



European Schools

Office of the Secretary-General

Pedagogical Development Unit

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Internal structures in the nursery, primary and secondary cycles

Document approved by the Board of Governors at its meeting of 12, 13 and 14 April 2011

Entry into force: 15 April 2011

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 organisation in which the tasks and the responsibilities of everyone are clearly communicated to the whole school community.

This decision repeals and replaces all the earlier decisions of the Board of Governors concerning Internal Structures and timetable reductions (for careers guidance, this document concerns only the 2011-2012 school year).

1. Staff Committee representatives

The timetable reductions for the members of the Staff Committee are granted as follows:

The weekly timetable reduction for the nursery/primary representative is three hours and for the secondary representative three periods.

An additional reduction is granted to the nursery/primary representative (one hour) and the secondary representative (one period) of schools with more than 2000 pupils.

The School holding the annual presidency will have an additional one hour (primary) and one period (secondary) reduction.

The Secretary-General may grant the Staff Committee secretary a timetable reduction over and above the one granted to all members of the Staff Committee. The Staff Committee secretary may have up to five periods a week in the case of a secondary school teacher and up to five hours a week in the case of a nursery/primary school teacher.

2. 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 effected 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 Staff Committee representatives, as well as the specific reductions for European School system level tasks (see Point 3 below) are not included in the total amount of the Internal Structures resources of a School.

2.1. Internal Structures calculation method

The calculation method is to allocate 1 hour of Internal Structures for the nursery and primary schools per 65 pupils. This amount includes cycle coordination, subject coordination, LS, SEN and SWALS coordination.

The proposed calculation method for the secondary cycle is to allocate 1 period of Internal Structures for 40 pupils in the secondary cycle. This amount includes cycle coordination, subject coordination, timetabling, LS, SEN and SWALS coordination reductions.

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

2.2. LS, SEN and SWALS coordination

The number of LS, SEN and SWALS coordination hours varies between the schools.

The tasks and the responsibilities of the LS, SEN and SWALS coordinators are defined in the documents (2004-D-4110-en-3, 2009-D-669-en-2, 2010-D-117-en-2, and 2010-D-117-en-2) approved by the Board of Governors or Joint Teaching Committee. The timetable reduction allocation for LS, SEN and SWALS coordination shall be part of the Internal Structures resources of the school, so that the schools can allocate these tasks according to local needs.

3. Specific system level tasks

3.1. 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.

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

3.2. Timetable reduction for general revision of the mathematics syllabus

The Board of Governors agreed in 2009 to grant a three-period timetable reduction to the secretary of the Mathematics syllabus working group. This reduction will end in 2012.

3.3. EUROBIO and Integrated Sciences worksheets

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

4. Careers Guidance

The Secretary-General received a mandate to prepare a document concerning Careers Guidance (i.e. in general, in year 5, and in years 6 and 7) for the October meeting of the Joint Teaching Committee. The objective of the future document is to:

- clarify the current set of rules and decisions;
- allocate the Careers Guidance resources amongst the schools in a duly justified way;
- give instructions to the Schools concerning the remuneration of the Careers Guidance teachers and;
- present guidelines concerning the processing of Higher Education applications.

The Board of Governors decided that the processing of Higher Education applications should be funded by a fee, paid by the European Baccalaureate candidate.

In the 2010-2011 school year, the Careers Guidance coordinators had 78 periods' timetable reduction. This was reduced to 50 periods for the 2011-2012 school year whilst awaiting the final outcome of the reform of Careers Guidance organisation, which will be discussed at the October 2011 meeting of the Joint Teaching Committee.

CAREERS GUIDANCE TIMETABLE REDUCTIONS 2010-2012			
	Periods 2010-2011	Population	Periods 2011-2012
Alicante	3.33	559	2
Bergen	2	324	2
Brussels I	16.5	1743	8
Brussels II	12	1660	8
Brussels III	14.85	1700	8
Brussels IV	0	71	
Culham	2.65	483	2
Frankfurt	2.25	526	2
Karlsruhe	1.65	541	2
Lux I	14.45	2233	8
Lux II	0	0	
Mol	2	468	2
Munich	4	950	4
Varese	3.15	714	2
TOTAL	78.83	11972	50