



**European Schools**

Office of the Secretary-General

Pedagogical Development Unit

**Ref.: ANNEX I TO DOCUMENT 2011-01-D-33-en-9**

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## **Internal structures in the nursery, primary and secondary cycles**

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**Document approved by the Board of Governors at its meeting of 12, 13 and 14 April 2011**

**Entry into force: 19 April 2013<sup>1</sup>**

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<sup>1</sup> This version was adapted, by the General Secretariat, in the light of the various decisions taken by the Board of Governors during the 2011-2012 and 2012-2013 school years.

At its meeting of 12-14 April 2011, the Board of Governors approved the Annex to document 2011-01-D-33-en-6 concerning the Internal Structures of the European Schools.

According to the reform principles the schools should set up a clear and transparent administrative and pedagogical management organisation in which the tasks and the responsibilities of everyone are clearly communicated to the whole school community.

This decision repeals and replaces the earlier decisions of the Board of Governors concerning Internal Structures and timetable reductions.

## **1. Staff Committee representatives**

The timetable reductions for the members of the Staff Committee are granted as follows:

The weekly timetable reduction for the nursery/primary representative is three hours and for the secondary representative three periods.

An additional reduction is granted to the nursery/primary representative (one hour) and the secondary representative (one period) of schools with more than 2000 pupils.

The School holding the annual presidency will have an additional one hour (primary) and one period (secondary) reduction.

The Secretary-General may grant the Staff Committee secretary a timetable reduction over and above the one granted to all members of the Staff Committee. The Staff Committee secretary may have up to five periods a week in the case of a secondary school teacher and up to five hours a week in the case of a nursery/primary school teacher.

## **2. Internal Structures**

The schools may appoint coordinators in the priority areas within the total amount of Internal Structures resources. Each task should have a clear job description, including the responsibilities of the nominated coordinator.

The distribution of timetable reductions shall be effected in a transparent way.

The director of the school shall present the use of the Internal Structures resources annually to the Administrative Board, in September/October.

A locally recruited teacher can be appointed to the task, but the total amount of hours or periods of the Internal Structures should not exceed the given framework.

The statutory timetable reductions for Staff Committee representatives, as well as the specific reductions for European School system level tasks (see Point 3 below) are not included in the total amount of the Internal Structures resources of a School.

### **2.1. Internal Structures calculation method**

The calculation method is to allocate 1 hour of Internal Structures for the nursery and primary schools per 65 pupils. This amount includes cycle coordination, subject coordination, LS, SEN and SWALS coordination.

The proposed calculation method for the secondary cycle is to allocate 1 period of Internal Structures for 40 pupils in the secondary cycle. This amount includes cycle coordination, subject coordination, timetabling, LS, SEN and SWALS coordination reductions.

Those secondary schools which have over 1000 pupils should be entitled to six additional periods of Internal Structures.

### **2.2. LS, SEN and SWALS coordination**

The number of LS, SEN and SWALS coordination hours varies between the schools.

The tasks and the responsibilities of the LS, SEN and SWALS coordinators are defined in the documents (2012-05-D-14-en-7 Policy and 2012-05-D-15-en-8 Procedural document) approved by the Board of Governors or Joint Teaching Committee. The timetable reduction allocation for LS, SEN and SWALS coordination shall be part of the Internal Structures resources of the school, so that the schools can allocate these tasks according to local needs.

## **3. Specific system level tasks**

### **3.1. Intermath**

A teacher dealing with the secretariat and the administration of Intermath can be granted six hours' release from teaching duties. These costs are defrayed fully by the Intermath Fund.

All the costs related to production, packing and distribution of Intermath work sheets are defrayed by the Intermath Fund.

### **3.2. EUROBIO and Integrated Sciences worksheets**

The old decisions concerning the coordination of EUROBIO and Integrated Science Worksheets have been cancelled.

## 4. Careers Guidance

The Schools should refer to document 2011-09-D-36-en-6, approved by the Board of Governors at its April 2012 meeting, and to memo 2012-06-M-1, which clarifies the decisions of the Board of Governors taken in that connection.

Decisions of the Board of Governors with respect to document 2011-09-D-36-en-6 (ref. Decisions: 2012-04-D-9-en-3):

1. a one-period timetable reduction per language section in the secondary school for the performance of careers guidance duties.
2. the setting at €130/€260 of the fee which S7 pupils requesting special processing of higher education applications are required to pay to cover the costs entailed.