

# Your child at school

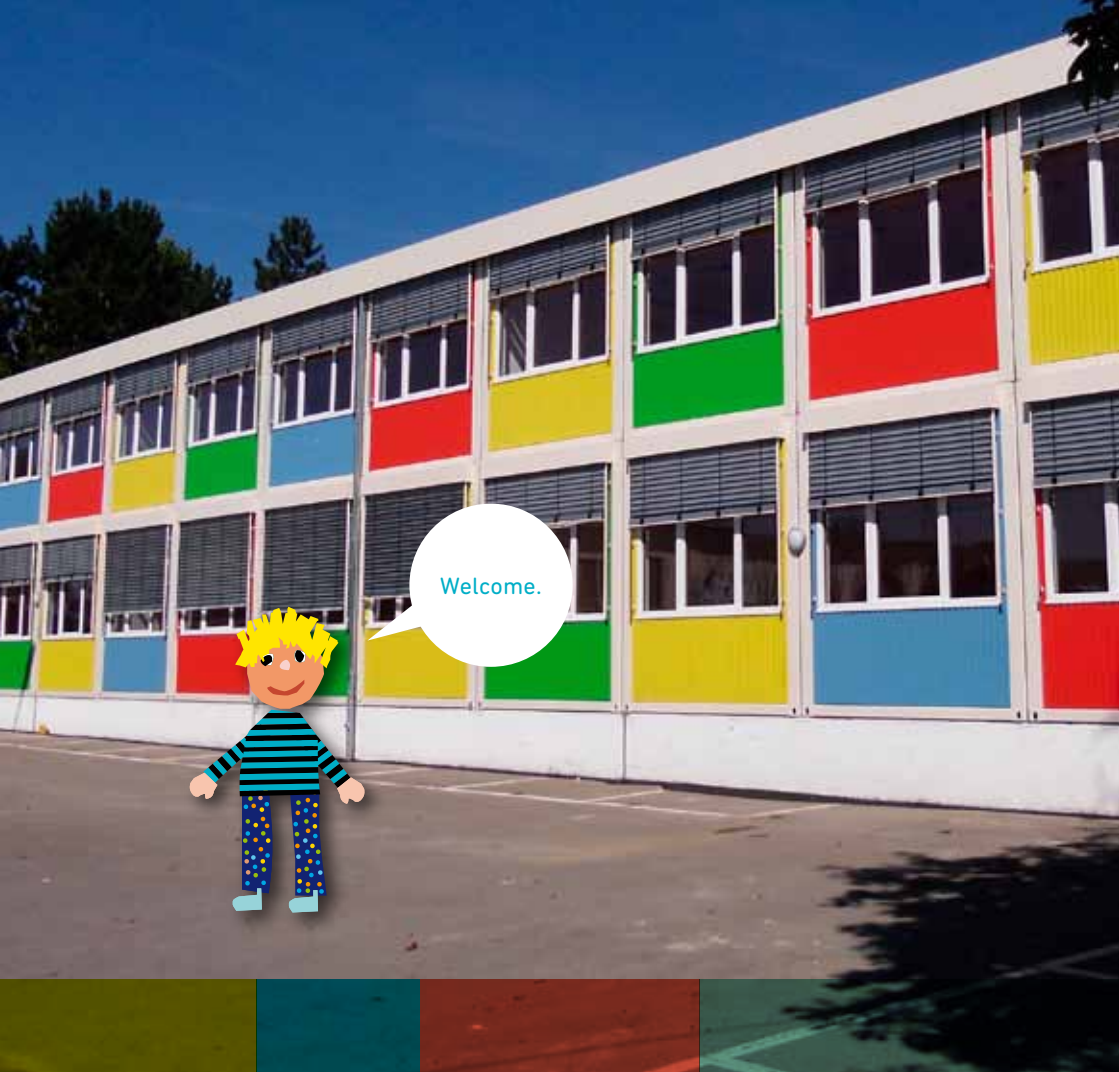
Guidelines for state primary education



multiplicity



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LUXEMBOURG  
[www.vdl.lu](http://www.vdl.lu)



# Content

Introduction: Why enrol your child at a primary school in the City of Luxembourg?	4
<b>The City's primary schools: multicultural and multilingual</b>	5
<b>Your child's education at a primary school in the City of Luxembourg</b>	6
<b>Structure of state primary education</b>	7
<b>Organisation of state primary schools</b>	8
<b>Role of the pupil's parent</b>	9
<b>Role of parents' representative</b>	9
<b>Your questions – our answers</b>	10
<b>Enrolment</b>	11
<b>Fees</b>	14
<b>Organisation of the school timetable</b>	15
<b>Teaching</b>	17
<b>School transport</b>	18
<b>Health and safety</b>	19
<b>Additional programme offered by the City's schools</b>	22
<b>Do you have any other questions?</b>	25





## Introduction: Why enrol your child at a primary school in the City of Luxembourg?

### The City's primary schools: multicultural and multilingual

For the City of Luxembourg, ensuring that schools are situated **close** to where children live is of paramount importance. The 19 state primary schools are therefore spread across the various districts so that children can walk to school easily. Furthermore, the primary education offered by the City is **free of charge**: there are no enrolment fees to be paid and pupils are supplied with textbooks.

The City's schools welcome children of more than 80 nationalities: our schools' main assets are their **multicultural** environment and the fact that teaching is carried out in **several languages**, in particular German (the language of literacy), French and Luxembourgish, the use of which is an important factor for **integration** in the capital, as it is in the rest of the Grand Duchy.

Besides a **diversified curriculum** and **high-performance IT equipment**, pupils are able to benefit from all that the City and the institutions and associations established here have to offer in the areas of culture and sport, both during school hours and as part of **extracurricular activities**.

As representatives of the college of mayor and aldermen of the City of Luxembourg, we are convinced that our schools will meet your expectations fully and, with the aim of continuously improving the education that we offer, we will remain receptive at all times to any comments you may have.

The College of Aldermen



## Your child's education at a primary school in the City of Luxembourg

The Luxembourg government guarantees all children a school education that complements the role of the family and contributes to their development. Schooling is compulsory between the ages of 4 and 16 and is directed by the government in accordance with the statutory provisions on the various levels of education, which can be consulted on the site of the Ministry for National Education and Professional Training, [www.men.public.lu](http://www.men.public.lu)

The City's primary schools take the specific needs of your child into account and the Education Department (Service de l'enseignement) deals with all matters relating to schooling in the City of Luxembourg. This department will be happy to answer any questions you may have:

**Service de l'enseignement**  
20, rue du Commerce  
L-1351 Luxembourg

**T** (+352) 4796-3462 / -2954 / -2957

**F** (+352) 40 75 57

**E** [enseignement@vdl.lu](mailto:enseignement@vdl.lu)

**W** [www.vdl.lu](http://www.vdl.lu)  
(Citoyens et résidents > Enfants et jeunes  
> Enfance > Enseignement)

[www.technolink.lu](http://www.technolink.lu)

**Bus stop:** Gare centrale

I like my school.



## Structure of state primary education

State primary education comprises nine school years, divided into 4 learning cycles.

### Cycle 1

Cycle 1 of state primary education includes:

- 1 year of nursery school for children aged 3: attendance is optional.
- 2 years of pre-school education for children aged 4 to 5: attendance is compulsory.

**The school language in cycle 1 is Luxembourgish.**

### Cycles 2, 3 and 4

Learning cycles 2, 3 and 4 each last for two years:

- Cycle 2: children aged 6 to 7
- Cycle 3: children aged 8 to 9
- Cycle 4: children aged 10 to 11

**Children are taught literacy in German.**

The teaching language is German for core subjects and Luxembourgish for secondary subjects.

French is learnt from cycle 2 onwards (2<sup>nd</sup> semester of 2<sup>nd</sup> year).

## Organisation of state primary schools

**Schools are organised as a school community governed by a school committee and its chair.**

**This school committee has a number of tasks:**

- Drawing up a school organisation proposal
- Drawing up a school success plan
- Drawing up a proposal for the distribution of the operational budget allocated to the school
- Evaluating all issues relating to school staff
- Determining the staff's ongoing training needs
- Organising the management of the school's educational and IT equipment

**Each class is managed by a class teacher.**

Each cycle is supported by a specific pedagogical team made up of teaching staff and educational staff. If necessary, this team can consult with a multiprofessional team of specialists, including psychomotor therapists, psychologists, social pedagogues and special needs carers, who intervene to help pupils who are experiencing problems.

## Role of the pupil's parent

As the parent of a pupil it is essential that you are kept informed of all aspects linked to your child's education, both inside and outside the classroom.

In each class the class teacher and pedagogical team act both as contacts and partners of the parents.

Individual discussions about pupils are held on a regular basis between parents and teachers. During the school year the class teacher organises regular information and consultation meetings for pupils' parents, focusing in particular on the aims of the cycle, the learning assessment methods and the organisation of the class attended by their children.

At least three meetings are held during every school year.

Parents are obliged to respond to notices of meetings from the class teacher, the chair of the school committee or the district inspector.

## Role of parents' representative

**Each school has at least two parents' representatives on the school committee.**

The parents' representatives, who are elected from their peers, and the school committee meet to:

- discuss and, if applicable, amend and add to the school organisation proposal and the school success plan drawn up by the school committee;
- organise joint meetings and events for the school partners;
- formulate proposals relating to all matters linked to the organisation of school life, involving pupils in this process.



Your questions – our answers

## Enrolment

I have just moved to the city - how do I enrol my child at a school?

There are two steps involved in enrolling your child at a school:

1. Register as a resident at the Bierger-Center (citizen welcome centre)

**Bierger-Center / Accueil des citoyens**  
26 a, Boulevard Royal  
L-2449 Luxembourg

- T** (+352) 4796 2200
- F** (+352) 26 27 09 99
- E** [bierger-center@vdl.lu](mailto:bierger-center@vdl.lu)
- 🕒** 8 a.m. - 5 p.m. (Monday-Friday)
- 🚌** No. 1-25, Bus stop: Hamilius

2. Visit the Education Department's (Service de l'enseignement) enrolment office with the following documents:

- Residence certificate
- Proof of identity for a responsible adult

**Service de l'enseignement**  
20, rue du Commerce (3<sup>rd</sup> floor)  
L-1351 Luxembourg

- T** (+352) 4796-3462 / -2954 / -2957
- F** (+352) 40 75 57
- E** [enseignement@vdl.lu](mailto:enseignement@vdl.lu)
- 🕒** 8 a.m. to noon and 1.30 p.m. to 5 p.m. (Monday-Friday)
- 🚌** all lines, except: 3, 7, 12, 13, 17, 19 et 24,  
Bus stop: Gare centrale



### Is my child automatically enrolled at a cycle 1 nursery school at the age of 3?

**No. As attending a nursery school is not compulsory, enrolment is not automatic.**

Parents who have a child aged 3 on 31 August of the current year will receive a letter from the Education Department (Service de l'enseignement) offering them the opportunity to enrol their child at a cycle 1 nursery school. Admission to a nursery school is reserved for children who live in the City.

To enrol your child at a cycle 1 nursery school, please simply send the registration form duly completed to the Education Department (Service de l'enseignement).

Depending on the availability of places, the City will write to some parents to offer them admission part way through a year, i.e. at the beginning of the 2nd term for children who have reached the age of 3 on this date.

### At which school will my child be enrolled?

Your child's school will be determined by your home address and the different school catchment areas. To find out what your child's future school will be, visit the site Technolink at the following address [www.technolink.lu/ressorts-scolaires](http://www.technolink.lu/ressorts-scolaires) and enter the name of your street into the search engine. This site will also offer you other information on the various schools in the City.

In March/April, the Education Department (Service de l'enseignement) sends a letter to all parents who live within the boundaries of the City of Luxembourg and whose children will be required to attend school from the start of the next school year, i.e. who will have reached the age of 4 on 31 August of the current year.

One week before the schools go back on 15 September, all parents of children who are enrolled at a school in the City of Luxembourg will receive an enrolment sheet by post indicating the child's school, class and class teacher. This sheet must be handed in to the class teacher on the first day of school.

### Can I enrol my child at a school outside the school catchment area for our home address?

Yes, parents can ask for their child to be admitted to a school other than the catchment area for their home address, on the condition that the reasons for making this request are given.

#### The following are considered to be the only valid reasons:

- The child is being looked after by a relative up to and including the 3<sup>rd</sup> degree.
- The child is being looked after by a third party carrying out a government-approved childminding activity.
- The child is being looked after by an organisation active in the government-approved area of socio-education.

The request must be submitted to the Education Department (Service de l'enseignement) by one of the child's parents. Once the reasons have been verified, the Education Department (Service de l'enseignement) will grant the request if the organisation of the school in question allows.

### Are there alternatives to a state school?

Yes, it is possible to ask for your child to be admitted to the „Eis Schoul“ ([www.eisschoul.lu](http://www.eisschoul.lu)), a pilot school created by the Ministry for National Education in collaboration with the University of Luxembourg and the City of Luxembourg.

You can also enrol your child at a private school (information available from the Ministry for National Education). In this case it is essential to send the Education Department a certificate from your child's private school that confirms his/her enrolment.



## Organisation of the school timetable

How is the school timetable organised?

### Cycle 1

Hours	Monday	Tuesday	Wednesday	Thursday	Friday
8 a.m.-11.40 a.m.	.	.	.	.	.
2 p.m.-4 p.m.	.		.		.

### Cycles 2, 3 and 4

Hours	Monday	Tuesday	Wednesday	Thursday	Friday
8 a.m.-11.50 a.m.	.		.		.
8 a.m.-12.30 p.m.		.		.	
2 p.m.-4 p.m.	.		.		.

In cycles 2-4, schools offer optional guided study sessions from 11.50 a.m. to 12.30 p.m. on Mondays, Wednesdays and Fridays.

### How is the supervision of pupils organised?

Pupils are supervised continuously during class hours as well as:

- during the 10 minutes prior to the start of their class (morning and afternoon),
- during the 10 minutes following the end of their class (morning and afternoon).

## Fees

### Do I have to pay school fees?

No, if the child's parents live in the Grand Duchy, the municipality in which they live pays the child's school fees in the municipality in which his/her school is situated.

### Do I have to pay for textbooks?

No, the municipality – or the government for state schools and classes – supplies pupils with free Ministry-recommended textbooks for use in class.



## When are the school holidays?

The school year begins on 15 September and ends on 15 July. On the day before the All Saints' Day, Christmas, Carnival, Easter and Whitsun holidays, pupils are dismissed at the end of the afternoon class, i.e. on Friday at 4 p.m.

There are no classes on the day of the pilgrimage to Luxembourg's Notre Dame Cathedral.

On the day after First Communion, classes in the first year of cycle 3 take place as normal. However, teachers are asked to accept written requests for children to be excused from classes during the morning.

School holidays can be consulted on the site [www.vdl.lu](http://www.vdl.lu) > Citoyens et résidents > Enfants et jeunes > Enfance > Enseignement > Vacances et congés.

## How do I obtain permission for my child to be absent from school?

**On receipt of a request from the person responsible for the child with an indication of the reasons, permission for the child to be absent from school may be granted**

- by the teacher for a period not exceeding one day,
- by the chair of the school committee for a period exceeding one day.

Requests relating to a period exceeding one day must be made to the chair of the school committee and must provide information on the periods during which the child will be absent and the reasons for this. Permission will only be granted for reasons that have been justified and are considered to be legitimate.

Unless authorisation has been obtained from the Minister for National Education, all the absences for which permission is granted may not exceed fifteen days, including five consecutive days, per school year.

## Teaching

### What subjects are taught in state primary schools?

#### The subjects taught include:

- Languages (Luxembourgish, German, French)
- Arithmetic
- Introduction to the sciences
- Natural sciences
- History
- Geography
- Religious or moral and social education
- Art
- Music
- Physical education and sports
- Manual activities
- Guided activities

### Religious or moral and social education?

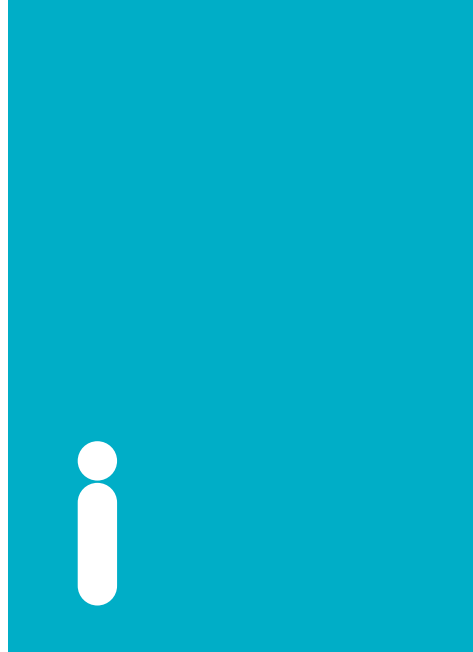
#### In cycles 2, 3 and 4 primary education includes

- a religious and moral education class,
- a moral and social education class.

All pupils must be enrolled for one of these two classes through the submission of a form by the person with parental authority.

This will be issued to the person responsible for the child on the day of enrolment (for newly enrolled children) or before the start of the next school year for children already at school.

It is not possible to change the chosen option during the school year.



## School transport

### Does the City of Luxembourg organise school transport?

Free school buses are run for pupils who are obliged to attend a school outside their catchment area. A bus supervisor accompanies children on the trips and ensures that they run smoothly.

The children concerned will receive the bus timetable by post together with their registration form one week before the start of the school year.

If you have any questions relating to ordinary public transport, please consult the site: [www.vdl.lu](http://www.vdl.lu) (Section: Mobilité > Autobus).

## Health and safety

### What happens in the event of an accident at school?

Accidents at school are given the same status as accidents in the workplace and the Accident Insurance Association automatically compensates pupils and other parties who are victims of an accident at school.

The compensation relates both to physical injury and incidental material damage (for which there is an excess) that may have been caused by the accident. Pupils are therefore insured fully against any injury or damage sustained during school or extracurricular activities.

Compensation claims following cases of purely material damage caused by one pupil to another pupil or to a third party for whom a member of the school staff is responsible must be sent to the Ministry for National Education and Professional Training by the child's teacher.



### Is there a school doctor and is a regular health check carried out?

Yes. The school medical service is made up of school doctors, social (health) workers and qualified nurses. This service is intended for children in cycles 1 to 4 who are attending primary schools in the City of Luxembourg, as well as for their parents, teachers and day nursery carers.

The health of all schoolchildren is checked annually by the school medical service team, in accordance with the Act of 2 December 1987 regulating school medical services.

- Medical examinations take place in the 1<sup>st</sup> year of cycles 2 and 3 and in the two years of cycle 4.
- Screening tests and measures are carried out in the 2<sup>nd</sup> year of cycles 2 and 3: weight and height measurement, calculation of BMI (body mass index), urine analysis, eye test, vaccination check.
- Children in the 2<sup>nd</sup> year of cycle 1 and children from abroad are invited to a medical examination individually, accompanied by their parents.
- Oral hygiene examinations take place every year in collaboration with external dentists.

An increasingly important role is being given to health education and promotion. The team is available to children and parents, teachers and day nurseries for any questions they may have relating to medicosocial or health problems and ensures that children receive ongoing monitoring.

### Is there a psychologist at the school?

A multiprofessional psychosocial team made up of psychologists, social (health) workers and special needs teachers and carers

- offers a listening ear to children with personal, educational or behavioural problems and to parents who have concerns about their child's education;
- offers - discussions, treatments and psychological assessments. If necessary, collaboration is established with the teachers and day nursery carers;

- care for children with behavioural problems linked to or resulting from educational, personal or relationship issues, intervention at the school and/or day nursery, as well as support and advice to the teachers and parents concerned;
- intervenes in the event of social/family problems and ensures monitoring over the short or long term through home visits, discussions and the provision of targeted information, as well as support during various steps.



## Additional programme offered by the City's schools

**Is an additional programme offered at the schools alongside the official curriculum?**

**There is an extremely varied school and extracurricular programme for pupils at the City's schools.**

Guided study sessions are organised in schools for cycles 2-4 on Mondays, Wednesdays and Fridays from 11.50 a.m. to 12.30 p.m.

Playgrounds also function as play areas outside lesson times.

The day nursery service (Foyers scolaires) guarantees a system of welcome and support structures that is adapted to the needs of children and their families: children are welcomed on all working days, even during the school holidays. In addition, parents can enrol their children at the midday nursery, where they will have their meal together with the other pupils. All information relating to how day nurseries work and how to enrol is available on the site [www.foyers-scolaires.lu](http://www.foyers-scolaires.lu)

**Service des foyers scolaires**  
167, rue de Trèves  
L-2630 Luxembourg

**T** (+352) 4796-3273 / -4619

**F** (+352) 26 43 17 66

**E** [F5-secretariat@vdl.lu](mailto:F5-secretariat@vdl.lu)

**B** No. 14, Bus stop: Robert Bruch

**In the area of culture and sport, the City's own services, various non-profit associations and other organisations offer a huge programme of activities for children.**

- There are school libraries in all schools.
- Access to new information and communication technologies: the **Tech-nolink Centre** equips all classrooms in the city's schools with computers that offer secure internet access.
- Musical education is offered during school hours to the classes in the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> cycle by the **Verdi Centre**: children come to sing, dance, play a musical instrument, listen to all kinds of music and learn to understand music and its constituent elements.

- The League of Primary Education Sports Associations (LASEP) organises weekly physical education and sports lessons for children attending the primary schools in the City of Luxembourg. Teachers and students support these activities, which take place outside lesson times. All children in primary education can join sections of the Luxembourg City branch of LASEP.

**Stater LASEP**  
275, rue d'Itzig  
L-1815 Luxembourg

**T** (+352) 621 183 460

**F** (+352) 434 816

**E** [jhang.serrig@education.lu](mailto:jhang.serrig@education.lu)

**W** [www.staterlasep.lu](http://www.staterlasep.lu)

- The **Outdoor activities office (Activités Nature)** of the **education department** (Service de l'enseignement) organises cultural activities for the classes of the City's schools (visits to museums, concerts, plays, readings, road safety education for cycle 1, etc.) as well as activities involving discovery and experimentation in the surrounding natural environment ([www.activites-nature.lu](http://www.activites-nature.lu)).
- The Educational and Leisure Activity Centre (**CAPEL**) of the City of Luxembourg offers a host of different activities: educational projects focusing on learning about cultural, intercultural, ecological and health issues..., plays, concerts, exhibitions, creative workshops, street entertainment, Aktioun Bambësch ([www.capel.lu](http://www.capel.lu)).
- The performing arts programme of **CARREROTONDES, TRAFFO**, offers young people productions from Luxembourg and abroad as well as projects in which they can participate ([www.rotondes.lu](http://www.rotondes.lu)).
- The **CITE-BIBLIOTHEQUE** (City Library) offers activities linked to reading for classes in cycles 2 to 4 as well as readings for children ([www.bimu.lu](http://www.bimu.lu), [www.tuffi.lu](http://www.tuffi.lu)).
- The **Cinémathèque of the City of Luxembourg** (Film Library) offers a programme of films for young people.
- Within the framework of primary education, drawing and painting lessons form part of the curriculum. Outside lesson times, the association **ART À L'ÉCOLE** introduces children to other artistic techniques, in particular modelling, pottery and ceramics ([www.artecole.lu](http://www.artecole.lu)).
- Classes can stay at a youth hostel in the Grand Duchy.

## Do you have any other questions?

**Service de l'enseignement**  
 20, rue du Commerce  
 L-1351 Luxembourg

**T** (+352) 4796-3462 / -2954 / -2957

**F** (+352) 40 75 57

**E** [enseignement@vdl.lu](mailto:enseignement@vdl.lu)

**W** [www.vdl.lu](http://www.vdl.lu)

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# Notes

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