



FOREWORD

Dear students,
Dear parents,

I hope you were able to enjoy some rest, discovery and family time during your well-deserved summer break. We are excited to begin the new 2025/2026 school year, which is full of projects, challenges and opportunities.

This new school year promises to be particularly memorable for our municipality with the opening of the new SEA 'Bei der Gemeng', a modern, welcoming facility designed to accommodate up to 480 children. This project reflects our ongoing commitment to providing high-quality extracurricular care for children.

We plan to begin the initial stages of planning for the expansion of our school infrastructure. Demographic changes and current educational requirements mean that we need to plan for the future by designing school facilities that are modern, sustainable and tailored to the needs of pupils. This project, which will be developed in close consultation with the relevant stakeholders, will aim to increase the capacity of our schools while creating an environment conducive to high-quality learning.

I would like to thank the teaching staff, the reception staff, the members of the school board and the municipal services for their commitment to the school community.

I wish all our students, teaching and supervisory staff, and parents a pleasant start to the 2025/2026 school year.

Youri De Smet
mayor

**BONNE RENTRÉE
2025/2026 !**

TABLE OF CONTENTS

1. First School Day 2025/2026	3
2. Timetable	4
3. School infrastructure	5
4. List of the classes	6
5. Grand ducal decree of 7th May 2009 regarding the order at public schools	8
6. Exemption from school lessons	10
7. School bus	11
8. School bus regulation	12
9. Further activities, organised during the classes	13
10. Whom to contact in case of ... ?	14
11. Parent representatives and parent's association	15
12. "Coordinateurs de cycle"	16
13. School committee	17
14. After school care centre bertrange (sea)	18
15. "Chèque-service accueil"	22
16. Summer offer	23
17. Additional services	23
18. Subsidies	24
19. School holidays and days off school	25
20. Useful addresses	26
21. Map of Bertrange	30



1. FIRST SCHOOL DAY 2025/2026

MONDAY, 15TH SEPTEMBER 2025

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 Monday, 15th September 2025 is a full school day.
So, all the pupils are off school after the afternoon classes.

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.

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 Katty Fiermonte, Mrs Myriam Peters, Mrs Lynn Simon, Mrs Elvira Staiano or Mrs Fanny Toisul, 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 cycles 2 and 3: 10.00 a.m. to 10.15 a.m. break cycle 4: 09.40 a.m. to 09.55 a.m.	14.00 p.m. to 15.45 p.m.
Tuesday and Thursday	7.50 a.m. to 12.00 p.m. break cycles 2 and 3: 10.00 a.m. to 10.15 a.m. break cycle 4: 09.40 a.m. to 09.55 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 Bartringen
Telefon: 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 “BEI STACK”

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 Schloss
L-8058 Bertrange
phone: 26 312 701
fax: 26 312 750

CYCLE 4 – BUILDING “BEIM SCHLASS”

Campus “Gemeng”

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

4. LIST OF THE CLASSES

CYCLE 1 EARLY CHILDHOOD EDUCATION – BUILDING “BUTZENHAUS”, phone 26 312 705

- Mrs Martine Schroeder, teacher and Mrs Elvira Staiano, educator (red 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)
- Mrs Nathalie Kill, teacher and Mrs Katty Fiermonte, educator (round 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 Maïté Pfeiffer (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 Christiane Kuffer-Schmit and Mrs Nadine Turpel-Besch (classroom 6, ground floor, phone 26 312 866)
- Mrs Svenja Gabler (classroom 7, ground floor, phone 26 312 867)
- Mrs Véronique Biwer (classroom 9, first floor, phone 26 312 869)
- Mrs Mandy Kraus (classroom 13, first floor, phone 26 312 873)

Cycle 2.2

- Mrs Monique Neu (classroom 1, ground floor, phone 26 312 861)
- Mrs Caroline Evrard-Baustert (classroom 2, ground floor, phone 26 312 862)
- Mrs Martine Schilling (classroom 11, first floor, phone 26 312 871)
- Mr Thierry Schmitz (classroom 12, first floor, phone 26 312 872)

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

Cycle 3.1

- Mrs Pascale Arend-Wenkin (classroom 16, first floor, phone 26 312 831)
- Mrs Simone Weber-Neuens (classroom 3, ground floor, phone 26 312 818)
- Mrs Malou Richartz (classroom 4, ground floor, phone 26 312 816)
- Mrs Claudine Godart-Flesch (classroom 1, ground floor, phone 26 312 821)
- Mr David Assa (classroom 2, ground floor, phone 26 312 819)



Cycle 3.2

- Mrs Jill Altmann (classroom 7, ground floor, phone 26 312 812)
- Mrs Nathalie Steichen (classroom 8, ground floor, phone 26 312 810)
- Mrs Vanessa Arlé-Kettel (classroom 9, ground floor, phone 26 312 809)
- Mrs Myriam Boutemy-Meier (classroom 10, ground floor, phone 26 312 807)
- Mrs Corinne Becker (classroom 5, ground floor, phone 26 312 815)

Cycle 4.1

- Mrs Diane Didling (classroom 20, first floor, phone 26 312 828)
- Mrs Claudine Wagener (classroom 19, first floor, phone 26 312 830)
- Mrs Julie Lloyd (classroom 21, first floor, phone 26 312 827)
- Mrs Marie Bauer (classroom 15, first floor, phone 26 312 833)
- Mrs Julie Thommes (classroom 22, first floor, phone 26 312 825)

Cycle 4.2

- Mr Robert Glück (classroom 13, first floor, phone 26 312 836)
- Mr Pit Haas (classroom 14, first floor, phone 26 312 834)
- Mrs Sophie Niederkorn (classroom 11, first floor, phone 26 312 839)
- Mrs Noémie Etienne (classroom 12, first floor, phone 26 312 837)

SUMMARY OF THE CLASSES

Cycle	Number of classes	Number of pupils	Number of teachers
Cycle 1 early childhood education	4	65	11
Cycles 1.1 and 1.2	9	133	13
Cycles 2 to 4	27	386	49
Total	40	584	73

The following people belong to the teaching staff as well:

- Mrs Anne Bernabeu, Mrs Cheryl Thill, Mrs Lisa Sorcinelli and Mrs Dana Zangerlé, “équipe pédagogique” and different courses, cycle 1,
- Mrs Carole Kemp-Meyers and Mrs Graziella Ferraro, „équipe pédagogique”, cycle 2,
- Mrs Ana Coimbra Moreira, „centre d'apprentissage”, cycle 2,
- Mrs Martine Faber-Bodevin, „équipe pédagogique”, cycle 3,
- Mrs Mireille Souvigé and Mr Daniel Liesch, „centre d'apprentissage”, cycle 3,
- Mrs Ginette Krier, Mr Daniel Ferrari, Mr Pierre Kuffer and Mr Sven Marx, „cours d'accueil”,
- Mrs Marilène Caçao, „centre d'apprentissage”, cycle 4,
- Mrs Florence Antony, Mrs Stéphanie Biwer, Mrs Marilène Caçao, Mrs Jill Dolisy, Mrs Graziella Ferraro, Mrs Ernique Schmeitz, Mrs Gresa Vojvoda, Mr Tom Friederes, Mr Vincenzo Giacomantonio and Mr Guy Schmit, different courses, cycle 2 to 4,
- Mr Luc Laux, Mr Yves Kaehler and Mr David Grillini, 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, am 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

OUTWARD JOURNEY		STOP	RETURN JOURNEY	
morning Monday to Friday	afternoon Monday, Wednesday, Friday		morning Monday to Friday	afternoon Monday, Wednesday, Friday
7.10	13.30	Campus scolaire « Atert »	12.15	16.00
7.14	13.34	rue des Romains « Riedgen »	12.19	16.04
7.15	13.35	rue des Romains « Pesch »	12.20	16.05
7.16	13.36	rue de Mamer « Millewee »	12.21	16.06
7.18	13.38	rue de Mamer « Waassertuerm »	12.23	16.08
-	-	via route d'Arlon, rue Raoul Follereau	-	-
7.28	13.44	rue de Strassen	12.29	16.14
-	-	via route du 9 septembre 1944	-	-
7.34	13.50	rue J.F.J. d'Huart « Queeschhiel »	12.35	16.20
7.35	13.51	rue de Dippach « Huuscht »	12.36	16.21
7.36	13.52	rue de Dippach « Bruch »	12.37	16.22
7.37	13.53	Campus scolaire « Atert »	12.38	16.23

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
7.15	13.30	Campus scolaire « Atert »	12.15	16.00
7.17	13.32	rue de Luxembourg « Montereale »	12.17	16.02
7.19	13.34	rue de Luxembourg « Richterwee »	12.19	16.04
7.21	13.36	rue de Luxembourg « Fleuri »	12.21	16.06
7.22	13.37	route de Longwy « Pletzer »	12.22	16.07
7.24	13.41	route de Longwy « Automobile Club »	12.24	16.09
7.26	13.43	route de Longwy « City Concorde »	12.26	16.11
7.29	13.45	rue de Leudelage « Dicks »	12.28	16.13
7.35	13.53	Campus scolaire « Atert »	12.34	16.19

8. SCHOOL BUS REGULATION*

Organisation

Two separate routes are served, namely route 1 'Tossenbergh' and route 2 'Helfent', marked by images of a bus and two children respectively. The timetable is an integral part of these regulations.

Passengers

All pupils attending cycles 1 to 4 of primary education in Bertrange can take advantage of the free school bus service.

A card corresponding to the respective routes is given to children in cycle 1. This card must be attached to their school bag so that supervisory staff can guide them to the appropriate bus.

Enrolment

Parents register their child for school transport using a special form. This registration is general and does not specify the days and times when parents intend to use the transport service for their child.

Supervision

Students are accompanied by SEA (service d'éducation et d'accueil) staff on the route from the school building to the Atert campus bus stop. Supervision is also provided on the route from the Atert campus bus stop to the school building.

SEA staff can be contacted on the following telephone numbers:

Route 1 "Tossenbergh" : 691 61 31 40

Route 2 "Helfent": 691 61 31 41

Picking up at the bus stop

Parents must specify on the registration form whether the child will be picked up at the bus stop. If so, the contact details of the person(s) must be provided on the form.

If, for any reason, the person is not present at the bus stop, the municipal services reserve the right to transfer the child to the SEA, where the child will be picked up by their parents.

Rules to keep in mind

Parents are required to encourage their children to follow the instructions of SEA staff.

Children are required to behave respectfully towards other children and SEA staff.

Pupils using school transport are required to:

- adhere to timetables,
- follow the instructions of supervisory staff and bus drivers,
- fasten their seatbelts and remain seated during the journey, and
- not endanger the safety of other passengers.

The following are prohibited on school buses:

- transporting scooters, skateboards or other means of transport
- using mobile phones, electronic games or music devices
- consuming food or drink



Parents will be held responsible for any acts of vandalism.

Non-compliance measures

In the event of non-compliance with these rules, as well as in the event of serious disciplinary or behavioural problems that pose a danger to other children or staff, parents will be informed by registered letter.

If the problem persists, the College of Mayor and Aldermen may decide to exclude a child from the school transport service, either temporarily or permanently, by registered letter and with immediate effect.

Additional regulations

The school bus service is free of charge.

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 KLIKK"

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, 25 €/night/child are invoiced if a school camp takes place in Luxembourg and 40 €/night/child for school camps abroad.

Children who, according to the provisions of the amended law of 4th July 2008, are at risk of social exclusion, precarious conditions or poverty are entitled to a reduced participation of 10 € per pupil per night for each class camp that takes place in Luxembourg or abroad. In accordance with the provisions of article 23, paragraph 2 of the above-mentioned amended law, a written and reasoned request to the school department of the municipality is sufficient.

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 informs 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 AND PARENT'S ASSOCIATION

PARENT REPRESENTATIVES

MEMBERS

- Mrs Marie Ansay
- Mrs Anaïs Colchen
- Mr Marc Muller

The parent representatives are available for any questions and suggestions concerning the everyday school life.

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

PARENT'S ASSOCIATION

RESPONSIBLE PERSONS

- Mrs Rosita Wirtz-Pauly, president
- Mrs Anne Kruchten, vice-president
- Mrs Michèle Stoffel, secretary
- Mr zClaude Fleming, treasurer

MISSIONS

The APECB is a group of volunteers made up of parents of pupils attending Bertrange Primary School from early childhood education to cycle 4. Throughout the year, we organise various extra-curricular events, such as the school festival in the municipality of Bertrange, in order to strengthen friendships between children and to encourage parents to meet and exchange ideas.

CONTACT DETAILS

e-mail: apecbertrange@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 Claudine Wagener 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 20 „Useful addresses – School of Bertrange”.

13. SCHOOL COMMITTEE

MEMBERS

- **Mr Daniel Ferrari**
president, building “Beiestack”
- **Mr David Assa**
secretary, building “beim Schloss”
- **Mrs Pascale Arend-Wenkin**
member, building “beim Schloss”
- **Mrs Sophie Niederkorn and Mr Vincenzo Giacomantonio**
member, building “beim Schloss”




- Mrs Deise Varandas

member, building “Butzenhaus”

- Mrs Stéphanie Eppe

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 20 „Useful addresses – School of Bertrange”.

14. 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/citoyens-residents/service-deduction-et-daccueil/annuaire.

PREMISES

Management

Building “bei der Gemeng”

6 beim Schloss PO box 28

L-8058 Bertrange L-8005 Bertrange e-mail: direction@sea.bertrange.lu

After school care centre

SEA “Beiestack”

Campus “Atert”

29 rue Atert phone: 26 312 719

L-8051 Bertrange e-mail: info@sea.bertrange.lu

SEA “bei der Gemeng”

6 beim Schloss phone: 26 312 713

L-8058 Bertrange e-mail: info@sea.bertrange.lu

STAFF

Management

- 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

- Mrs Denia Tonon, member of the after school care centre’s management

phone: 26 312 706

e-mail: denia.tonon@sea.bertrange.lu

Site managers

- SEA “Beiestack”

Mrs Jil Schaul, assistant to the after school care centre’s management

phone: 26 312 771

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

- SEA “bei der Gemeng”

Cycle 2

Mrs Jil Krier, assistant to the after school care
centre’s management

phone: 26 312 706

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

Cycles 3 and 4

Herr James Martins, assistant to the after school care
centre’s management

Telefon: 26 312 743

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

After school care centre “Beiestack”

Cycles 1 early childhood education and 1

responsible: Mrs Steffi Krier

associate responsible: Mrs Janine Rodrigues Campos

team of supervisors: Mrs Maëlle Charlier, Mrs Cinzia Cimino, Mrs Nathalie Depasse, Mrs Noémie Dos Santos Gariso, Mrs Clara Gautier-Chevreaux, Mrs Svenja Kohl, Mrs Vicky Mehring, Mrs Sandy Pfeiffer, Mrs Christiane Poull, Mrs Laura Sanitate, Mrs Celenia Sbaiz Mr Dany Claro Teixeira, Mr Louis Duchateau and Mr Cyril Kettenmeyer

After school care centre “bei der Gemeng”

Cycle 2.1

responsible: Mrs Gioia Bettini

Cycle 2.2

responsible: Mrs Alisa Balic

Cycle 3

responsible: Mrs Kim Liberatore

associate responsible: Mrs Rute Figueiredo

Cycle 4

responsible: Mrs Florence Feit

Betreuungsteam: Mrs Minela Adrovic, Mrs Sabrina Airoidi, Mrs Steffi Baldelli, Mrs Maria De Almeida, Mrs Merima Delic-Hasanovic, Mrs Lexy Hebler, Mrs Tamara Hostert, Mrs Michèle Lehnert, Mrs Gina Liégois, Mrs Luciana Liotino, Mrs Liz Mallinger, Mrs Julie Marquis Morn, Mrs Kathia Molitor, Mrs Anna Paetzel, Mrs Leonor Pereira, Mrs Alissia Sandini, Mrs Claudine Scholtes, Mrs Noémie Semowoniuk, Mrs Danielle Weber, Mrs Joyce Zinelli, Mr Elvis Ahmetovic, Mr Arnel Burkić, Mr Ronny Esch, Mr Yannick Frantzen, Mr Esref Nukic and Mr Damien Rupil

Responsible for sports, exercise and LASEP

Mr Steve Weber, responsible

phone: 26 312 733

e-mail: steve.weber@sea.bertrange.lu

Mrs Julia Brell, associate responsible

phone: 26 312 733

e-mail: julia.brell@sea.bertrange.lu

currently released, on maternity or parental leave

Mrs Melisa Balic, Mrs Elma Trubljanin, Mrs Samantha Tosseng and Mrs Tania Walentiny



OPENING HOURS OF THE SECRETARY'S OFFICE

During term time

	in the morning	in the afternoon
Monday to Friday	8.00 bis 12.00 Uhr	14.00 bis 16.00 Uhr

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. to 8.10 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.	

* At the parents' request and if required by their professional situation, children can be registered for supervision from 7.00 a.m. onwards. In that case, the service is subject to a charge.

Cycle 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.	

Cycles 2, 3 and 4

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.	SEA "bei der Gemeng"
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, otherwise 20€ will be charged to the parents whose children are attending cycle 2, 3 or 4. However, the number of hours and the meal of the corresponding day will be charged to the parents whose children are attending cycle 1 early childhood.

During term time, the activities are for free for all pupils excepted for children attending cycle 1 early childhood education.

However, the activities organised during holidays are subject of charge for all children from cycle 1 early childhood education to cycle 4.

The after school care centre is closed from the 29th December 2025 up to the 2nd January 2026 and from the 3rd up to the 14th August 2026.

During holidays

Cycle 1 early childhood education and cycle 1

services	schedule	location
the supervision, in the morning	from 7.00 a.m. to 9.00 a.m.	SEA "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 18.30 p.m.	
the familiarisation period for newcomers during the school holidays of the school year 2025/2026*	17th August up to the 11th September 2026, from 7.00 a.m. to 18.30 p.m.	

Cycles 2, 3 and 4

services	schedule	location
the supervision, in the morning	from 7.00 a.m. to 9.00 a.m.	SEA "bei der Gemeng"
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 18.30 p.m.	

* 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 2025. Forms are available in the after school care centre 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 between 7.00 a.m. and 9.00 a.m. and pick her or him up between 17.30 p.m. and 18.30 p.m..*
- Parents have to notify their child's absence one month before the start of the respective school holidays, otherwise the fees for the activities previously chosen, excepted the meal, are charged to them. Exception is made on presenting a medical certificate.*



15. "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.

Parents have to ensure that the card is renewed in good time, no later than 4 weeks before its expiry date.

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.staarkkanner.lu.

The card is available at the citizens' office, phone 26 312 326/321.

CONDITIONS TO BE FULFILLED

- 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 or an income statement issued by the tax authorities
- any other proof, informing about the current income (certificate of the total annual salary, pension or unemployment benefit or, if the applicant is not liable to tax according to the tax base, a certificate issued by the office of social insurance) or
- the wage accounts of the last three months

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.

16. SUMMER OFFER


SUMMER HOLIDAY PROGRAMME 2026

- from 20th to the 31st July 2026, for all pupils who attended the cycles 1 to 4 in Bertrange during the school year 2025/2026

YOUTH-PROGRAMME 2026

- from 20th to the 31st July 2026, for all young people who attended the 7th, 6th or 5th class of the classical or general secondary school during the school year 2025/2026



 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.

17. 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

18. 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 the citizens' office, by **30th September 2026** 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 universitites 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 the citizens' office, by **15th November 2026** 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 the 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 the 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

19. SCHOOL HOLIDAYS AND DAYS OFF SCHOOL**SCHOOL HOLIDAYS**

- **All Saints** from Saturday 1st November 2025 to Sunday 9th November 2025
- **Christmas** from Saturday 20th December 2025 to Sunday 4th January 2026
- **Shrovetide** from Saturday 14th February 2026 to Sunday 22nd February 2026
- **Easter** from Saturday 28th March 2026 to Sunday 12th April 2026
- **Whitsun** from Saturday 23rd Mai 2026 to Sunday 31st Mai 2026
- **Summer holiday** from Thursday 16th July 2026 to Monday 14th September 2026

DAYS OFF SCHOOL

- **Labour Day Friday** 1st Mai 2026
- **Europe Day** Saturday 9th Mai 2026
- **Ascension Day** Thursday 14th Mai 2026
- **National Day** Tuesday 23rd June 2026

ADDITIONAL SCHOOL FREE DAY

- **St Nicholas Day** Saturday 6th December 2025

20. USEFUL ADDRESSES

A

AFTER SCHOOL CARE CENTRE BERTRANGE (SEA)

SEA “Beiestack”

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

phone: 26 312 719

e-mail: info@sea.bertrange.lu

SEA „bei der Gemeng“

Campus „Atert“ | 6 beim Schlass | L-8058 Bertrange

phone: 26 312 713

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-8308 Capellen

phone: 2475 5110 | fax: 2475 5111

e-mail: secretariat.mamer@men.lu

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

phone: 2477-6570

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

“COMMISSION D’INCLUSION (C.I.)”

2-4 parc d’activités Capellen (building C)

L-8308 Capellen

phone: 2475 5105 | e-mail: ci.mamer@men.lu

D

DAY NURSERY “KANNERVILLA CARLO HEMMER” – LUXEMBURGISCHES ROTES KREUZ

10 cité Henri Dunant | L-8095 Bertrange

phone: 27 55 68 19 | fax: 27 55 68 01

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

e-mail: kannervilla@croix-rouge.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)”

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

L-8308 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 | fax: 26 312 757

internet: www.bertrange.lu

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.public.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

Mr Massimo MANZARI

PO box 28 | L-8005 Bertrange

phone: 26 312 323

e-mail: massimo.manzari@bertrange.lu

internet: www.bertrange.lu

P

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

PO box 78, L-8005 Bertrange

e-mail: apecbertrange@gmail.com

(see also reference 11)



PARENT REPRESENTATIVES

e-mail: rpeb.bertrange@gmail.com
(see also reference 11)

PSYCHOSOCIAL AND SCHOLASTIC ASSISTANCE CENTRE (CEPAS)

“Maison de l’orientation”

38 rue Philippe II | L-2340 Luxembourg
phone: 2477 5910
internet: www.cepas.public.lu
e-mail: ccjf@cepas.lu

S**SCHOOL OF BERTRANGE**

PO box 28 | L-8005 Bertrange

with the following buildings:

“Butzenhaus”,

Cycle 1 Früherziehung
Mrs Martine SCHROEDER, “coordinatrice de cycle”
Campus „Atert“ | 21 rue Atert | L-8051 Bertrange
phone: 26 312 705 | fax: 26 312 756
internet: www.schoul-bartreng.lu

“Prince Sébastien”

Cycle 1
Mrs Liz GENGLER, “coordinatrice de cycle”
Campus „Atert“ | 23 rue Atert | L-8051 Bertrange
phone: 26 312 707 | fax: 26 312 752
internet: www.schoul-bartreng.lu

“Beiestack”

Cycle 2
Mrs Mandy KRAUS, “coordinatrice de cycle”
Campus „Atert“ | 31 rue Atert | L-8051 Bertrange
phone: 26 312 873 | fax: 26 312 753
internet: www.schoul-bartreng.lu

“beim Schloss”

Cycle 3
Mrs Simone WEBER-NEUENS, “coordinatrice de cycle”
Campus « Gemeng » | 9 beim Schloss
L-8058 Bertrange
phone: 26 312 818 | fax: 26 312 750 |
internet: www.schoul-bartreng.lu

“beim Schloss”

Cycle 4

Mrs Claudine WAGENER and Mr Vincenzo GIACOMANTONIO, “coordinateurs de cycle”

Campus « Gemeng » | 9 beim Schloss | L-8058 Bertrange

phone: 26 312 830/834 | fax: 26 312 751

internet: www.schoul-bartreng.lu

SCHOOL INTEGRATION AND WELCOMING SERVICE (SIA)

School reception unit for newly arrived pupils under the age of 12

38 rue Philippe II | L-2340 Luxembourg

phone: 2477 5274

e-Mail: secretariat.sia@men.lu

SCHOOLING SERVICE FOR FOREIGN CHILDREN – SECAM

29 rue Aldringen | L-1118 Luxembourg

phone: 2477 6570

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

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 | Fax: 27 03 00 28

internet: www.lesthermes.net

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

21. MAP OF BERTRANGE



- | | |
|--------------------------------------|---|
| 1. Town hall | 18. Building "Schauwenburg" |
| 2. Church | 19. "Les Résidences du Domaine Schwall" |
| 3. Cemetery | 20. "Les Parcs du Troisième Âge" |
| 4. / | 21. "Duerfhaus" |
| 5. Pharmacy | 22. Music school "Arca" |
| 6. Sports centre Niki Bettendorf | 23. Cogeneration unit |
| 7. Building "beim Schloss" | 24. Building "bei der Péitruess", playground |
| 8. Building "Butzenhaus" | 26. "Ponts et Chaussées", CITA, |
| 9. Building "Prince Sébastien" | Highway patrol |
| 10. Building "Beiestack" | 28. Day nursery "Kannervilla C. Hemmer" |
| 12. CFL-Station | 29. Centre Jean-Paul II |
| 13. "Duerfgaard" | 31. Municipality's warehouse |
| 14. Football field | 32. Centre médico-social – Department for so- |
| 15. Tennis field | cial affairs |
| 16. Sport and culture centre "Atert" | 33. Multipurpose building "beim Schloss" |
| 17. SEA "bei der Gemeng" | |