



Information about start of term for 2018/19

Dear parents,

Please find hereafter the necessary information for the start of the new school year in September. Some information is intended only for parents of Primary pupils, some other is limited to Secondary students. Most are relevant for all parents. We ask you to read it carefully. For any other information, we remain at your disposal.

Wishing you an excellent summer and looking forward to seeing you on September 15th.

Best regards

Camille Weyrich

Headmaster

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Back to School

Start of term for the year 2018/19 takes place on the following dates:

- for Primary school pupils: Monday, 17th September at 08.00 o'clock
- for Secondary school students: Tuesday, 18th September at 08.10 o'clock

Open door and get together

In order to discover the school infrastructures, the classrooms, to meet the future classmates, the other parents, the teachers and the rest of the staff, the School cordially invites you, together with your whole family, to its open door which will take place on Saturday, 15th September from 09.00 to 13.00 o'clock.

It's the occasion to get to know each other and also - especially for Secondary students - to make some final official preparations.

1. Secondary students will receive an agenda from the School that we call "Dalton Agenda". This agenda is meant in particular to
 - a. plan the learning processes of each student;
 - b. develop their autonomy and responsibility;
 - c. promote their self-evaluation and metacognition
 - d. establish and maintain weekly communication with parents and to
 - e. provide important practical information in general and for everyday life at School.
2. Secondary students will also receive their personal myCard, which they will need to
 - a. borrow books from the high school library;
 - b. access and pay for at the School photocopy service;
 - c. make any electronic payment at the School restaurant.
3. Finally, Secondary students will also receive their iPad according to the terms of the one2one ministerial program leasing contract which you can consult at <https://portal.education.lu/cgie/CLASSES-MOBILES/ONE2ONE>. For the signing of the contract, it is essential for the legal representative of the student to be present at the handover.

During the time these operations take, Primary pupils will be discovering the place together with the School educators.

The morning will end around a glass or two offered by the School.

Textbooks

As of the start of the new school year, any official textbooks are provided free of charge by the School. These textbooks will be available at the School in September and delivered to the pupils and students. Any reading books or literary works remain at the expense of the parents. In such cases, the teachers will inform the parents well in advance.

Cours de portugais au primaire

Suite à une demande très faible au niveau du primaire, l'École a décidé de ne pas proposer de cours de portugais au niveau de la première classe du primaire (P1).

Au secondaire, les cours de portugais comme troisième langue ont connu un nombre suffisamment grand d'intéressés et auront ainsi lieu.

Portuguese language course in Primary

As a result of a very low demand in Primary, School has decided not to offer the Portuguese language course on the first level of Primary (P1).

In Secondary however, Portuguese as a third language course has been chosen by a sufficiently large number of students; so this course will take place.

School supplies for September

Primary school

As far as specific school supplies are concerned, the teachers of the Primary classes will be providing all the necessary items for the start of the school year and will ask you the amount to repay at the beginning of the year.

Secondary school

In general	<ul style="list-style-type: none">- 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
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	Language 1	Language 2	Language 3
German	<ul style="list-style-type: none">- 1 Atoma Trendy notebook, ft A4, lined	<ul style="list-style-type: none">- 1 Atoma Trendy notebook, ft A4, lined	<ul style="list-style-type: none">- 1 Atoma Trendy notebook, ft A4, lined
English	<ul style="list-style-type: none">- 1 lever arch file 2 rings, 70mm or 80mm back- 6 dividers- 1 red loose-leaf binder- 1 dark blue loose-leaf binder- Lined paper	<ul style="list-style-type: none">- 1 exercise book, 24x32- 6 Dividers- 1 dark blue loose-leaf binder	<ul style="list-style-type: none">- 1 exercise book, 24x32- 6 Dividers- 1 dark blue loose-leaf binder

French	- 1 Atoma Trendy notebook, ft A4, lined	1 Atoma Trendy notebook, ft A4, lined	1 Atoma Trendy notebook, ft A4, lined
Luxembourgish	- 1 Atoma Trendy notebook, ft A4, lined		
Mathematics	<ul style="list-style-type: none"> - 1 DIN-A4 notebook with squared - 1 pair of compasses - 1 set square 15 cm 		
Integrated Sciences	<ul style="list-style-type: none"> - 1 lever arch file 2 rings, 70mm - 1 loose-leaf binder - DIN-A4 squared paper 		
Human Sciences	<ul style="list-style-type: none"> - 1 lever arch file 2 rings, 70mm - 1 loose-leaf binder - DIN-A4 squared paper 		
Music	<ul style="list-style-type: none"> - 1 lever arch file 2 rings, 70mm - 1 loose-leaf binder - DIN-A4 squared paper 		
Art	<ul style="list-style-type: none"> - 1 specific set for art education is available at the Fachmaart Robert Steinhäuser SA Z.I. 50, rue de la Poudrerie L-3364 Leudelange Please indicate the name of the teacher, Ms. Valérie Bosseler, as a reference. 		
Sports	<ul style="list-style-type: none"> - 1 pair of sneakers with non-marking soles - T-shirt - Short 		
Life and Society	<ul style="list-style-type: none"> - 1 lever arch file 2 rings, 70mm - 1 loose-leaf binder - DIN-A4 squared paper 		

Extracurricular care (Service d'encadrement et d'accueil - SEA)

Dear parents, dear pupils,

The extracurricular care team of the International School of Mondorf-les-Bains asbl (SEA-EIMLB asbl), welcomes you.

We welcome children enrolled in Primary school at the EIMLB in our SEA according to the quality criteria of the "Quality Approach for extracurricular child care" of the Ministry of Education, Childhood and Youth.

All children in Primary school (6-12 years) at the Mondorf-les-Bains International School are entitled to extracurricular care at the SEA from Monday to Friday. As the SEA is located within the International School, children do not have to leave the building before and after class periods.

Program of the SEA

- In the morning: a gentle welcome to the SEA before classes start.
- At noon: Children take a hot meal together, served at the table, accompanied by socio-educational staff. Then they can opt for free play or various activities offered by the SEA team.
- In the afternoon: extracurricular activities, free play and supervised (homework) study.
- During the school holidays, the SEA organizes specific projects, trips, guided tours, sports days etc.

The rooms of the SEA have different functions offering a varied choice of activities: arts and creativity, games in various forms, psychomotricity, Lego building, catering and snacks, supervised homework. The SEA can rely on the specific rooms (arts and music) of the EIMLB.

Opening hours and principles of the SEA

Pendant les vacances scolaires le SEA est ouvert de 07h00 à 19h00. Des activités sont organisées tout le long durant, pour exemples : excursions, promenades, collaboration avec le site et les infrastructures du « Centre de Pédagogie et de Loisirs de la Commune de Mondorf-les-Bains » (en construction, terminaison des travaux prévue pour fin d'année 2018 situé à 900 mètres de l'EIMLB) pour ne citer que ces items.

During the school weeks, the opening hours are as follows:

- in the morning from 07:00 to 08:00
- at noon from 12:00 to 14:00
- in the afternoon from 16:00 to 19:00

During the school holidays the SEA is open from 07:00 to 19:00. Activities are organized all along, for example: excursions, walks, collaboration with the site and the facilities of the « Centre de Pédagogie et de Loisirs de la Commune de Mondorf-les-Bains » (under construction, work completion planned for the end of the year 2018; located 900 meters from the EIMLB) to name just these few.

SEA closing times

The SEA is closed

- on all legal holidays;
- from 24th December to 1st January implied.

SEA inscriptions

To be able to meet your needs for extracurricular care for your child we need to know what days and times of day you would like your child to stay at the SEA. Please fill in and send us the documents attached on pages 13, 14 and 15 of this document **by 1st September 2018**:

- The regular attendance form: If you need extracurricular care for the same hours during a whole semester (for example if you are working according to the regular work schedule);
- The irregular attendance form: in case you occasionally need the SEA to care for your child, or at different times over the weeks (e. g. for parents working irregular work schedules).

You find these documents at the end of this letter; they can also be downloaded on the website www.eimlb.lu. Please send us back a hard copy at the address

École Internationale de Mondorf-les-Bains
2, route de Burmerange
L-5659 Mondorf-les-Bains.

For organizational reasons, we kindly ask you, if possible, to register your child for a maximum of weeks in advance, according to the possibilities of your work plan, i. e. for 4 consecutive weeks if you receive a monthly work plan, otherwise 3 months if you have a fixed work schedule over the year.

If you do not receive any negative feedback regarding the inscription of your child no later than 2 days before the start of term, your child is registered for the hours indicated. You will not receive any confirmation of inscription. We will welcome the parents, and welcome the children on September 17, 2018 from 7:00 am to 7:45 am at the SEA-EIMLB.

Since our School and our SEA only start in September 2018, we are waiting for government accreditation as a provider of the “chèque-service accueil”. That is why you must not be surprised by the fact

- that billing of the SEA services is not directly implemented and
- that the contract as a chèque-service beneficiary is not immediately signed between you and the SEA.

As soon as we receive the accreditation, we will regularize the situation. This does not mean that your child's inscription at the SEA is uncertain or compromised. The situation is known to the Ministry of Education, and we will be able to operate from 17 September 2018. You will receive, in the coming months, the contract of chèque-service beneficiary, and this as soon as the government accreditation allows.

The internal rules of the SEA-EIMLB are available on the website www.eimlb.lu under the heading “SEA”.

Contact persons for SEA-EIMLB

SEA president: Mr Stephan DUMANGE

SEA Secretary: Ms Nathalie BEAUCHET-WIES

SEA Director: Mr Eric HERBER

For organizational questions please send an email to contact@eimlb.lu or call **281 288-1** (EIMLB central office).

General information file / Medical information file

Please find the following documents in Annex III and IV:

- Parental permission form for the administration of medication;
- Form to be filled out by the attending physician: MEDICAL CERTIFICATE stating about allergy, food intolerance or other health problem requiring a specific diet or other precautions.

Extracurricular activities

Activities in Primary school

In addition to the activities offered by the SEA educators, Primary pupils can participate in the following activities, specific to the Primary classes.

Activity	In charge	Time	Room
<i>Recorder group</i>	Mme Kielty	Monday 13h00-13h45	P0-3
<i>Chess club</i>	M. Sorras	Monday 12h30-13h30	S0-4
<i>School choir</i>	Mme Kielty & M. José	Wednesday 13h00-13h45	S0-1
<i>Sports</i>	M. Mellinger	Friday 13h00-13h45	Hall Roll Delles

LASEP/LASEL

Our School participates in the sports events of LASEP (primary education) and LASEL (secondary education) through its sports teachers. Participation in these events is planned in close collaboration with the Primary school of Mondorf-les-Bains. The modalities and travel to these events are organised by LASEP/LASEL and the EIMLB.

Activities in Secondary

As part of the whole day school, both free and supervised activities are offered daily. 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.

Activity	In charge	Time	Room
<i>School magazine</i>	Mme Medernach	Monday 13h30-14h15	S0-1
<i>Chess club</i>	M. Sorras	Monday 13h30-14h30	S0-4
<i>School band</i>	M. José	Tuesday	P0-3

		13h30-14h15	
<i>Lego EV3</i>	M. Kiefer	Tuesday 13h30-14h15	S0-4
<i>School choir</i>	Mme Kielty & M. José	Wednesday 13h00-14h15	S0-1
<i>Painting</i>	Mme Bosseler	Wednesday 13h30-14h15	P0-3
<i>Self-defense</i>	M. Meneguz	Wednesday 13h30-14h15	Hall Roll Delles
<i>Theatre</i>	Mme Bosseler	Thursday 13h30-14h15	P0-3
<i>Table tennis</i>	M. Meneguz	Friday 13h30-14h15	Hall Roll Delles

Partnerships with local associations

Music school

Students wishing to learn basic music theory (solfège) or who simply enjoy music can join the courses offered at the School of Music of Dalheim and Mondorf-les-Bains.

The most interesting courses for our students should be:

Initiation to music 1st year: children attending the second year of preschool (children born before 31 08 2013) Teacher Ms. Aline Schiltz	Tuesday 13h45-14h45
Initiation to music 2nd year: children attending the first year of Primary school (children born before 31 08 2013) Teacher Ms. Aline Schiltz	Tuesday 14h45-15h45
Solfège 1 (formerly Préparatoire): from the 2nd year of Primary school (children born before 31 08 2011) Teacher Ms. Carole Raus	Tuesday 13h15 - 14h45
Solfège 2 (formerly 1st year): Teacher Ms. Carole Raus	Tuesday 14h45 - 16h45
Solfège 3 (formerly 2nd year): Teacher Ms. Carole Raus	Tuesday 16h45 - 18h45
Solfège 4 (formerly 3rd year): Teacher Ms. Carole Raus	Tuesday 17h30 -19h00 and Friday 16h30-18h00

The aforementioned courses will be held at the former Altwies Elementary School, 2 rue de l'Eglise, L-5671 Altwies. Details can be viewed at <http://www.mondorf-les-bains.lu/fr/Documents/museksschoul2018%20-%20final.pdf> or by downloading the brochure with the registration form from the rubric « Activités → Partenariats » on our site www.eimlb.lu.

Pupils and students that are interested should send the completed registration form by email to the address ecoledemusique@mondorf-les-bains.lu of the music school and put the EIMLB, contact@eimlb.lu, in CC.

Contrary to the indications on the registration form, the deadlines have been extended until September 15th.

Please note that the EIMLB can organise supervision and transportation of the interested pupils and students to the music school and, if needed, back to the EIMLB afterwards.

Mondorf-les-Bains Tennis Club

Pupils and students interested in playing tennis can join training units at the TC Mondorf-les-Bains. P1 pupils are also welcome. The training units are preferably organized in groups of 4 youths of the same level. The available periods are on

- Monday between 17h00 and 19h00 and on
- Tuesday between 13h00 and 15h00.

The training takes place - depending on the weather - either on the Brill courts or at the Roll Delles sports hall.

Interested parties are invited to contact the EIMLB's contact@eimlb.lu by indicating their level of play, if they are beginners or if they maybe already have a club license. The costs of inscription are borne by the families, but the School can organise the supervision and transportation of the pupils and students to the TC and - if needed - back to School after the training.

School outings

Team-building at the Altwies mill

On 18th September, 25th September and 27th September, respectively one S1 Secondary class will go for a team building morning to the Altwies mill. The students will come to School; from there a bus will take them to Altwies where they will follow different group activities. They will also have lunch and will be back at school by 14:45.

The School bears the complete costs of this team building measure.

Snow classes

The three classes in the first year of Secondary (S1) will head for a snow class from 13th to 18th January 2019 at the alpine center of Les Orres in France.

Students will take 4 hours of skiing per day under the guidance of professional ski coaches. Classes are accompanied and supervised by their teachers and will also have 2 to 3 lessons each day.

Details about the organization of the snow classes will be communicated in November. The costs for the sole stay are to be borne by the families, whereas School pays for the travel expenses.

Subsidy for low-income households

Low-income households with a child enrolled in secondary school can apply for a one-time per year subsidy. For details of the modalities please consult the information below.

The request for financial aid has to be repeated every year - by 15th October at the latest. The form is available by the beginning of September on the school website: www.eimlb.lu → Services → SePAS.

No request can be accepted after the deadline of 15th October.

Conditions to be met by the applicant for the grant:

- apply as a natural person, not as an institution,
- reside with the schooled student,
- have parental authority over the student,
- submit the application to the SePAS (Psycho-Social and School Support Service) of the student's school by 15th October at the latest (form available from the beginning of September at the SePAS of the school); no request can be accepted after this time,
- have a monthly net income (average of the last 3 months preceding the application) lower than the low income household threshold,
- introduce a separate application for each student in the household.

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: 1.822 € net / month*
- *couple with 1 dependent child: 3.340 € net / month*
- *couple with 2 dependent children: 3.947 € net / month*
-

Appendix I : SEA regular attendance form**Regular attendance form (for the whole year)**

Full name of the child: _____

Class _____

I wish to register my child for the following days and time slots throughout the 2018/2019 school year
(Please tick the boxes for periods of attendance) from 17th September, 2018.

Time slots	Monday	Tuesday	Wednesday	Thursday	Friday
7 :00 - 7 :30					
7 :30 - 8 :00					
8 :00 – 12 :00	Class	Class	Class	Class	Class
12 :00 – 13 :00	Obligatory presence		Obligatory presence		Obligatory presence
13 :00 – 14 :00	Obligatory presence		Obligatory presence		Obligatory presence
14 :00 – 15 :00	Class		Class		Class
15 :00 – 16 :00	Class		Class		Class
16 :00 – 17 :00					
17 :00 – 17 :30					
17 :30 – 18 :00					
18 :00 – 18 :30					
18 :30 – 19 :00					

❖ Tick the boxes of the child's presence

Remarks :

Date and signature: _____

Appendix II : SEA irregular attendance form**Irregular attendance form (monthly/weekly/occasionally)**

Full name of the child: _____

Class _____

I wish to register my child for the following days and time slots. *(Please tick the boxes for periods of attendance)*

Weekly presence form from _____ to _____					
Time slots	Monday	Tuesday	Wednesday	Thursday	Friday
7 :00 - 7 :30					
7 :30 - 8 :00					
8 :00 – 12 :00	Class	Class	Class	Class	Class
12 :00 – 13 :00	Obligatory presence		Obligatory presence		Obligatory presence
13 :00 – 14 :00	Obligatory presence		Obligatory presence		Obligatory presence
14 :00 – 15 :00	Class		Class		Class
15 :00 – 16 :00	Class		Class		Class
16 :00 – 17 :00					
17 :00 – 17 :30					
17 :30 – 18 :00					
18 :00 – 18 :30					
18 :30 – 19 :00					

Weekly presence form from _____ to _____					
Time slots	Monday	Tuesday	Wednesday	Thursday	Friday
7 :00 - 7 :30					
7 :30 - 8 :00					
8 :00 – 12 :00	Class	Class	Class	Class	Class
12 :00 – 13 :00	Obligatory presence		Obligatory presence		Obligatory presence
13 :00 – 14 :00	Obligatory presence		Obligatory presence		Obligatory presence
14 :00 – 15 :00	Class		Class		Class
15 :00 – 16 :00	Class		Class		Class
16 :00 – 17 :00					
17 :00 – 17 :30					
17 :30 – 18 :00					
18 :00 – 18 :30					
18 :30 – 19 :00					

Weekly presence form from _____ to _____					
Time slots	Monday	Tuesday	Wednesday	Thursday	Friday
7 :00 - 7 :30					
7 :30 - 8 :00					
8 :00 – 12 :00	Class	Class	Class	Class	Class
12 :00 – 13 :00	Obligatory presence		Obligatory presence		Obligatory presence
13 :00 – 14 :00	Obligatory presence		Obligatory presence		Obligatory presence
14 :00 – 15 :00	Class		Class		Class
15 :00 – 16 :00	Class		Class		Class
16 :00 – 17 :00					
17 :00 – 17 :30					
17 :30 – 18 :00					
18 :00 – 18 :30					
18 :30 – 19 :00					

Weekly presence form from _____ to _____					
Time slots	Monday	Tuesday	Wednesday	Thursday	Friday
7 :00 - 7 :30					
7 :30 - 8 :00					
8 :00 – 12 :00	Class	Class	Class	Class	Class
12 :00 – 13 :00	Obligatory presence		Obligatory presence		Obligatory presence
13 :00 – 14 :00	Obligatory presence		Obligatory presence		Obligatory presence
14 :00 – 15 :00	Class		Class		Class
15 :00 – 16 :00	Class		Class		Class
16 :00 – 17 :00					
17 :00 – 17 :30					
17 :30 – 18 :00					
18 :00 – 18 :30					
18 :30 – 19 :00					

❖ Tick the boxes of the child's presence

Please hand in this form by 1st September 2018, and then, during the school year, 4 weeks before the next registration period.

For organizational reasons, we kindly ask you, if possible, to register your child for a maximum of weeks in advance, according to your work plan possibilities, if possible, for 4 consecutive weeks if you receive a monthly work plan, otherwise for 3 months if you have a fixed work schedule over the year.

If you do not receive any negative feedback regarding the registration of your child until 2 days before the beginning of the registration period, your child is registered during the hours you indicated on the registration form. You will receive no confirmation of registration.

Date and signature : _____

Appendix III : Parental permission form for the administration of medication

To be mandatorily completed and handed to the SEA responsible

I, the undersigned _____ hereby delegate the administration of medications to the SEA personnel. I delegate the administration

of the medicine _____ to my child _____

Duration of treatment: from _____ to _____ 20__.

Frequency : _____ per day

Quantity per administration: _____ (_____ tablets / tea spoons / b / globules /
measures of _____ ml)

☐ morning

☐ noon

☐ afternoon

☐ before the meal

☐ during the meal

☐ after the meal

The medicine needs to be kept :

☐ in the fridge

☐ at room temperature

During the course of treatment, the medicine should

☐ taken home each day

☐ remain at the SEA

Please write the child's name on the medicine container and wrapping.

For security reasons, a **copy of the medical prescription** must be attached to this sheet.

This form applies to all medications prescribed by the physician, including homeopathic medicines prescribed by the physician.

This copy is essential for the administration of the medicine to be guaranteed.

Date and signature : _____

Appendix IV : Form for the treating physician

MEDICAL ATTESTATION

This attestation is valid until 15th September 2019.

Family name, first name: _____

Registration number: _____

Presents a food allergy, intolerance or other health problem requiring a specific diet or other precautions.
Detailed list of food to avoid:

!!! WARNING !!!

Anaphylactic risk	<input type="checkbox"/> yes	<input type="checkbox"/> no
Emergency kit and emergency care protocol	<input type="checkbox"/> yes	<input type="checkbox"/> no
Necessity of adrenaline	<input type="checkbox"/> yes	<input type="checkbox"/> no

Meals at the SEA

The child is allowed:

- ☐ to take meals and snacks distributed at the SEA with simple eviction of allergens (in the absence of anaphylactic risk);
- ☐ to only take meals and snacks provided by the parents.

Important note: Despite every effort and every precaution taken, the SEA cannot guarantee the absence of accidental contamination in meals prepared and served on site.

Date :

Code, signature and seal of the attending physician
