



WELCOME GUIDE

EUROPEAN SCHOOL KARLSRUHE (ESK)

SCHOOL YEAR 2022-2023



European School Karlsruhe

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GERMANY

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Dear parents, dear school community,

Please find below an index with all topics and information regarding the various aspects of the school organisation for next school year.

Friday, 02.09.2022, 08.05 am: Beginning of the school year for the Kindergarten, Primary and Secondary, **End of the school Day: 12.15 pm** for Kindergarten, Primary and Secondary

(except for class 1 Primary + new pupils in the Kindergarten)

Monday, 05.09.2022, 8.05 am: 1st School Day for 1st classes Primary, there will be an introduction on the European School System afterwards.

1st Day at school for new children in the Kindergarten

The holidays have already been shared and are available on our website

www.es-karlsruhe.eu

I.) THE EUROPEAN SCHOOLS

1. Origins of the European Schools

Motto:

Educated side by side, untroubled from infancy by divisive prejudices, acquainted with all that is great and good in the different cultures, it will be borne in upon them as they mature that they belong together. Without ceasing to look to their own lands with love and pride, they will become in mind Europeans, schooled and ready to complete and consolidate the work of their fathers before them, to bring into being a united and thriving Europe. (Marcel Decombis)

The European Schools began in October 1953 in Luxembourg, on the initiative of officials of the European Coal and Steel Community, with the support of the Community's institutions and the Luxembourg Government. This experiment in education, side by side, of children of different mother tongues and nationalities quickly took shape as the six different governments and Ministries of Education co-operated in matters of curricula, appointment of teachers, inspection and recognition of levels attained.

In April 1957, the signing of the Protocol made the Luxembourg School the first official European School. The first European Baccalaureate was held there in July 1959 and the qualification was recognized as fulfilling basic entrance requirements by all the universities of the member states.

The success of this educational experiment encouraged the European Economic Community and Euratom to press for the establishment of other European Schools at their various centres. In succession, the following schools were established

Luxembourg I Luxembourg 1953 first Baccalaureate 1959
Brussels I Belgium 1958 first Baccalaureate 1964
Mol/Geel Belgium 1960 first Baccalaureate 1966
Varese Italy 1960 first Baccalaureate 1965
Karlsruhe Germany 1962 first Baccalaureate 1968
Bergen The Netherlands 1963 first Baccalaureate 1971
Brussels II Belgium 1974 first Baccalaureate 1982
Munich Germany 1977 first Baccalaureate 1984
Brussels III Belgium 1999 first Baccalaureate 2001
Alicante Spain 2002 first Baccalaureate 2006
Frankfurt Germany 2002 first Baccalaureate 2006
Luxembourg II Luxembourg 2004
Brussels IV Belgium 2007

The European Baccalaureate is recognised as a qualification for university entrance in all the member states, as well as in a number of other European and overseas countries.

While the schools offer teaching in the official languages of the European Union, not all schools provide sections for each language.

2. Aim/ Mission of the European Schools

Our objectives are

- To give pupils confidence in their own cultural identity – the bedrock for their development as European citizens;
- to provide a broad education of high quality, from nursery level to university-entrance;
- to develop high standards in the mother tongue and in foreign languages;
- to develop mathematical and scientific skills throughout the whole period of schooling;
- to encourage a European and global perspective overall and particularly in the study of the human sciences;
- to encourage creativity in music and the plastic arts and an appreciation of all that is best in a common European artistic heritage;
- to develop physical skills and instil in pupils an appreciation of the need for healthy living through participation in sporting and recreational activities;
- to offer pupils professional guidance on their choice of subjects and on career/university decisions in the later years of the secondary school;
- to foster tolerance, co-operation, communication and concern for others throughout the school community and beyond;
- to cultivate pupils' personal, social and academic development and to prepare them for the next stage of education.
- to provide Education for Sustainable Development with a cross curriculum approach in line with European and international documents

3. Educational Principles

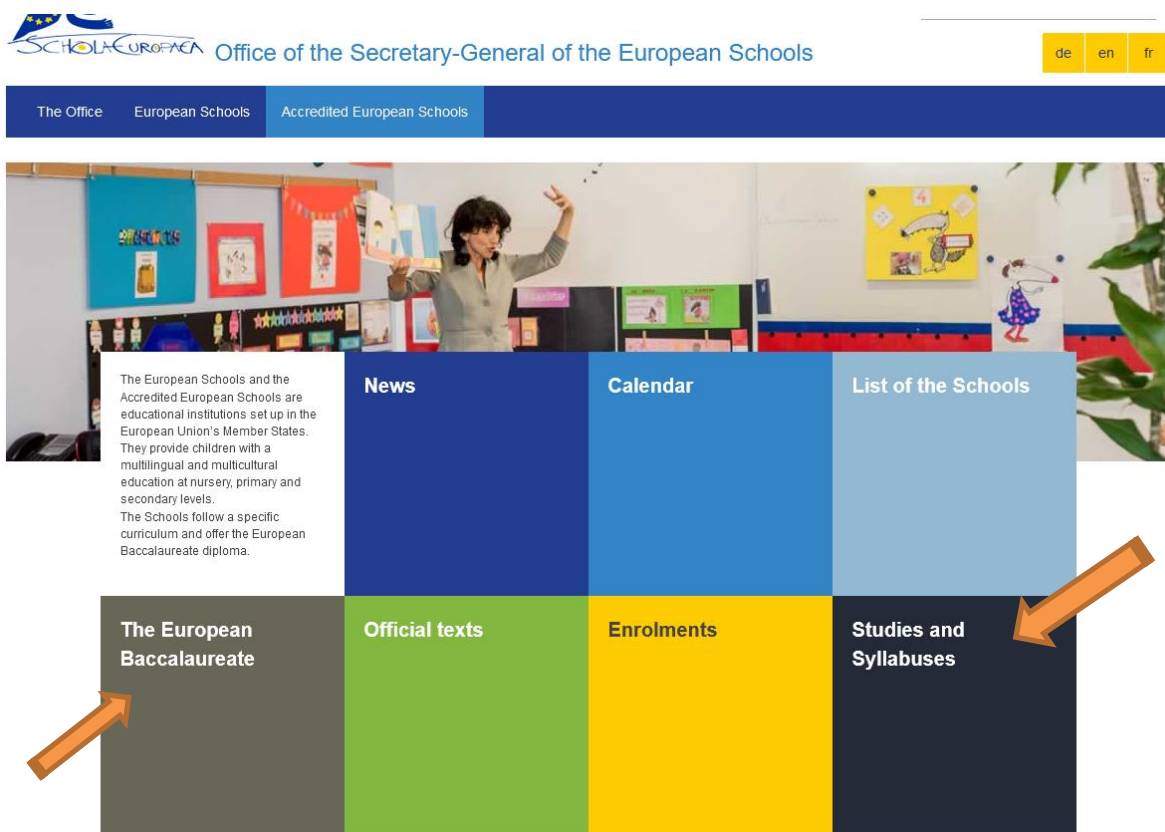
- Basic instruction is given in the official languages of the European Union. This principle allows the primacy of the pupil's mother tongue (L1) to be safeguarded.
- Consequently, each school comprises several language sections. The curricula and syllabuses (except in the case of mother tongue) are the same in all sections.
- The conscience and convictions of individuals are respected. Religious education or education in non-confessional ethics is an integral part of the curriculum.
- To foster the unity of the school and encourage genuine multi-cultural education, there is a strong emphasis on the learning, understanding and use of foreign languages. This is developed in a variety of ways.

4. European Education

4.1 Specific syllabuses

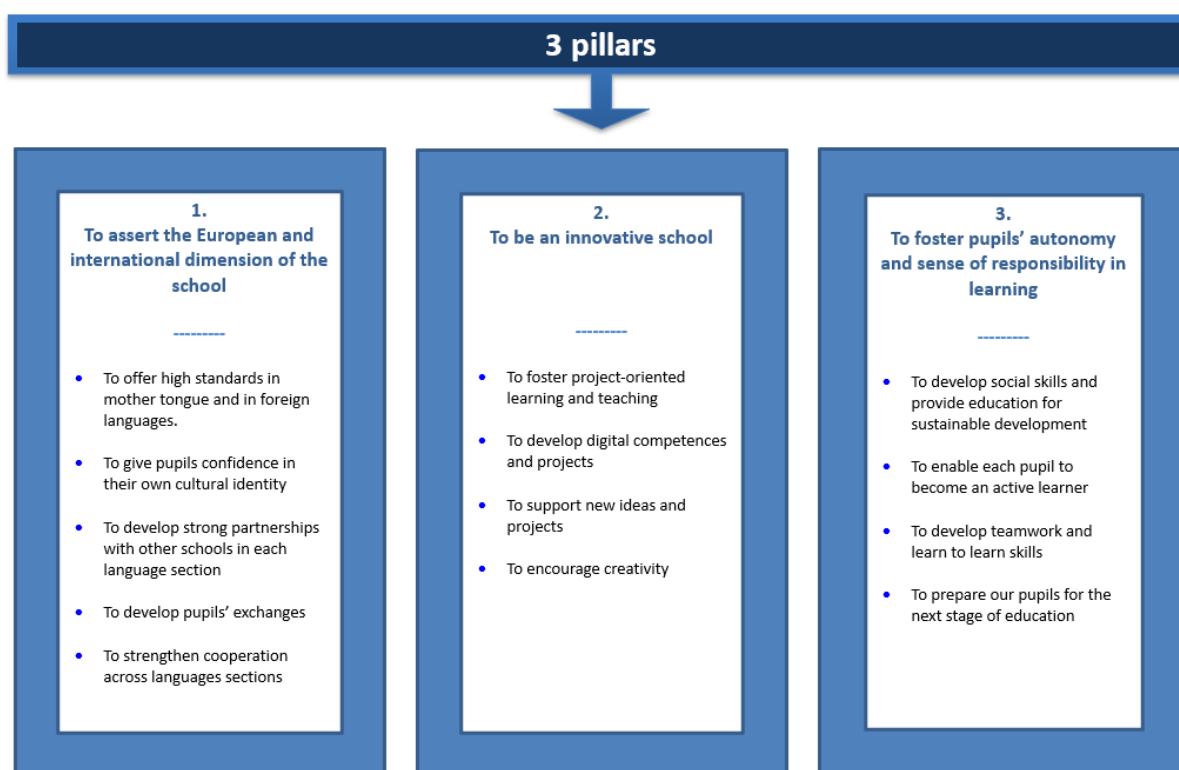
All the syllabuses and other important information related to the European Baccalaureate can be found on the official website of the [Office of the Secretary-General of the European Schools](https://www.eursec.eu/en) :

<https://www.eursec.eu/en>

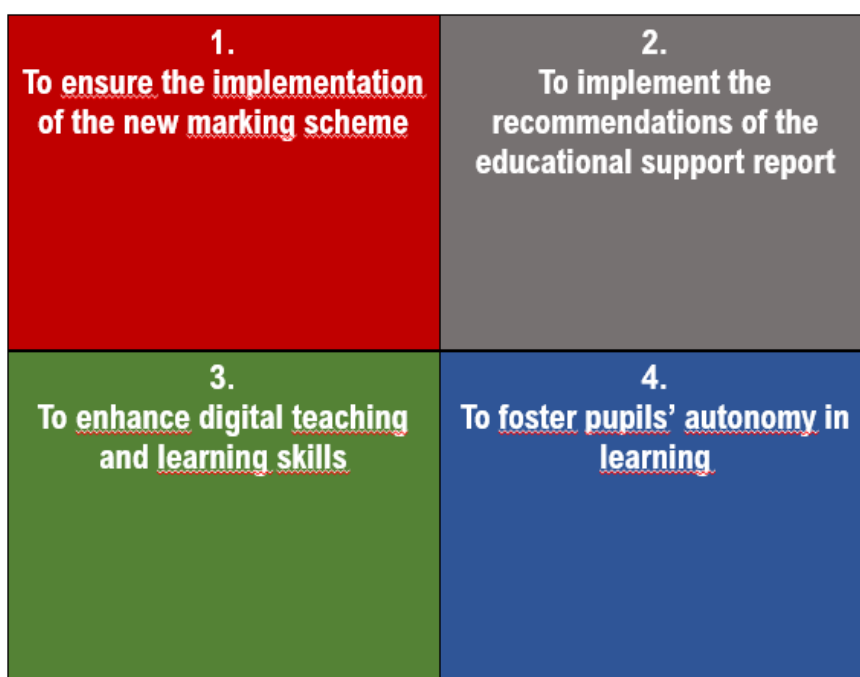


5. Common pedagogical objectives

5.1 A School vision in teaching and learning:



5.2 Annual Pedagogical School Plan 2021-2022

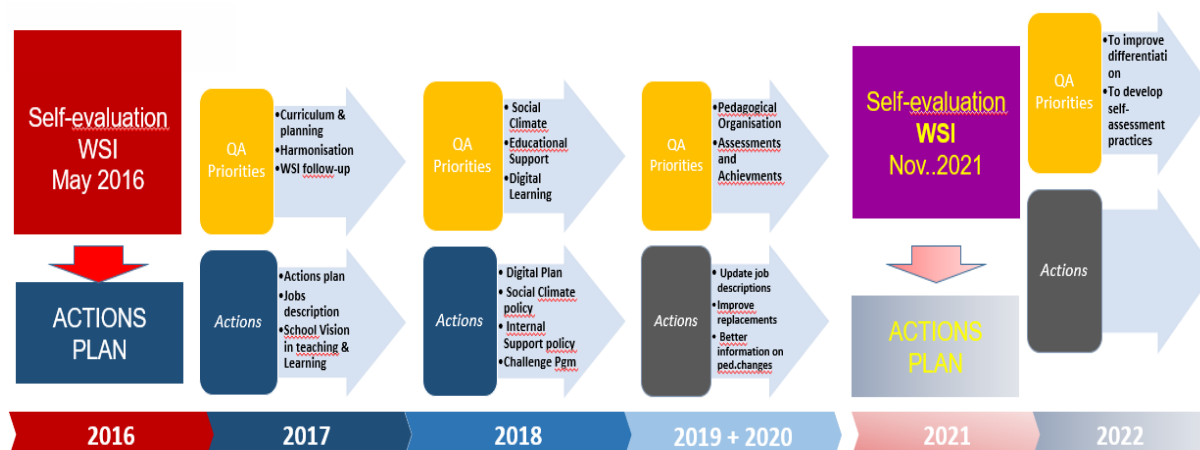


5.3 ESK Digital Development plan:

1. Improve the quality of the Internet access (<u>bandwidth</u>) to enable the <u>global digitalization process</u>	3. To improve the students' digital competences	5. To support digital teaching and learning projects
2. To develop the WIFI in all the School's areas	4. To support the development of digital teaching competences	6. To ensure a safe and secure digital school environment

6. Quality assurance

6.1 The ESK Whole School Inspection (WSI) 2021



During the WSI week (Nov.2021), the inspection activities included:

- A presentation by the school management
- Meetings with pupils, support coordinators and care teams, teachers with project responsibilities, teachers' representatives, teachers, educational advisors, parents, Assistant Deputy Directors, Deputy Directors and the Director
- Lesson observations in all the language sections and of different subjects
6 lessons in the nursery cycle,
33 lessons in the primary cycle,
28 lessons in secondary cycle, (67 lessons in total)
- Analysis of relevant documents: teachers' planning, school's planning, vision in teaching and learning at the ESK, documents concerning the standards that are to be evaluated, documents concerning relevant projects, portfolios
- Feedback meeting with the management.

Summary of main findings:

- A European context is successfully established to foster mutual understanding and respect for diversity in a multicultural setting,
- The policy on the provision of educational support is respected with clear and effective procedures for identifying and providing for pupils' needs,
- The schools' policy on assessment is implemented with due regard to the European schools' regulations and requirements,
- An effective emphasis is placed on developing pupils as active and autonomous learners,
- Planning within and across the sections is harmonised and available to all teachers.

Finally, 2 recommendations are made to the School:

- Teachers should differentiate lesson focus and content further to better meet individual pupils' needs.
- Self-assessment practices should be developed further in the secondary cycle to develop pupils' independent learning skills.

6.2 Teaching Standards

Ref.: 2015-09-D-3-en-3

I Teaching and learning	
<i>The teacher...</i>	
Planning: plans to promote good progress for all pupils	
1	Ensures a harmonised curriculum planning that safeguards consistency and includes the European dimension
2	Fulfils the syllabus/program/curriculum as prescribed
3	Ensures a good transition between years and cycles
4	Promotes and documents good progress and outcomes by pupils
Delivery: promotes good progress for all pupils	
5	Uses teaching skills and creativity to inspire and motivate pupils
6	Delivers well-structured lessons
7	Makes an effective use of teaching time
8	Employs a variety of teaching and learning methods, including technology, appropriate to the content
9	Motivates pupils to be actively involved in their own learning
10	Demonstrates good subject and curriculum knowledge including their national and European dimensions
Differentiation: adapts teaching to respond to the strengths and needs of all pupils	
11	Shows clear understanding of the needs of all pupils, including those with special educational needs, high ability and different linguistic backgrounds
12	Uses and evaluates distinctive teaching and learning methods to respond to the different needs of his/her pupils
13	Uses distinctive teaching approaches to promote language development as well as to enable pupils to achieve their best in subject learning
Pedagogical climate: creates a positive pedagogical climate	
14	Models and manages behaviour effectively to ensure a good learning environment
15	Manages resources in such a way as to create an inviting learning environment
16	Ensures a safe and pedagogical climate
17	Shows awareness of contextual factors that may affect class climate or pupils' learning
Assessment: uses assessment to track pupils progress	
18	Contributes to harmonisation of assessment within the subjects, across sections and cycles
19	Shows awareness of the basic principles of formative and summative assessment and puts them into practice
20	Uses a range of assessment strategies to provide a broad picture of pupils' competences and performances
21	Uses self and peer assessment in order to promote learner autonomy

II Wider professional responsibilities

<i>The teacher...</i>	
22	Takes initiatives to contribute to the wider school life and the school's ethos
23	Engages in collaborative tasks, organisation and coordination work
24	Cooperates and communicates effectively with members of the school community (pupils, parents, colleagues, management) and inspectors.
25	Shows knowledge and insight into educational design
26	Takes responsibility for his/her own professional development
27	Shows willingness and ability to take the lead and engage colleagues to improve education
28	Reflects on his/her own teaching
29	Understands and promotes the European school dimension
III Professional conduct and qualities	
<i>The teacher...</i>	
30	Shows punctuality (role model)
31	Shows integrity
32	The teacher shall have a thorough knowledge of a second Community language. Knowledge of the language of the place of employment is desirable. The teacher is also able to function in a multilingual environment
33	Adopts agreed system/school policies and guidelines
34	Shows willingness and ability to contribute to the underpinning principles and values of the European school system
35	Fosters mutual understanding and respect for diversity in a multicultural context
36	Shows high standards for him/herself (role model)

6.3 Teachers Evaluations

- Seconded Teachers

[Regulations for Members of Seconded Staff](#)

- Locally Recruited Teachers

[Service Regulations for Locally Recruited Teachers](#)

II. THE EUROPEAN SCHOOL KARLSRUHE:



1. Why is there a European School in Karlsruhe?

The European Schools were set up primarily to provide education for children of employees of EU Institutions. Schooling is from pre-school to Baccalaureate level and children learn in their native language.

The European School Karlsruhe, as a controlled public institution, aims to provide students with values such as openness, tolerance and democracy.

The aim is for students to achieve an internationally recognized qualification, the Baccalaureate. Each European School has the same status as other schools of the country. The European School Karlsruhe was founded in 1962 for the benefit of children of the European Commission personnel, Joint Research Centre – Joint Research Centre, (<https://ec.europa.eu/jrc/en/about/jrc-site/karlsruhe>). However, since that date, our school has also welcomed children from many other European or overseas families who live and work in the area. Approximately 950 students attend the European School Karlsruhe.

Classes take place in the mother tongue - in three language sections- Kindergarten to Baccalaureate.

2. The European School Karlsruhe from today: everyone can enroll. A special school in Karlsruhe und in Baden-Württemberg

For all parents, choosing the right school for their children is not an easy decision. The European School Karlsruhe (ESK) is an international educational institution and welcomes many families from Karlsruhe, all over Baden-Württemberg and the neighbouring federal states every year.

Taking into account their potential and the interest of each individual child in the European School promotes linguistic, mathematical, scientific and creative abilities. An extensive learning network that benefits children in the ESK ensures that every child receives the motivation needed during the formative years of his development.

With a large team of dedicated native speakers, the European School fulfils a unique need for open and multilingual learning. All the official languages of all the Member States of the European Union are represented here. As a result, the child's mother tongue remains the first language during his school days.

At the European School Karlsruhe each child will develop into a world citizen in a stimulating environment in which his individual talents are taken into account and promoted.

The European School Karlsruhe (ESK), located in the Karlsruhe area of Waldstadt, is one of 13 European Schools that have been founded to provide education for the children of EU institution personnel.

The concept of the European Schools was created to educate pupils up in their mother tongue and according to their national tradition until the European Baccalaureate. As a public institution controlled by all EU Member States, the European School provides its students with European values and provides them with a worldwide recognized diploma. The European School Karlsruhe has about 950 students from more than 40 different nations and a staff of about 180 employees from many EU Member States and beyond. More than 250 companies in the wider region have signed contracts for the school-age children of their international employees.

The families are coming from various parts of the surrounding area that stretches from Strasbourg, Heidelberg, Mannheim, to Stuttgart.

The European School Karlsruhe provides multilingual and multicultural education for children of kindergarten, primary and secondary level. Families who are not members of an EU institution can apply, regardless of their nationality and mother tongue.

3. Welcome to the school: a perfect environment

The European School Karlsruhe is on the outskirts of the Hardtwald, approx. 4 km northeast of Karlsruhe city centre. Public transport stops directly in front of the school entrance and allows all students a rapid and safe journey. Parents and visitors will find parking at any time.

The following facilities allow for a successful, modern and holistic education:

- The 3 main language sections German, English and French plus Italian, Spanish and other official EU languages are offered.
- ESK graduates receive an internationally recognized qualification, the European Baccalaureate.
- A 10-hectare well-equipped campus with numerous outdoor facilities, sports facilities and its own canteen.
- The school encourages enthusiasm for and interest in other languages through native speakers.
- Four large buildings, all connected with a covered route-system and two large gymnasiums with outdoor facilities (soccer pitches, several training tracks, long jump facility and basketball fields) comprises the campus of the school (8700 m²).
- Play facilities for the younger students with 5 m scramble net, labyrinth and playground.
- Infirmary (Nurse present all day).
- All classrooms are friendly and bright with direct views to the green surroundings.
- Large computer laboratories, equipped with advanced technology and internet access.
- Two school libraries for the secondary and primary/kindergarten, which are looked after by professional librarians.
- A modern canteen that offers healthy and balanced meals.
- Different rooms for science, art and music with ample space surroundings.
- Large school events find a purpose-built room in the Hall.

III. CONTACT PERSONS & USEFUL CONTACTS

1. Your contact persons at the school

European School Karlsruhe

Address :	Albert-Schweitzer-Str. 1, 76139 Karlsruhe	E-Mail:	see below
Telephone :	0721 / 68009-0	web-site:	www.es-karlsruhe.eu
Telefax :	0721 / 68009-50	web-site:	www.eursc.eu

Function	
Director	Mr. Daniel Gassner e-mail: KAR-EXECUTIVE-ASSISTANT@eursc.eu
Deputy Director for the secondary cycle	Ms. Anabela Santos KAR-DEPUTY-DIRECTOR-SECONDARY-CYCLE@eursc.eu
Assistant Deputy Director for the secondary cycle	Mr. Fabrice Brécourt e-mail: kar-assistant-deputy-director-secondary-cycle@eursc.eu
Deputy Director for the nursery and primary cycle	Mr. Holger Klose e-mail: kar-deputy-director-nursery-and-primary-cycle@eursc.eu
Assistant Deputy Director for the nursery and primary cycle	Ms. Amanda Wilson e-mail: kar-assistant-deputy-director-nursery-and-primary-cycle@eursc.eu
Deputy Director Finance and Administration	Ms. Simone Gefäller-Neumann e-mail: KAR-DEPUTY-DIRECTOR-FINANCE-AND-ADMINISTRATION@eursc.eu
Assistant of the Director (Tel. 68009-17)	To be nominated e-mail: KAR-EXECUTIVE-ASSISTANT@eursc.eu
Secretary, Primary + Kindergarten (Tel. 68009-15)	Ms. Marie Allmann e-mail: marie.allmann@eursc.eu
Secretary, Secondary (68009-13)	Ms. Louise Wähling e-mail: louise.waehling@eursc.eu

Secretary, New Admissions (Tel.68009-72)	Ms. Stefania Bartholdy e-mail: stefania.bartholdy@eursc.eu
Secretary, customer service (Tel. 68009-0 oder 68009-12)	Ms. Nassira Schandruk e-mail : nassira.schandruk@eursc.eu
Bookkeeping PAS & Chargé de cours wages(Tel. 68009-16)	Ms. Melanie Steigner e-mail: melanie.steigner@eursc.eu
Bookkeeping (Tel. 68009-24)	Ms. Gabi Huber e-mail: gabi.huber@eursc.eu
Bookkeeping Détachés (Tel. 68009-34)	Ms. Daniela Schröder e-mail : daniela.schroeder@eursc.eu
Bookkeeping – Purchasing Department (Tel. 68009- 36)	Ms. Gisela Scholz e-mail: gisela.scholz@eursc.eu
Bookkeeping – Purchasing Department (Tel. 68009- 19)	Ms. Stephanie Welsch e-mail: stephanie.welsch@eursc.eu
(Tel.68009-52)	Ms. Ursula Stengel e-mail : ursula.stengel@eursc.eu
School fees (Tel. 68009-20)	Ms. Martina Morlock e-mail : martina.morlock@eursc.eu
School fees (Tel. 68009-75)	Ms. Cindy Wolf e-mail : cindy.wolf@eursc.eu
Nurse (Tel. 68009-23 or +49 160 30 63697)	Ms. Joanne Molloy e-mail: joanne.molloy@eursc.eu
Psychologist (Tel. 68009-57 – Tuesday + Thursday) or 0 1 52 08 81 23 54	Mr. Jean-Louis Zambujo e-mail: kar-beratung@partner.eursc.eu
Parents Association (Tel.68009-45)	Ms. Debjani Basu, 1. Vorsitzende e-mail: kar-ev@partner.eursc.eu
School transport (Tel. 68009-45)	Ms. Sanne Optatzy e-mail : kar-transport@partner.eursc.eu
Canteen (6800929)	Mr. Jan Birkenmaier e-mail : 7161.1@compass-group.de https://mensaonline.de/
Grundschule+Kindergarten	see page 18

Facility Manager Primary (Tel. 68009-26+01703401407)	Mr Rafael Ledwig e-mail: rafael.ledwig@staff.eurasc.eu
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Administration

Director	Mr. Daniel Gassner e-mail: KAR-EXECUTIVE-ASSISTANT@eurasc.eu
Deputy Director Finance and Administration	Ms. Simone Gefäller-Neumann e-mail: KAR-DEPUTY-DIRECTOR-FINANCE-AND-ADMINISTRATION@eurasc.eu
Assistant of the Director (Tel. 68009-17)	To be nominated e-mail: KAR-EXECUTIVE-ASSISTANT@eurasc.eu
Secretary, new admissions (Tel. 68009-72)	Ms. Stefania Bartholdy e-mail: stefania.bartholdy@eurasc.eu
Secretary, customer service (Tel. 68009-0 oder 68009-12)	Ms. Nassira Schandruk e-mail : nassira.schandruk@eurasc.eu

Kindergarten and Primary

Deputy Director Nursery & Primary	Mr. Holger Klose e-mail: kar-deputy-director-nursery-and-primary-cycle@eurasc.eu
Assistant Deputy Director for the nursery and primary cycle	Ms. Amanda Wilson e-mail: kar-assistant-deputy-director-nursery-and-primary-cycle@eurasc.eu
Secretary Nursery & Primary (Tel. 68009-15)	Ms. Marie Allmann e-mail: marie.allmann@eurasc.eu
Facility Manager Primary (Tel. 68009-26+01703401407)	Mr. Rafael Ledwig e-mail: rafael.ledwig@staff.eurasc.eu

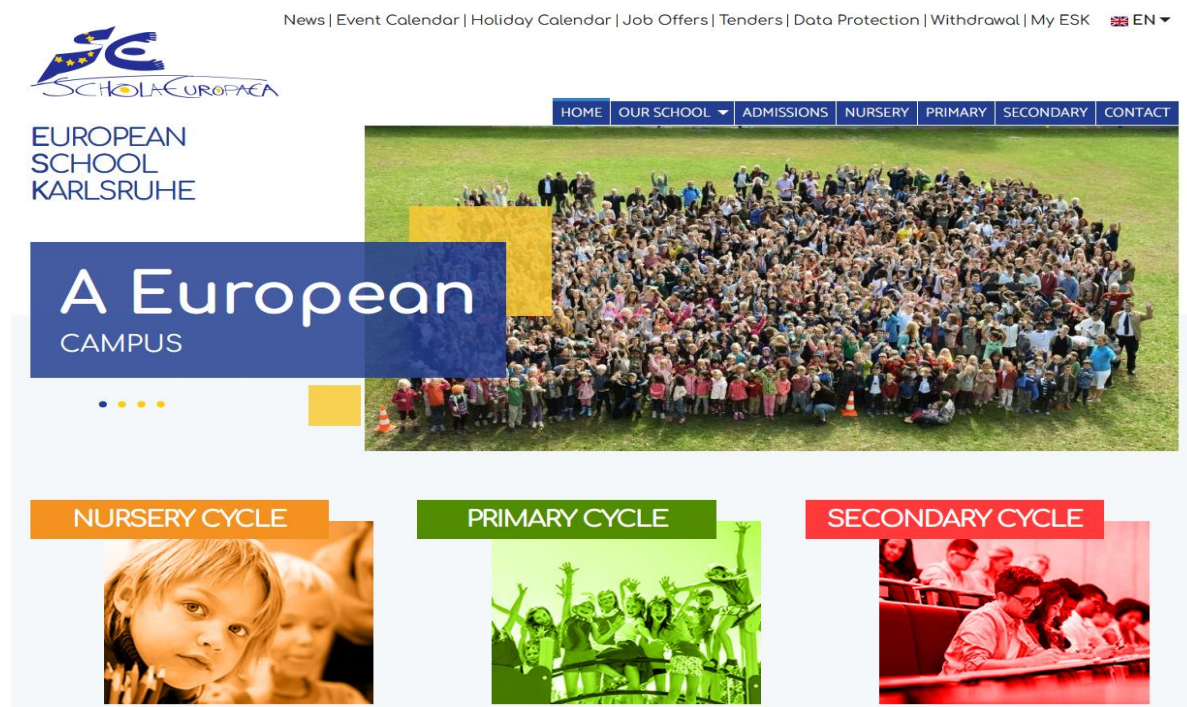
Secondary

Deputy Director Secondary	Ms. Anabela Santos KAR-DEPUTY-DIRECTOR-SECONDARY-CYCLE@eursc.eu
Assistant Deputy Director for the secondary cycle	Mr. Fabrice Brécourt e-mail: kar-assistant-deputy-director-secondary-cycle@eursc.eu
Secretary, Secondary (68009-13)	Ms. Louise Wähling e-mail: louise.waehling@eursc.eu
Facility Manager (Tel. 68009-37 + 01705816880)	Mr. Ahmed Saidi e-mail: ahmed.saidi@staff.eursc.eu

2. The school website

On the school website you will find all needed information at a glance:

www.es-karlsruhe.eu



IV. THE NURSERY/ KINDERGARTEN

1. Opening hours

Monday	Tuesday	Wednesday	Thursday	Friday
8.05-12.15	8.05-15.35	8.05-12.15	8.05-15.35	8.05-12.15

Organisation of the courses:

Morning	08.05 - 12.15
Lunchbreak	12.15 - 13.10
Afternoon	13.10 - 15.35

Please note that children can be brought to school at 7:45 am. At 8:15am the entrance door of the Kindergarten will be closed therefore children would need to enter the premises through the blue gate.

2. Syllabi/Programme

The smallest students of the European School go to the kindergarten. The teachers are professionally trained, and lessons are curriculum based.

Children from different countries and with various languages learn and play together. Outdoor facilities with play hills and a children's village contribute to a feel good atmosphere and encourages roleplay in various languages. "European hours" with different activities are carried out here. Through the multicultural atmosphere children can benefit in the following areas:

- Creative learning through art and craft, theatre and language games, music and dance.
- Learning through research: nature studies and societies.
- Playful creation and the promotion of linguistic, mathematical and motor skills.
- Strengthening of the social, ethical and emotional development of children

An outdoor playground with a children village allows a creative and sporty atmosphere for the children from all language sections to play together.

[Curriculum and syllabi](#)

3. Contact with the teachers: office hours

Ms. BARBIERA/DEMUYNCK	Monday	12.15 – 1.00pm	003 A
Ms. BIGUENET	Monday	12.30 – 1.15pm	025 A
Ms Toalster/Ms HOFHEINZ	Monday	12.45 – 2.30pm	027 A
Ms. JOHNSON	Friday	12.15 – 1.35pm	029 A

V.THE PRIMARY

Secretary of the Kindergarten and the Primary:

Ms Marie Allmann,
E-Mail: marie.allmann@eursc.eu
Tel.: +49 7 21 - 6 80 09 – 15



Mr. Holger Klose
E-Mail: kar-deputy-director-nursery-and-primary-cycle@eursc.eu
Deputy Director Nursery and Primary cycle



Ms Amanda Wilson
E-Mail: kar-assistant-deputy-director-nursery-and-primary-cycle@eursc.eu
Assistant Deputy Director Nursery and Primary cycle



Office hours: The office and the administration of the school are open to the parents from Monday to Thursday from 9.00-12.00am and 2-4 pm, Friday 9-1pm. The Director of the School and the Deputy Director are only available by appointment.

Beginning of the school year

Friday, 02.09.2022, 08.05 am: Beginning of the school year for the Kindergarten, Primary and Secondary, **End of the school Day: 12.15 pm** for Kindergarten, Primary and Secondary

(except for class 1 Primary + new pupils in the Kindergarten)

Monday, 05.09.2022, 8.05 am: 1st School Day for 1st classes Primary, there will be an introduction on the European School System afterwards.

1st Day at school for new children in the Kindergarten

1. Opening hours

Class 1,2 all language sections

Monday	Tuesday	Wednesday	Thursday	Friday
8.05-12.15 pm	8.05-3.35 pm	8.05-12.15 pm	8.05-3.35 pm	8.05-12.15 pm

PRIMARY

In the primary school the focus is on mother tongue, mathematics and the first foreign language, but art, music, physical education, exploring our world and religion/ethics are important - as are the "European Hours", where mixed nationalities meet for a variety of activities

Primary school harmonised timetable

Subject	Years 1 and 2	Years 3, 4, 5
Mother tongue (SWALS Language 1 - L1)	8 hours (2 hours 30 mins)	6 hours 45 mins (3 hours 45 mins)
Mathematics	4 hours	5 hours 15 mins
Language 2 (L2)	2 hours 30 mins	3 hours 45 mins
Music		
Art		
Physical education	5 hours	3 hours
Discovery of the World	1 hour 30 mins	3 hours
European Hours	-	1 hour 30 mins
Religion / Ethics	1 hour	1 hour 30 mins
Recreation	3 hours 30 mins	2 hours 30 mins
Total	25 hours 30 mins	27 hours 15 mins

ONL - Irish/Maltese*	1 hour 30 mins	1 hour 30 mins
ONL – Finnish/ Swedish*	-	1 hour 30 mins

*Other National Language is taught during the school day

Course organisation:

Morning	08.05 - 12.15 pm
Lunch break	12.15 - 01.10 pm
Afternoon	01.10 - 03.35 pm
Afternoon's break	02.10 - 02.25 pm

Class 3,4,5 from all language sections

Monday	Tuesday	Wednesday	Thursday	Friday
8.05 - 3.35pm	8.05 - 3.35pm	8.05 - 12.15pm	8.05-3.35pm	8.05- 12.15pm

Course organisation:

Morning	08.05 - 12.15pm
Lunch break	12.15 - 01.10pm
Afternoon	01.10 - 03.35pm

2. Programme

Our educational aims in primary school

- **Systematization of learning processes.**
Playschool education which was defined through fun and games is strengthened and deepened through initial systematic learning processes. Children learn: literacy, linguistic activities, reading, writing etc. mathematical language (numerical terms, quantification, addition, subtraction, multiplication, introduction to division etc.).
- **Opening and deepening the learning process.**
Children are introduced to the learning of the letters of the alphabet and drawings.
- **Obtaining basic skills**
Basic skills in various areas of their respective curricula are learned and defined in the certificate.
- **Introduction to modern technology.**
From the first class on children work with Smart Board and other modern technologies. ICT is a valuable teaching and learning aid and is very interactive.
- **Independent learning**

Children receive a methodology for effective, independent learning of new content. Their adventurous spirit or sense is stimulated. They learn how to ask clear and defined questions to a particular problem, how to find adequate answers and solutions using current teaching resources (library, Internet, documents etc.) with the support of teachers. In turn, they learn how to ask basic questions and to search for the answers. They learn the basic elements of knowledge and skills and how to store them.

- **Promotion of the European spirit**
Through the merging of nationalities and languages during joint activities in the European hours.
- **Promoting students' enthusiasm for other languages**
In the primary school children learn a second language, as another working language (French, English, German). Classes are held exclusively by native speakers. We support, from the beginning development of intercultural communication skills among students
- **Developing their talents**
We encourage students to exploit their natural talent in artistic and musical activities by gradually following the curriculum at different stages.
- **Promoting the sporting spirit**
Through the curriculum students integrate with active participation in sports.
- **Promoting the childrens needs**
Support for students with learning disabilities through appropriate assistance tools and personnel.
- **Integration of students**
Students with special needs will be, whenever possible, integrated into class groups, agreed upon by the parents or guardians and the school.

Multi-cultural education

To foster the unity of the school and encourage genuine multi-cultural education, there is a strong emphasis on the learning, understanding and use of foreign languages. In order to achieve this goal there are a variety of ways:

- The study of a first foreign language (German, English, or French, known as L II), is compulsory throughout the school, from the first primary class to the Baccalaureate.
- All students must study a second foreign language (L III), starting in the first year of secondary school.
- From the fourth class of secondary school students may choose to study a third foreign language (L IV).
- Language classes are composed of mixed nationalities and are taught by native speakers
- In the primary school a weekly "European Hour" brings children together from all language sections for cultural, artistic and games activities.
- In the secondary school, classes in art, music and physical education are always composed of mixed language sections.
- From the third class of secondary school, history and geography are studied in the student's first foreign language, (German, English, or French) also called "the working language".

Finally, everyday interaction in the playground, the corridors and the recreation rooms enhances the acquisition of other languages and the realization that using them is not only vital but natural.

In the primary area the activities focused on are

- The native language, maths, language II and the discovery of the world
- Educational activities to promote the expressive power of art and music.
- Physical education (Sport)
- European hours
- ICT

Subjects and syllabi:

The following link will provide you with all the details of all subjects offered in our school:

[Subjects and syllabi in the Primary](#)

3. Contact with the teachers: office hours

<https://www.es-karlsruhe.eu/primary/useful-information/staff/>

For kindergarten and classes 1 and 2 primary, the only afternoon lessons are on Tuesdays and Thursdays. For classes 3, 4 and 5 primary there are afternoon lessons on Mondays, Tuesdays and Thursdays. Wednesday afternoons are intended for children who need extra help.

4. School rules & guidelines (document 2014-04-D-14-de-1)

The rules of the European Schools can be seen on the European Schools website (www.es-karlsruhe.eu)

4.1 Rules and guidelines in the nursery:

[SWALS Document](#)

[Support Programme Guidelines](#)

[Golden Rules](#)

[Internal Support Policy](#)

4.2 Rules and guidelines in the primary:

[Reflection Form](#)

[Home School Agreement](#)

[Discipline Report](#)

[Golden Rules](#)
[Social Climate](#)

Educational support

The school provides different forms and levels of support, designed to ensure appropriate help for pupils experiencing difficulties and having special educational needs at any point in their school career, to allow them to develop and progress according to their potential and to be successfully integrated.

The following documents show how the European Schools take these children's special circumstances into account:

Policy on the Provision of Educational Support in the European Schools – [2012-05-D-14-en-10](#)

Provision of Educational Support in the European Schools – Procedural document – [2012-05-D-15-en-12](#)

[Introduction to Educational Support](#)
[ESK Internal Policy on the Provision of Educational Support](#)

4.3 RULES AND GUIDELINES IN THE SECONDARY:

- [School Rules](#)
- [SWALS Guidelines for Parents](#)
- [Unbiased Examination Mode -2019-05-D-23-en-2](#)
- [Guidelines for the calculator -certificate of the student](#)
- [ICT Policy](#)
- [Social Climate Policy](#)
- [Assessment Policy ESK](#)
- [Annex V-Assessment policy](#)
- [Guidelines for Homework](#)
- [Rules for the Canteen/Mensa – Regeln für die Kantine/Mensa](#)
- [ESK Internal Support Policy](#)

Useful links:

Please find below the links to log onto our internal tools (SMS, O365 etc...)

[My ESK](#)

5. Useful Information

Information concerning pupils

We ask you to let the secretaries know immediately and in writing of any changes (new address or telephone no., planned withdrawal from school, etc.). Changes affecting legal guardianship (e.g. divorce) are particularly important for us to know and are to be announced by official documents.

This information is not just important for the school but for you as well, so that we can contact you quickly in the event of illness or accident.

Lost property

Personal items found on the school premises can be reclaimed in the primary school from the green containers in the secretariat near Ms. Allmann's office.

Appointments with teachers

The list of times when teachers are available to talk to parents will be distributed to pupils in the first week of the school year. It is not possible for parents to see teachers during classes. Please make an appointment direct with the teacher concerned.

Pupils' insurance

For each enrolled student the school fees payable will include a small amount for accident insurance. The insurance covers lesson time including breaks, other school activities (e.g. school outings, visits to the theatre or cinema, residential visits, visits to companies, field weeks, school trips, sporting events, activities connected with the SMV (School Council), and the journey to and from school or to the location of a school activity). Extra-curricular activities, homework supervision, and private lessons are not covered by insurance. Pupils are covered by insurance during free periods or for instance when the rest of the class has Latin and the pupil remains in the school.

Insurance cover does not extend to pupils who leave school for private reasons.

Please remember that any accident involving a visit to a doctor should be reported immediately to the school nurse Ms Molloy. The doctor treating the pupil should also be informed that it is a school accident so that claims can be made directly to the insurance company.

This insurance is compulsory and costs approx. € 2.00 per pupil per year. It will be included with the school fees invoice.

This insurance does not include personal liability insurance, e.g. loss, theft, damage of the pupil's personal property and damage by pupils of the property of the European School. For this reason you are recommended to take out your own personal liability insurance.

The school takes no responsibility for valuables or any other possessions brought into school by pupils, nor for bicycles and mopeds. Parents are requested to label their children's clothing. This aids identification of lost property. See also article 34 in "General Rules of the European Schools".

Books

Every pupil receives a book list. These books can be ordered from a bookshop or in part through the teacher.

In addition teachers may require additional books to be ordered in the course of the year. Intermath (€ 20.00) can only be ordered through the school. Book lists are also to be found on the school's website.

Swimming

SWIMMING LESSONS ARE AN INTEGRAL PART OF THE SPORT LESSONS

Swimming lessons are organized on Thursdays for Years 1, 2 and 3 in the: A payment of € 40,00 is required for entrance fees. If your child is unable to take part in swimming lessons for compelling personal or medical reasons, for which a doctor's certificate is necessary, please inform the class teacher in writing in good time before the start of lessons. Please refer to the general school rules.

Absence from lessons

1. If a pupil cannot attend school for medical reasons, parents/guardians are requested to inform:

a) Kindergarten and Primary

On the first day of absence please send an email to LIST-KAR-GSABSENCE@eursc.eu before 8.00 am and inform the class teacher (email addresses can be found on the school website).

In the event of infectious diseases please inform Ms Molloy, the school nurses (6800923 or +49 160 30 63697) or joanne.molloy@eursc.eu

In the event of an absence of more than 2 days a medical certificate must be produced.

2. Only the school nurse is authorized to decide whether a pupil should go home on grounds of sickness.

3. A pupil who wishes to be excused lessons must bring a written excuse from their parents, in the case of one or two lessons, or a medical certificate for a longer period.

4. The school may require a medical certificate if a student is absent from a pre-announced exam.

5. In addition we refer expressly to article 30 of general school regulations of the European school. We would like to remind parents that additional holidays are not allowed. We request that holidays only be taken according to those on the school calendar.

Please inform the school nurse, Ms Molloy (tel. 6800923) of any health problems (e.g. asthma, diabetes, hearing or sight problems, medicines taken regularly etc.). Please inform the nurse if you child has an infectious illness or head lice. All information is treated confidentially

School trips and outings

Document AZ 2002-D-54-en

The school trips and outings have a specific educational, teaching and social status. They are seen as school activities. They are clearly designed according to the social, educational and learning objectives of the teaching plans. They are considered to be an important part of the European dimension and are organized in the various language sections.

Pupils should not be unable to take part as a result of financial hardship – the Parents Association helps in such cases.

Participation on school trips is compulsory. Only in clearly established and unusual cases is absence allowed. This absence must be discussed with the class teacher of the Primary School. Pupils who do not take part in school trips must attend school and will be given an extra work plan in another class during this period.

More detailed information about school trips can be obtained from the class teacher at Parents' Evening.

Extra Support (only in primary school)

In the primary school support takes place for years 3, 4 and 5 each Wednesday afternoon, exclusively for "second language".

6. Afternoon supervision/Afternoon Daycare Momi/Nami:

For some parents the core school times do not coordinate with their working hours. We have established an afternoon care facility which begins at the end of last lesson. Afternoon care is held from Monday to Friday up to 6 pm. First, children eat together in the school canteen. Then, according to the programme the supervisor lets them loosen up or they can choose other outdoor activities which clears their head. Then the students do their homework under supervision. Supervisors ensure rest and work requirements. The afternoon programme supports independent work.

The MoMi is available every Monday and Wednesday afternoon from 12.15 until 3.35 pm. This includes: lunch supervision together in the canteen (either food brought from home or ordered from the canteen), homework supervision, sport and physical activities, various games (card games, role play, free play and group games), handicrafts, singing and dancing. The pupils will be cared for and looked after by qualified teaching staff or educators, in various languages, and in their own known and trusted school environment.

MoMi now offers an additional supervision and care programme 'NaMi' from 3.35 pm until 6.00 pm from Mondays to Fridays. A small snack is usually offered during the supervision but canteen meals have to be ordered and paid for separately by the parents and in advance. Similar activities to the MoMi are also offered during NaMi. For organizational purposes the costs for both of these supervisions have to be paid for in advance. Further information concerning MoMi at the European School Karlsruhe can be obtained from Ms. Corina Mayer (info@momi-nachmittagsbetreuung.eu) Ms. Allmann (marie.allmann@eursc.eu) or from www.es-karlsruhe.eu.

MoMi/NaMi: Contact persons

Mrs. Marie Allmann

marie.allmann@eursc.eu

Tel.: 07 21 - 6 80 09-15

Service area:

- Registration pick-up
- Submit registration
- Notify absence

Mrs. Corina Mayer

info@momi-nachmittagsbetreuung.eu

Afternoon care at the European school

Monday	12.15 - 3.35 pm	3.35 - 6.00 pm		
Tuesday		3.35 - 6.00 pm		
Wednesday	12.15 - 3.35 pm	3.35 - 6.00 pm		
Thursday		3.35 - 6.00 pm		
Friday	12.15 – 3.35 pm	3.35 - 5.00 pm 5.00 - 6.00 pm		

Payment

Payment is by direct debit or bank transfer. Payment is debited/paid in September (term 1) and in February (term 2). If you register your child for the whole school year, the total sum will be debited at the end of September. If transfer is not made by the end of September/February, the child will not be registered and cannot participate at MoMi. For late registration due to delayed school entry, please ask Ms. Allmann for special arrangements. Also in this case, without registration there will be no care.

Absence

If a child is reported ill in the morning, it is also a valid excuse for afternoon care. Should a child participate in regular school lessons but not in the afternoon care, the supervisor needs to be informed.

Timetable

For reliable planning, participation in the afternoon care programme can be booked either for half a year or for the whole school year.

The first term of afternoon care normally starts in the second school week and ends on the day of issue of mid-term reports.

The second term of afternoon care begins after the issue of mid-term reports and ends a week before school finishes.

There is no afternoon care for the remaining days of school. The exact times will be communicated in time to those involved. Days on which lessons don't take place, afternoon care is cancelled. Both with MoMi and NaMi there is no coaching or grinds.

Afternoon Care at the ESK

Monday-Thursday: 3.35 - 6.00 pm Friday: 12.15 - 6.00 pm

Contents

- Homework supervision
- Sports Activities
- Games (board games, card games, role games, free game)
- Handicrafts, singing, dancing, cooking

The students are supervised and looked after by qualified teachers in a multilingual and familiar environment of the European School.

VI. THE SECONDARY

1. Opening hours:

- School starts every day at 8:05am and generally ends at 3:40pm. Each student gets his own timetable.

2. The final maturity stage before the European Baccalaureate:

Secondary School

The students are admitted to the secondary school when they are eleven just after the primary school level or, after having completed an equivalent education duly certified by another school. The seven-year secondary level consists of:

Years 1. - 3.

Allocation of common curriculum known as Observation Cycle. Most subjects are taught in their mother tongue. Already in the first class pupils begin a second foreign language as a "working language" and in the third year they begin to study History and Geography in their "working language" (L II). Latin is offered as an option in the second year.

Years 4. - 5.

The compulsory course is divided into integrated natural science and physics, chemistry and biology. The students may choose between the advanced or ordinary course in mathematics. Other elective subjects include economics, a third foreign language (L IV) and ancient Greek.

Years 6. - 7.

These class levels form a unit and lead to the Baccalaureate. Although a number of compulsory courses are required (mother tongue, L II, a scientific subject, philosophy, sports, history and geography), students have a wide range of choices. Within these options students can also choose among two-hour, four-hour or so called advanced classes.

The performance of the students is regularly assessed. Reports are issued four times a year. Assessments are based equally on cooperation in class and examination results, even if there are no formal examinations in the Observation Cycle. Criteria established by a Board of Governors are used to decide whether a student may be promoted to the next class at the end of the school year. Students who do not meet these criteria are required to repeat the year.

The goal of secondary school education at the ESK is a broad knowledge in the linguistic, musical, mathematical, and scientific areas, which, according to the talents and interests of students, provides optimal development. Many subjects are taught in foreign languages.

Subjects and syllabi

To find out more about the subjects and syllabi at the Secondary school, please visit the link below

[Subjects and syllabi at the Secondary](#)

Contact person:

Ms. Louise Wähling,
Secretary Secondary Cycle
Tel.: +49/721-68009-13

E-Mail: louise.waehling@eursc.eu

Ms. Anabela Santos
Deputy Director Secondary Cycle
[KAR-DEPUTY-DIRECTOR
SECONDARY-CYCLE@eursc.eu](mailto:KAR-DEPUTY-DIRECTOR SECONDARY-CYCLE@eursc.eu)



Mr. Fabrice Brécourt
Assistant Deputy Director for the secondary cycle
E-Mail: kar-assistant-deputy-director-secondary-cycle@eursc.eu

3. Educational Advisers

In case of illness, medical consultation etc. (means all absences of the student) please contact us via the following E-Mail address:

list-kar-osabsence@eursc.eu

Please see link below to contact your educational adviser

<https://www.es-karlsruhe.eu/secondary/useful-information/secondary-contacts/>

4. Contact with the teachers: office hours

<https://www.es-karlsruhe.eu/secondary/useful-information/secondary-contacts/#teacher-appointment-times>

5. School Reports

4 school reports will be handed out during the year:

1 report in November

1 half-term report in January

1 report in April

1 half-term report in June

6. Absence in the secondary

In case of any absences (doctor´s appointments, illness) please send us an email to:

[list-kar-osabsence\(at\)eursc.eu](mailto:list-kar-osabsence(at)eursc.eu)

In addition, we refer expressly to article 30 of general school regulations of the European school. We would like to remind parents that additional holidays are not allowed. We request that holidays only be taken according to those on the school calendar.

We would like to remind the parents that exceptional holidays are not allowed. You are kindly requested to adapt your holidays to the school holiday calendar.

7. The european baccalaureate

The Baccalaureate

After 12 school years, students take the examination for the European Baccalaureate of the European School which is centrally organized. The examination consists of 5 written and 3 oral tests. Students choose subjects taken in the last two years of schooling.

All written exams are harmonized except the exams in the mother tongue and require double corrections by the school teacher and the external examiner. The school teachers also take part in all oral tests. The certificate awarded is fully recognized in all countries of the European Union, as well as in a number of others.

The Baccalaureate award is the highlight of the school year. In a festive ceremony - The Proclamation- the high school graduates receive their diplomas. A celebration follows with staff and students. It is traditionally organized by students of the 7th classes and their parents.

The name 'European Baccalaureate' belongs solely to the European Schools, which, since their establishment, have had a monopoly over its use in all the official languages of the European Union

Die European Baccalaureate cycle

The European Baccalaureate cycle comprises the two last years of secondary education (S6 and S7) in the European Schools or in Schools Accredited by the Board of Governors.

The European Baccalaureate cycle consists of a **comprehensive multilingual curriculum**. Pupils must always follow a combination of language, humanities and scientific subjects with subjects taught through more than one language. The **core curriculum** consists of the following **compulsory subjects**, some of which can be taken at different levels of complexity:

- At least two language subjects (the dominant language and another one)
- Mathematics, either 3 periods/week or 5 periods/week
- One scientific subject, either Biology 2 periods/week or any other 4-period scientific subject in either Biology, Chemistry or Physics
- History and Geography, either 2 periods/week or 4 periods/week, which are taught through a different language from the dominant one, either in French, English or German.
- Philosophy, either 2 periods/week or 4 periods/week
- Physical Education
- Ethics or Religion

In addition to the core curriculum, pupils have a wide range of **options and complementary subjects** they can choose from to complete their subject package, which will amount to a minimum of 31 periods per week and to a maximum of 35.

8. Options

Options for S1

Please visit our website under the following link:

www.es-karlsruhe.eu/secondary/useful-information/career-and-options-guidance/

Non-Compulsory Optional Subjects for S2

For further information, please visit our website:

www.es-karlsruhe.eu/secondary/useful-information/career-and-options-guidance/

Non-Compulsory Optional Subjects for S3

You will receive all information under the following link:

www.es-karlsruhe.eu/secondary/useful-information/career-and-options-guidance/

Options S4 class

For more information, please have a look at our homepage:

www.es-karlsruhe.eu/secondary/useful-information/career-and-options-guidance/

Options S5

Please visit our webpage for further information:

www.es-karlsruhe.eu/secondary/useful-information/career-and-options-guidance/

Options 6 & 7

please visit the following link :

www.es-karlsruhe.eu/secondary/useful-information/career-and-options-guidance/

The European Baccalaureate examinations

Secondary education is validated by the European Baccalaureate examinations held at the end of year S7. Candidates will sit five written examinations and three oral examinations. L1, L2 and Mathematics are compulsory written examinations. L1, L2 or a subject taught through L2 (History, Geography or Economics) are compulsory oral examinations. Therefore, candidates must demonstrate written and oral proficiency in at least two languages.

Each examination will cover the entire syllabus of the corresponding subject in S7 but will also assess the competences (knowledge, skills and attitudes) acquired in previous years, especially in S6.

Both written and oral examinations are subject to double correction and marking by both the candidates' teachers and external examiners. The final mark will be the average of the two examiners' marks. In the case of a mark-disagreement of over two points, a third external corrector will be brought in and will establish through a thorough analysis of the previous corrections a final mark between the highest and the lowest awarded by the two previous correctors.

The external examiners are appointed annually by the Board of Governors of the European Schools and must meet the requirements laid down in their home countries for appointment to examining boards of the same level.

Quality assurance of the European Baccalaureate

The European Baccalaureate session will be overseen by the Chairman of the European Baccalaureate and the national inspectors acting as Vice-chairmen. They will guarantee the high level and quality of the Baccalaureate examination papers, a fair and reliable assessment of the candidates and will ensure that the examination proceedings are adjusted to the European Schools regulations.

The Chairmanship of the European Baccalaureate rotates every year with the yearly presidency of the European Schools. The country holding the annual presidency will propose a prestigious university professor to chair the European Baccalaureate session, who will be appointed by the Board of Governors.

Assessment principles in the European Baccalaureate

Assessment in the European Baccalaureate cycle is **criteria referenced**. It measures pupils' attainment in relation to the level at which the learning objectives and required competences defined in a given syllabus have been attained. The inspectorate also provides very clear assessment and marking guidelines for criteria for both oral and written examinations.

Assessment in the European Baccalaureate is both formative and summative. **Formative assessment** focuses on the process of learning. It is reflected by the so called "A marks". The A marks represent the pupils' daily work in a subject, which consists of a variety of tasks and aspects such as:

- focus and attention in class;
- active participation and quality of interventions in class;
- regularity and consistency in the work in class and at home;
- positive attitude towards the subject;
- signs of initiative, independence and autonomy;
- short written progress tests or oral interrogations;
- noted progress;
- etc.

Summative assessment reflects the performance of a pupil at the end of a given period of instruction. It is reflected in the so called “B marks”, which are obtained in the term or semester Pre-Baccalaureate examinations. These examinations check the pupils’ competences acquired during an extensive period of time in certain subjects. They are held under certain physical conditions (room arrangement, use of specific formats, invigilation, etc.) and under time constraints.

At the end of year S7, the pupils obtain a preliminary mark, which accounts for 50% of the final mark. This preliminary mark reflects all the formative assessment and summative assessment (Pre-Baccalaureate examinations) carried out by the teachers during S7.

The other 50% of the final mark is obtained through the double correction of the written and oral European Baccalaureate examinations by internal and external examiners. The five written examinations account for 35% of this part and the three oral examinations for 15% of this part.

The overall pass mark for the European Baccalaureate is 5 out 10 (50 out of 100).

The European Baccalaureate diploma

The European Baccalaureate diploma is awarded to successful candidates by the Secretary-General of the European Schools on behalf of the Board of Governors. It certifies the completion of secondary studies in a European School or in a School Accredited by the Board of Governors. It is officially recognised as an entry qualification for Higher Education in all the countries of the European Union, as well as in a number of others.

European Baccalaureate diploma holders enjoy the same rights and benefits as other holders of secondary school-leaving certificates in their countries, including the same right as nationals with equivalent qualifications to seek admission to any university or institution of tertiary education in the European Union.

VII. ADDITIONAL INFORMATION

1. Security

- The security service is present at the entrance of our school (blue gate)
- Security issues the pupil's identity cards and checks on entering and leaving the school's facilities between 7.00 a.m. and 5.00 p.m.; on Fridays till 4.00 p.m. Guests, parents included, need to identify and should comply with the local sanitary rules in place.
- Our security staff supervises the school facilities and is responsible for the well-being of the students and entire school community.

Access to school premises and buildings:

Please note: only visitors who registered via e-mail can enter the school grounds, depending on the sanitary situation. Non-registered visitors are not allowed to enter our premises.

2. Library

Gateway to knowledge

The school library in the primary and the secondary school are valuable components for the attainment of knowledge. Today the active, student orientated method of learning is important for reading ability. It helps in preparing projects, and encourages children and adolescents with effective strategies to learn how to research, evaluate and utilise information and media. Our school libraries are very well equipped and are in addition oriented to leisure time interests for different nationalities. Our libraries include: reference books, non-fiction books, novels, magazines and videos, CDs and DVDs in many different languages

Library Secondary

Mr. Norbert Skurcz

Tel.: +49 721 6800939

norbert.skurcz@edu.eursc.eu

Library Primary

Ms. Karina Mander

Tel.: +49 721 6800922

karina.mander@edu.eursc.eu



There are 2 main events during the school year:
The national read aloud day in November and the international book day to which a guest is always invited. The 4D, the French and English Kindergarten during the read aloud day:



On the book day the detective agency Adler from Wiesbaden was our host at the European School Karlsruhe. 160 children from the German and French section enjoyed the day!



In addition, the library always showcases on the ground floor new exhibitions: Christmas, Halloween, circus, Open Day, dinosaurs, Edinburgh Papers, Peace Nobel Prize, feelings, asylum and much more

3. Medical care

Please find below the instructions from the Department of Health in Karlsruhe concerning the contagious diseases.

If your child contracts one of these diseases, or another contagious one, it is compulsory for you to inform the school.

Joanne Molloy, joanne.molloy@eursc.eu
Tel.: +49 7 21 6 80 09-23 or
+49 160 30 63697

Requirement to register with the local health authorities

The facility is required to register the name of the patient with the relevant health authorities if they become aware of any disease listed in Section 34 of the Law on Protection against Infection.

There is no obligation to notify the authorities if the management has proof that the situation has already been reported by another person named in Section 8 (such as a doctor or a laboratory).

In any case, the following diseases must be reported by the facility:

Nonbullous impetigo (Impetigo contagiosa)

Pertussis (whooping cough)

Mumps

Scabies

Scarlet fever

Chicken pox

Lice

The facility is also required to submit a report if they become aware of two or more similar serious diseases which it can be assumed were caused by pathogens. Information about the disease and the patient should be submitted to the relevant

health authorities:

Karlsruhe – Tel: 0721 -936-5979 / 5980 –or Bruchsal branch – Tel: 07251-783-681

Psychological Care

- advising pupils, parents and teachers with disorders of the general school life
- individual assistance for students to prevent and avoid learning difficulties and conspicuous behaviour
- advice and support for pupils with emotional, family relationship and social issues
- advice and support of teaching and educational staff in solving psychosocial problems
- implementation of projects and group discussions about socially relevant issues
- cooperation with other advisory services outside of school
- All discussions and counselling will be treated confidentially.

4. Homework

Students

The focus of the European School Karlsruhe is naturally on students who should develop into active and responsible citizens. Their opinion, their active involvement in school routine and decision-making is important. To this end students are represented in the administrative and educational councils.

The SMV (Students with Responsibility) constitutes the interface between school, teachers and students. They also send representatives to COSUP (the European School Association) where important topics from students' point of view are discussed. These are then passed on to Educational Committee as recommendations.

COSUP is not only in the Educational Committee itself, but also in the Supreme Council in Brussels. In addition to the internal organization, the ESK provides their students with active participation in various working groups; especially in the fields of sports, art, theatre, music and a commitment to various international school projects.

Parents

Parents play an important role in the school. Many activities are coordinated and administered by the parents such as: school transport, bus supervision, the school canteen. They also organize school fairs.

Parents are involved through the Parents Association in all national committees, such as the education and administrative board and internationally through the European network –Interparents- and in important committees in Brussels.

Parents are regularly informed through certificates and reports on the performance of their children. Individual meeting times with teachers and educational advisors can be arranged, even outside normal school hours.

Network

The European School Karlsruhe maintains contact with all other European Schools and also to many non-school institutions. The sporting events such as "Eurosport" and the cultural events "cultural days" are just two examples of the numerous joint activities with these partnerships.

The "Science Symposium" and "MEC - Model European Council" offer students many opportunities for international and intercultural exchange.

During the "MUN - Model United Nations" Project, students learn the work of the United Nations. Other examples are the Comenius or the Socrates programmes, which are supported by the EU. In the Technology Region Karlsruhe there are also excellent contacts to universities, colleges, and companies with which joint projects are carried out.

The ESK has excellent relationship with European institutions, such as JRC (Joint Research Centre) in Karlsruhe and the European Parliament in Strasbourg.

Quality management

The consistently high quality of teaching is maintained by several means, starting with the reports and strategies by the European Inspectors, who visit the school regularly, to harmonize recognized international tests. Students benefit from this as they can return to their homeland or prepare for study in another country. Every Member State is represented in the Inspection Committee with one Inspector each for kindergarten, primary and secondary school.

All inspectors meet in the European Schools, where curricula and educational development are jointly developed and harmonized. The inspectors visit schools several times, leading to permanent quality control and dynamic development of the European Schools.

The Education Committee consists of parents, teachers and students of the secondary school which significantly influences the qualitative improvements in schools.

5. Learning support

„Rattrapage“

"Cours de Rattrapage" is a support programme for second language.

Learning Support

Learning Support is available to students, who may be experiencing difficulties in the learning environment of the school. It is also for students who need to develop learning strategies and whose social competence and interaction skills may hinder further development.

Our Challenge Programme is aimed at developing the talents of individual pupils.

SEN (Special Educational Needs)

For a student, who despite Learning Support and an individual education plan (IEP) doesn't show any appropriate development, the teachers can recommend further assessments by a psychologist. They may have to participate in the programme "Special Educational Needs" (SEN).

Extra Support (only in primary school)

In the primary school support takes place for years 3, 4 and 5 each Wednesday afternoon, exclusively for "second language".

VIII. THE PARENTS' ASSOCIATION

The Parents' Association is a registered non-profit association which, in accordance with the statutes of the European Schools, represents parents in the educational and administrative councils of the European School Karlsruhe.

Every family with children at the school can join the association. The annual fee per family and year is currently € 30.00.

At the beginning of each school year there is a general assembly at which members of the administrative board are elected from the members of the association. This administrative board directs the business of the association and decides who will represent the association on the Educational Council and Administrative Board of the school.

Each year the Parents' Association organises an extensive programme of extra-school activities, which normally take place within the school grounds at the end of the school day.

You will receive all the necessary information at the start of the school year either on the school's website or in printed form.

Besides the extracurricular activities the Parents' Association gives financial support to school trips, sports and cultural events, for example sports competitions (Eurosport), theater performances, etc.

In addition, the Parents' Association is a member of Interparents (the umbrella organisation representing the parents' associations of all the European schools). Two members of the governing board pay regular visits, Interparents meets officially five times a year, and thus contact with the parents of the other European schools is maintained.

At the end of the school year the Parents' association organizes the "Summerfest", to which parents can contribute with their support.

1. Transport

More information available on: www.eskar-transport.de/

The office is located in the administration building of the European School Karlsruhe and the office hours are Wednesday from 12-3pm

Contact person

Ms Sanne Optatzy

kar-transport@partner.eurasc.eu

Tel.: +49 721 6800945

Ms Elena Kobitskaya

contact@eskar-transport.de

President of the association is Mr. Olaf Walter

The transportation of pupils of the European School Karlsruhe is organised by an independent association, the **Transport Committee**. The **committee** provides parents and staff **all necessary information** about school transport.

The committee works closely with the school and sports department of Karlsruhe, the KVV (Karlsruher linked transport system) and with the Südwestbus, to organise and finance school buses, and school trams.

The committee is financed by the administrative fees and the special contribution to transport. Without these revenues, the Committee could not exist. The committee cooperates closely with the Karlsruhe School and Sports Authority, the KVV (Karlsruhe Verkehrsverbund) and the South-West Bus to organize and finance school buses and schooling

Transport costs to the European School Karlsruhe:

The transport costs consist of the administrative fees and the price of the schoolcard, which is set annually by the "Verkehrsbetrieben Karlsruhe"/transport company. For more information, please visit the Parents' Association Website.

It is imperative that all students apply for their transport card at the transport committee and transfer the transport costs, as contribution can only be given for the children registered with us.

Students are only allowed to use the school buses and school trams with the SCHOOLCARD, not with transferable tickets.

After registering with the transport committee, the pupils can use four school buses and three school trams, as well as all trams and all buses of the KVV after school day and during the holidays

Kindergarten children are allowed to use the school buses and school trams only after prior notification and payment of the fees to the transport committee.

2. Canteen

Every day a freshly prepared hot meal

A well-balanced diet can support students learning.

<https://mensaonline.de/>



The FOOD CLUB

Since September 2009 Scolarest with its unique concept, the FOOD CLUB, has offered lunches in the European School Karlsruhe.

Scolarest together with EUREST Deutschland GmbH are controlled by the **Compass Group** and are nationally and internationally very successful. It is certified by DIN EN ISO 9001:2000.

The food specialist developed the concept of the FOOD CLUB involving young people. Variety, quality and taste, without the use of flavour enhancers are its strong points. The diet meets the requirement of the German Society for Nutrition. Every day Scolarest cooks with fresh ingredients in the school kitchen.

Easy, fast and cashless

To ensure speedy payment an electronic system has been set up. You can pre-choose menus and order online. The school identification card also serves as the canteen access card. You can find the exact procedure on the following site.

<http://www.mensamax.de>

Cashless payment for students and staff

We offer cashless payment. Once registered, children can order lunch via the Internet from home or at the school terminal.

You can order weekly or every 14 days. Changes or cancellations e.g. due to illness can be made through the system the same day, till 08.30 a.m.

Prices are	Price per meal with reservation	Price per meal with no reservation
Lunch, normal or vegetarian	€ 4,05	€ 4,55
Kindergarten	n/a	€ 3,20
Salad	€ 3,60	€ 3,70
Soup with bread or roll	€ 2,60	€ 2,80

Children who spontaneously decide to eat, can also have lunch without preordering and pay with their school card. A menu order or payment is only possible with sufficient credit! In addition to Online Banking, your child can charge the card at the machine in the canteen. Cash is not accepted at the counter.

How can I order food in future?

The menu is available on the Internet under the following Address:

<http://www.mensamax.de>

You will receive your personal User Name and your password by mail

How to pay?

Payment has to be made in advance (e.g. by standing order) paid to the following bank account:

Account owner: Medirest GmbH & Co OHG

Credit institution: Sparkasse Karlsruhe

Bank code: 66050101

Account number: 108099185

IBAN: DE17660501010108099185

BIC: KARSDE66

3. Extra-school activities

The European School Karlsruhe organizes in cooperation with the parents association, a wide range of activities in the afternoon, after school ends.

The students' participation is voluntary. The activities include sports, music, drama, art, handicrafts and others. They usually take place at the school.

Before you register your child to a course, please read the terms and conditions.

For further information regarding the afterschool activities, please contact the Parents Association (kar-ev@partner.eurasc.eu).

4. Holiday Care:

- The parent association has successfully put in place a holiday care at the European School Karlsruhe that covers most of the holiday breaks. In cooperation with the school and Lenitas (former proLiberis) a holiday care is offered for the children of the kindergarten and the primary school (children from 3.5 to 12 years).

5. Summer camp:

Footballcamp:

The partner "Fussballschule- erleben" and the ESK organize a football camp during the summer holidays. The camp is usually held during the first week of the summer vacation in the sports complex of the European School.

AWO-Holiday camp:

The AWO Karlsruhe-Stadt (district youth organization) offers cooperation with the parents' association and the JRC Karlsruhe for a summer holiday camp. The camp usually takes place during the first 2 weeks of summer holidays. Childcare is available from 8am to 5 pm Monday to Friday.

Further information can be found on the PA website: <https://www.esk-eltern.de>

IX. NEW IN KARLSRUHE: some useful information for a successful start!

Once arriving in Germany there are regulations and a pre-defined application process that you might need to follow in order to get all required documents. These documents might be necessary to get a mobile phone contract or a complete health insurance in Germany.

1. Registration certificate

The following documents might be required:

- Registration certificate
People who come to Germany are required to register within a week at the local registry office. Here, they get a so-called registration certificate. The registration certificate is required for the residence.
- Residence permit
People who want to stay in Germany for more than 3 months, need a residence permit. In contrast to the visa, this applies also to citizens of the EU. The residence permit needs to be applied for through the relevant immigration service. The residence permit is the prerequisite for a work permit.
- Work permit
EU citizens do not need a special work permit for Germany, because they enjoy the so-called free movement of workers. Citizens from non- EU countries must apply for this work permit in a separate process which will in Germany is handled by each local employment office in charge. The work permit may be also requested on behalf of the employer. Stringent condition for the work permit is the residence permit.

2. Opening a Bank account

In Germany, there is a wide choice of banks, savings-banks (e.g. Sparkasse Karlsruhe), cooperative and direct banks. More information can be found on the internet and on comparison sites.

Types of bank accounts

The rent and salaries are normally paid into a current account (giro) or debited from there. With the current account you get a debit card with which you can withdraw cash from ATMs which is then debited from your account. Some current accounts (giro) even offer an interest yield often however with a small interest rate.

Required documents to open a bank account in Germany?

- Registration certificate
- Valid identification document/passport

3. Mobile phone contracts

There are four major mobile network providers in Germany:

Telekom (D1, www.t-mobile.de)

Vodafone (D2, www.vodafone.de)

E-Plus (www.eplus.de)

o2 (www.o2online.de)

Documents needed for a mobile phone contract?

The following documents are required in order to take out a mobile phone contract:

- A valid identity document (German ID card, passport, ID card issued in holder's country of origin)
- A German bank account (if applicable)
- A residence registration card (if applicable)

Prepaid Phone cards:

Are available at different stores, like in major supermarkets, gas stations etc...

4. Accommodation in Karlsruhe and area

Classifieds:

The most common, are advertisements in daily newspapers and on the Internet. Housing advertisements usually appear in the weekend editions. The most common newspaper in the area is the BNN (Badische Neueste Nachrichten).

Many of these daily newspapers (also local) also provide these ads online. In addition, there are many nationwide online portals, where you can narrow down the search directly, according to different criteria. The online search has another advantage: here are, as an addition, more information and photos available.

In a similar way, one can turn to a real estate agent for the real estate search. These agents are often self-employed professionals who mediate real estate sales or rentals. The apartment search with the help of such agents is indeed more convenient and faster, but usually there is a fee or commission to be paid.

In Germany the agent's fee is a maximum of two apartment rents plus VAT. This may also vary depending on the rental period.

Common Search Websites for accommodation:

www.immobilienscout24.de
www.immonet.de

Temporary Accommodation:

www.airbnb.com

The European School works with a relocation company and can send you the latest listings on request. We also regularly receive real estate offers from private individuals on a regular basis and can, if necessary, assist you. For more information please contact:

stefania.bartholdy@eursc.eu
nassira.schandruk@eursc.eu

What documents do I need to rent a flat/house in Germany?

- A valid ID
- A German bank account
- A residence registration card
- Proof of income

The owner has the right to check with SCHUFA (official German credit reporting agency) for an information paper on your financial situation, to ask for proof of the income of the last three months or for a guarantee and a certificate proving that the buyer is free of rental arrears.

Looking forward to welcoming you at the

European School Karlsruhe

Your ESK Team!

