



Ref.: 2019-04-D-13-ANNEX I-5<sup>1</sup>

Orig.: EN

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

---

### Summary of Decisions taken by the Board of Governors<sup>2</sup>

**Amended by:**

Decision of the Board of Governors at its meeting of 5, 6 and 7 December 2017 in Brussels.<sup>3</sup>

Decision of the Board of Governors at its meeting of 17, 18 and 19 April 2018 in Tallinn.<sup>4</sup>

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

Decision of the Board of Governors at its meeting of 15, 16 and 17 April 2020 - Online<sup>6</sup>

Decision of the Joint Teaching Committee at its meeting of 13 and 14 February 2020 in Brussels<sup>7</sup>

Decision of the Board of Governors at its meeting of 6, 7 and 8 April 2022 in Dubrovnik<sup>8</sup>

Decision of the Board of Governors at its meeting of 12, 13 and 14 April 2023 in Dublin<sup>9</sup>

Decision of the Board of Governors at its meeting of 10, 11 and 12 April 2024 in Parma<sup>10</sup>

Decision of the Board of Governors at its meeting of 3, 4 and 5 December 2024 in Brussels<sup>11</sup>

---

<sup>1</sup> This document is regularly adapted, by the General Secretariat, in the light of the various decisions taken by the Board of Governors regarding the Internal Structures.

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

<sup>3</sup> Decisions of the BoG: 2017-12-D-17

<sup>4</sup> Decisions of the BoG: 2018-04-D-11

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

<sup>6</sup> Decisions of the BoG: 2020-04-D-26

<sup>7</sup> Decisions of the JTC: 2020-02-D-1

<sup>8</sup> Decisions of the BoG: 2022-04-D-10

<sup>9</sup> Decisions of the BoG: 2023-04-D-2

<sup>10</sup> Decisions of the BoG: 2024-04-D-12

<sup>11</sup> Decisions of the BoG: 2024-12-D-8

## Introduction

The schools set up clear and transparent **Internal Structures** to cover the coordination of necessary administrative and pedagogical tasks for the good functioning of the school. To this end, the management appoints coordinators in the school's priority areas.

Coordinators will have clear job descriptions including their main responsibilities and tasks to perform. They will be granted the necessary time to carry out their job preferably in the form of timetable reductions from their teaching duties. Locally recruited teachers can also be appointed as coordinators.

The yearly distribution of timetable reductions shall be communicated in a transparent way. The school director shall present the use of the Internal Structures resources annually to the School's Administrative Board in September/October.

### 1. Internal Structures calculation method

The overall time credit for a European School's Internal Structures will be calculated as follows:

- For the **nursery and primary cycles**: 1 hour of Internal Structures schools per each **50** pupils.
- For the **secondary cycle**: 1 period of Internal Structures for each **30** pupils in.
- Those secondary schools which have over 1000 pupils should be entitled to a total of **6** additional periods of Internal Structures.

These amounts should cover all coordination needs in a school such as: timetabling, cycle coordination, level coordination, section coordination, subject coordination, school trips coordination, work experience coordination, pupils' mobility coordination (school exchanges), European Bacculaureate coordination, coordination of different programs: antibullying, wellbeing, green school...

Moreover, certain key areas described in points 2 and subsequent have been granted additional specific time credit.

### 2. Teaching Staff Committee

Main reference document: [2018-08-D-9](#)

Seconded member of the teaching staff: **3** hours/periods per week.

Locally recruited members of the teaching staff committee: **3** hours/periods per week.

An additional **1** hour/period per week is granted to the members of the teaching committee of schools with more than 2000 pupils.

An additional **2** hours/periods per week is granted to the teaching staff committee of schools with a cycle distributed over two different sites, **4** hours/periods per week in case both cycles are distributed over two different sites.

The chair of the inter-schools teaching staff committee and his/her alternate shall receive **1** additional hour/period.

The secretary the inter-schools teaching staff committee shall receive an additional **5** hours/periods per week.

### 3. Educational Support and SWALS coordination

Main reference documents: [2012-05-D-14](#) and [2012-05-D-15](#)

The number of Educational Support and SWALS coordination hours/periods varies between the schools depending of their needs. The time allocation for Educational Support and SWALS coordination shall be part of **the specific budget line foreseen for Educational Support**.

### 4. Careers Guidance

Main reference document [2017-09-D-27](#).

Schools will be entitled to a **1 period timetable reduction per language section in the secondary cycle for coordination**. The Director can then decide how this time credit is allocated depending of the school's careers guidance needs.

Moreover, careers guidance teachers will deliver the **careers guidance programme** ([2020-02-D-12](#)) at the rate of:

- In **s2**: 2 periods per class
- In **s3**: 6 periods per class
- In **s5**: 16 periods per class
- In **s6**: 8 periods per class
- In **s7**: 8 periods per class

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 will be paid **overtime** for these periods.

#### **Dossier management' for applications for admission to higher education institutions**

Pupils will 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) may be granted to careers teachers involved in dossier management on a pro rata basis according to the following criteria: a one-period annual timetable reduction for 10 longer applications or 20 shorter applications. Otherwise, dossier management can also be paid as annual overtime.

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

## 5. Language tests for determination of dominant language in the Brussels European Schools.

Main reference document: **2018-09-D-66**

A coordination function for the organization of language tests for the determination of dominant language on enrolment (art 47.5 of the General Rules) was approved for 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 can be awarded. This is equivalent to a timetable reduction of **2 periods per week** in each Brussels European School.

## 6. Large scale events organised by the European Schools

Main reference document: [2019-12-D-36](#)

See also handbooks corresponding to the particular events.

### **EUROSPORT, SCIENCE SYMPOSIUM and FAMES**

Schools hosting a large-scale event are awarded **a timetable reduction of a total of 8 hours/periods per week**.

This number of hours/periods per week can be distributed over two years, i.e., in the school year prior to the celebration of the event and in the year of its celebration. The hosting School can decide how to distribute the timetable reduction over the two school years depending on the workload or other relevant aspects of the organization.

### **MEC**

There is a total **timetable reduction of 8 periods per week**. This reduction 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).

## 7. Intermath

Main reference document: 2024-09-D-52

At its meeting in December 2024, the Board of Governors decided to centralise the INTERMATH project at the Office of the Secretary-General as of the 1<sup>st</sup> of January 2025 and to create a 2-year temporary position Assistant to the Head of Unit Pedagogical Development (OSG).

The previously awarded discharge periods (reduced timetable) to coordinate this project are therefore cancelled.

Discharge periods (reduced timetable) for members of the INTERMATH commission will be regulated by the INTERMATH commission statutes. All costs will be covered by the INTERMATH budget with no financial impact for the schools.

## 8. Implementation of the Harmonisation of Pedagogical Planning in the nursery, primary and secondary cycles and embedding of the 8 key competences.

Main reference document: **2023-01-D-59**

At its meeting in April 2023, the Board of Governors decided to grant the following time credit:

### For school year 2023-2024:

**Schools over 2000 pupils**                      **15 periods per week for secondary**  
**6 hours per week for N/P**

**Schools under 2000 pupils**                      **10 periods per week for secondary**  
**4 hours per week for N/P**

### For school year 2024-2025:

**Schools over 2000 pupils**                      **11 periods per week for secondary**  
**4 hours per week for N/P**

**Schools under 2000 pupils**                      **7 periods per week for secondary**  
**3 hours per week for N/P**

### For school year 2025-2026:

**Schools over 2000 pupils**                      **7 periods per week for secondary**  
**3 hours per week for N/P**

**Schools under 2000 pupils**                      **5 periods per week for secondary**  
**2 hours per week for N/P**

## 9. Work Experience and Citizenship Actions for All Programme

Main reference document: [2024-01-D-33](#)

In order to implement the Framework for Work Experience (WEX) and the Citizenship Actions for All Programme (CAAP) approved by the Joint Teaching Committee in its meeting on the 8<sup>th</sup> and 9<sup>th</sup> of February 2024, the following time credits have been approved by the Board of Governors at its meeting on 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> of April 2024:

**Schools with more than 1000 pupils in the Secondary cycle**                      **4 periods per week**

**Schools with less than 1000 pupils in the Secondary cycle**                      **2 periods per week**

This measure enters into force as from the 1<sup>st</sup> of September 2024.

## 10. Revision of the Internal Structures

The credit for Internal structures is revised periodically. The next revision should be based on a benchmarking exercise that allows comparison of middle management structures in a representative sample of Member States.