



# ÉCOLE INTERNATIONALE MONDORF-LES-BAINS

## Start of term 2021/22

### **Official information by email**

Most of the mail from the school will be sent by e-mail. We therefore kindly invite parents to check their e-mail inbox regularly - at least twice a week.

Dear parents and legal representatives,

Please find below the information needed for the new school year starting in September. Some information is intended only for parents of Primary students, others are limited to Secondary. Most are for all. We ask you to read them carefully. For any other information, we stay at your disposal.

Wishing you a great summer and looking forward to seeing you again in September.

Best regards

Camille Weyrich

*School headmaster*

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## Back to school

### New nomenclature: the facilitator

At the EIMLB, teachers become “facilitators”. In fact, their work is characterized less by the transmission of knowledge than by the accompaniment and support of learners in their individual and academic development.

### Start of term

The schoolyear 2021/22 starts on **Wednesday, 15<sup>th</sup> September at 08h00** for the classes from **P2 to P4**.

The **new P1 classes** will start the same day at **08h45**. This will give parents the possibility to accompany their children to class and get to know the place.

Otherwise, should the sanitary situation makes this impossible, school will organize a pre-term evening on either September 13th or 14th. In this case, school will inform the parents by email.

### School manuals

The official textbooks are provided free of charge by the School. These textbooks will be at the School and will be delivered to learners in September. Novels and any other reading books discussed in class remain at the expense of the parents. In which case the facilitators will inform the parents in time.

### School Supplies

Regarding school supplies, please refer to the email sent by your child's future facilitators. Your child will have an agenda provided by the school.

## Annual planification

### Calendar

The school year is organized according to a well-established schedule. You can consult it at the beginning of the school year in your child's agenda.

### Meetings with parents

Facilitators are free to request an interview with the parents of one of their learners. Conversely, parents can request an interview with their child's facilitators.

For each class, two joint meetings of all facilitators with parents are scheduled. The meetings are supposed to provide general information and are followed by separate interviews with the facilitators. Separate interviews are by appointment. Attendance at these meetings is mandatory for facilitators.

For the year 2021/22, meetings are scheduled on the following dates for all the classes from **P1** to **P4**:

- October 13th at 6:00 pm with the Direction and at 7:00 pm in the classrooms with the respective facilitators;
- May 18th at 6:00 pm with the Direction and at 7:00 pm in the classrooms with the respective facilitators.

### Swimming at Espace Aquatique « Cap Vert » in Breistroff

The EIMLB will go – within the limits of available time slots – to the Cap Vert swimming center at Breistroff. Children will be under the responsibility of certified lifeguards.

Facilitators will provide details in September. Please check your child's agenda at that time.

Priority will be given to primary classes.

## Schedules

For reason of internal and SEA organization, the schedules of P1/P2 on one side and P3 to P5 on the other diverge as follows:

### Schedule P1-P2

P1-P2	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8h00-8h30					
8h30-9h00					
9h00-9h30					
9h30-10h00					
10h00-10h15	<i>Break time</i>	<i>Break time</i>	<i>Break time</i>	<i>Break time</i>	<i>Break time</i>
10h15-10h45					
10h45-11h15					
11h15-11h45					
11h45-12h15					
	<i>Lunch break</i>		<i>Lunch break</i>		<i>Lunch break</i>
13h00-14h00	<i>Activities</i>		<i>Activities</i>		<i>Activities</i>
14h00-14h30					
14h30-15h00					
15h00-15h30					
15h30-16h00					

Schedule P3-P5

P3-P5	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8h00-8h45					
8h45-9h30					
9h30-10h15					
10h15-10h45	<i>Break time</i>	<i>Break time</i>	<i>Break time</i>	<i>Break time</i>	<i>Break time</i>
10h45-11h30					
11h30-12h15					
12h15-13h00					
	<i>Lunch break</i>		<i>Lunch break</i>		<i>Lunch break</i>
13h45-14h30					
14h30-15h15					
15h15-16h00					

## Extracurricular activities in P1 and P2

In addition to the activities offered by the SEA, primary school learners participate in the following activities, specific to primary classes.

For P1 and P2 classes, these activities take place on long days, from 1 to 2 pm. The activities are supervised by primary facilitators; learner's participation is mandatory.

A priori, the proposed choice is as follows:

SEMESTER 1			SEMESTER 2		
Monday	Wednesday	Friday	Monday	Wednesday	Friday
creative arts P1	creative arts P2	yoga	creative arts P1	creative arts P2	yoga
introduction to Italian	yoga	chess	introduction to Italian	yoga	chess
construction club	storytelling	<i>Melinda (Book club)</i>	construction club	storytelling	<i>reading club</i>
board games	Portuguese	Portuguese	board games	Portuguese	Portuguese
self-defense	mindfulness	choir	outdoor sport	outdoor sport	outdoor sport

Final details will be communicated to you via your child's agenda at the start of the school year.

You will then be able to make the choice together with your child.

## Partnership with the Music School (Regional Musékseschoul Munneref)

In Primary school, the music lessons will be supervised by facilitators of the local Music School and are meant to be introductory music and solfeggio courses. As a result, learners who wish to learn to play a musical instrument will be automatically prepared as of P2. Instrument classes are held at the Regional Music School of Mondorf-les-Bains in Altwies.

From P3 on, parents choose with their child between advanced or basic music classes.

## Rules in case of absence

**Règlement grand-ducal du 23 décembre 2004 concernant les règles de conduite dans les lycées**  
(<http://www.men.public.lu/fr/legislation/education-nationale/code/index.html>)

### The day itself

**Contact the school** as soon as possible by phone at 281 288-1 or by e-mail via [absence.primaire@eimlb.lu](mailto:absence.primaire@eimlb.lu) and put the concerned facilitator(s) in copy.

The secretariat is open from 7:45 am.

### Absence less than or equal to 3 days

In case of absence due to illness or force majeure, the learner's parents or the legal representative [...] are obliged to **inform the facilitators in writing (handwritten excuse or by e-mail)**, within three calendar days, of the reasons for the absence and its duration.

If the learner does not provide a valid excuse within three days, the absence is considered to be non-excused.

### Absence longer than 3 days

A **medical certificate** must be handed in to the EIMLB secretariat.

### After 5 days

The Grand-Ducal regulation set out below stipulates the following procedure for a prolonged non-excused absence:

*A learner in a full-time class who is absent for fifteen consecutive school days without excuse or without a reason recognized as valid is considered to have left the school definitively, with effect from the first day of his absence.*

*The parents or the adult learner are informed by registered letter.*

*After an unexcused absence of five consecutive school days, the parents shall be informed by registered letter of the measure provided for in the preceding paragraph.*

Should a primary school learner be absent without a valid excuse for a period of 5 consecutive days, school will inform the parents of the process. While a primary school learner absent without a valid excuse for 15 consecutive days will not be unregistered, school will file a report with the police and the Youth Court.

### Authorization of exceptional absence

*The main facilitators or the headmaster may grant a learner, on written request and in exceptional cases, a duly motivated leave not exceeding one full day.*

*Authorisation to leave before the beginning of holidays or to return after the resumption of classes as well as any other leave exceeding one full day, may only be granted by the headmaster under the same conditions as those laid down in the preceding paragraph.*

Requests should be addressed to the e-mail address [secretariat@eimlb.lu](mailto:secretariat@eimlb.lu).



## Everyday matters

### Learners dropped off at school by their parents

In the morning, the school has a "Kiss & go" where parents can drop their child, without accompanying it up to the school entrance.

Parents are invited not to stop on the right side on the bus stops, nor right in front of the school entrance.

No parent will be allowed to ride with the learners to the front of the school, nor inside because the school does not have enough room inside the building nor enough parking spaces.

### School buses

The school offers 6 bus lines. For lines and timetables please consult the school's website. The line schedules will be updated in early September.

We ask all parents to encourage their children to take the school bus to avoid car congestion in front of the school.

After school, at noon and in the afternoon, the site will be **closed to private cars** to ensure the safety of children taking the bus.

### Opening hours of the secretariat to the public

Morning : from 7:45 am to 12:30 pm.

Afternoon : from 1:30 pm to 4:30 pm.

### IAM

All National Education services your child may benefit from are based on a personal identifier called IAM (Identity and Access Management), consisting of the first 3 letters of the last name, the first 2 letters of the first name and 3 numbers (e.g.: NamPr000).

For new P1 learners, in order to be able to generate a password for this identifier, an activation code will be sent by mail from the Ministry of National Education (Centre de Gestion Informatique de l'Education - CGIE) during the summer holidays.

### Parental authorisation and other official documents

In order to allow learners to take part in trips beyond the Luxembourg border, a parental authorization issued by the municipality of residence is to be submitted to the EIMLB Secretariat as soon as the school year starts. This certificate needs to be valid for one full school year.

The facilitators will give you all the other official documents in the course of the first week of school. We would appreciate it if you return them duly filled and signed until the end of the first week.

## Service d'Education et d'Accueil (SEA-EIMLB asbl)

Dear parents, dear learners,

The team of the Service d'Education et d'Accueil of the International School Mondorf-les-Bains asbl (SEA-EIMLB asbl) welcomes you.

The service offers the possibility of accommodating school children of the EIMLB Primary classes according to the quality criteria, of the "Quality Approach for the Reception of Children", fixed by the Ministry of Education, Childhood and Youth on 6<sup>th</sup> December 2016.

All the children of the Primary cycle (6 years-12 years) of the EIMLB may benefit from the SEA, from Monday to Friday. As the SEA-EIMLB asbl is located within the School, children do not have the inconvenience of having to change buildings before and after classes.

### Program of the SEA

- In the morning: a gentle welcome to the learners before classes begin.
- At noon: children eat a hot and balanced meal together in the form of a protidic and vegetarian buffet, accompanied by socio-educational staff (the meals served meet the very high quality criteria of the distribution of school meals, inspected by the management service of the school catering: Restopolis). Then they can indulge in free play and various activities offered by the SEA team.
- In the afternoon: extracurricular activities, free play, supervision and / or accompaniment of children for homework, outings in the nature, painting, crafts, cultural projects etc.
- During the school holidays, the SEA organizes specific projects: excursions, guided tours, sports days, and many more...

The rooms have different functions offering the following services:

- arts and creativity, role playing, construction games, music, relaxation etc...
- catering: meals, afternoon snacks, cooking activities etc...
- supervised studies and reading

The practical side is undeniable since the SEA can take advantage of the specific rooms (arts, music, library, audio-visual equipment, etc.) of the EIMLB.

### Opening hours and operation of the SEA-EIMLB

During the school period, the opening hours are the following:

- **7:00 am to 7:00 pm outside of class times.**

During the school holidays the SEA is open from 7:00 am to 7:00 pm. Activities are organized all along, for example: excursions, walks, collaboration and cooperation with clubs and associations of Mondorf and the region.

## SEA closing periods

The SEA is closed

- all statutory holidays;
- from December 24th to January 1st included each year.

## Inscriptions to the SEA

For new registrations:

- In order to meet your needs, in terms of reception at the SEA-EIMLB, we have distributed, during our registration interview, all the necessary documents to book the schedules you need for your child;
- These documents also serve as an explanation of the service we offer to your child.

**!!! Be sure not to forget to fill out the documents of the SEA !!!**  
**Without these documents we will not be able to register your child in SEA.**

For learners already registered in the SEA-EIMLB asbl, we renew automatically registrations **unless you counter order**.

For organizational reasons, we kindly ask you to register your child for as long as possible. Of course, according to your regular or irregular working hours, we ask you to indicate the most weeks of possible presence: 4 weeks in the case of a monthly schedule, 3 months if you had a fixed work schedule.

As we are a 100% state-approved SEA, accredited by the Ministry of National Education, Children and Youth and provider of the Home Check Service (CSA), you have the possibility of programming automatic payment (SEPA) of the SEA bills.

## Contact persons for the SEA-EIMLB asbl

Executive Officer of the SEA : Mr. Eric HERBER

Assistant Director of the SEA : Mrs. Michelle SIEBENALER

Secretariat of the SEA : Mrs. Li SCHMIT

For organizational questions please send us an email to the SEA secretariat [secretariat@sea-eimlb.lu](mailto:secretariat@sea-eimlb.lu) or phone either at **281 288 251** (SEA secretariat) or **691 281 288** (educators' team room).