École Européenne
Paris La Défense
à Courbevoie

General information – secondary EEPLD

School year 2026-2027

Table of contents



I.	Direction and contacts	2
II.	School year calendar 2026-2027	3
III.	Start of the school year and important dates	3
IV.	School hours	4
V.	Pedagogy in Secondary school	4
VI.	Languages at the European School	7
VII.	8 key competences	7
VIII.	Educational support policy	8
IX.	Important information in Secondary school	8
X.	APPLD (Parents association)	13

I. DIRECTION & CONTACTS

School email: ee-parisladefense@ac-versailles.fr

School website: www.ee-parisladefense.ac-versailles.fr

Central number: +33 (0)1 49 05 02 50

Secondary school address: 13 rue de l'Industrie - 92400 COURBEVOIE

- **Director: Marion MARCHAL**
  Email: Marion.Marchal@ac-versailles.fr

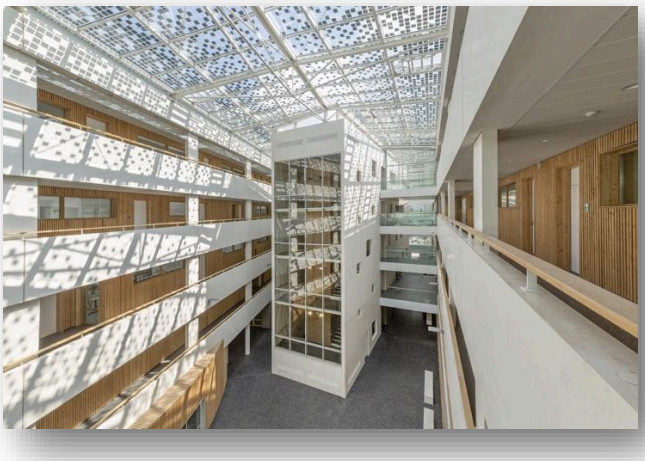
- **Deputy Head Secondary: Lucas BOUDET**
  Email: Lucas.Boudet@ac-versailles.fr

- **Education Advisor (CPE - Conseillers principaux d'éducation):**
  - **Christèle CAREMANTRANT** (S1-S3)
    Email: christele.caremantrant@ac-versailles.fr
  - **Bruno MONCOEFFE** (S4-S7)
    Email**:** bruno.moncoeffe@ac-versailles.fr

- **Supervisors (AED - Assistants d'éducation):**
  - **Gaspard CAREMANTRANT**
  - **Anna GISKA**
  - **Céline NASR**

- **Financial management (the "intendance"): Anne MASSON**
  Email: int.0922615t@ac-versailles.fr

- **Secretary: Fatima IHINA**
  Email: fatima.ihina@ac-versailles.fr



II. SCHOOL YEAR CALENDAR 2026-2027

Start of the school year	*See the start of the school year calendar below*
Autumn holidays	From Saturday 17 October to Monday 2 November 2026
Bank holiday	Wednesday 11 November 2026
End of the year holidays	From Saturday 19 December 2026 to Monday 4 January 2027
Winter holidays	From Saturday 6 February to Monday 22 February 2027
Bank holiday	Monday 29 March 2027
Spring holidays	From Saturday 3 April to Monday 19 April 2027
Ascension break	From Thursday 6 May to Monday 10 May 2027
Bank holiday	Monday 17 May 2027
Start of Summer holidays	Friday 25 June 2027 after class

***Teacher's pre-meetings**: Monday 31 August 2026

III. START OF THE SCHOOL YEAR AND IMPORTANT DATES

- **Back to school for secondary students**:
  Students must bring a ID photo on their first day.

Classes	Schedule
S1	• **Thursday 3rd September**: from 10.00 to 12.30 (in class) then from 12.30 to 16.00 (picnic and integration activities: bring a picnic) • **Tuesday 1st and Wednesday 2nd September**: no courses • **Friday 4th September**: regular timetable applicable
S2 & S3	• **Wednesday 2nd September**: from 10.00 to 12.30 • **Tuesday 1st and Thursday 3rd September**: no courses • **Friday 4th September**: regular timetable applicable
S4, S5, S6 & S7	• **Tuesday 1st September**: from 11.00 to 13.00 • **Wednesday 2nd and Thursday 3rd September**: no courses • **Friday 4th September**: regular timetable applicable

- **Regular time** is applicable from**: Friday 4th September 2026**

- **Meeting between legal representatives and the European School's teaching staff:**
  Thursday 17th September 2026 (18.00: meeting with the class teacher / 19.30: plenary meeting)

Please note these "information evenings" are for parents only.

IV. SCHOOL HOURS

The timetables below are for information only, the timetables for the different classes will be distributed the beginning of the year.

Bell	**8.10**
Period 1	8.15 – 9.00
Period 2	9.05 – 9.50
Break	**9.50 – 10.05**
Period 3	10.05 – 10.50
Period 4	10.55 – 11.40
Period 5	11.45 – 12.30
Lunch	**12.30 – 13.15**
Period 6	13.15 – 14.00
Period 7	14.05 – 14.50
Break	**14.50 – 15.05**
Period 8	15.05 – 15.50
Period 9	15.55 – 16.40
Period 10	16.45 – 17.30

V. PEDAGOGY IN THE SECONDARY

1. General information

The teaching periods are **45 minutes** each. The secondary school is divided into three cycles.

- **S1-S2-S3 - Observation cycle:** emphasis is placed on languages, mathematics and integrated sciences, human sciences, arts and physical education. The human sciences and ethics are taught in language 2 (L2) from S3 class.
- **S4-S5 - Pre-orientation cycle**: students can make several subject choices but continue to follow the core curriculum. The choices students make when they arrive at school at this level can affect their options for the Baccalaureate. It is therefore important to take the time to think carefully before making these choices.
- **S6-S7 - Orientation cycle**: this cycle covers the last two years of secondary school. Students choose their options but continue to follow a basic curriculum leading to the European Baccalaureate. Choices at this level may already have consequences on the choice of their higher education. It is therefore important to take the time to think carefully before making these choices. Teachers are available to discuss the choices.

S1	33 periods of 45’ each	**S4 - S5**	31 to 35 periods of 45’ each
S2	33 periods of 45’ each	**S6 - S7**	31 to 35 periods of 45’ each
S3	31 or 33 periods of 45’ each		

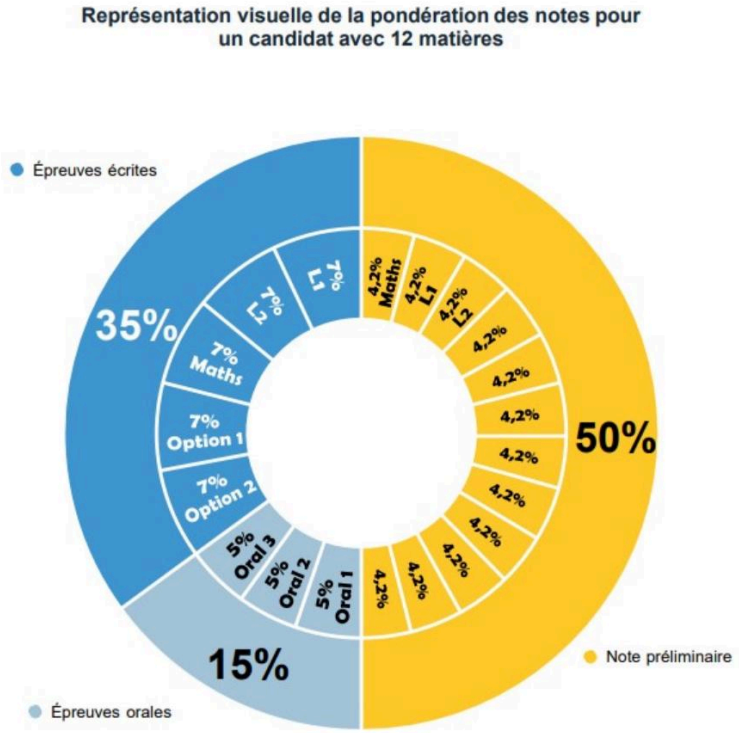
2. European Baccalaureate



At the end of their schooling (S7) students take the European Baccalaureate exams. The diploma awarded on successful completion of the examinations is recognised in all EU countries and in several other countries.
Holders of the European Baccalaureate have the same rights and benefits in their own country as holders of the diploma or certificate awarded at the end of secondary education in that country. They may enrol, with the same rights as nationals in possession of equivalent qualifications, in the universities or institutes of higher education of any country of the European Union[1].
The European Baccalaureate examinations cover the subjects taught in S6 and S7. Only pupils who have completed at least the last two full years of secondary education at the European School can take part in the examinations.

The assessment of each candidate's ability is based on[2]:

- **A preliminary mark** which represents class work, oral participation and the results of tests taken throughout S7, including the pre-baccalaureate exam in January.
- **The Baccalaureate examination at the end of S7** is composed of **5 written and 3 oral tests**, depending on the subjects chosen by the students.



[1] Convention defining the Statute of the European Schools (21 June 1994): https://www.eursc.eu/BasicTexts/SW1_21994A0817-en.pdf
[2] Regulations for the European Baccalaureate: https://www.eursc.eu/BasicTexts/2014-11-D-11-en-9.pdf

3. Marking scales

The marking system changes throughout secondary school:

- S1-S3: alphabetical marks
- S4-S6: numerical marks (half-points)
- S7: numercial marks (decimal)

	S1-S3	S4-S6	S7	Comments
Excellent though not flawless performance entirely corresponding to the competences required by the subject	A	10. 9,0-9,5	9,00-10	**Excellent**
Very good performance almost entirely corresponding to the competences required by the subject	B	8,0-8,5	8,00-8,99	**Very good**
Good performance corresponding overall to the competences required by the subject	C	7,0-7,5	7,00-7,99	**Good**
Satisfactory performance corresponding to the competences required by the subject	D	6,0-6,5	6,00-6,99	**Satisfactory**
Performance corresponding to the minimum of the competences required by the subject	E	5,0-5,5	5,00-5,99	**Sufficient**
Weak performance almost entirely failing to meet the competences required by the subject	F	3,0-4,5	3,00-4,99	**Failed (Weak)**
Very weak performance entirely failing to meet the competences required by the subject	FX	0-2,5	0.00-2,99	**Failed (Very weak)**

From S4 class, pupils are assessed using 'A mark' and 'B mark', which will be shown separately on their termly reports:

- **The A mark** focuses on the learning process and is more in the nature of formative assessment. It reflects ongoing observations of the skills and performance demonstrated by the pupil in the subject through various tasks: active participation, quality of contributions, consistency and regularity in work both in class and at home, a positive attitude towards learning, initiative, independence and cooperation with peers, written progress tests, oral tests, presentations, etc.

- **The B mark** corresponds to summative assessment. It reflects the skills pupils have acquired over a long period. It is based on marks obtained in assessments known as **B tests** or other forms of alternative summative assessment, depending on the subject. B marks are awarded from S4 and are subject to a testing schedule each term.

  B tests are becoming longer between S4 and S6 and are being held at increasingly shorter intervals. The aim is to allow pupils to gradually get used to the conditions of the official Bac exams.

VI. LANGUAGES AT THE EEPLD

In the European Schools system, there is a strong emphasis on language learning. Due to the multilingual nature of the education provided, pupils are fully proficient in at least two languages and have a good command of one or two other foreign languages by the time they graduate.

The European School of Paris-La Défense has **two language sections**: English and French. The language of the section is referred to as **L1**: this is the main language of instruction. Teachers in the language class will communicate with the child and their parents in the class language.

The European School of Paris-La Défense **does not offer bilingual education**, and **the L1 and L2 curricula are different**.

Pupils begin their first foreign language (known as **L2**) in S1. The options for L2 are English, German[3] or French. The choice of L2 is particularly important as pupils study several subjects (history, geography, ethics and later economics) in their L2 from S3 class.

The expected level in L2 **upon entry to S1 is level A2** of the Common European Framework of Reference for Languages. Students must be able to hold a conversation and read a short novel. In S1, students choose a second foreign language (**L3**) and, from S4 onwards, may choose a third (**L4**).

VII. THE 8 KEY COMPETENCES

The pupils of the EEPLD are the future citizens of Europe and the world. As such, they need a range of skills to meet the challenges of our rapidly changing world. In 2006, the European Council and the European Parliament adopted a European framework of **key competences for lifelong learning**. These competences are incorporated and integrated into the European Schools' curriculum[4].

The **eight key competences** that all individuals need in order to flourish and develop personally, and to be active citizens, are as follows:

1. Communicating in one's mother tongue
2. Multilingualism
3. Mathematical, scientific and technological skills
4. Digital skills
5. Learning to learn
6. Active citizenship
7. Sense of initiative and entrepreneurship
8. Cultural awareness and expression



[3] Only if there are enough pupils
[4] Key competences for lifelong learning in the European Schools: https://www.eursc.eu/BasicTexts/2018-09-D-69-en-2.pdf

VIII. EDUCATIONAL SUPPORT POLICY

At secondary school, **a teacher coordinates educational support** and acts as a link between pupils and their parents, the teaching and educational teams, the teachers delivering support periods during the week, healthcare partners, etc.

The European Schools regulations also provide for the formalisation of an **Individual Learning Plan (PAI)** in the event of learning difficulties linked to a diagnosed condition. Any educational adjustments are specified in the PAI and communicated to the teaching team.

Please remember to provide the coordinating teacher with your children's most up-to-date reports, if applicable, so that their needs can be identified and any necessary **educational adjustments** formalised within **PAP or Gevasco** (depending on the pupil's situation).

Arrangements for **Baccalaureate examinations** are sent in a confidential envelope to the Central Office of the European Schools during the S5 year by the coordinating teacher. The Central Office then decides whether or not to approve the arrangements for the Baccalaureate examinations.

Depending on requirements, **support periods** may be included in pupils' timetables. These are delivered by volunteer teachers. Their duration varies (from a few sessions to the whole year) and their content is tailored to individual needs: language support, study skills support, subject-specific support, etc.

IX. IMPORTANT INFORMATION IN SECONDARY SCHOOL

1. Physical Education and swimming

A PE kit is compulsory for all pupils at our school, including two pairs of shoes: one for outdoor use and one for indoor use (black soles are not permitted).

For the compulsory swimming lessons, pupils must bring a swimming cap and a swimsuit (swimming trunks or boxer shorts for boys; a one-piece swimsuit for girls).

2. Lost objects, thefts and degradations

The school is not responsible for valuable or personal items that pupils bring to school, bicycles, scooters, mopeds, and motorcycles. The school is not insured against theft or damage of personal objects.
We ask the parents to label the clothes and belongings of their child(ren) to avoid often long searches for lost and unmarked items of clothing.

3. Request for a locker

Pupils from S1 to S4 are automatically allocated a locker by the school administration at the start of the school year.
Pupils from S5 to S7 who would like a locker can apply to their form tutor from mid-September.
Pupils must bring their own padlock and always lock their locker, even if it is empty.

Contact: **Mr MONCOEFFE** - CPE - Email : bruno.moncoeffe@ac-versailles.fr
Mrs CAREMANTRANT - CPE **-** Email : christele.caremantrant@ac-versailles.fr

4. Insurances

In addition to your civil insurance, a complementary school insurance is necessary for all outings outside of school time. You will be asked for it at the beginning of the school year.

5. Class reprensentatives

At the start of the school year, the parents of each class must choose their representative who will act as a link between the parents of the class and the school, except of course for individual and personal matters. A substitute can also be elected.

6. School reports and parents-teachers' meetings

The school reports are distributed **four times a year,** available directly on the MySchool website: In November, at the end of the first semester at the end of January, in March and at the 2nd semester at the end of June.

Several meetings are scheduled between parents and teachers:

- A group meeting led by the form teacher (the 17th of September)
- An individual meeting to discuss the autumn report (in November) with the form teacher
- An individual meeting with several of the class teachers (in March)

If you would like to meet with teachers at other times during the year, please feel free to contact them directly by email.

7. Essential software and apps in Secondary

Various platforms enable parents to keep track of their children's education:

- **The « Environnement numérique de travail » (ENT) of the Ile-de-France Region**: https://monlycee.net/

All pupils and parents have a personalised access to the ENT. Access codes are provided at the start of secondary school and must be kept safe throughout the pupil's time at the EEPLD.

The username and password for the ENT are essential for logging in to the computer provided to pupils by the Ile-de-France Region at the start of secondary school.

The ENT offers a range of educational tools as well as a **messaging service** for communicating with teachers. The **Pronote software** can be accessed directly from the ENT's homepage.

- **Pronote:**

This software can be accessed directly via the ENT (see above). An app can also be downloaded free of charge on smartphone.

Pupils must check Pronote daily to ensure they have correctly noted their homework, to view their timetable and any changes, and to read any information and surveys that may be posted throughout the year. Pupils' absences are also recorded on Pronote.

Parents should also check Pronote daily to view the **homework** in the **"cahier de texte"** that their children need to complete and any changes to the **timetable**. Teachers and CPE also regularly post comments on work commitment, behaviour, disciplinary measures, etc., in the **"carnet" section**, which parents should consult.

Elections for parent representatives (late September–early October) and **requests to meet with teachers during the parents' evening in March** are carried out via the Pronote software.

It is important that each parent logs into their **own personal Pronote account**, and not their children's.

- **MySchool:** https://esp.msm.io

This software is used to view assessments, marks and the four school reports for the year. School reports will not be sent by post.

All pupils and parents have a personalised access to MySchool. Login details are provided at the start of each year. The email address used as the login for parents is the one provided at the time of enrolment. For pupils, the school provides an email address upon entry to the EEPLD.

8. Timetable management

Entering and leaving school:

Pupils have a fixed timetable for the school year. They remain under the school's supervision from the first lesson of the day until the last lesson, including during the lunch break for pupils who are registered in the canteen.

Pupils who are not registered in the canteen are permitted to leave school after the last lesson of the morning.

If a teacher is absent during the last lesson of the morning (for pupils registered in the canteen) or of the day (for pupils not registered in the canteen), the pupil is permitted to leave school **with parental authorisation, as specified at the start of the school year**.

- **Note regarding pupils from S1 to S4**: **for exceptional absences from school (e.g. medical appointments) during lesson times or the lunch break, parents, or any other adult authorised in writing by the parents (via email to the CPE or the school management), must come to the school to collect the child and sign a release form.**

Pupils who have lunch in the canteen and absences:

Pupils from S1 to S4: when registering for school canteen, parents must specify the days of the week on which their child will be eating lunch in the canteen for the entire school year. Once timetables have been issued at the start of the school year, this choice may be amended by completing an amendment form available from the financial management office (the "intendance").

If a pupil is registered for the school canteen, he must therefore have lunch in the canteen before leaving the school if he has finished his lessons. If a pupil needs, occasionally (for example, for a doctor's appointment), to leave the school before having lunch in the canteen at the end of the morning, parents must:

- Notify the « vie scolaire » office that the pupil has been removed from the canteen and must leave the school at the end of their last morning lesson;
- Come and collect the pupil from school (the pupil remains the school's responsibility, including during the lunch break). It is not possible to allow the pupil to leave alone, but they may be allowed to leave accompanied by an adult authorised in writing by the parents (email to the CPE or the school management).

This rule applies every day, including Wednesdays.

Pupils from S5 to S7: every pupils who have lunch in the canteen has a personal online account that allows parents to supply their child's account and to book or cancel meals. These transactions can also be carried out at the terminal in the school hall or via the 'My Turboself' app, which can be downloaded and accessed via a smartphone. Meals can also be paid for in cash or by cheque at the financial management office (the "intendance"). **Meal bookings are compulsory** and can be made up until 8.30 on the day of the meal; bookings can also be cancelled if the pupil is absent.

For any enquiries regarding pupils who have lunch in the canteen, please email: demi-pension.lucie-aubrac.courbevoie@ac-versailles.fr

Pupil absences:

Enrolment of a pupil at the school means the right and obligation to participate in all lessons included in the curriculum and to complete the set work. Participation in all lessons involves attending classes regularly and punctually in accordance with the academic calendar and timetable provided to the pupil at the start of the year.

The EEPLD's internal regulations stipulate that parents must notify the school of their child's absence **no later than the day of absence**, preferably by email or by telephone to the CPE.

Before the pupil returns to class, parents must **have justified the absence**. The pupil must always visit the « vie scolaire » office if they need to submit written evidence (medical certificates, convocations, etc.).

9. Who to contact?

Secretary: Mrs Ihina fatima.ihina@ac-versailles.fr	▪ Day-to-day timetable management ▪ Communication and meetings with the management team (Mrs Marchal and Mr Boudet) ▪ Administrative documents ▪ Access to the ENT, Pronote, etc. ▪ School attendance certificates for previous years ▪ Various certificates
« Vie scolaire » office: ▪ Supervisors: « Assistants d'éducation » (AED) ▪ CPE, Mrs Caremantrant (S1-S3) christele.caremantrant@ac-versailles.fr ▪ CPE, Mr Moncoeffe (S4-S7) bruno.moncoeffe@ac-versailles.fr	▪ Absences ▪ Delays ▪ Behaviour
Form teacher and teachers (messaging ENT or Pronote)	▪ Teaching ▪ Assessment ▪ Career guidance
Financial management (« Intendance »): Mrs Masson int.0922615t@ac-versailles.fr **Canteen**: demi-pension.lucie-aubrac.courbevoie@ac-versailles.fr	▪ Canteen ▪ Scholarships ▪ Social Fund
School nurse: Mrs/Mr …	▪ Pupils' health ▪ Vaccination (S2/S3) ▪ Individualised Care Plan (PAI)
School support: Mrs Zaidi Nadjette.Zaidi@ac-versailles.fr	▪ Learning difficulties: personalised support plan (PAP), disability (Gevasco) ▪ Support management ▪ Special arrangments at school and for the exams
Individual mobilities of S5 students: Mr Eckert Stefan.Eckert@ac-versailles.fr	▪ Applications for the exchange programme ▪ Support for students on exchange ▪ Welcoming international students
Deputy Head of Secondary: Mr Boudet Lucas.boudet@ac-versailles.fr	▪ Career Guidance (Parcoursup) ▪ Choice of options ▪ Baccalaureate
MySchool: Mrs Nidelet nnidelet@eepldc.onmicrosoft.com	▪ Problems logging in, account and password

10. Sports association (AS: Association sportive)

The sports association offers several extracurricular activities:

- ❑ Rowing for S1, S2, S3 and S4 on Wednesdays from 13.00 to 14.30 (€45 for the sports association and €55 for the rowing club)
- ❑ Multi-sports for S1, S2, S3 and S4 on Wednesdays from 13.00 to 15.00 (€45)
- ❑ Weight training for S5, S6 and S7 (€45; timetables will be available at the start of the year)

Pupils remains the school's responsibility during the sports association's activities.

X. PARENT'S ASSOCIATION (APPLD)

The Parents' Association of the European School Paris-la Défense (APPLD) is a non-profit organisation that has been active since 2019. It is made up of **parent volunteers** from all sections and year groups who wish to play an active role in their children's school and extracurricular life. Full details are available on appld-ee.eu

Its roles and objectives:

- **Representing families**

Within the various representative bodies (conseil d'administration, CESCE, rectorat) and thereby contributing to decisions that affect children's education.

- **Managing extracurricular services**

The after-school care centre and canteen (nursery/primary) and extracurricular activities (nursery, primary, secondary) are managed by the association in conjunction with local authorities and service providers, in order to offer children the best environment in which to thrive.

- **Fundraising**

The association organises and helps to organise events (Springfest, flea market, product sales, etc.) with the aim of raising funds to finance various projects (educational, sporting, school trips).

- **Bringing people together**

The association provides a forum for families to express their needs and ideas, which helps us build a strong multicultural community centred on the children's interests.

The annual membership fee for the 2026–2027 academic year is €15 per parent. **Membership is essential for registering for the school canteen and after-school care in primary school (M2 to P5). It is also a prerequisite for taking part in extracurricular activities (primary or secondary) and for access to all APPLD services and communications.**

You can join via this link:

https://appld.assoconnect.com/collect/description/706734-b-adhesion-annuelle-annual-membership-2026-2027