

FOREWORD



Dear parents, dear pupils,

Due to the pandemic, the past year was again a great challenge for the entire school community. This time the school was not closed. Joint efforts have been made to adapt as best as possible to the new reality. Taking into account certain limitations and thanks to rapid antigen tests, which are an important element in the fight against the spread of the coronavirus, an attempt was made to return to the usual routine. A return to normality is what we all want.

The school year 2022/2023 presents a new challenge to our community, knowing that in Bertrange the mark of 600 pupils will be exceeded for the first time. The school infrastructure is ready and next to the town hall, the construction of the new after school care centre (SEA) is progressing rapidly. It will enable us to meet the challenges of the coming years, the main concern of a community in constant growth. 480 children will be able to use this new offer.

As president of the school commission, I wish everyone, but especially those for whom this school year marks a new stage in life, a good start and a successful school year.

Frank Demuyser, alderman, president of the school commission

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1. FIRST SCHOOL DAY 2022/2023

Thursday, 15th September 2022

Cycles 1 early childhood education, 1.1 and 1.2: 8.10 a.m.

Cycles 2, 3 and 4: 7.50 a.m.

Please note that **Thursday, 15th September 2022 is a full school day.**

So, all the pupils are off school at 12.00 p.m..

2. TIMETABLE

CYCLE 1 EARLY CHILDHOOD EDUCATION

	in the morning	in the afternoon
Monday, Wednesday and Friday	8.10 a.m. to 12.00 p.m.	14.00 p.m. to 15.45 p.m.
Tuesday and Thursday	8.10 a.m. to 12.00 p.m.	no classes
Saturday	no classes	no classes

The cycle 1 early childhood education classes are optional; so the indicated timetable is not binding. The children do not have to take part in the classes during the whole week. However, they should attend classes at a regular rhythm. The children should preferably not wear nappies anymore.

Children enrolled for cycle 1 early childhood education are also allowed to attend after school care centre (SEA), school restaurant and school bus.

Supervision before and after school hours is free of charge and takes place as follows:

- **before school hours:** from 7.30 a.m. in the morning
from 13.30 p.m. in the afternoon in the building "Butzenhaus"
- **after school hours:** until 12.20 p.m. in the morning
until 16.05 p.m. in the afternoon in the building "Butzenhaus"

Mrs Elvira Staiano, Mrs Lynn Simon, Mrs Fanny Toisul, Mrs Myriam Peters or Mrs Sandra Alves, early childhood educators are available to registre children for the supervision services.

Children should be picked up on time.

CYCLE 1

	in the morning	in the afternoon
Monday, Wednesday and Friday	8.10 a.m. to 12.00 p.m.	14.00 p.m. to 15.45 p.m.
Tuesday and Thursday	8.10 a.m. to 12.00 p.m.	no classes
Saturday	no classes	no classes

CYCLES 2 TO 4

	in the morning	in the afternoon
Monday, Wednesday and Friday	7.50 a.m. to 12.00 p.m. break: 10.00 a.m. to 10.15 a.m.	14.00 p.m. to 15.45 p.m.
Tuesday and Thursday	7.50 a.m. to 12.00 p.m. break: 10.00 a.m. to 10.15 a.m.	no classes
Saturday	no classes	no classes

3. SCHOOL INFRASTRUCTURE



Cycle 1 early childhood education – building “ Butzenhaus ”

Campus “ Atert ”

21 rue Atert
L-8051 Bertrange
phone: 26 312 705
fax: 26 312 756



Cycle 1 – building “ Prince Sébastien ”

Campus “ Atert ”

23 rue Atert
L-8051 Bertrange
phone: 26 312 707
fax: 26 312 752



Cycle 2 – building “ Beiestack ”

Campus “ Atert ”

31 rue Atert
L-8051 Bertrange
phone: 26 312 709
fax: 26 312 753



Cycle 3 – building “ beim Schlass ”

Campus “ Gemeng ”

9 beim Schlass
L-8058 Bertrange
phone: 26 312 701
fax: 26 312 750

Cycle 4 – building “ beim Schlass ”

Campus “ Gemeng ”

9 beim Schlass
L-8058 Bertrange
phone: 26 312 703
fax: 26 312 751

4. LIST OF THE CLASSES

CYLCE 1 EARLY CHILDHOOD EDUCATION – BUIDLING “ BUTZENHAUS ”, phone 26 312 705

- Mrs Martine Schroeder, teacher and Mrs Elvira Staiano, educator (red classroom)
- Mrs Nathalie Kill, teacher and Mrs Sandra Alves, educator (round classroom)
- Mrs Fabienne Schaul, teacher and Mrs Fanny Toisul, educator (green classroom)
- Mrs Anouk Nathan, teacher, Mrs Lynn Simon and Mrs Myriam Peters, educators (blue classroom)

CYCLES 1.1 AND 1.2 – BUILDINGS “ PRINCE SÉBASTIEN ”, phone 26 312 707 AND “ BUTZENHAUS ”, phone 26 312 705

- Mrs Michèle Klepper (classroom 3)
- Mrs Nadia Lambert (classroom 6)
- Mrs Laurence Muller (classroom 2)
- Mrs Michelle Schanen (classroom 5)
- Mrs Sandy Medernach (classroom 7)
- Mrs Paola Lanners-Roberto (classroom 8)
- Mrs Stéphanie Eppe (classroom 4)
- Mrs Liz Gengler (classroom 1)
- Mrs Deise Varandas (yellow classroom, building “ Butzenhaus ”)

CYCLES 2.1 AND 2.2 – BUILDING “ BEIESTACK ”, phone 26 312 709

Cycle 2.1

- Mrs Monique Neu (classroom 1, ground floor)
- Mrs Caroline Evrard-Baustert (classroom 2, ground floor)
- Mrs Carole Kemp-Meyers (classroom 11, first floor)
- Mr Thierry Schmitz (classroom 12, first floor)

Cycle 2.2

- Mrs Christiane Kuffer-Schmit and Mrs Nadine Turpel-Besch (classroom 6, ground floor)
- Mrs Svenja Gabler (classroom 7, ground floor)
- Mrs Véronique Biver (classroom 10, first floor)
- Mrs Elisabeth Recht (classroom 9, ground floor)
- Mrs Mandy Kraus (classroom 13, first floor)

CYLCE 3.1, 3.2, 4.1 AND 4.2 – BUILDING “ BEIM SCHLASS ”

Cycle 3.1

- Mrs Jill Altmann (classroom 7, ground floor, phone 26 312 812)
- Mrs Martine Schilling (classroom 9, ground floor, phone 26 312 809)
- Mr David Assa (classroom 8, ground floor, phone 26 312 810)
- Mrs Sophie Niederkorn (classroom 10, ground floor, phone 26 312 807)

Cycle 3.2

- Mrs Pascale Arend-Wenkin (classroom 2, ground floor, phone 26 312 819)
- Mrs Simone Weber-Neuens (classroom 3, ground floor, phone 26 312 818)
- Mrs Claudine Godart-Flesch (classroom 1, ground floor, phone 26 312 821)
- Mrs Nathalie Steichen (classroom 15, ground floor, phone 26 312 833)
- Mrs Julie Lloyd (classroom 4, ground floor, phone 26 312 816)

Cycle 4.1

- Mr Robert Glück (classroom 13, first floor, phone 26 312 827)
- Mrs Vanessa Arlé-Kettel (classroom 12, first floor, phone 26 312 837)
- Mrs Myriam Boutemy-Meier (classroom 11, first floor, phone 26 312 839)
- Mr Vincenzo Giacomantonio (classroom 14, first floor, phone 26 312 834)

Cycle 4.2


- Mrs Malou Richartz (classroom 21, first floor, phone 26 312 827)
- Mrs Diane Didling (classroom 20, first floor, phone 26 312 828)
- Mrs Claudine Wagener (classroom 22, first floor, phone 26 312 825)
- Mr Tom Friederes (classroom 19, first floor, phone 26 312 830)


SUMMARY OF THE CLASSES

Cycle	Number of classes	Number of pupils	Number of teachers
Cycle 1 early childhood education	4	59	9
Cycles 1.1. and 1.2	9	132	12
Cycles 2 to 4	26	394	52
Total:	39	585	73

The following people belong to the teaching staff as well:

- Mrs Anne Bernabeur, Mrs Cheryl Thill and Mrs Liz Moret, „équipe pédagogique ” and different courses, cycle 1,
- Mrs Julie Huberty and Mr Daniel Ferrari, „équipe pédagogique ”, cycle 2,
- Mrs Corinne Becker, „centre d'apprentissage ”, cycle 2,
- Mrs Ana Coimbra Moreira, „cours d'accueil ”, cycle 2,
- Mrs Sandra Rehlinger, „équipe pédagogique ”, cycle 3,
- Mrs Mireille Wies-Souvigé and Mrs Marierose Frank, „centre d'apprentissage ”, cycle 3,
- Mrs Ginette Krier, Mr Pierre Kuffer and Mr Tom Kraemer, „cours d'accueil ”, cycle 3 and cycle 4,
- Mrs Elisabeth Schmit, „équipe pédagogique ”, cycle 4,
- Mrs Marilène Caçao Da Silva, „centre d'apprentissage ”, cycle 4,
- Mrs Martine Faber-Bodevin, Mrs Marierose Frank, Mrs Ana Coimbra Moreira, Mrs Stéphanie Biwer, Mrs Melina Huberty, Mrs Julie Huberty and Mrs Gresa Vojvoda, Mr Guy Schmit and Mr Daniel Ferrari, different courses, cycles 2 to 4,
- Mr Sven Marx, physical education, cycles 2 to 4,
- Mr Luc Laux and Mr Yves Kaehler, swimming lessons for the children attending the cycles 1 to 4.

 Individual meetings, organised regularly, keep parents informed about the educational development of their child, the evaluation regulations and the competences to be achieved.

 Outside class hours, which means before and after classes, teachers can be reached by phone.

The parent representatives, presented in detail under point 11, are at parents' disposal for any questions and suggestions regarding everyday school life.

5. GRAND DUCAL DECREE OF 7TH MAY 2009 REGARDING THE ORDER AT PUBLIC SCHOOLS*

Article 1. Pupils, school staff and parents compose the school community. Article 2 of the law of 6th February 2009 regarding elementary school, regulates the composition of the school staff.

The school staff promotes the fellowship and community spirit of the pupils and teaches them to show respect to third persons. The educational work of the school staff is supported and completed by the parents.

Additional regulations to the existing school order may regulate the parents' access to the school buildings. Article 6 of the present decree determines its elaboration.

Article 2. The whole school community respects the established rules in order to achieve public safety and order. Good behaviour and punctuality are essential.

Provocations, which might disturb the in- or outside school life, as well as physical and mental violence are prohibited.

Sound and picture recordings within the school are prohibited, except for educational purposes. Any other recording has to be allowed by the parents and the municipality authorities or by the minister, responsible for education.

The pupils have to switch off their mobile phones during lessons and in breaks as well as in the school buildings. The phone may only be used, for whatever purpose, in strict respect of the school community. During class hours, school staff may only use mobile phones for professional purposes.

Article 3. The whole school community dresses correctly. Specific clothing can be required for painting, handcraft classes or gym lessons.

Article 4. Every member of the school community has to respect the school regulations. Breaches of the school order are individually punished, according to severity. Spirit and purpose of the punishment, about which the parents have to be informed as well, are precisely explained to the pupil.

Admonitions or additional educational works are possible punishments.

Physical punishment is prohibited.

Article 5. Teachers supervise the pupils during class hours; a supervision plan, made by the school committee, determines who supervises the pupils, 10 minutes before and after school, as well as during the breaks.

The supervision plan is part of the school organisation and has to be approved by the local council.

Article 6. The school committee in cooperation with the parent representatives can set up further rules as addition to the existing school regulation in order to control the in- or outside school life.

Any addition is examined by the school commission and the school inspector and has to be approved by the local council.

Article 7. The school order has to be published in school. At the start of the school year, the school staff, as well as the parents receive a copy of the school order as well as a copy of each additional regulation or modification.

Article 8. Everyone, who does not belong to the school community or who does not have to fulfill a mission in school, provided by law, is not allowed to enter the school area, unless the mayor has previously approved him to do so.

Article 9. The present decree applies with effect from the school year 2009/2010.

Article 10. The minister of National Education and Vocational Training is intrusted to put the present decree into effect, which is published in the Memorial.

*The minister for National Education
and Vocational Training,
Mady Delvaux-Stehres*

Palais de Luxembourg, 7th May 2009
Henri

* Free translation: If any problem should arise from the interpretation of the decree, the French text remains decisive.

6. EXEMPTION FROM SCHOOL LESSONS

The exemption from school lessons can only be allowed in exceptional cases and in compliance with the amended law of 6th February 2009 regarding the compulsory education.

According to the circular of April 21, 1994, article 2.5.2, the school board will reject the requests of parents who intend to go on holiday during school hours, except in cases of extreme urgency or necessity, which the school board will decide.

Extract from amended the law of 6th February 2009 regarding the compulsory education*:

Article 16. If a pupil temporarily does not attend his class, parents have to inform the teacher or class sovereign immediately.

Communication in case of a pupil's absence is regulated by law.

The only legitimate causes of absence are illness, death of a family member or any other “ force majeure ” circumstances.

Article 17. Exemptions from school lessons can be allowed upon an explicit request of the parents by:

- 1) the **teacher** or class sovereign, **for a time that does not exceed one school day**;
- 2) the **president of the school committee** or the head of the school, **for more than one school day**.


Without special permission of the minister, the number of exemptions per school year must not exceed a total of 15 days and must not exceed 5 consecutive days.

* Free translation: If any problem should arise from the interpretation of the articles, the French text remains decisive.


7. SCHOOL BUS

ROUTE 1 - "TOSSENBERG" MARKED BY THE PICTURE OF A BUS

**PAY ATTENTION!
CHANGE
OF THE MORNING
DEPARTURE TIME**

OUTWARD JOURNEY		STOP	RETURN JOURNEY	
morning Monday to Friday	afternoon Monday, Wednesday, Friday		morning Monday to Friday	afternoon Monday, Wednesday, Friday
7.18	13.30	Campus "Atert"	12.15	16.00
7.22	13.34	rue des Romains "Riedgen"	12.19	16.04
7.23	13.35	rue des Romains "Pesch"	12.20	16.05
7.24	13.36	rue de Mamer "Millewee"	12.21	16.06
7.26	13.38	rue de Mamer "Waassertuerm"	12.23	16.08
-	-	via route d'Arlon, rue Raoul Follereau	-	-
7.32	13.44	rue de Strassen	12.29	16.14
-	-	via route du 9 septembre 1944	-	-
7.38	13.50	rue de Leudelange "Dicks"	12.35	16.20
7.40	13.52	Campus "Atert"	12.37	16.22

ROUTE 2 - "HELFENT" MARKED BY THE PICTURE OF TWO CHILDREN

OUTWARD JOURNEY		STOP	RETURN JOURNEY	
morning Monday to Friday	afternoon Monday, Wednesday, Friday		morning Monday to Friday	afternoon Monday, Wednesday, Friday
7.20	13.30	Campus "Atert"	12.15	16.00
7.22	13.32	rue de Luxembourg "Montereale"	12.17	16.02
7.24	13.34	rue de Luxembourg "Tango"	12.19	16.04
7.26	13.36	rue de Luxembourg "Fleuri"	12.21	16.06
7.27	13.37	route de Longwy "Pletzer"	12.22	16.07
7.29	13.38	route de Longwy "Automobile Club"	12.24	16.09
7.31	13.39	route de Longwy "City Concorde"	12.26	16.11
7.33	13.41	rue J.F.J. d'Huart "Queeschhiel"	12.28	16.13
7.35	13.43	rue de Dippach "Huuacht"	12.30	16.15
7.37	13.45	rue de Dippach "Bruch"	12.32	16.17
7.40	13.48	Campus "Atert"	12.34	16.19

In order to ensure the school bus service runs smoothly, the pupils have to enrol in order to use this service. The enrolment form is attached on the last page.

The pupils attending cycle 1 will receive a bus card showing the picture corresponding to their route. The card should be fixed on their schoolbag in order to enable the school bus companions to guide them to the right bus. Mrs Sylvie Wies supervises the pupils of the route 2 - "Helfent". Route 1 - "Tossenber" is supervised by Mrs Vicky Thill in the morning, while in the afternoon supervision is provided by a member of the after school care centre staff according to a set work schedule.

All pupils attending school in Bertrange are allowed to take the school bus.

Pupils using the school bus gather in front of their school building and are accompanied by the bus companions to the "Atert"-stop.

8. SCHOOL BUS REGULATION*

Organisation

There are two different bus routes: route 1 “Tossenbergh” and route 2 “Helfent”, which are marked by the picture of a bus and the picture of two children. Plans for both routes are enclosed with the present regulation.

Passengers

All pupils attending cycles 1 to 4 of the elementary school in Bertrange are allowed to take the school bus free of charge.

Children attending cycle 1 receive a bus card showing the picture corresponding to their route. This card should visibly be fixed on the schoolbag in order to enable the bus companions to guide them to the right bus.

Enrolment

Parents enrol their child by form. The enrolment is of general purpose and does neither define times nor days on which the child takes the bus.

Supervision

Pupils attending cycle 1 or 2, using the school bus gather in their school. Pupils attending cycle 3 or 4, using the school bus gather outside their school. All pupils are accompanied by the bus companions to the “Atert” – stop. They are also accompanied on their way from the “Atert” – stop to the school building.

Children attending cycle 1 are brought at 7.35 to the after school care centre, in order to be supervised until school beginning at 8.05. This supervision is subject to charging.

The school bus companions can be contacted at the following phone numbers:

Route 1 “Tossenbergh”: 691 61 31 40

Route 2 “Helfent”: 691 61 31 41

Picking up at the bus stop

Parents have to specify whether their child will be picked up at the bus stop or not. If this is the case, name and phone number of the person have to be filled in.

If, for which reasons ever, the respective person is not at the bus stop, the child will be brought to the after school care centre. The parents are charged for the time during which the child is supervised in the centre.

Rules to be kept in mind

Parents are asked to make their child follow the instructions of the bus companions.

Pupils using the school bus must not endanger the safety of the passengers and have:

- to note the travel times,
- to follow the bus companions' and driver's instructions,
- to fasten the seat belt and to remain seated throughout the journey,
- to not endanger the other passengers' safety.

Scooters, skates or other means of transport, as well as mobile devices, electronic games and music equipment are prohibited in the bus.

Parents are liable for their children's deeds.

Non-compliance measures

Any violation of the present regulation is reported to the person in charge of the after school care centre, who inform the parents.

In that case, the college of mayor and aldermen might temporarily exclude pupils from the bus service.

Additional regulations

It is important that pupils who are enrolled for the school bus service use it regularly. They are not allowed to take the public bus lines or the shuttle service “Berti” for their way home.

* Free translation: If any problem should arise from the interpretation of the articles, the French text remains decisive.

9. FURTHER ACTIVITIES, ORGANISED DURING THE CLASSES

REMEDIAL CLASSES AND REINFORCEMENT COURSES (APPUI PÉDAGOGIQUE)

- are a differentiated provision to support and accompany the pupils in the development of their competences in a main subject, either on an ad hoc basis or on a regular basis, thus offering them the opportunity to discover and develop their potential. During these courses, pupils work in small groups and follow personalised tuition. Based on the children's different needs, teachers decide who will take part in the course and informs the parents about this differentiated provision.

ROAD PROGRAMME “ KUCK A KLINK ”

Cycle 2.1

- elaborated by the safe driving centre road programme, to make children aware of the dangers of road traffic and to teach them how to behave with caution

SWIMMING COURSES

Cycles 1 and 2

- basic courses in the beginners swimming pool of the sports and culture centre “ Atert ”

Cycles 3 and 4

- courses in the swimming hall “ Les Thermes ” in Strassen

All pupils attending cycle 4.2 receive a swimming badge informing about all passed swimming tests.

A local pool attendant, accompanies the pupils of the cycles 3 and 4 to Strassen in order to control on the spot the swimming programme.

SCHOOL CAMPS

Cycle 1

- mini school camps in Luxembourg

Cycles 2 to 4

- school camps and mini school camps in Luxembourg and abroad
- school exchange with the partner municipality Santa Maria Nuova (I)

In general, 15 €/ night/ child are invoiced if a school camp takes place in Luxembourg and 25 €/ night/ child for school camps abroad.

10. WHOM TO CONTACT IN CASE OF ... ? ? ?

The relationships between the different school partners, namely the municipality, the school staff and the parents are organised by the amended law of 6th February 2009 regarding the elementary school.

Parents should maintain the dialogue with the school staff who also inform them regularly about the educational development of their children. They also should not hesitate to mention any objections to the teacher, the “ coordinateur de cycle ” or to Mr Daniel Ferrari, president of the school committee.

Mr David Bettinelli, director of elementary school, is also available for any advice they should need or to discuss any more serious problem.

11. PARENT REPRESENTATIVES

MEMBERS

- Mrs Anaïs Colchen-Bentouati, member of the commission “ SEA ”
- Mrs Eve Didelot, member of the school commission
- Mr Geoffrey Didier
- Mrs Nadia Kalpakchieva-Lexis
- Mrs Anne Kruchten

- Mrs Rosita Wirtz-Pauly
- Mr Jochen Richter, member of the school commission
- Mrs Michèle Stoffel,
- Mr Robert Stroehle, member of the commission “ SEA ”
- Mrs Aleksandra Wesolowska

The parent representatives are available for any questions and suggestions concerning the everyday school life. They do represent parents and their needs in the school commission, as well as in the commission “ SEA ”.

Parent representatives are newly elected in October 2022.

MISSIONS

Extract from the amended law of 6th February 2009 regarding the elementary school*:

Article 49. The parent representatives meet with the school committee on behalf of its president’s invitation, as well as each time they ask to, in order:

1. to develop proposals modifying and improving the school organisation, elaborated by the school committee and the “ plan de réussite scolaire ”;
2. to organise meetings and events with all school partners;
3. to develop proposals concerning the school everyday life, in cooperation with the pupils.

At least three meeting sessions are organised during the school year.

* Free translation: If any problem should arise from the interpretation of the article, the French text remains decisive.

CONTACT DETAILS

Post can be sent to the following address: rpeb.bertrange@gmail.com

12. “ COORDINATEURS DE CYCLE ”

NOMINATED TEACHERS

- **Mrs Martine Schroeder**
cycle 1 early childhood education, building “ Butzenhaus ”
- **Mrs Liz Gengler**
cycle 1, building “ Prince Sébastien ”
- **Mrs Mandy Kraus**
cycle 2, building “ Beiestack ”
- **Mrs Simone Weber-Neuens**
cycle 3, building “ beim Schloss ”
- **Mrs Malou Richartz and Mr Vincenzo Giacomantonio**
cycle 4, building “ beim Schloss ”

The “ coordinateurs de cycles ” coordinate the “ équipes pédagogiques ” which regularly meet to strengthen and give coherence to programme, evaluation of the pupils and educational activities.

MISSIONS

Extract from the grand ducal decree of 27th April 2009 regarding the duties and the functioning of the “ équipes pédagogiques ”, the fields of responsibility and the indemnification of the “ coordinateurs de cycle ”*:

Article 5. The “ coordinateur de cycle ” coordinates and represents the individual or all the “ équipe(s) ” of a cycle at the school committee, with the parents, with the “ équipe multiprofessionnelle ” as well as with the staff of the after school care centre.

He promotes the cooperation between the membres of the individual or all the “ équipe(s) pédagogique(s) ” in order to ensure the continuity and coherence of the educational offer.

According to article 2, he calls the meeting of the individual or all the “ équipe(s) pédagogique(s) ”. He fixes the agenda, leads the meeting and documents the decisions taken.

* Free translation: If any problem should arise from the interpretation of the article, the French text remains decisive.

CONTACT DETAILS

- please refer to point 23 „ Useful addresses – School of Bertrange ”.

13. SCHOOL COMMITTEE

MEMBERS

- **Mr Daniel Ferrari**
president, building “ Beiestack ”
- **Mrs Corinne Becker**
secretary, building “ Beiestack ”
- **Mrs Pascale Arend-Wenkin**
member, building “ beim Schloss ”
- **Mr David Assa**
member, building “ beim Schloss ”
- **Mrs Marierose Frank**
member, building “ beim Schloss ”
- **Mrs Nathalie Kill**
member, building “ Butzenhaus ”
- **Mrs Nadia Lambert**
member, building “ Prince Sébastien ”

 *The school committee guarantees the dialogue between parents and school staff and the school authority.*

The composition of the school committee is defined by amended law of 6th February 2009 regarding the elementary school.

MISSIONS

Extracts from the amended law of 6th February 2009 regarding the elementary school*:

Article 40. In each school there is a school committee with the following tasks:

1. to develop a draft of the school organisation;
2. to develop the “ plan de réussite scolaire ” and to take part in the assessment of this;
3. to develop a provisional budget of the school;
4. to comment all topics, affecting the school staff, as well as those, presented by the school commission;
5. to define the necessary further education courses of the school staff;
6. to manage school and computer materials;
7. to approve, according to article 11, the school material which will be used.

...

Article 42. The tasks of the president of the school committee are:

1. to preside the school committee and to prepare and to coordinate its tasks;
2. to organise, in collaboration with the school inspector, the normal course of everyday school events, as well as to coordinate the work and actions of the “ équipes pédagogiques ”;
3. to guarantee contacts with the municipal and regional authorities;
4. to guarantee the exchange with the parents;
5. to guarantee the exchange with the staff of the after school care centre, as well as with the medical service;
6. to manage supply teachers and to introduce new pupils;
7. to coordinate the teachers’ timetables;
8. to gather pupils’ information, collected by the teachers;
9. to inform the mayor or his representative about any unjustified absences of a pupil;
10. to allow exemptions from school lessons for more than one school day, according to article 3, regarding compulsory education;
11. to collaborate with the “ agence pour le développement de la qualité de l’enseignement dans les écoles ”.

If the school consists of several buildings, the president may assign the tasks listed under points 6, 8 and 9 to other members of the school committee.

* Free translation: If any problem should arise from the interpretation of the article, the French text remains decisive.

CONTACT DETAILS

- please refer to point 23 „ Useful addresses – School of Bertrange ”.

14. SCHOOL COMMISSION

MEMBERS

- **Mr Frank Demuyser**
president
- **Mrs Nancy Roden**
secretary
- **Mr David Bettinelli**
director of elementary school
- **Mrs Katja Gross, Mrs Nadine Philippe, Mrs Nadine Schares and Mr Mactar Diallo**
members
- **Mrs Pascale Arend-Wenkin**
representative of the school staff
- **Mr Daniel Ferrari**
president of the school committee and representative of the school staff
- **Mrs Joëlle Rippinger**
representative of the after school care centre
- **Mrs Eve Didelot and Mr Jochen Richter**
parent representatives
- **Mr Serge Delvigne**
school doctor

MISSIONS

Extract from the amended law of 6th February 2009 regarding the elementary school*:

Article 50. The cooperation between school authority, school staff and parents takes place at the local level, by the school commission, which is the advisory board of the local council.

The municipality or the syndicate of local authorities nominates the school commission.

Without anticipating other legal texts, the school commission has following tasks:

1. to develop proposals concerning everyday school life and the “ plan de réussite scolaire ”, as well as to make comments in this context for the local council;
2. to follow the implementation of the school organisation and the “ plan de réussite scolaire ”;
3. to promote further outside school life measures, information and exchange between parents, school staff and after school care centre staff;
4. to analyse the evaluation report of the “ agence pour le développement de la qualité de l'enseignement dans les écoles ”, as well as to comment useful or disadvantageous topics regarding the school and to report these to the college of mayor and aldermen;
5. to comment the provisional budget of the school;
6. to participate in the design of construction and renovation of school buildings.

* Free translation: If any problem should arise from the interpretation of the article, the French text remains decisive.

CONTACT DETAILS

School commission of Bertrange

Mr Frank Demuyser, president
PO box 28, L-8005 Bertrange
frank.demuyser@bertrange.lu

15. AFTER SCHOOL CARE CENTRE BERTRANGE (SEA)

Pupils of all the cycles 1 to 4 can take part in the activities offered by the after school care centre (SEA).

Please find more information about the services of the after school care centre on the internet www.bertrange.lu/fr/citoyens/sea.

PREMISES

Management

Building “ am Beiestack ”

Campus “ Atert ”

29 rue Atert

L-8051 Bertrange

PO box 28

L-8005 Bertrange

phone: 26 312 719

e-mail: direction@sea.bertrange.lu

After school care centre

SEA Bertrange “ Beiestack ”

Campus “ Atert ”

29 rue Atert

L-8051 Bertrange

phone: 26 312 719

e-mail: info@sea.bertrange.lu

SEA Bertrange “ bei der Péitruss ”

Campus “ Atert ”

15a rue Atert

L-8051 Bertrange

phone: 26 312 713

e-mail: info@sea.bertrange.lu

MANAGEMENT STAFF

Mrs Joëlle Rippinger, head of the after school care centre

phone: 26 312 717

e-mail: joelle.rippinger@sea.bertrange.lu

Mrs Sonja Kieffer, associate head of the after school care centre

phone: 26 312 744

e-mail: sonja.kieffer@sea.bertrange.lu

SITE MANAGERS

SEA Bertrange “ Beiestack ”

Mrs Jil Schaul

phone: 26 312 771

e-mail: jil.schaul@sea.bertrange.lu

SEA Bertrange “ bei der Péitruss ”

Mr James Martins

phone: 26 312 743

e-mail: james.martins@sea.bertrange.lu

Mrs Benisa Sehic and Mrs Denia Tonon are currently on maternity or parental leave.

AFTER SCHOOL CARE CENTRE “ BEIESTACK ”

Cycle 1 early childhood education, cycle 1 and cycle 2.1

responsible:

Mrs Cristina Gonçalves Barros

associate responsible:

Mrs Stéphanie Krier

team of supervisors:

Mrs Melisa Balic, Mrs Mandy Ballinger, Mrs Gioia Bettini, Mrs Julia Brell, Mr Guillaume Cardoso, Mrs Maëlle Charlier, Mrs Cinzia Cimino, Mr Dany Claro Teixeira, Mrs Michèle Feiereisen, Mr Cyril Kettenmeyer, Mrs Jil Krier, Mrs Laura Lahr, Mrs Gina Liégeois, Mrs Liz Mallinger, Mrs Sandy Peiffer, Mrs Tania Pires Machado, Mrs Christiane Poull, Mrs Janine Campos Rodrigues, Mrs Tania Walentiny, Mr Steve Weber, Mrs Sylvie Wies and Mrs Samantha Tosseng, who is currently on maternity or parental leave

AFTER SCHOOL CARE CENTRE “ BEI DER PÉITRUSS ”

Cycles 2.2, 3 and 4

<u>responsible:</u>	Mrs Esmeralda Skrijelj
<u>associate responsible:</u>	Mrs Eileen Freymann
<u>team of supervisors:</u>	Mrs Sabrina Airoidi, Mrs Carmen Bucco, Mrs Maria De Almeida, Mrs Merima Delic-Hasanovic, Mr Ronny Esch, Mrs Florence Feit, „ référent pédagogique inclusion “, Mrs Yannick Frantzen, Mr Chris Kerschen, Mr Pol Kneip, Mrs Laura Martinelli, Mr Bruno Mesquita Dias, Mrs Kathia Molitor, Mr Benoît Mouris, Mr Damien Rupil, Mrs Vicky Thill, Mrs Lorena Tosti, Mrs Joyce Zinelli, and Mrs Kim Liberatore who is currently on maternity or parental leave

OPENING HOURS OF THE SECRETARY’S OFFICE

During term time

	in the morning	in the afternoon
Monday to Friday	from 8.00 a.m. to 12.00 p.m.	from 14.00 a.m. to 16.00 p.m.

During holiday

- by appointment only

OFFER OF THE AFTER SCHOOL CARE CENTRE

During term time

Cycle 1 early childhood education

services	schedule	location
the supervision, in the morning	from 7.30 a.m. (guaranteed by the teachers)	building “ Butzenhaus ”
the school restaurant	from 12.00 p.m. to 14.00 p.m.	SEA “ Beiestack ”
the pedagogical support	from 15.45 p.m. to 18.00 p.m. (Mo/We/Fr) from 14.00 p.m. to 18.00 p.m. (Tu/Th)	
the supervision, in the evening	from 18.00 p.m. to 18.30 p.m.	

Cycles 1 and 2.1


services	schedule	location
the supervision, in the morning	from 7.00 a.m. to 8.00 a.m.	SEA “ Beiestack ”
the school restaurant	from 12.00 p.m. to 14.00 p.m.	
the pedagogical support	from 15.45 p.m. to 18.00 p.m. (Mo/We/Fr) from 14.00 p.m. to 18.00 p.m. (Tu/Th)	
the supervision, in the evening	from 18.00 p.m. to 18.30 p.m.	


Cycle 2.2

services	schedule	location
the supervision, in the morning	from 7.00 a.m. to 7.40 a.m.	SEA “ Beiestack ”
the school restaurant	from 12.00 p.m. to 14.00 p.m.	SEA “ Péitruss ”
the pedagogical support	from 15.45 p.m. to 18.00 p.m. (Mo/We/Fr) from 14.00 p.m. to 18.00 p.m. (Tu/Th)	
the supervision, in the evening	from 18.00 p.m. to 18.30 p.m.	

Cycles 3 and 4

services	schedule	location
the supervision, in the morning	from 7.00 a.m. to 7.40 a.m.	building “ beim Schloss ”
the school restaurant	from 12.00 p.m. to 14.00 p.m.	SEA “ Péitruss ”
the pedagogical support	from 15.45 p.m. to 18.00 p.m. (Mo/We/Fr) from 14.00 p.m. to 18.00 p.m. (Tu/Th)	
the supervision, in the evening	from 18.00 p.m. to 18.30 p.m.	

 The staff of the after school care centre has to be informed by phone 26 312 719 or by e-mail info@sea.bertrange.lu about any absence before 9.00 a.m. the day it occurs.

 If the staff has not been informed in time, the fees are charged for the previously chosen services.


Activities are generally subject of charge and usually take place from 7.00 a.m. to 18.30 p.m. during almost the whole year. However, the after school care centre is closed from the 1st up to the 6th January 2023 and from the 31st July up to the 11th August 2023.


During holidays

services	schedule	buildings “ am Beiestack ” and “ bei der Péitruss ”
the supervision, in the morning*	from 7.00 a.m. to 9.00 a.m.	cycles 1 to 4
the activities, in the morning*	from 9.00 a.m. to 12.00 p.m.	
the school restaurant	from 12.00 p.m. to 14.00 p.m.	
the activities, in the afternoon*	from 14.00 p.m. to 17.30 p.m.	
the supervision, in the evening*	from 17.30 p.m. to 18.30 p.m.	
the familiarisation period for newcomers during the school holidays of the school year 2022/2023**	from the 16th August up to the 14th September 2023 from 7.00 a.m. to 18.30 p.m.	

* unless otherwise indicated

** The familiarisation period only concerns children who did not yet attend the after school care centre, but who will do so regularly from 15th September 2023. Forms are available in the after school care centre Bertrange or at the website. Detailed information about the programme is sent to the parents after having registered.

 For organisational reasons and in order to avoid any disturbance to the activities, parents should drop their child(ren) between 7.00 a.m. and 9.00 a.m. and pick her/him/them up between 17.30 p.m. and 18.30 p.m..

 Please notice that the fees for the activities, organised during school holidays and previously chosen are charged to you, even if your child did not participate. Exception is made on presenting a medical certificate.

16. AFTER SCHOOL CARE CENTRE REGULATION*

Article 1 – Admission requirements

All pupils living in Bertrange and attending elementary school in Bertrange are allowed to take part in the activities offered by the after school care centre (SEA).

Children who do not live in Bertrange but attend the local elementary school because they are supervised by a family member residing in Bertrange or by another person residing in Bertrange are not accepted.

Article 2 – Conditions to be fulfilled and priority admission

Parents enrol their children annually according to their family needs. Registrations are handled according to specified priorities.

Priority is given to requests of low-income families, families who are exposed to the risks of social exclusion, single parents and families with both parents working, according to article 23 (2) of the amended youth law of 4th July 2008.

In exceptional cases, at the justified request of teachers and according to the availability of places, children of non-priority parents may be admitted to after school care centre on Tuesdays and Thursdays for reasons of social integration or learning the Luxembourgish language.

When the number of applications registered exceeds the number of free places, the families are registered on a waiting list in the chronological order of the entrance of their request and are accepted according to available places.

The application must be complete and include:

- the **enrolment forms**
 - for the **periods during term time** (cycle 1 early childhood education **or** cycles 1.1 to 4.2) **and**
 - for the **periods during holidays** (cycles 1 early childhood education to 4.2) even if the child will not make use of it
 - for the **familiarisation period**: only for children who did not yet attend the after school care centre and who want to take part in the activities
 - the child's **health questionnaire** completed by the parents or the legal guardian
 - in case of **allergies or intolerance**, the **medical form** completed by the family doctor
 - the **PAI (individual care project)** for children with a **chronic disease** or **specific health needs** such as allergies, food allergies, asthma, heart disease, diabetes, epilepsy and hemophilia
 - the **current certificates of employment**
 - for **employees and officials**: the certificate issued by the employer shall contain the following:
 - type of the contract (e. g. indefinite term or fixed-term contract → including contract start and end)
 - employment level (50%, 75%, 100%, ...)
 - precise work time→ employment contracts, salary accountings or other documents are not accepted!
 - or**
 - for **self-employed persons**:
 - a declaration on oath issued by the concerned self-employed person
 - the precise work time
 - a certificate issued by the social security agency CCSS
- copy of the
 - vaccination card
 - social security card
 - contract “ chèque-service accueil “
- for families who are not living in Bertrange: a certificate of residence issued by the relevant authority (“ certificat de résidence élargi ”)

Registrations, changes as well as occasional or additional registrations are only accepted within the limits of available places and by arrangement with the staff. All changes have to be notified in writing using the appropriate form “ modification d’inscription “. Any change results within one week, which means 5 working days, except in urgent cases. Registration forms as well as all other necessary blanks are available at the desk of the after school care centre as well as on the Internet.

In the case of irregular registrations or “ according to a work schedule “, the parents have to fill in the form “ inscription mensuelle “ and submit it to the after school care center at the latest 5 days before the first of the month in question.

Parents have to inform the management services of the after school care centre about any change in their professional or family situation. Such changes may result in cancellation of the application.

Article 3 – Offer

According to the amended grand ducal decree of 14th November 2013, concerning the authorisation requirements for after school care centres, each centre has to render the following services:

1. relaxation and rest,
2. well-balanced catering,
3. supervised learning allowing the child to independently do its homework in a quiet environment with minimal support,
4. activities within the non-formal education of children and young people, as provided for by the amended youth law of 4th July 2008

Pedagogical activities

After lunch, in the afternoon and during holidays the after school care centre's staff provides different workshops to the children. The staff also prepares educational projects, in which children can take part.

Leisure time activities

During term time, children attending after school care centre are accompanied in the afternoon between 14.00 or 15.45 and until 18.00 to uncommercial leisure time activities organised by local clubs on the sites "Atert" and "Gemeng". This service is not offered during the lunch break. Parents have to fill in a special form, otherwise the children are not accompanied. Any modification must be notified in writing.

- LASEP
- Music school ArcA (group courses)
- Sport clubs (campus "Atert" and "Gemeng": BBC Sparta, Dëschtennis Frënn Bartreng, FC Sporting Bartreng, Volley Bartreng)
- Portuguese language school
- Catechesis

Further leisure time activities and individual courses

Only with the parents' express agreement and under their responsibility, children may also be absent to take part in other leisure time activities or individual courses. Therefore, a parental approval including the schedule of the activities has to be submitted. Any modification must be notified in writing.

Activities in collaboration with the municipality

- local council for children (cycle 4)
- participation in events: Winter fair, „Fest Multiculti“, „Bartreng beweegt sech“ ...
- summer holiday programme
- school bus

Activities in collaboration with the teaching staff

- extra tuition (under the teacher's supervision)
- local council for children (cycle 4)
- traffic programme
- support of children with special educational needs
- trips and school camps
- school fair
- «Schoulsportdag»
- performances

Article 4 – Familiarisation period

Children of cycle 1 early childhood education, cycles 1 and 2, who did not yet attend the after school care centre can be registered for the familiarisation period which takes place during the summer holidays, after the after care centre's annual leave, by using the provided form. Participation is recommended to familiarise with the new environment and to meet the supervisors' team.

The offer is adapted to the children and parents' rhythm and needs.

Article 5 – Opening hours

Parents shall be obliged to strictly observe the opening hours. The management of the after school care centre reserves the right to exclude children from the after school care centre who have not been picked up on time several times.

OPENING HOURS DURING TERM TIME

Cycle 1 early childhood education

services	schedule	location
the supervision, in the morning*	from 7.30 a.m. to 8.05 a.m. (guaranteed by the teachers)	building “ Butzenhaus ”
the school restaurant	from 12.00 p.m. to 14.00 p.m.	SEA Bertrange - “ Beiestack ”
the pedagogical support	from 15.45 p.m. to 18.00 p.m. (Mo/We/Fr) from 14.00 p.m. to 18.00 p.m. (Tu/Th)	
the supervision, in the evening	from 18.00 p.m. to 19.00 p.m.*	

* If the professional situation requires it, parents can register their child(ren) for the supervision at SEA Bertrange from 7 a.m. In this case, the service is chargeable.

Cycle 1

services	schedule	location
the supervision, in the morning	from 7.00 a.m. to 8.00 a.m.	SEA Bertrange - “ Beiestack ”
the school restaurant	from 12.00 p.m. to 14.00 p.m.	
the pedagogical activities	from 15.45 p.m. to 18.00 p.m. (Mo/We/Fr) from 14.00 p.m. to 18.00 p.m. (Tu/Th)	
the supervision, in the evening	from 18.00 p.m. to 18.30 p.m.	

Cycle 2.1

services	schedule	location
the supervision, in the morning	from 7.00 a.m. to 7.40 a.m.	SEA Bertrange - “ Beiestack ”
the school restaurant	from 12.00 p.m. to 14.00 p.m.	
the pedagogical activities	from 15.45 p.m. to 18.00 p.m. (Mo/We/Fr) from 14.00 p.m. to 18.00 p.m. (Tu/Th)	
the supervision, in the evening	from 18.00 p.m. to 18.30 p.m.	

Cycle 2.2

services	schedule	location
the supervision, in the morning	from 7.00 a.m. to 7.40 a.m.	SEA Bertrange - “ Beiestack ”
the school restaurant	from 12.00 p.m. to 14.00 p.m.	SEA Bertrange - “ bei der Péitruess ”
the pedagogical activities	from 15.45 p.m. to 18.00 p.m. (Mo/We/Fr) from 14.00 p.m. to 18.00 p.m. (Tu/Th)	
the supervision, in the evening	from 18.00 p.m. to 18.30 p.m.	

Cycle 3 and cycle 4

services	schedule	location
the supervision, in the morning	from 7.00 a.m. to 7.40 a.m.	building “ beim Schloss ”
the school restaurant	from 12.00 p.m. to 14.00 p.m.	SEA Bertrange - “ bei der Péitruess ”
the pedagogical activities	from 15.45 p.m. to 18.00 p.m. (Mo/We/Fr) from 14.00 p.m. to 18.00 p.m. (Tu/Th)	
the supervision, in the evening	from 18.00 p.m. to 18.30 p.m.	

OPENING HOURS DURING HOLIDAYS

Before holidays, parents will receive the programme of the planned activities. The schedules below may be adjusted depending on the programme. Children who are late for the activities' start will not be allowed to participate. During holidays, it is not possible to pick up the children from an ongoing activity, neither in the morning nor in the afternoon.

Cycle 1 early childhood education, cycles 1 and 2.1

services	schedule	location
the supervision, in the morning	from 7.00 a.m. to 9.00 a.m.	SEA Bertrange - " Beiestack "
the activities	from 9.00 a.m. to 12.00 p.m.	
the school restaurant	from 12.00 p.m. to 14.00 p.m.	
the activities	from 14.00 p.m. to 17.30 p.m.	
the supervision, in the evening	from 17.30 p.m. to 19.00 p.m.	

Cycle 2.2, cycles 3 and 4

services	schedule	location
the supervision, in the morning	from 7.00 a.m. to 9.00 a.m.	SEA Bertrange - " bei der Péitruess "
the activities	from 9.00 a.m. to 12.00 p.m.	
the school restaurant	from 12.00 p.m. to 14.00 p.m.	
the activities	from 14.00 p.m. to 17.30 p.m.	
the supervision, in the evening	from 17.30 p.m. to 19.00 p.m.	

Except on public holidays, the after school care centre is open as follows during school holidays:

- All Saints
- St Nicholas Day, as long as this is a working day
- during the first week of Christmas holiday.
- Shrovetide
- Eastern
- Whitsun
- Whit Tuesday
- Summer holidays, except during the first fortnight in August

Article 6 – Financial contribution

Parents' financial contribution is fixed according to the amended youth law of 4th July 2008.

All services are subject to charge. Periods selected upon registration are booked as indicated on the form. Every started hour will be invoiced.

Article 7 – Absence

During term time, the responsables of the after school care centre have to be informed about each absence before 9.00 a. m. on the same day by phone (26 312 719) or by mail (info@sea.bertrange.lu).

Concerning the supervision in the morning, the absence has to be communicated before 8.00 a. m. on the same day. If the staff has not been informed before, the selected services will be invoiced (periods and meals).

Concerning school holidays, parents have to inform the responsables of the after school care centre one month before the start of the holiday, otherwise the previously selected services will be charged, unless a medical certificate is provided. The agreed cancellation deadlines are included with the registration confirmation.

Article 8 – Sick children and administration of drugs

Sick children, as well as children who did not attend classes due to illness, must not attend the after school care centre. Children, who fall ill in the after school care centre, have to be picked up immediately by a parent or an authorised person.

Parents have to provide a copy of the doctor's prescription (of all prescription drugs) and to complete the form " autorisation parentale pour l'administration de médicaments ", which allows the administration of medication, otherwise the child cannot be given any medication.

Article 9 – Personal items and valuables

Personal items and valuables such as Pokemon cards, watches, mobile phones, cameras, personal games, ... are not permitted in the after school care centre. In case of loss or theft, no liability will be accepted.

Article 10 – Image rights

With parents' prior agreement, children will be photographed or filmed as part of the after school club activities. The photos or films are used for internal and/or external purposes (such as events in town or events in the after school care centre, excursions, activities as well as for general publications of the commune or the after school care centre, such as the official journal of the municipality, its website or Facebook page).

In this context, children, parents and external persons are not allowed to take photos or film inside the after school care centre.

Article 11 – Staff

According to the amended grand ducal decree of 14th November 2013, concerning the authorisation requirements for after school care centre, the management staff's primary task is (article 8):

1. to draw up an organisational structure,
2. to prepare educational concepts,
3. to mentor and to manage staff,
4. to monitor the implementation of the services established in article 2 of the amended grand ducal decree of 14th November 2013, concerning the authorisation requirements for after school care centre,
5. to promote the relationship between children and staff.

The educational staff's task consists in (article 11):

1. educational caring for the children,
2. preparing the activities,
3. participating in internal meetings and hearings with the school staff,
4. exchanges with parents,
5. taking part in continuing training programmes.

With the exception of the educator grad., head of the after school care centre, the staff is hired in compliance with the grand ducal decree of 28th July 2018, concerning the remuneration of municipal employees.

Article 12 – “ Friends Day ”

Within the limit of available places, non-priority families can register their child(ren) for the school restaurant, as well as for **Tuesday and Thursday afternoons**. Families will be informed at the start of the new school year so that children could take part in the programme after the All Saints' holidays.

To benefit from this service, the following documents must be submitted to the after school care centre:

- the enrolment form “ Friends Day ”
- the health questionnaire completed by the parents or the legal guardian
- in case of allergies or intolerance, the medical form completed by the family doctor
- the PAI (individual care project) for children with a chronic disease or specific health needs such as allergies, food allergies, asthma, heart disease, diabetes, epilepsy and hemophilia
- a copy of the vaccination card, the social security card and the contract “ chèque-service accueil ”
- for families who are not living in Bertrange: a certificate of residence issued by the relevant authority (“ certificat de résidence élargi ”)

Enrolment requirements

- After prior registration, children attending cycles 1 to 4 can take part in “ Friends Day ”.
- “ Friends Day ” takes place every Tuesday and Thursday between 12.00 p.m. and 14.00 p.m. and between 14.00 p.m. and 18.30 p.m. during term time.

Financial contribution

Parents' financial contribution is fixed according to the amended youth law of 4th July 2008.

All services are subject to charge. Periods selected upon registration are booked as indicated on the form. Every started hour will be invoiced.

The responsables of the after school care centre have to be informed about each absence before 9.00 a. m. on the same day by phone (26 312 719) or by mail (info@sea.bertrange.lu). If the staff has not been informed before, the selected services will be invoiced (periods and meals).

Article 13 – Summer holiday programme

At the end of the school year, the after school care centre organises a two-week summer programme for children living in Bertrange (cycles 1 to 4). The activities take place from Monday to Friday from 14.00 p.m. to 18.00 p.m.. However, this schedule can be adjusted, for example in the case of an excursion.

The enrolment form is included in the special edition of the official journal of the municipality published in May.

The staff of the after school care centre, supported by students during this time, is responsible for planning the activities and taking care of the children.

Participation fees are paid by “chèque-service accueil”. A flat rate of 10 working days at 3 hours per day is charged for each child registered in the summer program. After registration, parents will receive a confirmation of participation and the programme. The fee for the entire programme (15 hours per week) is now payable unless a medical certificate is presented.

During the entire summer programme, the after school care centre is open from Monday to Friday from 7.00 a.m. to 14.00 p.m.. The children are accompanied to the activities of the summer programme. Charged supervision is available in the after school care centre from 18.00 to 18.30. Previously selected time slots and meals will be charged. This also applies if the child is absent, unless a medical certificate is presented.

Article 14 – Annulment

The present regulation annuls and replaces that of 1st July 2020 and **becomes effective on 1st August 2022.**

* Free translation: If any problem should arise from the interpretation of the article, the French text remains decisive.

17. “ CHÈQUE-SERVICE ACCUEIL ”



The “chèque-service accueil” is a social and financial support which has been introduced by the ministry of Family and Integration in order to help parents fulfil their familiar, professional and social obligations.

The card is free, valid for 12 months and can be requested throughout the year.

The membership to the “chèque-service accueil” does not guarantee a spot and does not dispense from the enrolment of the child for the different care services and day-nurseries.

Further information is provided by phone at the number 8002-1112 or at the web page www.staarkekanner.lu.

The card is available at the citizens' office, phone 26 312 324/321.

CONDITIONS TO BE FULFILLED

The child has to

- live in Luxembourg
- be between 0 and 12 years of age, and/or
- attend the elementary school

NECESSARY DOCUMENTS

one of the following documents:

- the last tax assessment
- the wage accounts of the last three months **and the proof of a possible tax exemption**
- any other proof, informing about the current income (CE, Namsa, ...)

If none of the listed documents is presented, the maximum fees are charged.

as well as

- the social security number of the child.

Marriage communities, registered partnerships and concubinages are treated the same way.

18. COMMISSION “ SEA ”

MEMBERS

- **Mr Frank Demuyser**
president
- **Mrs Nancy Roden**
secretary
- **Mr Daniel Ferrari**
president of the school committee
- **Mrs Joëlle Rippinger**
head of the after school care centre
- **Mr Jerry Sonntag**
industrial engineer
- **Mrs Françoise Moro-Oliveira Costa**
representative of the staff of the after school care centre
- **Mrs Anaïs Colchen-Bentouati and Mr Robert Stroehle**
parent representatives

MISSIONS

Extract from the register of decisions of the local council from 22nd November 2004:

- to control the quality of food in the school restaurant

CONTACT DETAILS

Commission “ SEA ”

Mr Frank Demuyser, president
PO box 28, L-8005 Bertrange
frank.demuyser@bertrange.lu


19. SUMMER OFFER

SUMMER HOLIDAY PROGRAMME 2023

- from 17th to the 28th July 2023, for all pupils who attended the cycles 1 to 4 in Bertrange during the school year 2022/2023

YOUTH-PROGRAMME 2023

- from 17th to the 28th July 2023, for all young people who attended the 7th, 6th or 5th class of the classical or general secondary school during the school year 2022/2023

 Details about the summer offer and youth-programme are available in a special edition of the official journal of the municipality, as well as on social media.

20. ADDITIONAL SERVICES

PRIVATE LESSONS

A list of names and addresses of people giving private lessons in different subjects of the elementary and secondary school is available at the municipality's office.

CHILD CARE AND BABY-SITTING

A list of names and addresses of people taking care of children on an hourly basis is available at the municipality's office.

HOLIDAY JOBS FOR STUDENTS

in the field service of the municipality

- holiday jobs for students during the Easter, Whitsun and Summer holidays

Details about periods, recruitment conditions, as well as the corresponding registration form are published in the official journal of the municipality.

within the summer holiday programme

- holiday jobs for students during the summer holiday programme

Further information can be obtained with Mrs Joëlle Rippinger, phone: 26 312 717, e-mail: info@sea.bertrange.lu

FREE SERVICE “ LATE-NIGHT-BUS ”

- a bus service by the municipalities Strassen and Bertrange serving from the city district “ Kirchberg ” on Fridays and Saturdays

Pathing and timetable at the website www.bertrange.lu/mobilite.

SERVICE “ NIGHT-RIDER ”

- guarantees an individual bus pick-up service by night

The subscription is available at the municipal fund, phone: 26 312 352/354.

More information also on www.nightrider.lu

21. SUBSIDIES

SUBSIDY FOR DESERVING PUPILS ATTENDING THE SECONDARY SCHOOL

classic and general secondary school

Conditions

- having passed the 7th, 6th or 5th class of the classical or general secondary school: **75 euros**
- having passed the 4th, 3rd or 2nd class of the classical or general secondary school: **100 euros**
- having passed the exam of the classical or general secondary school, DAP, CCP or similar: **150 euros**
- not having repeated the class

Procedures to fulfil

- completing the corresponding form and handing it, with the copies of the reports, to Mrs Fiona Hendel, citizens' office, by **30th September 2022** at the latest

Official basis

- regulation adopted by the local council on 13th May 2019, regarding supports for pupils attending secondary school, universities or universities of applied sciences

SUBSIDY FOR DESERVING STUDENTS

universities and universities for applied sciences

Conditions

- having passed the academic year **250 euros**

Procedures to fulfil

- completing the corresponding form and submitting proof that the academic year has been passed or handing a copy of the registration for the coming academic year to Mrs Fiona Hendel, citizens' office, by **15th November 2022** at the latest

Official basis

- regulation adopted by the local council on 13th May 2019, regarding supports for pupils attending secondary school, universities or universities of applied sciences

FINANCIAL SUPPORT FOR LOW-INCOME HOUSEHOLDS

- additional grant awarded by the municipal fund of 50 % of the support paid by the “ Centre psycho-social et d'accompagnement scolaires (CePAS) ”

Procedures to fulfil

- completing the corresponding form and handing it, with the copy attesting the support paid by the “ Centre psycho-social et d'accompagnement scolaires (CePAS) ” to Mrs Nancy Roden, school department

Official basis

- regulation adopted by the local council on 13th May 2019, regarding supports for pupils attending secondary school, universities or universities of applied sciences

MUNICIPAL FUND'S CONTRIBUTION TO THE COSTS INCURRED BY DYSLEXIA/DYSCALCULIA-COURSES

- 20 % redeeming of the arisen costs without exceeding the sum of 750 € per pupil and school year

Procedures to fulfil

- completing the corresponding form and handing it, with an attendance certificate, a copy of the organisation's constitution and a copy of the fees charged to Mrs Nancy Roden, school department

Official basis

- regulation adopted by the local council on 13th May 2019, regarding the municipal fund's contribution to the costs incurred by special courses for pupils with dyslexia

22. SCHOOL HOLIDAYS AND DAYS OFF SCHOOL

SCHOOL HOLIDAYS

Extract from the decree of 2nd September 2020 regarding the school holidays and days off school for the school years 2020/2021, 2021/2022 and 2022/2023.

- **All Saints** from Saturday 29th October 2022 to Sunday 6th November 2022
- **Christmas** from Saturday 24th December 2022 to Sunday 8th January 2023
- **Shrovetide** from Saturday 11th February 2023 to Sunday 19th February 2023
- **Eastern** from Saturday 1st April 2023 to Sunday 16th April 2023
- **Whitsun** from Saturday 27th May 2023 to Sunday 4th June 2023
- **Summer** holiday from Saturday 15th July 2023 to Thursday 14th September 2023

DAYS OFF SCHOOL

Extract from the decree of 2nd September 2020 regarding the school holidays and days off school for the school years 2020/2021, 2021/2022 and 2022/2023.

- **Labour Day** Monday 1st May 2023
- **Europe Day** Tuesday 9th May 2023
- **Ascension Day** Thursday 18th May 2023
- **National Day** Wednesday 23rd June 2023

23. USEFUL ADDRESSES

A

AFTER SCHOOL CARE CENTRE BERTRANGE (SEA)

Campus “ Atert ”, 29 rue Atert, L-8051 Bertrange

phone: 26 312 717

e-mail: info@sea.bertrange.lu

“ ARCA ”, Music school

Campus “ Atert ”, 17 rue Atert, L-8051 Bertrange

phone: 26 312 940

B

Mr David BETTINELLI, director of elementary school

2-4 parc d'activités Capellen (building C), L-8309 Capellen

phone: 2475 5110

e-mail: secretariat.mamer@men.lu

fax: 2475 5111

C

“ CELLULE D’ACCUEIL SCOLAIRE POUR ÉLÈVES NOUVEAUX ARRIVANTS (CASNA) ”

Contact point for parents and children newly arrived in Luxembourg

29 rue Aldringen, L-1118 Luxembourg

phones: 2478 5277

internet: www.integratioun.lu/project/casna-secam

“ CENTRE MÉDICO-SCOLAIRE ET SOCIAL ” - DEPARTMENT FOR SOCIAL AFFAIRS

8 rue de la Fontaine, L-8058 Bertrange

phones: 26 312 721 (on-call duty, every Monday from 13.30 p.m. to 14.30 p.m.)

26 11 37 22/23/24 (outside of surgery hours)

fax: 26 11 37 37

“ COMMISSION D’INCLUSION (C.I.) ”

2-4 parc d'activités Capellen (building C), L-8309 Capellen

phone: 2475 5104

e-mail: ci.mamer@men.lu

D

DAY NURSERY “ KANNERVILLA CARLO HEMMER ” – LUXEMBOURGISH RED CROSS

10 cité Henri Dunant, L-8095 Bertrange

phone: 27 55 68 10

internet: www.croix-rouge.lu/creche-bertrange

fax: 27 55 68 01

e-mail: kannervilla@croix-rouge.lu

Mr Frank DEMUYSER, president of the school commission

PO box 28, L-8005 Bertrange

frank.demuyser@bertrange.lu

“ DUERFHAUS ”

2 rue de la Fontaine, L-8058 Bertrange

phone: 26 312 720

E

Mr Jérôme EPPE, Educator grad., head of the Youth Centre – Luxembourg Red Cross

1 rue de la Fontaine, L-8058 Bertrange

phone: 26 312 275 – 621 822 917

e-mail: jerome.eppe@croix-rouge.lu

“ ÉQUIPE DE SOUTIEN DES ÉLÈVES À BESOINS ÉDUCATIFS PARTICULIERS OU SPÉCIFIQUES (ESEB) ”

Mrs Jackie HAUFFELS, assistant director

2-4 parc d'activités Capellen (building C), L-8309 Capellen

phone: 2475 5105

e-mail: ci.mamer@men.lu

F

Mrs Joëlle FLAMMANG, cultural officer, responsible for music teaching and courses for adults

PO box 28, L-8005 Bertrange

phone: 26 312 340

internet: www.bertrange.lu

fax: 26 312 757

e-mail: joelle.flammang@bertrange.lu

H

HOUSE OF ORIENTATION

“Maison de l'orientation ”

29 rue Aldringen, L-1118 Luxembourg

phone: 8002 8181

internet: www.maison-orientation.lu

e-mail: info@maison-orientation.public.lu

M

MINISTRY OF NATIONAL EDUCATION, CHILDHOOD AND YOUTH (M.E.N.J.E.)

“Ministère de l'éducation nationale, de l'enfance et de la jeunesse (M.E.N.J.E.)

33 rives de Clausen, L-2165 Luxembourg

phone: 2478 5100

internet: www.men.lu

e-mail: info@men.lu

MUNICIPALITY OF BERTRANGE – school department

PO box 28, L-8005 Bertrange

phone: 26 312 323

internet: www.bertrange.lu

fax: 26 312 555

e-mail: nancy.rodén@bertrange.lu

P

PARENTS' ASSOCIATION OF BERTRANGE (A.P.E.C.B.)

PO box 78, L-8005 Bertrange

PARENT REPRESENTATIVES

e-mail: rpeb.bertrange@gmail.com

(see also reference 11)

R

Mrs Joëlle RIPPINGER, Educator grad., head of the after school care centre

Campus “ Atert ”, 15a rue Atert, L-8051 Bertrange

phone: 26 312 717

office

phone: 26 312 719

after school care centre, building “ am Beiestack ”

phone: 26 312 713

after school care centre, building “ bei der Péitruess ”

e-mail: info@sea.bertrange.lu

S

SCHOOL OF BERTRANGE

PO box 28, L-8005 Bertrange

with the following buildings:

“ **Butzenhaus** ”, cycle 1 early childhood education

Mrs Martine SCHROEDER, “ coordinatrice de cycle ”

Campus “ Atert ”, 21 rue Atert, L-8051 Bertrange

phone: 26 312 705

internet: www.ecoles-bertrange.lu

fax: 26 312 756

“ **Prince Sébastien** ”, cycle 1

Mrs Liz GENGLER, “ coordinatrice de cycle ”

Campus “ Atert ”, 23 rue Atert, L-8051 Bertrange

phone: 26 312 707

internet: www.ecoles-bertrange.lu

fax: 26 312 752

“ **Beiestack** ”, cycle 2

Mrs Mandy KRAUS, “ coordinatrice de cycle ”

Campus “ Atert ”, 31 rue Atert, L-8051 Bertrange

phone: 26 312 709

internet: www.ecoles-bertrange.lu

fax: 26 312 753

“ **beim Schloss** ”, cycle 3

Mrs Simone WEBER-NEUENS, “ coordinatrice de cycle ”

Campus “ Gemeng ”, 9 beim Schloss, L-8058 Bertrange

phone: 26 312 818

internet: www.ecoles-bertrange.lu

fax: 26 312 750

“ **beim Schloss** ”, cycle 4

Mrs Malou RICHARTZ et M. Vincent GIACOMANTONIO, “ coordinateurs de cycle ”

Campus “ Gemeng ”, 9 beim Schloss, L-8058 Bertrange

phone: 26 312 827/834

internet: www.ecoles-bertrange.lu

fax: 26 312 751

SCHOOL RESTAURANT “ am Beiestack ”

Campus “ Atert ”, 15a rue Atert, L-8051 Bertrange

phone: 26 312 719

e-mail: info@sea.bertrange.lu

SPORTS AND CULTURE CENTRE “ ATERT ”

Campus “ Atert ”, 13 rue Atert, L-8051 Bertrange

phone: 26 312 500

fax: 26 312 501

SWIMMING HALL “ LES THERMES ”

rue des Thermes, L-8018 Strassen

phone: 27 03 00 27

internet: www.lesthermes.net

fax: 27 03 00 28

e-mail: info@lesthermes.net

Y

YOUTH CENTRE BERTRANGE – LUXEMBOURG RED CROSS

Mr Jérôme EPPE, Educator grad., head of the Youth Centre

1 rue de la Fontaine, L-8058 Bertrange

phone: 26 312 275 – 621 822 917

e-mail: jerome.eppe@croix-rouge.lu

This is a detailed street map of a district in Luxembourg. The map shows a network of streets, including rue du KIEM, rue des ROMAINS, rue du CHEMIN DE FER, and rue de la GARE. A railway line runs through the center, with a station labeled GARE. Various landmarks are marked with numbers 1 through 33. The map also shows a park area (green) and a sports field (green). The streets are color-coded: yellow for main roads, blue for water, and green for parks or sports fields. The map is oriented with North at the top.

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