary General of the Board of Governors for European Schools?**

This convention is intended to facilitate the enrollment of the French-speaking and English-speaking children of the category 3 in the European Schools of Luxembourg.

It provides that the Government of Luxembourg contributes to the opening of an additional class each year in the French and English sections at the pace of one level per school year.

For the school year 2024-2025, the Convention applies to the S6 level.

The government contribution does not exempt the pupils of category 3 concerned by this agreement of the payment of the normal school fees.

### **20. How is a student's language level evaluated?**

[Please refer to the Common European Framework of Reference](#)

**21. What web platform allows access to practical information about the students' school life and education?**

[SMS MySchool](#) allows personalized and secure access to information about your student's school life. Important notices and information from the school will also be communicated through SMS MySchool. Login credentials are provided at the start of the school year.

You will find a lot of information as course schedules for secondary students, names and e-mail addresses of your child(ren)'s teachers, the absence reports, school reports, etc...