

Fräi-ëffentlech Waldorfschoul Lëtzebuerg

Information for parents

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INTRODUCTION

This brochure was prepared by the members of the Parents' Circle of the Waldorf School, updated in 2026, and is intended primarily for parents.
It provides an overview of the school's structure, its activities, festivals and events, as well as practical information about everyday school life.
It may also be a useful guide for anyone who wishes to take an active part in the life of the school.



GENERAL INFORMATION

In 1984, in parallel with the development of biodynamic agriculture, a group of teachers founded the first Waldorf school in Luxembourg. As parents, they wanted to provide the Waldorf educational approach for their own and other children, and they trained themselves accordingly.

The school began with just a few children in one kindergarten group and grew steadily alongside them. Once the full twelve-year cycle had been established, teachers and parents took the initiative to integrate the two-year International Baccalaureate (IB) program in 2004 into the curriculum as an end of school qualification.

In the 2008/2009 academic year, the secondary school program was reformed. The internships were expanded and the 12th school year was replaced by the first year of the IB program. With the introduction of the IB program, the school also gave itself the opportunity to offer an internationally recognised qualification. Since then, working groups have been striving to pave the way for further qualification options for the pupils.

The school offers:

- groups for young children accompanied by a parent (Spillgrupp)
- Kindergarten groups (Spillschoul) for children aged three and over
- six primary classes (Primaire)
- five secondary classes (Secondaire VIIe–IIIe)
- two secondary classes following the International Baccalaureate program (IIe and Ire)
- afternoon care (Maison Relais) for children in the kindergarten and primary school.

Around 75 staff members are employed in the areas of education and teaching, coordination, administration, building services, caretaking and catering.

The management of the school both as an institution and an organisation is the responsibility of the school community through self-governance.

THE SCHOOL CURRICULUM

Worldwide, most Waldorf schools are based on the principle of independent supporting and are run and managed in accordance with the social threefold order. Our school, too, adopts this structure, in which parents and teachers work together to support the pupils' development. The supporting association (Veräin fir Waldorfpädagogik Lëtzebuerg) enables the school to operate with the support of state subsidies and the parental fees.

Précoce (voluntary pre-nursery year integrated into the Kindergarten groups)

Spillschoul (Kindergarten) for children aged four and over

- Wisegäertchen
- Rousegäertchen
- Lavendelgäertchen
- Blummegäertchen
- Haffgäertchen

Primary

- Year 1
- Year 2
- Year 3
- Year 4
- Year 5
- Year 6

Secondary

- VIIe (7^{e})
- VIe (6^{e})
- Ve (5^{e})
- IVe (4^{e})
- IIIe (3^{e})

Baccalauréat International (IB)

- II^{e} (2^{e}) (first year of the IB program)
- I^{re} (1re) (second year of the IB program)

THE SUPPORTING ASSOCIATION

The 'Veräin fir Waldorfpädagogik Lëtzebuerg', a non-profit association for the promotion of Waldorf education in Luxembourg, was founded in 1982 with the aim of opening a Waldorf school in Luxembourg.

Today, the association comprises:

- the 'Fräi-ëffentlech Waldorfschoul Lëtzebuerg' on the Limpertsberg
- the 'Waldorfspillschoul' with four Kindergarten groups on the school grounds
- a kindergarten group on the grounds of the biodynamic farm 'Kass-Haff' in Rollingen/Mersch
- the "Maison Relais" on the school grounds

The association ensures:

- the continued existence of the Waldorf School whilst promoting its sustainable development
- the legal and financial basis for the school and the "Maison Relais" to operate
- the professional development of adults through further training, conferences, seminars and workshops for teachers, parents and interested individuals

The association is responsible for the organisation, administration and legal representation of the school. The members comprise parents, teachers, Kindergarten staff, alumni and friends of the school and Waldorf education. During the Annual General Meeting (Assemblée Générale), members take note of the activities of the past financial year and the current operations, and exercise their right to have a say, or rather, fulfil their shared responsibility for the running of the school and the Maison Relais.

The association is administered and managed by the General Management Conference (GLK).

THE GENERAL LEADERSHIP CONFERENCE (GLK)

The General Leadership Conference comprises:



*Voting rights only for decisions relating to the IB Programme.

Members of the General Leadership Conference (GLK)

- **one delegate** each from the Kindergarten, Primary School, Secondary School, the IB Programme, the Parents' Circle, and the Maison Relais
- **one expert** each in the fields of law, human resources, business administration, and engineering
- the Administrative Coordinator
- the Pedagogical Coordinator
- the IB Programme Coordinator

By virtue of their roles, the coordinators are members of the GLK without voting rights. The IB coordinator has voting rights only on decisions relating to the IB. All other members are elected or delegated by their respective conferences. Their term of office lasts for two years and is renewable.

The various conferences make their own internal decisions independently. All decisions of a major nature are taken by the GLK following the submission of a proposal, a draft or a document. The GLK meets once a week and when required.

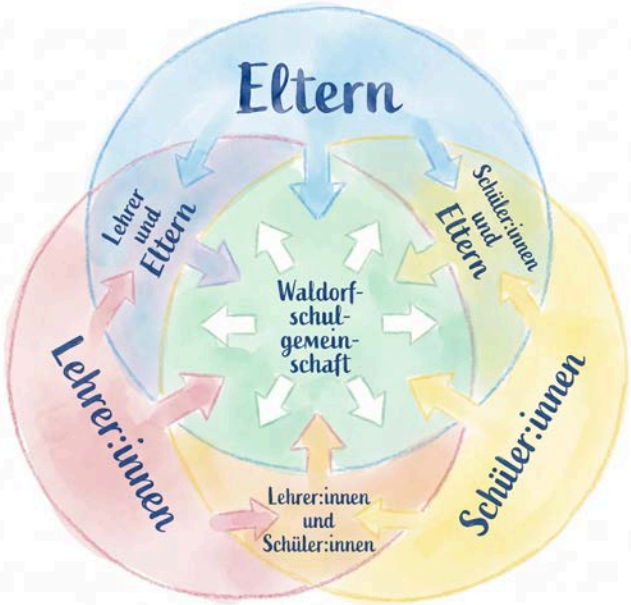
The detailed structure and procedures of the GLK are described in full in the document 'The Statutes of the 'Veräin fir Waldorfpädagogik Lëtzebuerg'.

THE PEDAGOGICAL CONFERENCES

The teaching staff of the Kindergarten, primary, secondary, IB and Maison Relais form autonomous bodies within their respective areas of responsibility. They meet weekly for their level-specific conferences and address all pedagogical issues relating to their respective groups and classes on the basis of Waldorf education.

Five times a year, all pedagogical conferences come together for a general conference to discuss school-wide pedagogical issues.

The development of children and young people is strongly influenced by the way in which the responsible adults who support them interact. The open, complementary and appreciative collaboration between parents and teaching staff, in the spirit of Waldorf education and with a shared focus on the young people, provides the framework for their individual and social development.



relationship triangle*

Schüler:innen = pupils
Eltern = parents
Lehrer:innen = teachers
Waldorfschulgemeinschaft = Waldorf school community

Source: Bund der Freien Waldorfschulen

THE PARENTS' CIRCLE

The Parents' Circle is made up of representatives from all classes and Kindergarten groups at the Waldorf School. It enables parents, through their class representatives, to exchange information, experiences and thoughts regarding their children's grades and thus to engage actively with the school's issues, topics and activities.

Each member of the Parents' Circle acts as a link between the parents and the teacher or Kindergarten teacher responsible for the group or class, and the Parents' Circle itself, in the spirit of the 'relationship triangle', with a focus on the children/pupils in the respective class or Kindergarten group.

The aims of the Parents' Circle

- to promote communication between all parents at the school
- to support new parents in their integration into the school
- to facilitate a practical exchange with the teaching staff and the School Leadership Conference
- to understand and support educational and teaching approaches and attitudes, without, however, interfering in the work of the teaching staff
- to participate actively and constructively in school life
- to facilitate the exchange of information between the School Leadership Conference and the Parents' Circle

How the Parents' Circle works

The parents of a class or Kindergarten group ensure they are represented by delegating two parents to the Parents' Circle. An election is held for this purpose at a class parents' evening, following prior notice. The representatives are elected for a two-year term and may extend their term. They act as spokespersons for the parents of their class and keep an eye on the children's development in line with Waldorf education principles. The members of the Parents' Circle meet every second Thursday evening for a conference. The dates of these conferences can be found in the school calendar.

The Parents' Circle delegates its members to the school's existing working groups and committees. It participates in parent training initiatives and school projects.

The chair of the Parents' Circle, consisting of three members elected by the parent representatives, facilitates the flow of information, communicates the agenda in good time, organises the rotation of minute-takers and coordinates the Parents' Circle's activities throughout the school year.

The members of the Parents' Circle delegate a representative from their ranks to the GLK, to the national parents' representative body and to the Regional Parents' Council (LER) of the Waldorf schools in the Saarland-Rhineland-Palatinate-Luxembourg region.

The detailed structure and working practices of the parents' group are described in the document 'Ethics of the Parents' Group'.

THE PUPILS' COUNCIL

From Year 7 (VIIe) onwards, each class elects two class representatives. All class representatives meet on a regular basis and elect two representatives from among themselves to speak on behalf of the entire pupil body. These two pupils' representatives act as points of contact for the various conferences and for the pupils' bodies of the Waldorf schools in the Greater Region.

THE PSYCHOSOCIAL AND SCHOOL SUPPORT SERVICE

Service psycho-social et d'accompagnement scolaire (SePAS)

The SePAS focuses on the pupils' academic and personal development, as well as their well-being in everyday school life. At the Waldorf School, this service is understood in the spirit of Waldorf school social work. The principles of Waldorf education and systems theory work in tandem, and SePAS is available to support pupils, teachers, educators and parents. It provides advice, support and mediation in relation to the violence prevention policy and the media policy.

THE SPECIAL NEEDS SUPPORT PROGRAM

During the primary school years, therapeutic eurythmy, art therapy and remedial tuition are available, depending on the pupils' needs, in consultation with the class teacher. Special educational needs are identified and defined either within the school or by external bodies. Where possible, the relevant support takes place during school hours. The school doctor acts in an advisory capacity within the support program and offers consultation hours for parents. Close cooperation between parents, teachers and staff in the support program is crucial to the quality of the support provided.

THE MAISON RELAIS

The Association (asbl) runs an accredited after-school care program. In our Maison Relais, children are looked after by educators in accordance with Waldorf educational principles. Care is provided until 17:30 and the children are divided into three groups:

- children from the Précoce and the Kindergarten
- children from Grades 1 to 3
- children from Grades 4 to 6

There are three options:

- children stay until 1.00 pm (lunch not included).
- children stay until 3.00 pm (lunch included).
- children stay until 5.30 pm (lunch included).

Registrations are handled by the school office.
Payment is made via the 'Chèques Services Accueil' scheme.
During the holidays, the after-school care is open from 07:30 to 17:30 (except in August).

Any changes to the annual calendar will be communicated separately.

PARENTS' EVENINGS

Parents are regularly invited to parent-teacher evenings by the teaching staff at Spillschoul, the class teachers in the primary, or the form tutors (regents) in the secondary. These meetings provide an opportunity to discuss the children's and pupils' development, explain educational approaches, provide information about group or class activities, and plan upcoming celebrations, outings, trips or excursions together. Invited subject teachers offer insights into their lessons and exchange views with parents. The focus of these meetings is on the development and everyday school life of the children and young people, and there is scope to address any issues that may arise.

A view of the school community as a whole is facilitated by the fact that the parent representatives act as a link, reporting back from the parents' group and bringing issues from their group or class to the parents' group meeting.

The class treasurer reports on the current situation and reminds parents of any outstanding contributions to the class account.

PARENT-TEACHER MEETINGS

Parent-teacher meetings are held throughout the school year, giving parents the opportunity to discuss matters with their children's teachers. These days are announced in the school calendar and in the school newsletter.

COOPERATION BETWEEN PARENTS AND THE SCHOOL

Working groups

Working groups are formed to address issues that require attention; ideally, these are composed of teachers and parents with specific skills, and delegates from all conferences, including the parents' circle.

- the Bazaar Circle
- the Working Group on Violence Prevention, Addiction Prevention and Media Literacy (GSM)
- the 'Alternatives to the IB' working group
- the 'School Fees Reform' working group
- the Building Group / Extended Building Group

THE SUPPORT FUND FOR WALDORF EDUCATION

Founded in 1984 and now known as the 'Support Fund for Waldorf Education', the organisation is dedicated to promoting and further developing Waldorf education in Luxembourg. It supports educational, artistic, social and environmental projects that align with the fundamental principles of Waldorf education and enable children and young people to develop holistically. In doing so, it promotes initiatives that strengthen creativity, independence, a sense of responsibility and social interaction. Through its commitment, the Foundation helps to firmly establish Waldorf education in the long term and make its programs accessible to families.

FESTIVALS AND EVENTS

Seasonal festivals

At our school, we celebrate:

- around 29 September: St Michael's Day in the Kindergarten, primary and secondary up to Grade IIIe
- around 11 November: St Martin's Day in the Kindergarten and primary
- on the last day of school before 6 December, St Nicholas surprises the children in the Kindergarten and the primary
- on the Friday before the Christmas holidays: Christmas with a concert by the primary and secondary for the school community
- before the Easter holidays: Easter in the Kindergarten with a feast and in the primary and secondary with a term-end celebration
- around 24 June: St John's Day in the Kindergarten and primary

Term-End Celebrations

On three to four Fridays before the holidays, the teaching staff invite their classes to a celebration where they present insights into their lessons on stage. The dates can be found in the school calendar and in the 'Blietchen'.

The Bazaar

In autumn, shortly before the first Advent Sunday, the school's annual Bazaar takes place on a Sunday. The Bazaar Circle organises this event, which is open to the public and the school community. Alongside external craft vendors, the school classes – involving all pupils, parents and teachers – contribute to the success of the bazaar with activities, stalls and a restaurant. The proceeds from this event are used to support both internal and external projects.

The Summer Fest

Towards the end of the school year, the whole school community celebrates the arrival of summer on a Saturday with games and performances, workshops and a communal meal. The Bazaar Circle organises this event too, and the school classes, together with all the pupils, parents and teachers, play their part in making the fest a success.

The Charity Run

Every year, a charity run is held for the lower and upper schools, with the proceeds going towards supporting Waldorf school projects worldwide as part of WOWday (Waldorf One World).

The Open Day

The Open Day offers interested parents and children the opportunity to get to know the school, gain an insight into Waldorf education and talk to teachers, parents and pupils.

The Kindergarten Open Day

Several times a year, the Spillschoul on Limpertsberg and the Kindergarten group in Rollingen open their doors to parents and children who wish to explore the group rooms and activities and talk to the Kindergarten teachers.

Cultural events

The school regularly organises theatre performances, concerts, exhibitions, talks, seminars and other cultural events. Some of these are listed in the school calendar (also available online) and are also announced via posters displayed around the school and per e-mail.

The dates of all celebrations and events are published in the school calendar and in the 'Blietchen'.

DAY-TO-DAY LIFE AT THE SCHOOL

Languages used to teach

We use different languages of instruction at school depending on the year group.

In kindergarten: Luxembourgish

In primary: The language of instruction for core subjects is German. French and English are introduced as foreign languages in the first grade.

In secondary: German remains the language of instruction in various subjects. French is increasingly used as the language of instruction in subject-specific lessons.

In the International Baccalaureate (IB): French and English are the languages of instruction. German continues to be taught as a subject.

Timetable

	Start of lessons	End of lessons
Kindergarten	as of 7:30 am	12:30 pm
Year 1 & 2	7:45 am	12:15 pm (Tue, Thu, Fri) 1:00 pm (Mon, Wed)
Year 3	7:45 am	1:00 pm (Mon–Fri)
Year 4	7:45 am	1:00 pm (Mon, Tue, Thu, Fri) 3:00 pm (Wed)
Year 5 & 6	7:45 am	1:00 pm (Tue, Thu, Fri) 3:00 pm (Mon, Wed)
Secondary	8:00 am	2:15 pm or later, depending on the timetable
IB	8:00 am	No later than 5:30 pm

School holidays

The school holidays and the times when lessons finish can be found in the school calendar and the school newsletter.

Autumn, Christmas and Easter holidays last two weeks. Carnival and Whitsun holidays last one week. Lessons finish at 12.15 pm on Fridays before the two-week holidays and before the summer holidays. Before the one-week holidays, lessons finish at the usual time.

Pupil absences

From the first day of absence, parents must notify the school office of their child's absence, either by telephone or by email to:
absences.abwesenheiten@waldorf.lu

A written excuse must be submitted upon the pupil's return. From the fourth day of absence onwards, a doctor's certificate must be presented to the class teacher or form tutor (regent).

The class account

Each Kindergarten group and each class has a class account to cover expenses and costs relating to day-to-day class activities. These include school materials provided to pupils on an individual basis, such as exercise books, pens, craft and art supplies, wool, clay, wood, metal and stone for craft and woodwork lessons, as well as the costs of school trips, excursions and study visits. The class account is managed by a parent from the class and funded jointly by all parents.

Parking spaces around the school grounds

The parking spaces in front of the school on ***Rue de l'Avenir*** are reserved for school staff. Parents should use the public parking spaces on ***Rue Lucien Wercollier,*** as well as the other public parking spaces around the school grounds, when dropping their children off at school or collecting them from school or the Maison Relais.

Interacting with one another

At our school, we all learn together in our day-to-day lives; learning takes place through our relationships with one another. The school rules, the media policy and the violence prevention policy form the framework for peaceful, respectful and responsible coexistence.

These policies are provided upon signing the contract and can be viewed on the website at any time.

THE CANTEENE

The school has a canteen. Hot meals are supplied by an external caterer, whilst sandwiches are freshly made on site. Primary pupils eat their meals in the classroom, accompanied by a teacher. Secondary pupils eat in the canteen or, weather permitting, in the schoolyard. From Grade 9 (Ve) onwards, pupils are permitted to leave the school grounds during the lunch break with their parents' permission. The menu is published, and orders are placed digitally or via a paper form and must be submitted at least one week in advance.

CLEANING OF CLASSROOMS

In the primary: At the end of each school week, two parents from each class clean the classroom. The children help out in a way appropriate to their age, so that they can manage this task independently by the end of their time in the primary. The cleaning rota is displayed on the classroom doors.

In secondary: Teachers are jointly responsible with the pupils for keeping the school clean on a day-to-day basis. There is a student cleaning rotation in place. In addition, once a week, the school's cleaning staff cleans each classroom.

THE SCHOOL CALENDAR

At the start of the school year, every family receives a school calendar by post. Throughout the year, the updated calendar can be accessed on the school's website. All school events, including celebrations, projects, excursions and work experience placements, as well as the school holidays, are listed there.

THE TECHNICAL SERVICES DEPARTMENT

The Technical Services Department, composed by the caretaker and safety officer assures all maintenance work on the school's buildings and infrastructure.

THE SCHOOL ADMINISTRATION

The Secretariat is open during the school year from **07:30 to 14:00.** Appointments between **14:00 and 16:00** are available by prior arrangement.

THE SCHOOL NEWSLETTER "BLIETCHEN"

The 'Blietchen' is our school newspaper, featuring information about everyday school life, important dates, reports on events at school, and classified adverts. It is sent out by email on Fridays, before each school holiday, and is available in paper form on request. Classified adverts and articles for publication should be sent digitally in German, French or English to the 'Blietchen' editorial team: **blietchen@waldorf.lu.**

CONTACTS

School Office: waldorf-secretariat@ecole.lu

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Pedagogical Coordination: coordination.pedagogique@waldorf.lu

SePAS School Social Work: sepas@waldorf.lu

Parents' Circle: parents@waldorf.lu

School Doctor: gotelind.stollwerck-kutter@waldorf.lu

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