



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,

You will find below the necessary information for the new school year starting in September. Please read it carefully. If you require any further information, do not hesitate to contact us.

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 EIMLB the teachers become “facilitators”. In fact, their work is characterized less by the transmission of knowledge and more by their support and the accompanying of the learner's (formerly pupils/students) educational and individual development.

Start of term

The school year 2021/22 starts on the following dates:

- For Secondary school learners:
 - o Thursday, **September 16th at 8 am** for **S1** classes.
 - o Friday, **September 17th at 8 am** for **S2 - S4** classes.

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 the learners in September. Novels and any other reading books discussed in class remain at the expense of the parents. The facilitators will inform the parents in time.

School Supplies

In general:

- 1 fountain pen and at least 2 blue ballpoint pens
- Ink refills
- red, black and green ballpoint pens
- at least 8 different colour pencils
- 2 pencils
- 1 pencil sharpener
- 1 rubber
- 1 ruler (30 cm)
- 1 small pair of scissors
- 1 pad of lined A4 paper
- 2 lose-leaf binders

Most of the learners' work will be done on their iPad which will act as their one and only notebook.

Please also note that each learner will receive an agenda from the school.

In arts

The lists of materials for the art classes of the different levels are attached to this letter sent by e-mail. These lists are also available on the school website under « [Rentrée 2021-22](#) ».

Introductory week for the S1 classes

General information

During the introductory week, learners of the S1 classes will get all the necessary knowledge and information about how the School operates on a daily basis. The first two double lessons are supervised by the form facilitator; the other introductions are made by the facilitator in charge of the respective lessons.

Team-building at Moulin d'Altwies

A morning of team building at the Moulin d'Altwies is planned for October. The school will cover the entire cost of the team-building.

iPad activation morning

The iPad morning will take place on **Saturday 18th September 2021 from 08h00 to 12h00** for **S1 learners and other new learners with their parents**.

The Direction will explain the terms of the School's digital policy, the progression model by leagues and in particular the *Tablet and Internet Usage Charter in secondary School*. This charter will have to be signed by the learners and their parents prior to the distribution of the iPads.

Secondary learners will receive their iPad according to the terms of the one2one ministerial program leasing contract which you can consult at <https://portal.education.lu/cgi/CLASSES-MOBILES/ONE2ONE>. For the signing of the contract, it is essential that the legal representative of the learner is present.

At the beginning of September, parents will receive a letter from the school with the following information:

- iPad morning programme;
- EIMLB Digital Charter;
- Explanations regarding the IAM digital ID.

Annual planification

Calendar

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

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 the form facilitator, tutor or one of the 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 S1 and S2**
 - October 12th at 6:00 pm with the Direction and at 7:00 pm in the classrooms with the respective facilitators;
 - May 5th at 6:00 pm with the Direction and at 7:00 pm in the classrooms with the respective facilitators.
- **For S3 and S4**
 - October 5th at 6:00 pm with the Direction and at 7:00 pm in the classrooms with the respective facilitators;
 - May 12th at 6:00 pm with the Direction and at 7:00 pm in the classrooms with the respective facilitators.

Swimming

The EIMLB will go to the swimming centre in Breistroff for all the swimming lessons. The class will be under the responsibility of certified lifeguards.

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

Primary school classes will be prioritized.

Extracurricular activities

Activities in Secondary school

Each day, school personnel offers a variety of extracurricular activities. These activities can be adapted according to the wishes of the learners within the framework of the availability of the staff and the resources of the school.

Details of the proposed activities will be posted on the school's website under « [Activités périscolaires](#) ».

The extra-curricular activities will begin on September 27th. Until this date, learners are, in principle, free during lunch break.

LASEL

The School participates in sports events of the LASEL through its physical education facilitators. Organization and travel for these events are taken care of by the EIMLB.

Ski trip

The six classes of the first two years of secondary school (S1 and S2) will go on skiing classes in Austria between the 3rd and 8th of January.

Learners will have 4 hours of winter sports per day under the supervision of ski instructors. Classes are accompanied and supervised by their facilitators. Learners will also work on their missions, i. e. on their regular school topics for 2 to 3 school lessons each day.

The expenses for the only stay are at the expense of the parents, while the School will be paying for all the travel expenses and the skiing classes.

Low-income households can be assisted financially by SePAS.

The departure and return times, as well as all other important information, will be communicated to you during an information meeting.

Subsidy for low-income households

Low-income households with a child enrolled in secondary school can apply for a single subsidy. https://cepas.public.lu/fr/aides_financieres/menage-faible-revenu.html

For details of the modalities please consult the information below.

The request for financial aid is to be repeated every year - by **31st October at the latest**. The form is available from the beginning of September at the school SePAS.

No request can be accepted after the deadline of October 31th.

In order to be eligible for a Low Income Household Grant (SMFR), applicants need to

- reside with the learner for whom they are applying
- have parental authority for the learner
- have a net monthly income below the low-income household threshold
- submit a **separate application for each dependent learner by October 31st**.

The application must be submitted to the SePAS (Service psycho-social et d'accompagnement scolaires) of the learner's school.

Examples of thresholds not to be exceeded for a monthly net income (average of the last 3 months preceding the grant application) of a household such as:

- single-parent family with 1 dependent child: € 2.551,95 net / month
- couple with 1 dependent child: € 3.509,08 net / month
- couple with 2 dependent children: € 4.146,80 net / month

For further information, please contact your school's SePAS:

Esther SEYLER /Tel. 281 288 231

Martine THINES /Tel. 281 288 232

sepas@eimlb.lu

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 281 288-1 or by e-mail (absence.secondaire@eimlb.lu) and put the form facilitator in copy.

The secretariat is open from 7:45am.

Absence less than or equal to 3 days

In case of absence due to illness or 'force majeure', the parents or the legal representatives of the learner or, if applicable, the adult learner must inform the form facilitator by writing (handwritten excuse or by email), within three calendar days, of the reasons of the absence and the duration.

If there is no valid excuse within three days, the absence is considered not excused.

Absence longer than 3 days

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

After 5 days

After an unexcused absence of **five consecutive school days**, the parents or the legal representative shall be informed, by registered letter, that a learner of a full-time class having been absent for **fifteen consecutive school days** without excuse or valid reason is considered to have left the school definitively, with effect from the first day of their absence.

Authorization of exceptional absence

The form facilitator or the headmaster may grant to a learner, on written request and in exceptional cases, a duly motivated leave of absence, not exceeding one full day.

Permission to leave before the beginning of vacations and holidays or to return after the resumption of classes, as well as any other leave exceeding one full day, may be granted only by the director under the same conditions as those provided for in the preceding paragraph.

Requests are to be addressed to this email address: secretariat@eimlb.lu.

Practical information

School buses

The school offers 6 bus lines. For details of the timetables and locations served, please consult the school's website under « [Lignes de Bus](#) ».

We urge all parents to encourage their children to take the school bus to avoid a clutter of cars in front of the school.

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

Bus & optional classes in S4

In S4, optional classes generally take place during the afternoon. For this reason learners might have classes on Thursday afternoon but are free on another afternoon. Due to monetary reasons the Ministry of Transports has not foreseen separate buses. The learners concerned are therefore required to use public bus lines.

Learners dropped off at school by parents

In the morning, school has a "Kiss & go" where parents can drop off their child.

Please do not stop on the right side on the bus stops, nor right in front of the school entrance and do not accompany your child to the school's entrance.

No parent will be allowed inside the school building because school does not have enough room inside the building nor enough parking spaces outside.

Access to the campus' back area located between the buildings is granted only to school buses.

Secretariat opening hours to the public

In the morning : from 7h45 to 12h30.

In the afternoon : from 13h30 to 16h30.

IAM

All the services of the Ministry of Education that the learners may benefit from are based on a personal identification ID called IAM (Identity and Access Management). The IAM consists of the first 3 letters of the last name, the first 2 letters of the first name plus 3 numbers (ex: NamPr000).

In order to be able to generate a password for this ID, parents of S1 learners will receive an activation code by mail from the Ministry of Education (Centre de Gestion informatique de l'Éducation - CGIE) in the course of the summer holidays.

Learners will need their personal password in order to log in on their iPad handed out during the iPad morning. No iPad without IAM!

Each learner will also have a personalised email address: NamPr000@school.lu

MyCard

At the start of the school year, S1 learners will get a myCard, which will be the school enrolment proof and which can be loaded with money – even prior to the official delivery of the card – to pay in the school restaurant.

To load the myCard please visit the site www.restopolis.lu. The myCard can be loaded via the school catering website www.restopolis.lu. Parents can also give money to their child, who can load his or her card at the school canteen cash desk.

Parental authorisation and other official documents

In order to allow children 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 is valid for the entire school year.

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

After class study time

Each day, except Friday, learners have the opportunity to have a 45-minute study time. Study times take place under supervision. The schedule for these times is as follows:

DAY	TIME
Monday	16:15-17:00
Tuesday	16:15-17:00
Wednesday	16:15-17:00
Thursday	13:45-14:30
Friday	/

After the study time, learners leave the school unless they do an extracurricular activity. No learner will remain unattended inside the school grounds.