



# WALDORFSCHOUL LËTZEBUERG

## *Information for parents*







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*Learning through life,  
Learning from life,  
Learning for life.*

## INTRODUCTION

This brochure has been drafted by the members of the Parents' Panel at the Waldorf school, and is intended primarily for parents. Its aim is to provide an overview of the school's structure, its activities, celebrations and events, as well as practical information regarding daily life at the school. It will be a useful guide for everyone wishing to take an active part in the school's life.

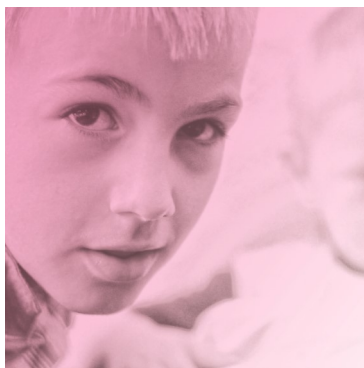
Comment on the designation of persons:

For easier reading of the text, masculine / feminine distinctions won't be used (e.g. male student – female student, male teacher – female teacher). It is assumed that the same designation will apply to women and men, and to girls and boys.

## GENERALITIES

The Luxembourg Waldorf school, i.e. the “Fräi-ëffentlech Waldorfschoul Lëtzebuerg” was founded in 1984 on the initiative of a group of parents, who were also teachers. The school has grown steadily since its opening, and has 430 students in 2015.

At the present time, the school's offering includes groups for parents accompanied by their young children (Spillgrupp), as well as early learning classes, preschool, primary, secondary and International Baccalaureate classes, along with an After-school centre.



# OUR SCHOOLS CURRICULUM

- Early learning (optional)
- Spillschoul - 2 or 3 years according to the child's maturity
- During the 1<sup>st</sup> Primary year, a class is formed for 11 years, and is accompanied by a form teacher for 6 years, and then by a 'regent' (Mentor and main class teacher) until the 11<sup>th</sup> class.
- International Baccalaureate programme – 2 years.  
A new student can join a class at each scholastic level.

■ Early learning (optional 1 year)

■ Spillschoul (2 or 3 years)

■ 1<sup>st</sup> Primary

2<sup>nd</sup> Primary

3<sup>rd</sup> Primary

4<sup>th</sup> Primary

5<sup>th</sup> Primary

6<sup>th</sup> Primary

7<sup>th</sup> - VII<sup>th</sup> Secondary

8<sup>th</sup> - VI<sup>th</sup> Secondary

9<sup>th</sup> - V<sup>th</sup> Secondary

10<sup>th</sup> - IV<sup>th</sup> Secondary

11<sup>th</sup> A- III<sup>rd</sup> Secondary (IB preparatory year)

11<sup>th</sup> B- III<sup>rd</sup> Secondary (transition)

■ International Baccalaureate: IB1  
(Mentor)

head teacher

Régent (Mentor)

R é g e n t

BI 2



# SCHOOL STRUCTURE

Our school operates according to the principles of self-management and collective responsibility. We don't use a very hierarchical structure, with a director and decisions imposed from "on high". Self-management implies that it is the teachers themselves who manage the flow of the classroom activities and necessary materials, admissions of new students, the organisation of annual activities (Bazaar, summer and quarterly celebrations), relations with parents, etc.

## THE ASSOCIATION

The "Veräin fir Waldorfpädagogik Lëtzebuerg", a non-profit association working to promote the Waldorf education system in Luxembourg, was founded in 1982 with the primary aim of setting up a Waldorf school in Luxembourg.

The association includes:

- The Fräi-ëffentlech Waldorfschoul Lëtzebuerg
- La Maison relais Waldorf
- A Waldorf nursery school within the Kass-Haff bio-dynamic farm

The association's objectives include:

- Ensuring the continuity of the Waldorf school while supporting its lasting development.
- Providing sponsorship opportunities in order to give all children the possibility of studying at our school, regardless of the financial situation of their parents.
- Promoting adult education: continuing education, lectures, seminars and workshops for teachers, parents and all interested persons.



The association provides the school's organisation, administration and legal representation. It is made up of its members; anyone can become a member and take part in the association's activities. During the annual general meeting, members are brought up-to-date with the activities from the past year, and the upcoming year.

The association is managed by a board of directors referred to as the General Management Panel (Gesamtleitungskonferenz / GLK). The General Management Panel members are elected from amongst the active members of their respective panels, and validated by the general meeting.

## ■ GENERAL MANAGEMENT PANEL (Gesamtleitungskonferenz/GLK)



The General Management Panel is made up of a representative from each school body (Kindergarten panel, Primary panel, Secondary panel, IB panel, After-school centre panel and Parents' panel) as well as 2 to 4 members of the Experts panel. They include association members who have particular expertise in a given domain (commercial, financial, legal, human resources, public relations or others, as needed).

The people looking after the pedagogical coordination, IB coordination and administrative coordination are automatically members of the General Management Panel, but without voting rights other than the IB coordinator, who can only vote regarding decisions involving the IB.

The various Panels make decisions on matters relating to them. For any decisions having a broader impact, the Panels must refer to the GLK. Decisions made by the Panels must be indicated to the GLK. The representatives convey the GLK's decisions to the various Panels, with these decisions then being compiled in reports. The GLK meets 3 times per month.

## EDUCATIONAL PANELS

The Educational panels are made up of teachers from varying cultural origins, all of whom implement the Rudolf Steiner pedagogical method in their teaching.

The various Educational panels (Kindergarten panel, Primary panel, Secondary panel and IB panel) meet independently each week, and autonomously make all decisions relating to their domain.

The Educational panels sometimes meet within the General Panel (Gesamtkonferenz) in order to deal with global pedagogical subjects and to share experiences. Depending on the topic at hand, other Panels may be invited.

## PARENT REPRESENTATION

Parents must take an active part in the school's life. Moreover, they can become members of the association and/or of the Parents' panel.

### The Parents' panel (PP) (Die Elternkonferenz (EK))

The Parents' panel is made up of representatives from all of the Waldorf school's classes. It provides a venue for exchanging information and experiences on the level of the classes, as well as a place to discuss interests and the school's activities. It provides the parents of students with an opportunity to learn more about R. Steiner's pedagogical method, and to take an active part in the community life. Experience has shown that participation in the Parents' panel is beneficial both for parents and their families, as well as for the overall school.

Its operation:

At the start of the year, each class' parents choose two representatives from amongst themselves.

The representatives are the spokespersons for the other parents, relative to the life of the class that they represent. Their purpose is to listen to issues, new ideas and initiatives on behalf of the community.

- Projects are prepared in small working groups. All parents can participate in the working groups or to take part in the PP meetings.
- The representatives ensure that information from the PP is provided to the parents of their class.
- Meetings are held once every 3 weeks, generally on Thursday evenings; each person takes it in turn to prepare a meeting report.
- The sessions are chaired by the PP committee, which is responsible for coordinating the activities and work throughout the year.

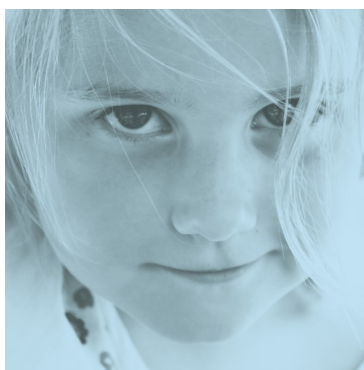
- The PP is jointly responsible for the school's smooth operation, and it participates in the school's general interest decisions by electing a GLK delegate from amongst its members.

The aims of the Parents' panel are:

- To encourage communication between all of the school's parents.
- To encourage the integration of new parents.
- To promote exchanges with the school's teachers and the GLK.
- To provide information on the educational methods and objectives, but without intervening in the work of the teachers.
- To play an active and constructive role in the life of the school.
- To invite parents to participate in working groups.
- To participate in the school's communication efforts with the exterior: Fairs and open houses, meetings of the FAPEL (Associations des Parents d'Elèves du Luxembourg), meetings of Steiner schools within the Saarland-Rheinland-Pfalz-Luxembourg (LERT) region and of the Steiner schools in Germany (BERT), meetings of the APAPS (Association des Parents et Amis pour le Soutien de la Pédagogie Steiner-Waldorf).

## STUDENT REPRESENTATION

As of the 7<sup>th</sup> class (VII<sup>th</sup>), each class elects 2 representatives. All delegates regularly take part in delegate meetings, with two of them being selected as representatives for the body of students. These 2 students are the contact people for the various Panels, as well as for other schools.



## SEPAS (Psychology and scholastic guidance service)

This service is available to students:

- To provide educational guidance and orientation.
- In case of psychological, emotional and scholastic concerns.
- In areas relating to personal development.
- Concrete help with organising the student's school work, the working method and so on, but without intervening in the teacher's pedagogical work.

As part of the educational orientation:

- The SPOS has information on the post-primary school system in Luxembourg.
- It helps the student by providing methods, tools and information that will promote the development of autonomy, while increasing the student's responsibility when it comes to preparing a personal and professional project.
- It supports the student's search for information on the working world.

## SCHOLASTIC SUPPORT (Förderbereich)

The “Förderbereich” is a protected and even privileged place, where children with specific needs can be provided with support on an individual basis, or in a small group.

The work is initiated at the request of the class teacher or of the parents, depending on the cases. All three partners, i.e. the teacher, the parents and the support person, must work together for the child's benefit.

The approach is based on a balance of the 12 senses, as developed by Steiner. One of the big challenges is ensuring the motivation and self-confidence of students who are faced with difficulties.

# PARENTS/SCHOOL COLLABORATION

## PARENT EVENINGS

The teacher / regent regularly invites the parents to attend parent nights. During these evenings, the teachers review the most recent periods, and give an overview of the upcoming periods. The subject teachers can also participate in these meetings, in order to present their efforts within the class. Moreover, parents are kept informed regarding the class development and cohesion, educational aspects relating to the ages of the students, as well as various important points that involve the school's daily life (e.g. invoicing of the study materials to the class account, communications involving the Parents' Panel).

The parent nights provide an opportunity to share one's impressions on the life of the school, with the teachers and with other parents.

## PARENT-TEACHER MEETINGS, FAMILY VISITS BY THE TEACHER

Each family can ask to meet with a teacher on an individual basis. In kindergarten and the initial classes of primary school, it is possible for the teacher to visit the family. This helps to create more intense and personal links around matters relating to the child and his or her education.



## WORK (PROJECT) GROUPS

Persons from within the school community meet in order to deal with temporary or long-term topics.

### BAZAAR CIRCLE

Le Cercle du Bazar s'occupe principalement de l'organisation du Bazar et de la Fête de l'été. Le bénéfice de ces manifestations est, d'une part, investi pour le bien de l'école et sert, d'autre part, à soutenir divers projets et organisations humanitaires.

### THE PARENTS' SCHOOL

The Parents' School helps parents to better understand the Waldorf pedagogical method through lectures, seminars and workshops organised throughout the academic year.

### ENNERSTÜTZUNGSFONDS FIR WALDORFPÄDAGOGIK LÖTZEBUERG

The Fund was created in 1984 with the aim of promoting the Rudolf Steiner pedagogical method.

Its objectives are:

- The founding and support of Waldorf schools.
- Sponsorship for students who cannot finance their education themselves.
- The training of Waldorf teachers.
- The dissemination of the Waldorf anthroposophy and pedagogy through the organisation of conferences, courses, seminars and so on.
- The promotion of any project that could further these aims.



Gifts are primarily used in order to purchase the musical instruments available to the school in order to teach music. Some of these instruments can also be rented (please contact the music teacher for more information).

The Foundation supports projects as well as cultural and artistic trips. And many others groups... according to the needs of the school community.

## CELEBRATIONS AND EVENTS

### SEASONAL CELEBRATIONS

In our school, we celebrate: Mëchelsdag (Saint Michel), Martinsdag (Saint Martin), Niklosdag (Saint Nicolas), Chrëschtstag (Christmas), Dräikinnéksdag (Epiphany), Fuesend (Carnaval), Ouschteren (Easter), and Gehaansdag (Saint John).

### QUARTERLY CELEBRATIONS

Our school organises quarterly celebrations on three or four Saturday mornings during the year. At this time, the classes provide parents and the school community with an overview of their work.

### THE BAZAAR

In the autumn, just before Advent, the school holds its annual Bazaar. The Bazaar Circle organises this event that is open to the public and the entire school community. Each class, with its students, parents and teachers, takes part in this even via a specific workshop.



## OPEN HOUSE

Once each year, on open house day, anyone interested in the Waldorf pedagogical method and in the life of the school can come by to have a look around. On that day, people can visit the school, speak with parents and teachers, and participate in various activities prepared by the classes along with their teachers.

## OPEN HOUSE AT THE SPILLSCHOUL

Several times each year, the Spillschoul opens its doors to parents and to children who would like to have a look at the classes, and to discuss with the teachers.

## SUMMER CELEBRATION

At the end of the school year, the school and its guests take part in the Summer celebration. It is jointly organised by the parents, teachers and students.

## CULTURAL EVENTS

On a regular basis, the school organises theatre performances, art exhibitions, concerts, conferences and seminars.



# DAILY LIFE AT OUR SCHOOL

## WORKING LANGUAGES

We use various working languages according to the ages of our students.

- In the early learning classes and kindergarten: Luxembourgish.
- In the primary classes: primarily German. As of the 1<sup>st</sup> class: French and English are introduced as foreign languages.
- In the secondary classes: French is increasingly used.
- In the International Baccalaureate programme: French is predominant, but some courses are given in German or English.

## SCHEDULES

SCHEDULES	Classes begin	Classes end
Early learning and Spillschoul	7:30 AM at the latest 8:30 AM	Until 12:30 PM
1 <sup>st</sup> & 2 <sup>nd</sup> primary classes	7:45 AM	1 PM on Mo & We 12:15 PM on Tue , Thu and Fridays
3 <sup>rd</sup> primary	7:45 AM	1 PM Mo - Fr
4 <sup>th</sup>	7:45 AM	3 PM on Mondays 1 PM on Mo, Tue, Thu & Fridays
5 <sup>th</sup> to 6 <sup>th</sup> primary	7:45 AM	3 PM on Mondays & Wednesdays 1 PM on Tue, Thu & Fridays
Secondary	8 AM	2:15 PM depending on the timetable 5 p.m. at the latest

Several times during the year, school is on on Saturday.

## VACANCES

They align with the public school vacations. However, the autumn vacations are for two weeks. On the Friday before the Christmas, Easter and summer vacations, classes end at 12:15 PM. See the school schedule distributed at the start of the year.

## STUDENT ABSENCES

- As of the 1<sup>st</sup> day of absence: parents are required to inform the secretariat. A written reason for the absence must be provided to the teacher when the student returns.
- As of 3<sup>rd</sup> day of absence: a medical certificate must be provided to the secretariat or to the teacher.

## SECRETARIAT

- The secretariat is open from 8 AM to 4 PM, Monday to Friday.
- The secretariat is available for all information regarding the life of the school, the cafeteria and the After-school centre.
- Any change of personal information must be indicated to the secretariat as soon as possible.

## CLASS ACCOUNT

A class parent manages the class account, which is used to pay:

- for consumables used in class,
- for the shared breakfast (for the youngest classes).
- for excursions, trips and so on.

When requested by the teacher or regent, the account is replenished by the class parents, as needed.

## SECONDARY

For secondary students, a monitored study period is held after school, from 2:15 PM to 4 PM.

Registration: [etude.secondaire@waldorf.lu](mailto:etude.secondaire@waldorf.lu)

## PARKING AROUND THE SCHOOL

The car park in front of the school in the rue de l'Avenir is reserved exclusively for the school's personnel. The main entrance is used by employees, suppliers and wheelchairs in the morning as of 7:45 AM, and after class. Parents must use the car park in the rue Lucien Wercollier as well as the entrance at the back of the secondary building, when dropping off or picking up their child or children.

## START OF TERM

Classes begin in September, on the Monday of the week that includes the 15th of September. If the 15th of September is a Monday, classes begin that very day.

## PORTABLE TELEPHONE

Parents are required to use their portable telephones outside of the school's grounds.

## REMINDER OF A FEW RULES FROM THE STANDING ORDERS

*The complete standing orders can be requested from the secretariat.*

### In the primary classes:

- Large sums of money or objects of value should ideally not be brought into the school, since the school will not cover any loss or theft.
- The following objects and games are prohibited at the school:
  - Drugs, cigarettes, alcohol
  - Chewing gum
  - Electronic objects and games: for example mobile phone, tablet, camera, etc.

- Dangerous games or items: for example knives, slingshots, etc.
- Illustrated books and comic strips
- Rough games
- Throwing games involving hard objects, sand, dirt, snow balls.
- Bicycle, rollerblades, skateboard, etc.
- Football

***Any prohibited item will be confiscated by the teachers.***

In the secondary classes and International Baccalaureate:

- During class hours, students are only allowed to leave the school grounds with a teacher's authorisation. As of the V<sup>th</sup> class (9<sup>th</sup>), they can leave the school grounds during the lunch break, but only with the written permission of their parents or guardians.
- Large amounts of money or objects of value must not be brought into the school, since the school declines any liability in case of loss or theft.
- Before vacation periods, lockers must be left empty and open.
- Within the school, students are not allowed to use the following objects and items:
  - Drugs, cigarettes, alcohol
  - Chewing gum
  - Electronic objects and games: for example mobile telephone, tablet, camera, mp3 player, etc. The students can be in possession of these items, but they must not be used within the school grounds.
  - Dangerous games or objects: e.g. knives, slingshot etc.

***Any prohibited items will be confiscated by the teachers and only returned at the end of the term. If an object is confiscated 3 weeks before the end of the term, it will only be returned the next term.***

## MAISON RELAIS

The school has a hosting structure approved by the Ministry of Families. Payment is made using the 'chèques-services accueil' system.

- After-school centre for children age 3 to 6 years, every day after classes and until 5:30 PM.
- After-school centre for children age 6 to 12 years, every day after classes and until 5:30 PM.
- 3 options:
  - the child stays until 1 PM (meal not included).
  - the child stays until at least 3 PM (meal included).
  - the child stays until 5:30 PM (meal included).
- Registrations are through the secretariat.
- During vacations: a child-minding service is available from 7:30 AM to 5:30 PM (except August).

## CANTEEN (separate from the Maison relais)

The school has a cafeteria where each student can have a meal brought from home, or an ordered meal. Ordered meals are delivered every day by a certified organic restaurant, insofar as possible. Meals must be reserved using an order form.

## CLEANING OF THE CLASSROOMS

- In the primary classes: the children and/or parents alternate in order to clean the classroom.
- In the secondary classes: the regent and students are responsible for the cleanliness of their classroom.

## CARPOOLING

For ecological and economic reasons, many families organise the shared transportation of children.

## SCHOOL CALENDAR

At the start of the school year, each family receives a school calendar. Throughout the year, the calendar can be consulted on the Internet site [www.waldorf.lu](http://www.waldorf.lu). All events, school holidays, parent nights and other significant activities are indicated therein.

## TECHNICAL DEPARTMENT

For any maintenance of the school's buildings and infrastructures.

## SCHOOL NEWSLETTER ("BLIETCHEN" )

- The "Blietchen" is the newsletter on the life of the school: important dates, articles, event reports and small ads appear here
- It is sent out by e-mail
- Any small ads and articles for publication must be submitted digitally, in French or German, to the following address: **[public.relations@waldorf.lu](mailto:public.relations@waldorf.lu)**

## WEBSITE

**[www.waldorf.lu](http://www.waldorf.lu)**



# SCHOOL CONTACTS

## ADMINISTRATION

Dr. Michael Schulz  
waldorf@ecole.lu

Chairman of the Veräin fir  
Waldorfpädagogik ASBL

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Accountancy

## TECHNICAL DEPARTMENT

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Technical department manager

Rosa Maria De Sousa Moreira  
cantine@waldorf.lu

Canteen manager

## PUBLIC RELATIONS & Event management

(newsletter 'Blietchen', flyers, webpage, social media, press,  
events)

public.relations@waldorf.lu





## MAISON RELAIS

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Pedagogical coordination of the M.R.



## PEDAGOGICAL COORDINATION

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coordination.pedagogique@waldorf.lu

Pedagogical coordination



## INTERNATIONAL BACCARAULEATE

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IB coordinator



## PUPILS SUPPORT

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marie.delebecque@waldorf.lu



## ANTHROPOSOPHICAL LECTURE CIRCLE

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steeve.sannier@waldorf.lu



## PARENTS' SCHOOL

[info.elterenschoul@waldorf.lu](mailto:info.elterenschoul@waldorf.lu)



## PARENTS' PANEL

[parents@waldorf.lu](mailto:parents@waldorf.lu)



## SPILLGRUPP / CHILDREN PARENTS GROUP

[info.spillgrupp@waldorf.lu](mailto:info.spillgrupp@waldorf.lu)



## SEPAS

(Service psycho-social et d'accompagnement scolaire)

[sepas@waldorf.lu](mailto:sepas@waldorf.lu)





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# Impressum

Info brochure for new parents at the Waldorfschool of Luxembourg.

Issued once a year shortly after the start of term.

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M.Eugenia Beirer

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Editor:  
The Parents' Panel , Cyprien Ramaekers & Dominique Schlechter

