

FOREWORD

Dear parents, dear pupils,

It is with great pleasure that I warmly welcome you to the start of this new school year. This time is always synonymous with renewal and excitement, a time full of possibilities and emotions.

Our school is not just a place of education; it forms the heart of our community. Friendships are formed, ideas are nurtured and the future is shaped. This year we want to strengthen bonds and ensure every pupil feels supported and inspired to do her or his best.

Dear pupils, I invite you to make full use of the resources and the opportunities available. Be curious, be brave and do not be afraid to ask questions or seek help if needed. Remember that learning is not just about grades, but also about developing skills and knowledge that will serve you throughout your life.

Dear parents, you too play a crucial role in your children's success in school. To help them thrive and get the most out of their school experience, I encourage you to communicate openly with your children. Take an interest in their everyday life, celebrate their successes and offer support when they face challenges. Your active support and commitment can contribute significantly to your children's motivation and success.

I wish all of our pupils, teachers, supervisors and parents a good start to the 2024/2025 school year.

Monique Smit-Thijs mayor

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1. FIRST SCHOOL DAY 2024/2025

Monday, 16th September 2024

Cycles 1 early childhood education, 1.1 and 1.2: 8.10 a.m. Cycles 2, 3 and 4: 7.50 a.m.



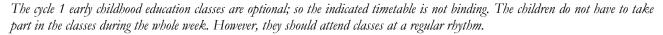
Please note that Monday, 16th September 2024 is a full school day.

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



Children enroled 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 or Mrs Myriam Peters, 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 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, 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))

Cycle 2.2

- 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 10, first floor, phone 26 312 870)
- Mrs Mandy Kraus (classroom 13, first floor, phone 26 312 873)
- Mrs Graziella Ferraro (classroom 9, ground floor, phone 26 312 869)

CYLCES 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 Nathalie Steichen et Mrs Elisabeth Schmit (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, groud floor, phone 26 312 815)

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 Malou Richartz (classroom 4, ground floor, phone 26 312 816)
- Mrs Claudine Godart-Flesch (classroom 1, ground floor, phone 26 312 821)

Cycle 4.1

- Mr Robert Glück (classroom 13, first floor, phone 26 312 827)
- MrVincenzo Giacomantonio (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)

Cycle 4.2

- 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)
- Mr Tom Friederes (classroom 22, first floor, phone 26 312 825)
- Mrs Julie Thommes (classroom 15, first floor, phone 26 312 833)

SUMMARY OF THE CLASSES

Cycle	Number of classes	Number of pupils	Number of teachers
Cycle 1 early childhood education	4	54	8
Cycles 1.1. and 1.2	9	145	13
Cycles 2 to 4	26	388	50
Total:	39	587	71

The following people belong to the teaching staff as well:

- Mrs Anne Bernabeur, Mrs Cheryl Thill, Mrs Kim Doswald and Mrs Wendy Sousa Correia, "équipe pédagogique" and different courses, cycle 1,
- Mrs Carole Kemp-Meyers, "équipe pédagogique", cycle 2,
- Mrs Ana Coimbra Moreira, "centre d'apprentissage", cycle 2,
- Mr Daniel Ferrari, "cours d'accueil", cycle 2,
- Mr David Assa, "équipe pédagogique", cycle 3,
- Mrs Mireille Wies-Souvigé and Mrs Jodie Muller, "centre d'apprentissage", cycle 3,
- Mrs Ginette Krier, Mr Pierre Kuffer and Mr Tom Kraemer, "cours d'accueil", cycle 3 and cycle 4,
- Mrs Marilène Caçao Da Silva, " centre d'apprentissage ", cycle 4,
- Mrs Martine Faber-Bodevin, Mrs Stéphanie Biwer, Mrs Maïté Peiffer, Mrs Samantha Olsem, Mrs Jodie Muller and Mr Guy Schmit, 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 repects 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, handycraft 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 complusory 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 J	OURNEY
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 "Richterwee"	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 "Huuscht"	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.

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 "Tossenberg" 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 <u>in</u> their school. Pupils attending cycle 3 or 4, using the school bus gather <u>outside</u> 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.

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

Route 1 "Tossenberg": 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.

Rules to be keep 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 KLICK"

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

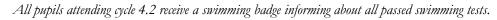
SWIMMING COURSES

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



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 e/night/child are invoiced if a school camp takes place in Luxembourg and 40 e/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 e/e 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 inforMrs 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 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

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 Schlass"
- Mrs Claudine Wagener and Mr Vincenzo Giacomantonio cycle 4, building "beim Schlass"



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 oder 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 Schlass"

- Mrs Pascale Arend-Wenkin

member, building "beim Schlass"

- Mrs Sophie Niederkorn and Vincenzo Giacomantonio members, building "beim Schlass"

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 complusory 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/servicededucation-et-daccueil/annuaire.

PREMISES

Management

Building "am Beiestack" Campus "Atert"

29 rue Atert PO box 28 phone: 26 312 717

L-8051 Bertrange L-8005 Bertrange e-mail: direction@sea.bertrange.lu

After school care centre

SEA Bertrange "Beiestack"

Campus "Atert"

29 rue Atert phone: 26 312 719

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

SEA Bertrange "bei der Péitruss"

Campus "Atert"

15a rue Atert phone: 26 312 713

L-8051 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 Bertrange "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 Bertrange "bei der Péitruss"

Mr James Martins, assistant to the after school care centre's management

phone: 26 312 743

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

Responsible for sports, exercise and LASEP

Mr Steve Weber phone: 26 312 733

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

After school care centre "Beiestack"

Cycle 1 early childhood education, cycle 1 and cycle 2.1

responsible: Mrs Steffi Krier

associate responsible: Mrs Janine Rodrigues Campos

team of supervisors: Mrs Julia Brell, Mrs Maëlle Charlier, Mrs Cinzia Cimino, Mrs Noémie Dos Santos Gariso, Mrs

Svenja Kohl, Mrs Laura Lahr, Mrs Liz Mallinger, Mrs Laurie Massaro, Mrs Christiane Poull, Mrs Alissia Sandini, Mrs Celena Sbaiz, Mrs Samantha Tosseng, Mrs Tania Walentiny, Mrs Danielle

Weber, Mr Elvis Ahmetovic and Mr Dany Claro Teixeira

After school care centre "bei der Péitruss"

Cycles 3 and 4

responsible: Mrs Florence Feit associate responsible: Mrs Jil Krier

team of supervisors: Mrs Minela Adrovic, Mrs Sabrina Airoldi, Mrs Gioia Bettini, Mrs Maria De Almeida, Mrs Merima

Delic-Hasanovic, Mrs Lexy Hebeler, Mrs Michèle Lehners, Mrs Véronique Lempereur, Mrs Gina Liégeois, Mrs Luciana Liotino, Mrs Kathia Molitor, Mrs Anna Paetzel, Mrs Noémie Semowoniuk, Mr Maximilian Aniset, Mr Louis Duchateau, Mr Ronny Esch, Mr Yannick Frantzen, Mr Steven

Gonçalves Coimbra, Mr Cyril Kettenmeyer, Mr Esref Nukic and Mr Damien Rupil

After school care centre "bei der Péitruss " - " Annexe "

Cycle 2.2

responsible: Mrs Alisa Balic associate responsible: Mrs Vicky Thill

team of supervisors: Mrs Julie Marquis Morn, Mrs Carmen Bucco and Mr Arnel Burkic

currently released, on maternity or parental leave

Mrs Melisa Balic, Mrs Mandy Ballinger, Mrs Eileen Freymann, Mrs Kim Liberatore, Mrs Sandy Peiffer, Mrs Elma Trubljanin, Mrs Joyce Zinelli

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. to 8.10 a.m. (guaranteed by the teachers)	building " Butzenhaus "
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)	SEA " Beiestack "
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.	
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)	SEA " Beiestack "
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.	
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)	SEA " Beiestack "
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.	
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)	SEA " Annexe "
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 Schlass"
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)	SEA " Péitruss "
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 30th December 2024 up to the 3rd January 2025 and from the 4th up to the 17th August 2025.

During holidays

Cycle 1 early childhood education, cycle 1 and cycle 2.1

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 2024/2025*	from the 18th August up to the 12th September 2025 from 7.00 a.m. to 18.30 p.m.	

Cycles 2.2, 3 and 4

services	schedule	location
the supervision, in the morning	from 7.00 a.m. to 9.00 a.m.	SEA " Péitruss "
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 2024/2025*	from the 18th August up to the 12th September 2025 from 7.00 a.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

The child has to

- 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 mounths

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.

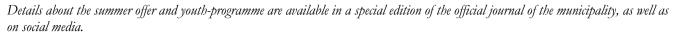
16. SUMMER OFFER

SUMMER HOLIDAY PROGRAMME 20254

- from 21st to the 1st August 2025, for all pupils who attended the cycles 1 to 4 in Bertrange during the school year 2024/2025

YOUTH-PROGRAMME 2025

- from 21st to the 1st August 2025, for all young people who attended the 7th, 6th or 5th class of the classical or general secondary school school during the school year 2024/2025



17. ADDITIONAL SERVICES

PRIVATE LESSONS

A list of names and adresses 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 adresses 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:

<u>100 euros</u>

- 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 2025 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

<u>250 euros</u>

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 2025 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 psychosocial 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 26th October 2024 to Sunday 3rd November 2024
- Christmas from Saturday 21st December 2024 to Sunday 5th January 2025
- **Shrovetide** from Saturday 15th February 2025 to Sunday 23rd February 2025
- Easter from Saturday 5th April 2025 to Sunday 20th April 2025
- Whitsun from Saturday 24th May 2025 to Sunday 1st June 2025
- Summer holiday from Wednesday 16th July 2025 to Sunday 14th September 2025

DAYS OFF SCHOOL

- Easter Monday Monday 21st April 2025
- Labour Day Thursday 1st May 2025
- **Europe Day** Friday 9th May 2025
- Whitsun Monday Monday 9th June 2025
- National Day Monday 23rd June 2025

ADDITIONAL SCHOOL FREE DAYS

- St Nicholas Day Friday 6th December 2024

20. USEFUL ADDRESSES

Α

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

В

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

"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

"DUERFHAUS"

2 rue de la Fontaine, L-8058 Bertrange

phone: 26 312 720

Ε

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-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

н

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

MINISTERY 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 1 internet: www.bertrange.lu fax: 26 312 555 e-mail: info@bertrange.lu

Р

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

phone: 26 312 719 after school care centre, building "am Beiestack" phone: 26 312 713 after school care centre, building "bei der Péitruss"

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.schoul-bartreng.lu

fax: 26 312 756

" <u>Prince Sébastien</u> ", cycle 1 Mrs Liz GENGLER, " coordinatrice de cycle " Campus "Atert", 23 rue Atert, L-8051 Bertrange

phone: 26 312 707 internet: www.schoul-bartreng.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.schoul-bartreng.lu

fax: 26 312 753

" beim Schlass", cycle 3

Mrs Simone WEBER-NEUENS, "coordinatrice de cycle" Campus "Gemeng", 9 beim Schlass, L-8058 Bertrange

phone: 26 312 818 internet: www.schoul-bartreng.lu

fax: 26 312 750

" beim Schlass", cycle 4

Mrs Claudine WAGENER and Mr Vincenzo GIACOMANTONIO, "coordinateurs de cycle"

Campus "Gemeng", 9 beim Schlass, L-8058 Bertrange

phone: 26 312 830/834 internet: www.schoul-bartreng.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

21. MAP OF BERTRANGE



- Town hall 1
- 2 Church
- Cemetery 3
- 4
- 5 Farmacy
- Sports centre Niki Bettendorf 6
- 8
- Building "beim Schlass"
 Building "Butzenhaus"
 Building "Prince Sébastien"
 Building "Beiestack" 9
- 10
- CFL-Station 12
- "Duerfgaard" 13
- Football field 14
- Tennis field 15
- Sport and culture centre "Atert"

- Building "Schauwenburg"
 "Les Résidences du Domaine Schwall" 19
- 20 "Les Parcs du Troisième Âge"
- "Duerfhaus" 21
- Music school "Arca" 22
- Cogeneration unit 23
- 24
- Building " bei der Péitruss ", playground " Ponts et Chaussées ", CITA, Highway patrol 26
- Day nursery "Kannervilla C. Hemmer" Centre Jean-Paul II 28
- 29
- 31 Municipality's warehouse
- 32 Centre médico-social - Department for social affairs
- Multipurpose building "beim Schlass" 33