



**Ref.: ANNEX I TO DOCUMENT 2019-04-D-13-en-1<sup>1</sup>**

**Orig.: EN**

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

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**Document approved by the Board of Governors at its meeting of 9, 10, 11 and 12 April 2019 in Athens<sup>2</sup>**

**This document cancels and replaces document 2011-01-D-33-en-9-ANNEX I approved by the Board of Governors at its meeting on 12, 13 and 14 April 2011 in Brussels.<sup>3</sup>**

### **Amended by:**

Decision of the Board of Governors at its meeting of 5, 6 and 7 December 2017 in Brussels.<sup>4</sup>

Decision of the Board of Governors at its meeting of 17, 18 and 19 April 2018 in Tallinn.<sup>5</sup>

Decision of the Board of Governors at its meeting of 3, 4 and 5 December 2019 in Brussels<sup>6</sup>

Decision of the Board of Governors at its meeting of 15, 16 and 17 April 2020 - Online<sup>7</sup>

Decision of the Joint Teaching Committee at its meeting of 13 and 14 February 2020 in Brussels<sup>8</sup>

### **Entry into force: 1 September 2020**

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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 2017-2018, 2018-2019 and 2019-2020 school years.

<sup>2</sup> Decisions of the BoG: 2019-04-D-12

<sup>3</sup> Decisions of the BoG: 2011-04-D-7

<sup>4</sup> Decisions of the BoG: 2017-12-D-17

<sup>5</sup> Decisions of the BoG: 2018-04-D-11

<sup>6</sup> Decisions of the BoG: 2019-12-D-5

<sup>7</sup> Decisions of the BoG: 2020-04-D-26

<sup>8</sup> Decisions of the JTC: 2020-02-D-1

## Background

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 organization 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.

At its meeting of 17-19 April 2018, the Board of Governors approved the revised Annex to document 2011-01-D-33-en-9 concerning the Internal Structures of the European Schools.

This decision of the Board of Governors had been reviewed again by April 2019 in the context of the ongoing discussions linked to the creation of a 'middle management'. The new decision of the Board of Governors of April 2019 repeals and replaces the earlier decisions of the Board of Governors concerning Internal Structures and timetable reductions.

### 1. 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 affected 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 **Teaching Staff Committee** representatives, as well as the specific reductions for European School system level tasks (see Point 2 below) are not included in the total amount of the Internal Structures resources of a School.

## 1.1. Internal Structures calculation method

The calculation method is to allocate 1 hour of Internal Structures for the nursery and primary schools per **50** pupils. This amount **should cover** includes cycle coordination, timetabling, subject coordination, **tasks assigned to subject referents and any other needs the school has for coordination.**

The proposed calculation method for the secondary cycle is to allocate 1 period of Internal Structures for **30** pupils in the secondary cycle. This amount **should cover** includes cycle coordination, timetabling, subject coordination, **tasks assigned to subject referents and any other needs the school has for coordination.**

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

## 1.2. Educational Support and SWALS coordination

The number of Educational Support and SWALS coordination hours varies between the schools.

The tasks and the responsibilities of the Educational Support and SWALS coordinators are defined in the documents (2012-05-D-14 Policy and 2012-05-D-15 Procedural document) approved by the Board of Governors or Joint Teaching Committee. The timetable reduction allocation for Educational Support and SWALS coordination shall be part of **the specific budget line foreseen for Educational Support**, so that the schools can allocate these tasks according to local needs.

## 2. Specific system level tasks

### 2.1. 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.

From January 2020, an increasing of the timetable reduction for the secretary/project manager, **by 3 hours per week for a period of 3 years with a possible revision** can be granted. The costs related to the extension of the timetable reduction of the teacher concerned would be covered by the budget of the Intermath Commission.

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

### 2.2. EUROBIO and Integrated Sciences worksheets

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

### 3. Careers Guidance

The Schools should refer to document **2017-09-D-27**, approved by the Board of Governors at its December 2017 meeting modified by decisions taken by the Board of Governors at its April 2018 and 2019 meeting, by the decision taken by **Joint Teaching Committee at its February 2020 meeting** and to memo **2020-06-M-3-en**, which clarifies the decisions of the Board of Governors taken in that connection.

Decisions of the Board of Governors with respect to document 2017-09-D-27 (ref. Decisions: 2017-12-D-17-en-3, 2018-04-D-11-en-3 and 2019-04-D-12-en-3 – JTC: 2020-02-D-1):

#### 1-

To avoid any misunderstandings and confusion, it should be borne in mind that remuneration for activities should be *per class* (see points 3 and 4 of the document).

#### 2-

As regards the types of applications and payments for them: the requirements of higher education institutions are evolving in terms of their access conditions. Thus, some now require applications which imply a heavier workload for careers teachers.

Consequently, and in order already to take account of future developments, precise restrictive examples for the types of applications will no longer be quoted, classifying them as follows – see point 7 of the document:

- Those applications which involve no additional workload for staff.
- **Shorter applications:** those that involve an average extra workload of approximately two periods per application. **An annex of the possible tasks is included by way of example.**
- **Longer applications:** those that require a minimum of four periods' worth of extra work. **An annex of possible tasks is included by way of example.**

#### 3-

In order to implement the Board of Governors' 1995 decision relating to **national external advisers** (document 95-D-263), the following should be arranged:

- a. The annual provision of careers advice by national external advisers will be organized in the form of visits and/or using digital communication tools (video-conference, chat, etc.).
- b. Professionally trained national careers advisers should offer this service to all European Schools.

#### 4-

Adaptation and updating of the document dating from 2011 (2011-09-D-36), the reference number of which is now 2017-09-D-27.

### **Dossier management' for applications for admission to higher education institutions as from September 2018**

Students will in future pay a fee set according to the workload involved for the careers teacher in processing each application:

**€260** (4 periods or more of work) or **€130** (2 periods or more of work). A charge should be made for each additional application.

#### **Payment granted to teachers:**

Timetable reductions (in periods) will be granted to careers teachers involved on a pro rata basis according to the following criteria: preferably, a one-period annual timetable reduction, otherwise one extra hour of annual overtime, for 10 longer applications or 20 shorter applications.

On a pro rata basis, this means, for example: 8 longer applications = 0.8 periods annual timetable reduction or 0.8 hours of annual overtime.

The timetable reduction is granted during the school year corresponding to the student's year 7.

#### **5-**

At its **February 2020** meeting, the **JTC** approved roll-out across the board of the Careers Guidance Programme for cycle 1 (years 2 and 3) of the Secondary cycle, with **entry into force in September 2020**.

Careers guidance teachers will deliver the careers guidance programme at the rate of **2 periods in S2 and of 6 periods in S3**. Please note that in this context, the term 'period' should be regarded as a 'single' period (a 45-minute lesson) and not as a weekly period throughout the year. Careers guidance teachers delivering the programme will be paid overtime for doing so, with a maximum of two periods **per class** in S2 and six periods **per class** in S3.

The document 2014-09-D-54-en-4 incorporated the Programme for Careers Guidance in the Secondary cycle: **2020-02-D-12-en-1**. That new document cancels and replaces the Programmes with the reference numbers 2014-09-D-54-en-4 and 2014-01-D-36-en-2.

Document 2017-09-D-27 has been amended accordingly. Memorandum 2020-06-M-3 cancels and replaces 2019-04-M-2.

## **4. Language tests in the Brussels European Schools**

The Brussels European Schools should refer to the document 2018-09-D-66 approved by the Budgetary Committee at its November 2018 meeting, with entry into force on 1 January 2019. The Budgetary Committee approved the creation of:

- a coordination function for the organization of language tests in the Brussels European Schools, with the following job description:
  - Coordinate the organization of tests and ensure their validity by following a specific procedure.
  - Collect assessment reports and ensure that they are properly completed, dated and signed.

- Give reasons for the Management's decision when the test results lead to determination of a dominant language, which differs, from the parents' request.
- a timetable reduction of a maximum of 72 hours per school year for the coordination of language tests in the Brussels European Schools.

The creation of a timetable reduction of two periods per week in each Brussels European School is equivalent to the creation of a yearly timetable reduction of a maximum of 72 hours by school in Brussels.

## 5. Events organised by the European Schools

The Schools should refer to both the document "Common Framework for "Events" organized by the European Schools (2019-12-D-36) approved by the Board of Governors at its April 2020 meeting with an immediate entry into force, and to the Handbook linked to the particular events.

Hosting a large-scale event should remain possible for all Schools no matter their size or location. The principle of rotation is seen as a valuable element of creating a corporate identity which should not be given up.

Within the framework of the organisation of events such as **EUROSPORT, ESSS, FAMES, MEC**, ..., in order to ensure that smaller Schools can also host a large-scale event, it is envisaging that a number of hours/periods of *décharge* for the organising School will be provided, in the school year prior to the event and in the year of the event.

The hours/periods of *décharge* should not depend on the size of the School as the organization of the event requires more or less the same efforts in all Schools no matter what size they are.

**The same amount of *décharge* is foreseen for the events EUROSPORT, ESSS, FAMES and MEC.**

In April 2020, the Board of Governors approved the idea to offer, once to the Schools hosting a large-scale event, with **entry into force on 1<sup>st</sup> September 2020:**

- **a *décharge* of a total of eight hours/periods per week**

**This number of hours/periods per week can be distributed over two years - in the School year prior to the event and in the year of the event. The hosting School can decide to give, to the staff in charge of the organisation of the event, five hours/periods in the first year and three hours/periods in the second year, depending on the workload."**

**In the case of MEC the total amount of *décharge* should be shared between the hosting school (four hours/periods per week) and the team of teachers permanently in charge of MEC (four hours/periods per week).**

**The increase in the timetable reduction was valid for the 2020-2021 and 2021-2022 school years. An evaluation of the internal structures and revision of the document 'Internal Structures in the nursery, primary and secondary cycles' should be envisaged before April 2022: should the use of the additional internal structures granted not be properly justified, they will be cancelled.**