

Important information on the ESF routines for the school year 2020/2021:

School start

1st day of school after summer break	Nursery	Wednesday, 2/9/2020
	Primary School (P1)	Thursday, 3/9/2020 (10h/Aula)
	Primary School (P2-P5)	Wednesday, 2/9/2020
	Secondary School	Wednesday, 2/9/2020
School start (1st lesson)	Pre-Primary and P1 classes	08:25
	Primary School (P2-P5)	08:25
	Secondary School	08:25

Opening/Closing Hours School Buildings

Entrances School Buildings	Morning	Lunch Time/Afternoon
Gate A (Primary School)	08:05-08:45	Mon,Tue,Wed, Thu: 15:05-15:30 Fri: 12:50 – 13:30
Gate B	closed	
Gate C (Secondary School) Entrance to parking opens at 07:00 for teachers and staff	08:10 onwards	Open until 19:00
Gate M (Nursery, P1, P2)	08:05– 8:45	Mon, Tue, Wed: 15:00 - 19:00 Thu: /Fri 12:50 – 19:00

Info and contact

General Info, school calendar, holiday calendar	http://www.esffm.org/ https://www.esffm.org/en/calendar
Contact by phone / mail: please see the website	069/92 88 74-0 / https://www.esffm.org/en/contact
SMS – Access for parents of Secondary School (timetable, absences, contact details, etc.)	In September all new parents will receive an invitation from SMS with log-in details and a password in order to log into the SMS school system and access only data with regard to their own child/children.

Holidays/Days off school

Pedagogical Day	Monday, 05/10/2020
Last day of school before a holiday	The holiday calendar 2020/21 is published on the website. https://www.esffm.org/en/calendar On the last day of school before a holiday, the regular timetable applies (i.e. lessons finish at the usual time). <u>Exceptions:</u> <ul style="list-style-type: none"> • Last school day prior to the start of the winter holidays: Friday, 18th December 2020 at 11:00 for all pupils of the ESF, no canteen. • Last school day prior to the start of the summer holidays and distribution of reports to all pupils (P + S): Friday, 2nd July 2021 at 11:00 hrs, no canteen.

Absences

Absences / Absences for personal reasons	<p>The procedure to be respected with regard to absences is stipulated in article 30 of the General Rules of the European Schools. For further information please see the following link.</p> <p>https://www.esffm.org/en/nursery/absences https://www.esffm.org/en/primary/absences https://www.esffm.org/en/secondary/absences</p>
Change notices to the school	<p>Please do not forget to inform the school in time about significant changes, such as your address, new e-mail address or phone number or a change in your family situation or employment.</p>
Withdrawal of pupils	<p>Withdrawal of a pupil has to be communicated in writing with a deadline of at least two weeks and has to be signed by both parents. Please download the respective form from our website and send the hard copy with both signatures.</p> <p>https://www.esffm.org/en/withdrawal</p>

Service

Pupil Transport, Afternoon Activities, Childminding	<p>Please contact the Parents' Association</p> <p>https://www.esfparents.org/index.php/en/</p>
Canteen	<p>Please find the registration forms and contact details on our website: https://www.esffm.org/en/links/canteen</p>
Kiosk (Secondary School)	<p>To be used only by secondary pupils, employees of the school and special guests/visitors involved in activities at the school.</p>

Use of Parking Area

Use of parking area / parking permits to enter the parking area	<p>The car-park may only be used by parents of pupils in primary and pre-primary for dropping off or picking up children. Only cars displaying a valid and visible permit will be allowed to enter the car park in the morning.</p> <p>Please see our security staff if you would like to purchase a permit for € 3.</p> <p>In the afternoons, the main gate (Gate C) will remain closed and the car park is only accessible through gate A (parking area primary school).</p> <p>Please do not park your car in front of the entrance to the car-park, neither when the gates are open nor when they are closed.</p>
Use of bike parking area	<p>Bikes have to be locked. Helmets should be put into the lockers. The school assumes no liability.</p>
Responsibility of parents for the children	<p>Once lessons have finished, responsibility for the children lies with the parents. Neither the parking area nor the foyer are "waiting areas" for our children. Please pick up your children in good time.</p>