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Orig.: EN



Internal structures in the nursery, primary and secondary cycles

Summary of Decisions taken by the Board of Governors²

Amended by:

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

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

Decision of the Board of Governors at its meeting of 3, 4 and 5 December 2019 in Brussels⁵

Decision of the Board of Governors at its meeting of 15, 16 and 17 April 2020 - Online⁶

Decision of the Joint Teaching Committee at its meeting of 13 and 14 February 2020 in Brussels⁷

Decision of the Board of Governors at its meeting of 6, 7 and 8 April 2022 in Dubrovnik⁸

Decision of the Board of Governors at its meeting of 12, 13 and 14 April 2023 in Dublin⁹

Decision of the Board of Governors at its meeting of 10, 11 and 12 April 2024 in Parma¹⁰

Decision of the Board of Governors at its meeting of 3, 4 and 5 December 2024 in Brussels¹¹

Decision of the Board of Governors at its meeting of 15, 16 and 17 April 2026 in Riga¹²

¹ 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.

² Decisions of the BoG: 2019-04-D-12

³ Decisions of the BoG: 2017-12-D-17

⁴ Decisions of the BoG: 2018-04-D-11

⁵ Decisions of the BoG: 2019-12-D-5

⁶ Decisions of the BoG: 2020-04-D-26

⁷ Decisions of the JTC: 2020-02-D-1

⁸ Decisions of the BoG: 2022-04-D-10

⁹ Decisions of the BoG: 2023-04-D-2

¹⁰ Decisions of the BoG: 2024-04-D-12

¹¹ Decisions of the BoG: 2024-12-D-8

¹² Decisions of the BoG: 2026-04-D-7

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 for 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 Baccalaureate 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 on 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 [2025-10-D-41¹³](#).

The number of periods allocated for Careers Guidance coordination in each school corresponds to the number of language sections in the secondary cycle. For example, a school with four sections receives a total of four coordination periods.

When there are more than 4 classes in total in s2, s3, s5 and s6 in a section, an additional period will be granted to each section fulfilling this condition. In this sense, the maximum number of periods that can be granted for a section is 2.

These periods may be combined and redistributed according to the school's organisational needs. School management may therefore decide either to attribute all coordination periods to a single coordinator or to distribute them among several coordinators.

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.e** 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.

¹³ This document repeals and replaces the following documents: 95-D-263; 2017-09-D-27; 2020-06-M-3.

EUROSPORT, SCIENCE SYMPOSIUM and FAMES¹⁴:

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.

MEC¹⁵:

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 1st of January 2025.

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

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

8. 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 8th and 9th of February 2024, the following time credits have been approved by the Board of Governors at its meeting on 10th, 11th and 12th of April 2024:

Schools with more than 1000 pupils in the Secondary cycle	4 periods per week
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Schools with less than 1000 pupils in the Secondary cycle	2 periods per week
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This measure enters into force as from the 1st of September 2024.

9. 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.

¹⁴ 2023-09-D-41 ; 2019-01-D-52 and 2018-05-D-16.

¹⁵ 2023-09-D-43.