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LUXEMBOURG
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Your child at school

Guide to Public
Primary School

Luxembourg City



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» *A small practical guide*

We are pleased to offer this guide on the public primary education system, which provides you with detailed information about how the system works in Luxembourg City.

The City places particular importance on ensuring your child's harmonious development and on improving their abilities. Your child will be in a classroom with children from all over the world. Together they will benefit from a multilingual education, learn German and French in addition to Luxembourgish, which is key towards social integration. Your child will also learn mathematics and science, as well as enjoy the benefits of physical education and an introduction to arts and culture. The use of high-quality computer equipment is considered essential.

Your child's school will be located close to where you live, so that they can walk to school on foot, foster friendships in the neighborhood and create connections that will allow them to feel comfortable in their surroundings.

We are continuously investing in our infrastructure and support all efforts made by the *Ministère de l'éducation nationale* (National Education Ministry) to ensure that our pupils receive a top-quality education – one, which we are convinced, will meet your expectations.

With a view towards continually improving our educational offering, we remain at your disposal should you have any suggestions or concerns..

The College of Aldermen



» *Impressum*

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» *Your child at public primary school*

The Luxembourg State guarantees every child an education that is:

- optional for children three years of age;
- compulsory for all children reaching four years of age before 1st September of that year;
- compulsory for a period of 12 consecutive years (in principle until the age of 16 fulfilled).

The City must ensure compliance with these compulsory education requirements. Parents have a duty to ensure that their child attends classes and educational activities.

Generally, the school year starts on 15 September and ends on 15 July.

Public primary schools in Luxembourg City, as in other municipalities, take the specific needs of your child into account. Beyond simply offering an education, we place significant importance on welcoming your child and creating an atmosphere that will allow them to feel comfortable and grow in an environment that encourages the development of their skills and abilities.

To this end, special courses are arranged during normal class hours for pupils who join the Luxembourg primary education system without sufficient command of German and/or French (cycles 2, 3 and 4).

The *Service de l'enseignement* is at your disposal should you have any questions about enrolling your child in public school in Luxembourg City.

Service de l'enseignement

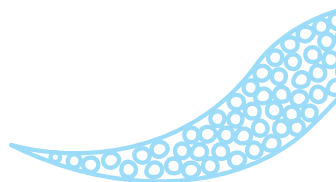
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L-1351 Luxembourg

T. (+352) 4796-2955

F. (+352) 40 75 57

enseignement@vdl.lu
www.vdl.lu | www.technolink.lu

Public transport stop:
Gare centrale



» *Public primary education framework*

Cycles

Primary education in Luxembourg lasts nine years, divided into four learning cycles:

- Cycle 1: for children three to five years of age. The first year (early childhood education) is optional.
- Cycle 2: children six to seven years of age
- Cycle 3: children eight to nine years of age
- Cycle 4: children ten to eleven years of age

Each cycle generally covers a period of two school years. At the end of each cycle, the pupil will have acquired certain core skills, meaning they will have achieved precise learning goals, and will then move on to either the next cycle or a secondary education institution (at the end of cycle 4).

Subjects taught

Generally speaking, the following disciplines and subjects are taught:

- literacy skills (cycle 2);
- Luxembourgish;
- German, French;
- mathematics;
- introduction to science, natural sciences;
- history and geography;
- “vie et société” (social values);
- introduction to aesthetics, art and culture;
- arts and music;
- physical movement, psychomotor education, sports and health;
- guided activities.

Children are initially taught to read and write in German. French oral skills are first introduced to children in a playful manner in cycle 1, and then taught systematically as of cycle 2. Children then move on to French writing skills in cycle 3.1.



Class schedules

Day	Cycle 1		Cycles 2 - 4	
Monday	Morning:	8.00 a.m. – 11.40 a.m.	Morning:	8.00 a.m. – 11.50 a.m.
	Afternoon:	2.00 p.m. – 4.00 p.m.	Guided study:	11.50 a.m. – 12.30 p.m.
			Afternoon:	2.00 p.m. – 4.00 p.m.
Tuesday	Morning:	8.00 a.m. – 11.40 a.m.	Morning:	8.00 a.m. – 12.30 p.m.
Wednesday	Morning:	8.00 a.m. – 11.40 a.m.	Morning:	8.00 a.m. – 11.50 a.m.
	Afternoon:	2.00 p.m. – 4.00 p.m.	Guided study:	11.50 a.m. – 12.30 p.m.
			Afternoon:	2.00 p.m. – 4.00 p.m.
Thursday	Morning:	8.00 a.m. – 11.40 a.m.	Morning:	8.00 a.m. – 12.30 p.m.
Friday	Morning:	8.00 a.m. – 11.40 a.m.	Morning:	8.00 a.m. – 11.50 a.m.
	Afternoon:	2.00 p.m. – 4.00 p.m.	Guided study:	11.50 a.m. – 12.30 p.m.
			Afternoon:	2.00 p.m. – 4.00 p.m.

The children have breaks:

- in the morning from 9.45 a.m. to 10.00 a.m.
- in the afternoon from 2.55 p.m. to 3.05 p.m.



Guided Study

Guided study is offered to pupils on Mondays, Wednesdays and Fridays from 11.50 a.m. to 12.30 p.m. Parents who do not want their children to attend these sessions must address a written request to the *Service de l'enseignement*.

Outside school hours, pupils are supervised:

- for ten minutes before classes begin;
- for ten minutes after classes end.

» *School catchment areas*

Nearby schools

Luxembourg City counts 19 schools with 49 buildings (as at September 2018). School catchment areas are drawn up so that children can be assigned to a building located in their neighborhood. A free shuttle service is available for those pupils who, for logistical reasons, must attend a school other than the one located in their neighborhood.

Parents or legal guardians may submit a request for a pupil to be admitted to another school catchment area if their childcare is provided by:

- a relative, 3rd degree or closer;
- a state-authorised third party exercising parental assistance activities;
- a state-authorised organisation involved in the socio-educational field.

The request form is available from the *Service de l'enseignement*. ONce.

Change of address during the school year

If a child moves to a new catchment area during the course of the school year, parents may choose to enrol their child in the school at their new home, or request for their child to finish the school year at their current school.

Parents must submit this request to the *Service de l'enseignement* after registering their new address with the Bierger-Center (if moving within Luxembourg City) or the municipal office for their new place of residence.

All authorisations granted apply only to the current school year.

To find out about your child's catchment area in Luxembourg City, go to the website www.technolink.lu



» Enrolling your child

Compulsory enrolment in cycle 1.1

Enrolment for children living in Luxembourg City is carried out as follows.

The parents or guardians of children reaching 4 years of age by 1 September of the same year are contacted in March by letter by the *Service de l'enseignement*. If your child will be 4 years old by 1 September, but you have not received this invitation, please contact the *Service de l'enseignement*.

Parents or guardians of children who move to the City in the middle of the year need to complete two procedures:

- Declaration of residence at the *Bierger-Center*
- Go to the *Service de l'enseignement – Bureau des inscriptions (Enrolment Office)*

20, rue du Commerce (3rd floor)
L-1351 Luxembourg

T. (+352) 4796-3462

T. (+352) 4796-2957

T. (+352) 4796-2954

Please bring along your certificate of residence issued by the *Bierger-Center*.

As soon as they have been enrolled by the *Service de l'enseignement*, children will be admitted to school and attend classes at the designated school.

Children living in another municipality may be admitted to a school in the City under certain conditions (see page 7 – School catchment areas, or go to www.vdl.lu). If admitted, the enrolment fees will be covered by the child's municipality of residence.

Optional enrolment in cycle 1.0

Enrolment in cycle 1.0 (early education) is optional. Parents of a child reaching 3 years of age by 1 September will receive, in March of the same year, a letter of information from the *Service de l'enseignement*. If your child will be 3 years old by 1 September, but you have not received this invitation, please contact the *Service de l'enseignement*.

Generally, school starts on 15 September. Depending on availability, admission to cycle 1.0 may also take place at the beginning of the second quarter for children having reached 3 years of age by that date. Where this is the case, the parents or guardians of children will be contacted by the *Service de l'enseignement*. However, late admission does not permit children to move on to cycle 1.1 in September.

Enrolment in a private school, a school in another municipality, or home-schooling

If parents or guardians residing in the City decide to enrol their child in a private school, a public primary school in another municipality, or a primary school

in another country, they must provide a certificate confirming their child's enrolment to the *Service de l'enseignement* at the earliest possible date.

If parents decide to home-school, they must submit a request to the regional directorate for approval.



N.B.: Public primary school is free of charge and so are the textbooks given to the pupils, as they are provided by the municipality.



» *Supervision and organisation of public primary schools*

Shared supervision

School supervision is ensured by:

- **the Minister** in charge of education.

Responsibilities of the Minister:

setting general objectives and core curricula, ensuring access to education, governing school staff status, administration and remuneration.

- **the municipal council and the council of the mayor and aldermen** of the municipalities, according to their respective responsibilities.

Responsibilities of the municipality:

ensuring the fulfilment of compulsory education requirements, establishing and managing school organisation, managing school development plans, covering the construction and materials costs for primary schools, ensuring building maintenance and safety in schools, setting up early education services (cycle 1.0) and managing the extra-curricular framework.

The school commission

The school commission is a political body set up by the municipal council of each municipality. It includes representatives from different political parties (where relevant) as well as representatives of the teaching staff and parents. It is chaired by the mayor, who often delegates this role to the alderman responsible for educational matters.

Responsibilities: the school commission may deliberate on all matters relating to school issues, as well as discuss and advance advance opinions within the scope of its remit. It acts as a bridge between parents and political representatives.

For the names of the Luxembourg City school commission members, go to the website www.vdl.lu.



» *Day-to-day management*

The regional directorates

The country's fifteen regional directorates are managed by teams consisting of a director and two to four deputies.

Responsibilities: administration and supervision of the schools in their region, advice and support for staff, professional integration of young teachers and educators, relationship management among teaching staff within schools, as well as management of school-pupil relations and school-parent relations.

Together with the president of the school committees, the regional directorates determine school development measures, coordinate educational inclusion, and follow up on the implementation of the educational development plan.

Direction de région 01 is the directorate in charge of Luxembourg City.

Direction de région 01

3 - 5, rue Auguste Lumière
L-1950 Luxembourg

Regional Director:

Françoise Welbes

Secretariat

T. (+352) 247 65910

F. (+352) 247 65917

secretariat.luxembourg@men.lu

The school committee

Each school has a school committee with three to nine members (at least two-thirds of whom are teachers), whose responsibilities and duties include the following:

- They develop:
 - a proposal for the organisation of the school;
 - a school development plan (PDS);
 - a proposal for the distribution of the operating budget allocated to the school.
- They offer their opinion on any matter concerning school staff as well as on any topic about which the school commission wishes to consult them.
- They determine ongoing training needs for staff.
- They organise the management of educational and computer equipment for the school.

The president is appointed by the minister based on the proposal of the committee.

School committee mandates last five years. Terms are renewable.

In certain municipalities, including Luxembourg City, there is also a **co-management committee** that oversees the exchange of information and best practices between schools.

For the names of the City's school committee president, go to the website www.vdl.lu

Parent representatives

Each school has at least two parent representatives.

Responsibilities: parent representatives meet with the school committee at least three times per school year to discuss school organisation and matters concerning community life at the school. These meetings take place at the request of the school's president or the parent representatives. The representatives also provide their opinion on the school development plan and participate in the organisation of joint events with school partners.

Election Procedure: representatives are elected every two years, in October. Three weeks before the election, the council of the mayor and aldermen draws up the list of electors (i.e. parents with a child that attends the school in question). Meanwhile, the president of the school committee issues a call for candidacies. These must be submitted to the school committee's president in writing by no later than three days before the elections. Parent representatives are chosen during an assembly to which all parents are invited.

For the list of parent representatives in Luxembourg City, please refer to the website www.vdl.lu.

School development plan

Schools must submit a school development plan (*plan de développement scolaire* – PDS) to the regional directorate. These plans, which span several years, represent a sort of mission statement for the school, which takes local circumstances into account and defines the initiatives to be pursued in the following areas:

- cooperation with parents;
- arranging educational support for pupils with difficulties;
- support for pupils with special needs;
- IT integration;
- improving the quality of learning and teaching;
- collaboration between the school and childcare centres (*foyers scolaires*).

The PDSs are developed by the school committee under the responsibility of its president, together with the school partners, including the parent representatives and the heads of the local public childcare and support facilities. The PDSs are submitted to the school commission for review and approved by the municipal council.

Contact persons for parents

Depending on the nature of the question or issue, parents may contact:

- the class teacher;
- the school committee of the school that their child attends/the president of that committee;
- the parent representatives of the school that their child attends;
- the City's *Service de l'enseignement* (see page 4);
- the regional directorate (ministry);
- the school commission (municipality);
- the mediator (keeping children in school, inclusion, integration).

Information website: www.technolink.lu

On the website www.technolink.lu, parents can read up on topics related to the school and access certain information using the identifier provided to them. A calendar listing events that may be of interest to children and/or their parents is published here.

Information is also available at www.vdl.lu.



» *Supporting children in the classroom*

The class teacher

Children are grouped into classes, with on average 14 to 15 pupils per class in Luxembourg City. Each class has its own class teacher.

The class teacher's mission is to guide the pupils in achieving the objectives laid out in the curriculum, to regularly evaluate the progress of each one, to document it and to inform the parents about the achievements of their child. To do so, the teacher organises consultative meetings with the parents and works in close cooperation with the school's educational and socio-educational staff. Teachers also carry out the administrative tasks related to their class.

Educational team

Each cycle is supported by a specific educational team composed of teaching and educational staff. The team meets regularly to discuss pupils' work, as well as aspects of the daily management of a pupil's learning, and to share professional experiences. A multi-professional team may reinforce the educational team if need be.

Socio-educational support

Schools may rely on support teams for pupils with special educational needs (SEN). These teams consist of specialists such as psychologists, pedagogues, remedial teachers, educators, etc. Their task is to collaborate with the schools and teachers concerned to develop an initial diagnosis and to monitor pupils with special educational needs in the event that the special attention provided by the school proves insufficient. The regional directorate is responsible for organising these teams.



N.B.: Some school trips are organised during the school year. Please note that for excursions abroad (outside Luxembourg's national borders), the teaching staff managing the group must be in possession of parental authorisation.



Health at school

A child's health is monitored regularly throughout its schooling. Luxembourg City has a special department dedicated to this purpose, the *Service médical des écoles* (SME). As such:

- Children in cycle 1, children who have recently moved to Luxembourg, and children identified to the SME as having specific health needs, are invited to participate in an individual examination, accompanied by their parents.
- Children in the 2nd year of cycles 2, 3, and 4 come for a medical examination during class hours.
- Dental screenings are performed every year with the support of external dentists.

Socio-medical examinations include the general condition of the child's health, the measuring of weight and height, a BMI (body mass index) calculation, a urinalysis, an eye exam and a vaccination check.

If a health issue is identified, the parents or guardians are notified by letter sent to their private address. They are requested to visit a doctor who can provide suitable treatment.

During the school year, the *Service médical des écoles* works in close cooperation with various partners of the educational community to organise activities and events that promote health at school.

Service médical des écoles

20, rue du Commerce
L-1351 Luxembourg
T. (+352) 4796-2948



N.B.: In the event that an accident occurs at school, the child's medical care is covered by the *Association d'Assurance Accident* (Accident Insurance Association).

» Absences

School holidays and breaks

In general, the school year begins on 15 September and ends on 15 July.

School holidays include: All Saints' Day (1 week), Christmas (2 weeks), Carnival (1 week), Easter (2 weeks) and Pentecost/Whitsun (1 week).

In addition, schools remain closed on New Year's Day (1 January), Easter Monday, Labour Day (1 May), Ascension Day, Pentecost Monday and National Day (23 June).

In Luxembourg City, schools also remain closed for St Nicholas' Day (6 December).

A school holiday calendar is provided at www.vdl.lu.

Absence due to illness

If your child is ill, please notify the teacher by phone or email before the start of classes at 8.00 a.m. (please also inform the head of the childcare centre your child attends, where relevant).

Exemption from class

Requests for a child to be excused from class may be granted by:

- the class teacher for absences of no more than one day;
- the president of the school committee for absences of more than one day;
- the Minister in charge of education for all absences of more than five days.

These requests must list the reason, total length, and precise dates for the exemption sought. Please use the "Demande de dispense de fréquentation scolaire" (Request for exemption from school attendance) form, which is available from your child's class teacher.

» *Additional elements of public primary school in the city*

Guided study

From cycles 2 to 4, the City offers guided study to children registered for public education, during which they are aided by qualified individuals. These sessions are organised at schools free of cost on Mondays, Wednesdays and Fridays from 11.50 a.m. to 12.30 p.m. and are part of the normal schedule. For liability purposes, parents who do not want their children to attend these sessions must address a written request for exemption to the *Service de l'enseignement*.

The Technolink Centre

The Technolink Centre ensures that classrooms in the city are equipped with the necessary, up-to-date computer equipment to allow pupils to become familiar with new technologies and use them in their class work. Useful information for parents is available on the website www.technolink.lu, created as a resource for all partners in primary education.

School libraries

Each school has a library from which pupils may borrow books of different kinds in several languages. Your child's class teacher will inform you of the library opening hours at the school your child attends.



Specific educational activities

As part of their education, children will have the opportunity to participate in a range of educational activities enabling them to acquire multi-disciplinary knowledge. This is an optional offer, integrated into the curriculum. The class teacher decides which activities the class will participate in during the school year.

- The *Département activités-nature* (Nature Activities Division) of the *Service de l'enseignement* organises exploration and experience activities in nature, which take place at the Nature Center at Kockelscheuer.
- At the CAPEL, classes can participate in educational projects that teach them about inter-cultural, environmental, health and social issues, among others, such as the RAGI (Richteg akafen - gutt iessen) and rope-skipping projects.
- The Verdi Centre offers a musical education programme that complements the classes provided at school. It allows pupils to become familiar with different musical instruments and

explore their own musical talent, listen to music and identify its meaning and rhythm, as well as to sing and dance.

- Every year, the *Service de l'enseignement* draws up a list of plays and other cultural offerings presented by the City's cultural institutions and the Rotondes that are likely to be of interest to pupils within the context of their education.
- The City's *Cinémathèque* offers school showings, with films for youth audiences.
- Road safety training is carried out in cooperation with the Grand Ducal Police at the *Jardin de Circulation* in Dommeldange.



Outside the school curriculum, pupils attending public primary school in the city:

- are given – to the extent available – priority admission to the City's foyers scolaires (childcare centres), usually located in the immediate vicinity of the schools. These childcare centres provide transport between the public school and their establishment. The City's public childcare centers are certified by the ministry, set their rates according to the cheque-service system, and are open until 6.30 p.m. to care for children after school.

For comprehensive information on these childcare centres, please go to the website www.vdl.lu

- may participate in the following extra-curricular activities:
 - *Ligue des associations sportives de l'enseignement fondamental* – LASEP (League of primary education athletic associations) programmes during free afternoons (www.lasep.lu or www.staterlasep.lu);
 - "Art à l'école" (Art at school) programme (www.artecole.lu).





» *Contact*

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