

ES BRUSSELS IV SCHOOL PLAN 2014

The European School Brussels 4 continues to expand. As predicted in the School plan 2013, the number of pupils is close to 2000 divided into 87 classes. According to our estimations for September 2014, the number of pupils may reach 2300, divided into 97 classes. Therefore, the priorities for 2014 continue to be linked to the growing school. Different aspects are presented in this document.

The Romanian language section opened at Nursery and Primary P1 level. Thus the number of SWALS pupils decreased from 169 (21.12.2012) to 146 (20.12.2013). The decrease will continue, but its gradient will become more moderate due to the arrival of Croatian pupils as new SWALS.

The Secondary School will be extended to S5 level. In order to organise the different optional courses, 37 periods (per week) are needed. This school years' experience shows that 3 long school days with 2 bus services in the afternoon would allow a more flexible and better organisation of the timetable, which could entail slightly shorter days for Nursery and Primary. We suggest this modification from September 2014. Transport and canteen issues play an important role; they are addressed by an active group of parents and the timetable makers of the School.

More classrooms will be needed in Primary and in Secondary corresponding to the CEA structure. This entails to move offices which occupy classrooms at the moment and to separate Primary and Secondary libraries. Furthermore, Secondary students need more indoor space for recreation. A cafeteria is part of this plan.

One of the biggest challenges is the recruitment of new teachers. The growing pupil population demands almost permanent recruitment of new teachers. Unfortunately the secondment politics of some member states have changed and the school will have less seconded teachers than requested. Therefore, the recruitment of local teachers has a high priority in order to maintain the quality of teaching and to improve where necessary. The recruitment will start as soon as the school is aware of the needs.

Furthermore, the school follows up what has started in 2013: It focuses on Lisbon key competences. We will continue to equip the Science labs adequately in an economical way. However, a considerable investment in material for Physics, Chemistry and Biology labs will be necessary over 2 years for basic equipment to cover the programme S5. We will start introducing tablet PCs which might also replace the interactive white boards as a cost saving side effect.

Integration of a high number of new pupils with very different competences in the second language requires special measures. Thanks to the new Support programme of the European Schools, the Secondary School can combine internal and external differentiation. Pupils with very little or no knowledge of the second language may catch up; the ones who are already have a good knowledge of L2 will receive further enrichment.

The school is envisaging a project focusing on World War I which will run throughout the year, in order to teach the pupils the importance of the EU. Details are underway and the final project proposition will be published at a later date.

The lunch break activities offered by our teachers for free as enrichment are very well received by the secondary students. Other activities which are not for free are organised in cooperation with the APEE. A three year programme with the Chinese Mission allows the School to send students to China during the summer holidays.

Generally, there are less regroupings than the year before.

The development of a whole school self-evaluation tool continues to be one of the pedagogical priorities in 2014.

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CLICK to Multi Annual Plan Activity	WORK CARRIED OUT		WORK TO BE CARRIED OUT	
	September - December	January - April	May - August	September - December
Adapt the structure of the school to the increasing number of students	Integration of more than 500 new students, 16 new seconded and 32 part time teachers; providing the programme for 1930 students	Prepare for the next school year: budget 2015 Activity reports 2014		Integration of estimated 400 new students, and more than 30 new teachers; enable the school to providing the programme for 2300 students
Specific targets				
Recruit locally new pedagogical staff	Recruitment of new staff for LS and M/Ch, mainly anglophone teachers; 3 of them left again	Emergency plan to replace leaving and missing teachers in the EN section	Start recruitment campaign for Sept in BE and abroad ; contact delegations	Extend list for replacement teachers
Recruit AAS staff	New technician, Scientific lab technician, procedure Secretary for enrolments	Recruit 0.5 Secretary Recruit 0.5 Psychologist Recruit 0.5 Nurse Recruit 0.5 worker Recruit 1.0 Head Accountant	Procedure for 3 rd lab technician, ask BoG for new AAS staff : HR/communication Sec, Pedagogical Sec, Security technician	Procedures for new AAS starting from September (Scientific lab technician)
Developing a middle management structure with focus on the Secondary	Interim deputy director Secondary, vertical and horizontal coordination, pedagogical coordinator	Define guidelines for the year level coordinators; ask	Adapt job descriptions Appoint new coordinators for the following year	Find Career advisors per section, especially for UKAS applications
Adapt the administration to the needs	Separate responsibilities for Budget, Human resources, Buildings and security under supervision of Administrator	Ask for post of a HR /communication Secretary	Make new Head Accountant familiar with his role (budget)	
Introduce new software SMS and replace PERSEE, COBEE			In-service training on new software	Introduce new software to replace COBEE

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Responsible				
Director, Administrator, Deputy Directors, coordinators	Director, Administrator, Deputy Directors, coordinators	Director, Administrator, Deputy Directors, Coordinators	Director, Administrator, Deputy Directors, Coordinators	Director, Administrator, Head Accountant
Resource indicators				
Number of additional pupils	389	4		
Number of new pupils	504			
Number of new teaching staff	48			
Number of new AAS staff	5			
Unsuccessful recruitments	4			
Overtime existing staff	(orally provided during the CCE meeting)			
Number of candidates				
Evaluation				
Direction, CA	Internal audit carried out	End of trimester	End of trimester	
Budget				
Budgets 2013-14-15	See project 2015			

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CLICK to Multi Annual Plan Activity	WORK CARRIED OUT		WORK TO BE CARRIED OUT	
	September - December	January - April	May - August	September - December
Adapt the site to the increasing number of students	87 classes, 1927 students		Increase of 14 students	97 classes 2293 students (many more rooms are needed)
Specific targets				
Furnish the number of class rooms corresponding to the CEA planning and our estimations	Rooms equipped for 1 st September		Equip all the rooms in the buildings W, B, A, G (in each building the top floor), building T and S	Accommodate all the classes and groups
Equip the Science labs	Continue to equip labs for S5		Prepare the calls to tender and equip the labs for S5 and S6	Calls to tender for S6, S7 and equip the labs for S6
Adapt the timetable	Tue, Thu: 2 bus services in the afternoon		Prepare new timetables for September, one more long day; 8.15 remains as starting hour; preparing for 3 canteen services from Sept.	Mon, Tue, Thu: 2 bus services allow more flexible planning and shorter school days;
Create space for recreation and work during breaks and free periods for the students	Equipping of 3 study rooms: 2 in A building, 1 in G building		Prepare préau for S1, S2, S3 according to the planning made by the architects; separate préau for S4 and S5	Furnish the préaux
Open a cafeteria	Planning for opening		Preparatory works for opening in September	Sandwich service from Jan 2015
Adapt the school yard Primary and the big school yard	Working group school yard suggests planning		Improving the Primary yard, sports and play trail around the big school yard	More table tennis outside for the Secondary yard
Move the Secondary library to the R building	Find alternative rooms for Primary		Prepare for the move, moving during the summer holidays	Equip the Secondary library
Move Primary and Secondary Offices	Due to the opening of the RO section, more class		Office space for Primary could be created in the K building; move during the summer holidays; for	New offices ready

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Create new office space for educational advisors, coordinators, secretaries and accountant	rooms will be needed Different options were discussed	secondary, the S building is proposed See above	Offices ready
Provide space for the after school child minding service	Different options were discussed	T building, shared rooms in the A building, new convention to be developed	Child minding works under modified convention
Responsible Director, Administrator, Deputy Directors	Director, Administrator, Deputy Directors	Director, Administrator, Deputy Directors, coordinators P, S, subject coordinators	Director, Administrator, Deputy Directors, coordinators P, S, subject
Resource indicators Available space Space needed ES programme			
Evaluation Coordinators, Deputy Directors, OIB, SAC			End of June (evaluate if everything is in place for Sept)
Budget 2014 and 2015			

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CLICK to Multi Annual Plan	WORK CARRIED OUT		WORK TO BE CARRIED OUT	
	September - December	January - April	May - August	September - December
Complete Safety and Security plans	Report (minutes of the Health- and Safety WG)	Follow up meetings		
Specific targets				
Assessment of potential risks	Carried out by an official Counsellor, report available	On-going WG	On-going WG	Own BXLIV Counsellor 2 nd degree
Adapt existing evacuation and lock down plans similar to those of the Commission	Evacuation exercise held at Nursery	Evacuation exercises at Primary and Secondary; plans and exercises for lock down		Follow up
Equip the site with a communication system allowing contact to each class room	Telephone in each class room	Planning for loud speaker system on each floor of the buildings and 11 outdoor cameras		Follow up
Improve access control to the site	Electronic card systems evaluated	Entrance control to be reinforced, badge for every member of staff obligatory, new parents badge to be developed		
Organise regular in-service training for every member of staff	First Aid for new staff 1 st part	First Aid for new staff 2 nd part	Technicians and supervisors	Follow up
Control check list with risks at buildings	Conseiller de prevention 1 ^{er} degree evaluated risks	Follow up with the RdB, Conseiller first degree (3 times per year on site)		Follow up
Keep in touch with the Commune to improve pavements and traffic	Assessment carried out by the Commune	Report		Follow up

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Responsible

Director, Deputy Directors,
Administrator, WG

Resource indicators

Budget available
Number of visits by the
Conseiller de prévention

Number of exercises, additional equipment Follow up

Evaluation

Conseillers de prévention I et
II, fire brigade, technician,
administrator

Evaluation in December

After next exercise External Security audit

Budget

Budgets 2014-2015

Expenses monitored

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CLICK to Multi Annual Plan	WORK CARRIED OUT		WORK TO BE CARRIED OUT	
	September - December	January - April	May - August	September - December
Activity Allow cultural identity in Europe, promote the values of European Dimension	Many activities on European cultural diversity in the Union	Celebrate the European Union and the values of European Dimension		
Specific targets Encourage interest in languages and make pupils aware of differences and similarities	Language Day and associated activities	Follow up during National Days		Follow up
Celebrate 50th anniversary of French-German treaty	CIDAL exhibition, opening by 5 German and French diplomats, discussion with students and theatre play by BXLIV students			
Encourage interest in European aspects of the Belgium History and IT knowledge: From Laeken to the World	100 years of radio communication between Laeken and Africa (radio amateurs present history and technical background)	Follow up in Science lessons		
Promote the Romanian language section	Inauguration on 24 October Romanian classes visit BX IV	e-twinning project started by a Romanian class and teacher (Dk, ES involved)	e-twinning may become a Comenius Project	Follow up
Encourage pupils' interest in culture of 18 th Century Project - Cultural WG	Pupils perform theatre, Art, literature (Posters, talks on French philosophers, writers) Theatre trips	on-going	on-going	

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Follow European roots	Colonia Europaea Bruxellensis: building our own Roman town (Lunchtime Activity)	on-going	on-going	
Celebrate Europe (European Day events)		Prepare for Europe Day celebration (WG)	The school celebrates Europe Day	Raising continuous awareness
The European Opera project: Pupils sing and perform different pieces of European operas, all the sections and class levels from Nursery to Secondary S4 involved,	Project document produced by WG	Rehearsals	Performances	
Responsible				
Teachers from different language sections, N, P, S Deputy Directors Mr Smeets (Opera)				
Resource indicators				
Assembly of a <i>Volet Culturel</i> Extra-budgetary accounts decide about opera project				
Evaluation				
Pedagogical coordinators and Deputy Directors	At the end of each semester			
Budget				
Extra-budgetary account	none	Budgetary situation decides on dates		

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	September - December	January - April	May - August	September - December
Raise awareness for cultures outside the EU	Global Citizenship Group met during lunch time			
Specific targets				
Make pupils aware of the living conditions outside Europe Global Citizenship	WG met as lunchtime activity Uganda project Primary	WG continues Uganda project	WG continues Uganda project	
Raise Cultural awareness for other cultures: China	Chinese Dancing Mandarin learning as extra school activity started	On-going	A group of S4 students goes to China	3 years programme on-going
Responsible				
Deputy Directors, coordinators				
Resource indicators				
Number of students participating	S4 students and a teacher from BXLIV went to China during the summer holidays	14 pupils are enrolled for the Dance project, more than 60 for the after school programme (cultural awareness and Mandarin)		
Evaluation				
Deputy Director Secondary, M. Duriez (who goes to China next)				
Budget				
No budget requirements apart from some equipment for dance (drums and costumes)				

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	September - December	January - April	May - August	September - December
Activity Improve communication skills				
Specific targets Promote use of the electronic learning platform Moodle	Moodle has been introduced in line with sms	Use will be extended (in-service training for teachers)	On-going implementation	implemented
Students use tablets in any lesson: inter-active white boards, books, copies and paper will be replaced where it is advantageous for learning and teaching		2 Secondary classes will be equipped to evaluate		
Students debate in English	Lunchtime Activity to promote excellent English	On-going	On-going	
Promote Swedish	Lunchtime Activity to learn Swedish	On-going	On-going	
Responsible WG ICT (Ms Wehning) Mr Burke (debating) Ms Lansson				
Resource indicators Number of students participating Number of tablets available				
Evaluation Deputy Director together with ICT WG, Ms Wehning Mr Burke, Ms Lansson				
Budget ICT budget Debating, Swedish: no bdgt				

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CLICK to Multi Annual Plan Activity	WORK CARRIED OUT	WORK TO BE CARRIED OUT		
	September - December	January - April	May - August	September - December
Knowledge and key competences (EU Lisbon 2006), part I	Baseline established in relation to existing practice re. harmonisation, differentiation and assessment	On-going	-	general guidelines for new staff to be developed
Specific targets				
Encourage interest in Astronomy & Physics	Lunchtime Activities (projects)	On-going		
Encourage participation in ESSS	projects	Participation in ESSS		Debriefing
Science Day	WG meeting	Projects which belong to the SCI programme		Science Day
Responsible				
Harmonisation, differentiation, assessment: Mr O'Connor and subject coordinators ESSS: Ms Baines Science Day: Mr Panicheli				
Resource indicators				
Pupils, classes and teachers involved				
Evaluation				
Teachers, ESSS Jury				At the end of each semester
Budget	Basically no budget requirements			

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CLICK to Multi Annual Plan	WORK CARRIED OUT		WORK TO BE CARRIED OUT	
	September - December	January - April	May - August	September - December
Activity Knowledge and key competences (EU Lisbon 2006), part II: languages and Integration	Creation of support groups for individual support to achieve the required level Enrichment for those who are advanced			
Specific targets	<p>New pupils have very different L2 levels. A special programme for integration has been developed: complete beginners study in separate groups; the other pupils in mixed ability groups; Those who are already very advanced receive additional classes for enrichment with a second LS teacher; when they return to class they present their work to the others Target: L2 level defined by the ES programme reached for all the students in S4</p> <p>Timeline: First assessment till October, creation of the groups for executive English after the November holidays</p> <p>Long term support groups for L1 and special support in L2 FR as the pupils have French Mother tongue, but have little writing skills</p>			
Integration of new pupils without or little English				
Integration of pupils with L1 Dutch who are French speaking at home				
Responsible	Deputy Director, L2 EN coordinators, L1 NE, LS, level			
Resource indicators	Number of pupils			
Evaluation	Teachers			
Budget	LS, SWALS budget			
			Groups of 15 pupils max with 2p in average	
			Development of the marks at the end of each trimester Budget to be monitored	

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	September - December	January - April	May - August	September - December
Encourage whole school identity and a good climate				
Specific targets				
N, P, S pupils perform together (on stage) pieces of operas composed by European composers	Project paper	Rehearsals may start depending on the financial situation	Performances around between Europe Day and end of the school year	
Students represent themselves	Elections of class reps	Secondary students elect a president for the first time		
P&S pupils respect each other while using the yard at the same time	Meeting transition coordinators	On-going	On-going	
Primary Maths teacher coordinates Secondary S1, 2	On-going	On-going	On-going	
Pupils are aware of the consequences of using drugs		Prevention programme	Prevention programme	
Pupils are aware of the consequences of bullying	Anti-bullying prevention by teachers for Moral and Religion	On-going		
Pupils learn gardening and appreciate our site	Garden project started by N, P and S pupils (lunch break activity in S)	On-going	On-going	
Pupils investigate about History of the site and set up a museum on our site	Museum project	On-going	On-going	

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The school goes green	Solar panels on the roof of the canteen	WG about mobility	On-going
Responsible			
Opera: Music teachers, coordination Mr Smeets Students' reps: Mme Gallas, Mr Martini School yard: Mrs Kirby, Ms O'Connor Maths: Mr Overlau, Mr Duriez Anti-drug: Mme Gallas Anti-bullying: Mme Kirby, Mme Gallas Gardening: Mr Mac Alister, Mrs Kirby Museum: Mr O'Connor Green School: Ms Renner			
Resource indicators			
Extra budgetary accounts for the Opera project			
Evaluation			
By the responsible persons		At the end of each trimester	
Budget	None		

Vision of the school:

Our students develop

- a European perspective of the world whilst preserving their cultural identity
- communication skills in a multicultural environment by learning several languages, modern technology and respecting a European code of behaviour
- mathematical, scientific and artistic skills to prepare for further education after obtaining the European Bacallaureate.

School Ethos:

We currently have more than 30 different nationalities. Students may join us at any level. Integration is therefore vital and communication is the key. The younger pupils, in particular, require encouragement to confirm their ideas and their sense of identity, in order to build their self-confidence. The knowledge the pupils acquire is reinforced by experience (learning by doing). This process should be applied across the whole school. Evidence should be given in each programme, unit or lesson. Furthermore, it is advisable to set up an evaluation procedure for the whole school to allow further improvements.

Teaching and learning will focus on 8 competences defined by the EU in Lisbon in 2006:

- communication in the mother tongue
- communication in foreign languages
- mathematical competence and basic competences in science and technology
- digital competence
- learning to learn
- social and civic competences.
- sense of initiative and entrepreneurship
- cultural awareness and expression

Please find information according to the document 2009-D-353-fr-4 (Reform of the European Schools System) on the following pages.

Request according to 2009-D-353-fr-4	Answer EE BXLIV
Objectives pursued, the actions to be carried out and the arrangements for their implementation and evaluation:	1. multi annual school development plan , pg. 17 - 18 2. annual school development plan , pg. 6 - 15

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Elements of the school's vision	2013	2014	2015	Objectives
<p>Allow cultural identity in Europe</p> <p>Raise awareness for cultures outside the EU</p>	<p>Prepare for the opening of a Romanian section in September 2013 and promote both the Bulgarian and Romanian sections</p>	<p>Start a Comenius project with a schools in 3 EU countries</p> <p>Projects across the sections and subjects: Science 2nd year, Seismology, Art projects and Human Science!</p> <p>Offer students the opportunity to learn elements of a non-European culture</p> <p>China dance and exchange programme Classical Arabic (after school activity) 3rd world projects, seismology project</p>	<p>Further promote both sections</p>	<p>Pupils show cultural as well as European awareness and express themselves accordingly</p> <p>Strengthen cross curricular cooperation across the sections</p>
<p>Elements of the school's vision</p>	<p>Develop the Kenya/Uganda/China projects</p>			<p>Integration of SWALS and new pupils with little or no knowledge of a second language:</p> <p>Developing mentoring and monitoring systems for all new pupils</p> <p>Differentiation according to individual needs; transparency for pupils and parents</p>
<p>Communication skills</p>	<p>Create a special learning environment for pupils with no prior second language to ensure rapid integration into the school system:</p> <p>Create level (catch up) groups to phase pupils into normal courses</p> <p>Develop an electronic learning platform to be used by the whole school community (i-cloud and tablet pc)</p>			<p>Integration of SWALS and new pupils with little or no knowledge of a second language:</p> <p>Developing mentoring and monitoring systems for all new pupils</p> <p>Differentiation according to individual needs; transparency for pupils and parents</p>

Elements of the school's vision	2013	2014	2015	Objectives
Whole school identity:	<p>Create centres of competence for the harmonization of teaching, learning and assessment across all sections and encourage pupils to take part in competitions like ESSS or Eurosport or competitions on the national level.</p> <p>Developing a whole school policy on internet usage and safety.</p> <p style="padding-left: 40px;">Develop and implement a programme of prevention</p> <p style="padding-left: 80px;">Develop an ecological project "Laeken"</p> <p style="padding-left: 40px;">Our new school – creating an adequate environment</p> <p style="padding-left: 80px;">Create a self-evaluation programme for the school</p> <p style="padding-left: 120px;">Implement the self-evaluation tool</p> <p>Make contact with the neighbourhood, especially the Centre Médori</p>			<p>Quality assurance for teaching and learning in all language sections</p> <p>No cyber bullying</p> <p>Foster emotional well-being and social and moral responsibilities</p> <p>The school is certified as green school</p> <p>Well-being of pupils and staff</p> <p>Quality assurance and transparency</p> <p>Integrate the school in Laeken Raise awareness for people with special needs</p>