



WELCOME GUIDE

EUROPEAN SCHOOL KARLSRUHE (ESK)

SCHOOL YEAR 2026-2027



European School Karlsruhe

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GERMANY

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I. INFORMATION FOR THE BEGINNING OF THE SCHOOL YEAR

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.



Wednesday, 02th Sep. 2026, 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

Thursday, 03rd Sep. 2026, 8.05 am:

1st school day for **1st classes Primary** and **new pupils in the Kindergarten** - there will be an introduction on the European School system afterwards.

The holiday calendar is available on our website: www.es-karlsruhe.eu



II. 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

School	State	Foundation	1 st Bac
Luxembourg I	Luxembourg	1953	1959
Brussels I	Belgium	1958	1964
Mol	Belgium	1960	1966
Varese	Italy	1960	1965
Karlsruhe	Germany	1962	1968
Bergen	Netherlands	1963	1971
Brussels II	Belgium	1974	1982
Munich	Germany	1977	1984
Brussels III	Belgium	1999	2001
Alicante	Spain	2002	2006
Frankfurt	Germany	2002	2006
Luxembourg II	Luxembourg	2004	2013
Brussels IV	Belgium	2007	2017

2. Mission of the European Schools

The European Schools' system provides high-quality, multilingual, multicultural, and inclusive education for its pupils from nursery until the end of secondary cycle.

Rooted in European and democratic values, the system fosters citizenship, intercultural understanding and cooperation, equipping pupils with the competencies necessary to thrive academically, socially and personally in a diverse and a rapidly changing globalised world.

Our objectives are

- To give pupils confidence in their own cultural identity
- 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 creativity in music and art 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.

III. 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 (ESK), as a controlled public institution, aims to provide students with values such as openness, tolerance and democracy. The ESK is located in the Karlsruhe area of Waldstadt and is one of 13 European Schools

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](#).

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 1000 students attend the European School Karlsruhe.

Classes take place in the mother tongue - in three language sections- Kindergarten to Baccalaureate. All official languages of the EU Member States are represented at the European School Karlsruhe.



2. About the European School Karlsruhe

The European School Karlsruhe (ESK) is an international educational institution and welcomes many families from Karlsruhe, all over Baden-Württemberg and the neighbouring regions every year. The school has three main language sections: German, English and French, and offers education in nursery, primary and secondary school.

Considering 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-speaking teachers, the European School fulfils a unique need for open, multilingual learning by representing all official EU languages. This ensures that a student's mother tongue remains their primary language of instruction throughout their education, preserving their national traditions up until the European Baccalaureate. As a public institution funded by all EU Member States, the school instils strong European values while providing students with a globally recognized diploma. At the European School Karlsruhe each child will develop into a world citizen in a stimulating environment in which his individual talents are considered and promoted.

The European School Karlsruhe has about 1000 students from more than 45 different nations and a staff of about 180 employees from many EU Member States and beyond.

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.

Please visit our website for more information: [European School Karlsruhe](#)

3. Welcome to the school: a perfect environment

The European School Karlsruhe is in Waldstadt , approx. 4 km northeast of Karlsruhe city centre. Public transport stops and school buses are 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 three language sections—German, English, and French—as well as other official EU languages, are offered and taught by native-speaking teachers
- A 10-hectare well-equipped campus with numerous outdoor facilities
- 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.
- Students benefit from excellent facilities, with specialized rooms for science, computing, art, and music completing the campus
- Infirmary (Nurse present all day).
- All classrooms are friendly and bright with direct views to the green surroundings.
- Two school libraries
- A modern canteen that offers healthy and balanced meals.
- Aula where the large school events find place



IV. IMPORTANT CONTACT

1. Your contact persons at the school

European School Karlsruhe

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

Function	
Director	Mr. László Munkácsy e-mail: KAR-EXECUTIVE-ASSISTANT@eurasc.eu
Deputy Director for the secondary cycle	Ms. Anabela Santos e-mail: KAR-DEPUTY-DIRECTOR-SECONDARY-CYCLE@eurasc.eu
Assistant Deputy Director for the secondary cycle	Mr. Fabrice Brécourt e-mail: KAR-ASSISTANT-DEPUTY-DIRECTOR-SECONDARY-CYCLE@eurasc.eu
Deputy Director for the nursery and primary cycle	Mr. Holger Klose e-mail: kar-deputy-director-nursery-and-primary-cycle@eurasc.eu
Assistant Deputy Director Nursery & Primary	Ms. Joanna Staub e-mail: kar-assistant-deputy-director-nursery-and-primary-cycle@eurasc.eu
Deputy Director Finance and Administration	Mr. Taybi Saadaoui e-mail: KAR-DEPUTY-DIRECTOR-FINANCE-AND-ADMINISTRATION@eurasc.eu
Assistant of the Director (Tel. 68009-17)	Ms. Nassira Schandruk e-mail: KAR-EXECUTIVE-ASSISTANT@eurasc.eu
Secretary, Primary + Kindergarten (Tel. 68009-15)	Ms. Marie Allmann e-mail: marie.allmann@eurasc.eu
Secretary, Secondary (68009-13)	Ms. Louise Wähling e-mail: louise.waehling@eurasc.eu

Admissions Primary and Secondary (Tel.68009-72)	Ms. Stefania Bartholdy e-mail: stefania.bartholdy@eursc.eu
Admissions Nursery and Human Resources (Tel.68009-76)	Ms. Katharina Lins e-mail: katharina.lins@eursc.eu
Secretary, Marketing & Communication (Tel. 68009-0 or 68009-12)	Ms. Magdalena Aitken e-mail: magdalena.aitken@eursc.eu
Bookkeeping PAS & Chargé de cours (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 – Purchasing Department (Tel. 68009- 19)	Ms. Stephanie Welsch & Ms. Rekha Krishnamurthy e-mail: KAR-ACCOUNTING@eursc.eu
School trips – Purchasing Department (Tel.68009-52)	Ms. Ursula Stengel e-mail: ursula.stengel@eursc.eu
School fees (Tel. 68009-20) School fees (Tel. 68009-75)	Ms. Martina Morlock Ms. Liliana Casillo-Anika e-mail: KAR-SCHOOLFEES@eursc.eu
Nurse (Tel. 68009-23 or +49 160 30 63697)	Ms. Joanne Molloy e-mail: joanne.molloy@eursc.eu
Psychologist (Tel. +49 7216800957– Monday until Friday)	Ms. Marina Stavrou e-mail : kar-beratung@partner.eursc.eu
Parents Association (Tel.68009-45)	Ms. Brynn Thompson-Renz Ms. Felicitas Martens e-mail: kar-evchairman@partner.eursc.eu
School transport (Tel. 68009-45)	Ms. Elena Kobitskaya e-mail: contact@eskr-transport.de
Canteen (6800929)	Mr. Jan Birkenmaier e-mail: 7161.1@compass-group.de
Kindergarten and Primary	see page 17
Facility Manager Primary (Tel. 68009-26+01703401407)	Mr. Rafael Ledwig e-mail: rafael.ledwig@staff.eursc.eu

Administration

Director	Mr. László Munkácsy e-mail: KAR-EXECUTIVE-ASSISTANT@eursc.eu
Deputy Director Finance and Administration	Mr. Taybi Saadaoui e-mail: KAR-DEPUTY-DIRECTOR-FINANCE-AND-ADMINISTRATION@eursc.eu
Assistant of the Director (Tel. 68009-17)	Ms. Nassira Schandruk e-mail: KAR-EXECUTIVE-ASSISTANT@eursc.eu
Secretary, Marketing & Communication (Tel. 68009-0 or 68009-12)	Ms. Magdalena Aitken e-mail: magdalena.aitken@eursc.eu
Admissions Primary and Secondary (Tel. 68009-72)	Ms. Stefania Bartholdy e-mail: stefania.bartholdy@eursc.eu
Admissions Nursery and Human Resources (Tel.68009-76)	Ms. Katharina Lins e-mail: katharina.lins@eursc.eu

Kindergarten and Primary

Deputy Director Nursery & Primary	Mr. Holger Klose e-mail: kar-deputy-director-nursery-and-primary-cycle@eursc.eu
Assistant Deputy Director Nursery & Primary	Ms. Joanna Staub e-mail: kar-assistant-deputy-director-nursery-and-primary-cycle@eursc.eu
Secretary Nursery & Primary (Tel. 68009-15)	Ms. Marie Allmann e-mail: marie.allmann@eursc.eu
Facility Manager Primary (Tel. 68009-26 + 0170 3401407)	Mr. Rafael Ledwig e-mail: rafael.ledwig@staff.eursc.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. Pietro Bartuccio e-mail: pietro.bartuccio@staff.eursc.eu

For more information, please visit our website: [European School Karlsruhe](#)

V. 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. Nursery Programme

The smallest students at 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.

Further information: [Curriculum and syllabi](#), [School rules & guidelines](#)

Absence from lessons

If a pupil cannot attend school for medical reasons, parents/guardians are requested to inform the school on the first day of absence by sending an email to LIST-KAR-GSABSENCE@eursc.eu **before 8.00 am** and 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

VI. 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. Joanna Staub

E-Mail: kar-assistant-deputy-director-nursery-and-primary-cycle@eursc.eu

Assistant Deputy Director Nursery & Primary

The Director of the School and the Deputy Director are only available by appointment.

1. Opening hours

Class 1 and 2 of 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

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 and 5 of 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

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

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 children's 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. 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 enhance 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 (sports)
- European hours
- ICT

[Subjects and syllabi in the Primary](#)

[School rules & guidelines](#)

3. Contact with the teachers

[Staff – European School Karlsruhe](#)

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.

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. Please familiarise yourself with following document [Introduction to Educational Support](#)

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

For mor information, please refer to our website: [Educational support – European School Karlsruhe](#)

4. 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 directly with the teacher concerned.

Pupils´ insurance

In addition to the statutory accident insurance, every child is additionally covered by a student insurance policy. This insurance is mandatory and costs approximately €1 per child per school year. This amount will appear on the school fee invoice.

The insurance coverage extends to lessons (including breaks) and other school events (such as school trips, cinema and theater visits, school camp stays, company

visits/tours, school journeys, community and school sporting events, or student council activities), as well as the commute to or from school or to the location of a school event.

Not covered, however, are non-school events, e.g., extracurricular activities, afternoon childcare, or private tutoring. Accident insurance coverage is void if students leave the school premises to attend to private matters.

Please be sure to remember that every school accident requiring a visit to the doctor must be reported immediately to the school's nurse, Ms. Molloy. The treating physician must be informed that it is a school accident, as in this case, they will bill the school's insurance and not the health insurance provider.

This insurance does not include any claims for compensation, such as loss, theft, or damage to students' personal property, or damage to European School property caused by students. For such cases, it is recommended to take out private liability insurance.

The school is not liable for valuables or other items brought to school by children, including bicycles and mopeds. Parents are requested to label their children's clothing so that it can be identified at any time.

See Article 34 of the "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 (approx. € 30.00) 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 for years 1, 2 and 3 in the primary: A payment of approx. €65,00 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.

Absence from lessons

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

Kindergarten or Primary

On the first day of absence please send an email to LIST-KAR-GSABSENCE@eursc.eu **before 8.00 am** and 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.

- Only the school nurse is authorized to decide whether a pupil should go home on grounds of sickness.
- A pupil who wishes to be excused from 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.
- The school may require a medical certificate if a student is absent from a pre-announced exam.
- In addition, we refer expressly to article 30 of the 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. 0721-6800923) of any health problems (e.g. asthma, diabetes, hearing or sight problems, medicines taken regularly etc.). Please inform the nurse if your 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 an important part of the European dimension and are organized in the various language sections.

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

Participation on school trips is compulsory. Only in clearly established and unusual cases absence is 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.

5. 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 must 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 supervisions have to be paid in advance.

Further information concerning MoMi at the European School Karlsruhe can be obtained from Ms. Corina Mayer (info@momi-nachmittagsbetreuung.eu) or from www.es-karlsruhe.eu .

MoMi / NaMi: Contact persons

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.

VII. 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. Organisation of studies secondary cycle

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.

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.

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

E-Mail: [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](mailto: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:

[Secondary contacts – European School Karlsruhe](#)

4. Contact with the teachers: office hours

[Secondary contacts – European School Karlsruhe](#)

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.

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 several other countries.

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

The option forms for the secondary classes of the European School Karlsruhe can be downloaded from the website:

[Options & Career Guidance – European School Karlsruhe](#)

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 each 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;

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 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.

VIII. 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 and Learning Center

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.

**Secondary School
Learning Center**
Tel.: +49 721 6800939

**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.



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.: +49 721 680 09-23 & +49 160 30 63 697

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 -936-99 250 or

Bruchsal branch – Tel: 0721-938-81 120

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 –Interparent- 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 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.

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

The school provides different forms and levels of support, designed to ensure appropriate help and equal opportunities for all the pupils, including those having additional needs, experiencing difficulties at any point in their schooling or gifted ones to enable them to develop and progress according to their potential.

Language Support

The school provides individual language support to give SWALS (Students without language section) pupils a quick and effective integration into their chosen section.

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 need further development.

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).

The school provides different forms and levels of support, designed to ensure appropriate help and equal opportunities for all the pupils, including those having additional needs, experiencing difficulties at any point in their schooling or gifted ones to enable them to develop and progress according to their potential.

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

IX. 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 € 40.00.

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), theatre 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

General information

The school transport at the European School Karlsruhe is organized by the non-profit organization - Transport Committee (www.eskar-transport.de) in cooperation with the KVV (Karlsruher Verkehrsverbund) and Südwestbus.

The school has a good connection to the city via public transport (www.kvv.de), especially via tram line 4 – Oberreut, which runs every 10 minutes. Furthermore, there are additional morning and afternoon services (line 17 – Rheinhafen, line 18 – Durlach, and bus 30 – Durlacher Tor) that directly connect other city districts to the school.

In addition to an extensive public transport network of KVV, we also organise a school bus service from Bruchsal, Knielingen, Obergrombach and Rußheim.

Transport costs to the European School Karlsruhe:

For public transport, we recommend applying for the “D-Ticket JugendBW” via KVV. This youth ticket allows students to travel on all local and regional transport (regional trains, trams, metros, subways, public buses) throughout Germany, including weekends and public holidays. More information is available at www.kvv.de.

The Transport Committee itself is funded by administrative fees and a special transport contribution (based on the number of D-Tickets issued for our school). Without this income, the committee would be unable to provide either the school bus service or the accompanying service.

Therefore, school buses (lines 11, 12, 13, 14) are only available to registered students (service fee: €350/child/school year + the “D-Ticket JugendBW”).

For lines 17 and 18, as well as two daily rides on line 4, the Transport Committee organizes an accompanying service for primary and kindergarten children, available from 5 registered users per route. This service is provided by secondary school students (€100/child/school year + “D-Ticket JugendBW”).

Registration for school buses (ALL students) and for the accompanying service (only available for primary and KiGa children) via www.eskar-transport.de/registration

Important for all primary and kindergarten children, regardless of using tram or bus: Please always have your parents' phone number in your school bag.

Contact

General inquiries:

Mrs. Elena Kobitskaya
contact@eskar-transport.de

Payment inquiries:

Mrs. Arati Patil
finances@eskar-transport.de

President of the committee Frau Ira Mang und Herr Olaf Walter: www.eskar-transport.de



TRANSPORT

www.eskar-transport.de



GENERAL INFO

The school transport at the European School Karlsruhe is organized by the non-profit organization - Transport Committee in cooperation with the **KVV** (Karlsruher Verkehrsverbund) and Südwestbus.



The school buses (11, 12, 13, 14) are available only for **REGISTERED** students. (1) Registration/payment of the service fee and (2) a valid ticket are **MANDATORY** for ALL children on buses. The registration details can be found on our homepage.



From the Karlsruhe city area, the school can also be reached using **public tram lines (4, 17 and 18) and bus line 30**. For more information, please contact the **Karlsruhe Public Transport Association** at www.kvv.de, hotline 0721 6107-5885.

For primary school students and nursery children, our transport team offers accompaniment by secondary school students on public trams. You can find more information about the conditions on our homepage.

DON'T LOSE YOUR RIDING PRIVILEGE – FOLLOW THESE RULES:



- Always have your ticket with you during travel.
- Arrive at the stop at least 5 minutes before the scheduled departure.
- Behave quietly and respectfully during travel and while waiting at the stop.
- Remain in your seat. Primary pupils should sit in the **FRONT** part of the buses.
- The request button should be pressed in advance of the desired stop.
- Do not eat or drink on the buses.
- Pay attention and remember to take your belongings with you.

GOOD TO KNOW



- It is the **responsibility of each family** for purchasing a valid ticket **directly with KVV** (www.kvv.de).
- Every child aged 6 and above needs a ticket to use our school buses (obviously, a ticket is also required for public trams and buses).
- The **D-Ticket JugendBW** is a ticket offered by the German government for young people, allowing them to use public transport across all transport networks throughout Germany at a reduced price.

- All regular school transport timetables and routes, as well as any temporary changes to the schedules and important updates, can be found on our homepage.
- All information regarding public transport can be found on www.kvv.de.



- Parents can ask to join the **WhatsApp group** for their specific line to receive real-time updates if their child is participating in the accompaniment program.



- **Lost&Found:**
- **(on the bus)** Please first inquire in the WhatsApp group, contact the bus driver, or reach out to the security personnel. If necessary, you can then contact the **lost property office** at Ottostraße 8, 76227 Karlsruhe, by phone at 0721 56888788 or via email at dbregiobusbw@deutschebahn.com. Website: www.dbreibus-bawue.de/service/fundservice

- **(on the tram)** Please first inquire in the WhatsApp group or reach out to the security personnel. If necessary, you can then contact the **KVV lost property office** www.kvv.de/service/fundsachen.html



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 Midirest with its unique concept, the FOOD CLUB, has offered lunches in the European School Karlsruhe.

Midirest 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 Midirest 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.

The following prices apply	Price per person with pre-order	Price per person without order
Lunch, normal or vegetarien	€ 4,55	€ 5,10
Kindergarten	n/a	€ 3,65
Homemade Salad bowl	€ 5,90	€ n/a
Soup with bread	€ 3,10	€ 3,65

Children who spontaneously decide to eat, can also have lunch without pre-ordering 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 username and your password by mail.

How to pay?

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

Account Owner: Medirest GmbH & Co OHG

Credit company: BNP Parisbas

IBAN: DE89 5121 0600 4224 1130 29

BIC: BNPADEEFFXXX

Reference: your private Login name (4xletters/4xnumbers)

Contact person:

Jan Birkenmaier – Betriebsleiter

7161.1@compass-group.de

07 21-6 80 09-29

3. Extra-school activities

In cooperation with the Parent's Association, the European School Karlsruhe organizes a wide range of activities in the afternoons 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.eursc.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 a holiday care is offered for the children of the kindergarten and the primary school (children up to 12 years old).

5. Summer camp:

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 3 weeks of summer holidays. Childcare is available from 8 am to 5 pm Monday to Friday.

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

X. Arriving and Connecting: The Welcome Center TechnologieRegion Karlsruhe



The Welcome Center of the TechnologieRegion Karlsruhe (TRK) supports international families and professionals in settling into their new daily lives – in the city and region, in their professional environment, and especially within their family life. Many parents whose children attend the European School Karlsruhe face similar challenges at the beginning: finding their way in a new environment, building a social network, and getting oriented in the region. The Welcome Center provides comprehensive information, personalized guidance, and practical support.

A key focus lies on topics such as employment, education, childcare, mobility, housing, as well as cultural and social integration. International families receive orientation within the German education and school system, information on regional services, and guidance on important first steps in everyday life. The aim is to make the start as smooth as possible and to enable a successful transition into life in the TRK.

In addition, the Welcome Center organizes information events, workshops, and welcoming formats that promote exchange between international families and the region. This fosters valuable connections that extend well beyond the initial phase.

A complementary component is the tandem program “Welcome Guide.” Dedicated local residents who have lived in the region for many years accompany international professionals and families over a period of six months through personal exchange. The focus is on encounters, shared activities, and building new connections – a valuable addition to the Welcome Center’s advisory services.

Anyone interested in the tandem program or in becoming a Welcome Guide can contact us at any time via welcome@trk.de

In this way, the Welcome Center TRK contributes to making the region not only a strong center for education and business, but also a place where international families feel welcome and quickly find a home.

**Welcome Center TechnologieRegion Karlsruhe
Ein Service der TechnologieRegion Karlsruhe GmbH**

Tel. +49 721 40244-713

Telefonische Sprechzeiten:

Mo–Fr 9:00–10:00 Uhr

welcome.trk.de

Bleiben Sie informiert – folgen Sie uns auf: [LinkedIn](#), [Instagram](#), [Facebook](#)

XI. Useful information

Once arriving in Germany there are regulations and a pre-defined application process that you might need to follow to get all required documents.

- 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.

Accommodation in Karlsruhe and area

The most common are advertisements in daily newspapers for example BNN (Badische Neueste Nachrichten).and on the Internet.

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

Documents needed to rent a flat/house in Germany?

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

***Looking forward to welcoming you at the
European School Karlsruhe***

Your ESK Team!

