

Description of supervision on the school buses

To facilitate the transport of children to and from the Luxembourg II European School, the school administration, APEEE and ATSEE are putting in place, with financial support from the Luxembourg Ministry of Sustainable Development and Infrastructure and in collaboration with the Study Centre (OIL), a shuttle bus ("navette") service between 3 departure areas (Kirchberg, Luxembourg central train station and Gasperich) and the site of the Luxembourg II European School in Bertrange-Mamer.

In response to parental concerns regarding the safety of children in the Nursery and Primary cycles, each of these navettes will be supervised by a security guard who will be responsible for the children throughout the journey from collection point to delivery point. Families of pupils using this service will be required to register, and pay, in advance.

1. Routes foreseen and role of the supervisors

In the mornings, various navettes will leave the 3 departure areas to go to the Luxembourg II European School in Bertrange-Mamer. Depending on the availability of safe waiting areas and on user demand, several navettes will travel from Kirchberg.

Weekday	Time	Place	Task description
Monday Tuesday	07:45	Kirchberg or Luxembourg central train station or Gasperich	Security guard arrives on site.
Wednesday Thursday	07:45 to 08:00	Kirchberg or Luxembourg central train station or Gasperich	Receive children and supervise them at bus stop.
Friday	08:00 to 08:30	Bus	Accompany children and supervise them on the bus.
	08:30 to 08:45	EE2 Mamer-Bertrange	Accompany children into the Primary building and Nursery building.

At the end of the school day, the navettes will leave the Luxembourg II European School in Bertrange-Mamer and travel to the Luxembourg I European School on Kirchberg (or other suitable locations, depending on outcome of discussions with each EU institution concerned).

Weekday	Time	Place	Task description
-	13:00	EE2 Mamer-Bertrange	Security guard arrives on site.
Tuesday Wednesday	13:00 to 13:10	EE2 Mamer-Bertrange	Receive children and supervise them at bus stop.
Thursday Friday	13:10 to 13:40	Bus	Accompany children and supervise them on the bus.
	13:40 to 14:00	EE1 Kirchberg (or other suitable location)	Accompany children into the EE1 building, and supervise them in the designated waiting room.

Weekday	Time	Place	Task description
Monday	16:30	EE2 Mamer-Bertrange	Security guard arrives on site.
Tuesday Wednesday	16:30 to 16:40	EE2 Mamer-Bertrange	Receive children and supervise them at bus stop.
Thursday Friday	16:40 to 17:10	Bus	Accompany children and supervise them on the bus.
	17:10 to 17:30	EE1 Kirchberg (or other suitable location)	Accompany children into the EE1 building, and supervise them in the designated waiting room.

After the APEEE extracurricular activities and the activities in the Study Centre (OIL), the navettes will leave the Luxembourg II European School in Bertrange-Mamer and travel to the Luxembourg I European School on Kirchberg (or other suitable locations, depending on outcome of discussions with each EU institution concerned).

Weekday	Time	Place	Task description
Monday	17:45	EE2 Mamer-Bertrange	Security guard arrives on site.
Tuesday	17:45 to 18:00	EE2 Mamer-Bertrange	Receive children and supervise them at bus stop.
Wednesday	18:00 to 18:30	Bus	Accompany children and supervise them on the bus.
Thursday			
Friday	18:30 to 19:00	EE1 Kirchberg (or other suitable location)	Accompany children into the EE1 building, and supervise them in the designated waiting room.

The times shown in all the preceding tables are indicative and may be subject to modification.

2. Organisation

The navette service linked to the school opening and closing times (mornings, lunchtimes, afternoons) is provided free of charge by the Luxembourg authorities, however a charge is made for the service in the evenings. There are costs to provide the supervision service on all journeys. Details of the registration process are not yet finalised: information will be communicated as soon as possible.

For the outward journey in the morning, parents are responsible for the safety of their children up until the navette is parked in a designated safe location. They may then transfer their children into the charge of the security guard, who will check they are properly registered. The guard is responsible for the children from the moment they are allowed onto the bus, throughout the journey, up until their arrival at the Luxembourg II European School in Mamer-Bertrange and delivery into the Nursery building and Primary building. Children of the Nursery cycle will be accompanied to their individual classroom. Children in the Primary cycle will be welcomed at the entrance to the Primary building by the teachers who are on supervisory duty. Children in the Secondary cycle will make their own way to the Secondary building.

For the return journey at lunchtime (13:00) and in the afternoon (16:30), the Luxembourg II European School will accompany the children of the Nursery and Primary cycle to the navette which will be parked in a designated safe location. Children in the Secondary cycle will make their own way to the bus stop. The security guard will check that children are properly registered, and is responsible for the children from the moment they are allowed onto the bus, throughout the journey, up until their arrival at the Luxembourg I European School on Kirchberg and delivery to the designated waiting room. Parents will have a limited time (15 minutes) to come and collect their children from this location. Similar arrangements will be foreseen for the other suitable locations, depending on the outcome of discussions with each EU institution concerned.

For the return journey in the evening (18:00), the APEEE extracurricular activities and the Study Centre (OIL) will be responsible for accompanying the children under their care to the navette which will be parked in a designated safe location. The security guard will check that children are properly registered, and is responsible for the children from the moment they are allowed onto the bus, throughout the journey, up until their arrival at the Luxembourg I European School on Kirchberg and delivery to the designated waiting room. Parents will have a limited time (15 minutes) to come and collect their children from this location. Similar arrangements will be foreseen for the other suitable locations, depending on the outcome of discussions with each EU institution concerned.

In the event of any problem during the period when the security guard is responsible for the children, they will make an immediate report to the transport coordinator at the Luxembourg II European School. The school administration, APEEE and ATSEE will together establish internal rules covering the rights and obligations of the different actors.

A communication system will be put in place via the school, APEEE and ATSEE websites. Depending on the internal rules, parents who have subscribed to the SMS emergency service organised by APEEE may be directly informed by SMS. A specific contact telephone number will be established for parents to inform the transport coordinator in the event of problems.

Parents will be able to specify who can collect their children from the security guard. Only these people will be allowed to collect the children.

3. Fees for providing this service

Access to the supervised navette service will require prior registration and payment of a fixed monthly fee. Pupils whose families have paid this fee can use the supervised navette service from whatever departure point to whatever collection point, however frequently they wish to use the service. The fee will be calculated by reference to the total number of users. It will be fixed as soon as the definitive mobility plan is known. An "à la carte" service will not be possible: costs will be shared amongst all persons using the service.