



Agenda for the European School Copenhagen School Board Meeting

Date: Tuesday 9 June 2020
Time: 18:00 – 20:00
Venue: The Staff Lounge at ESCPH (2nd floor)
Members: Jonas Christoffersen, Hans Bruyninckx, Christen Bagger, Rikke Karlsson, Caroline Warner, Suzanne Hampson, Rasmus Hornecker, Tim Ford, Anette Holst, Julie Rørdam Thom, Dwaj Prakash Jethani, Shireen Noor Rasool Elahi Panah, Neeni Lomborg Rasool (alternate board member)
Guests: Helle Bjerre Degn
Excuses: Eskil Berg Kappel
Minutes: Stine Hvitved Leather

Agenda:

- 1. Approval of the agenda (decision) – 2 mins.**
 - 1.1 Annex – Agenda European School Board meeting 09.06.2020
- 2. Approval of the minutes from the last meeting (decision) – 1 min.**
 - 2.1 Annex – Minutes from the European School Board meeting 23.04.2020
- 3. Information regarding the election of staff representatives to the Board – 5 mins.**
- 4. Evaluation of the strategic focus points 2019/20 (decision) – 20 mins.**
 - 4.1 Annex – Strategic focus points 2019-20_Eval 4 June 2020
Comment: The school's management will provide an evaluation of the strategic focus points 2019/20.
- 5. Meeting plan 2020/21 (decision) – 5 mins.**
 - 5.1 Annex – Draft ESCPH Meeting plan 2020/21
Comment: Proposed meeting plan for 2020/21 for decision by the Board.
- 6. Plans for the 2020 annual school meeting (decision) – 10 mins.**
Comment: The Board should decide on a date and discuss ideas for the 2020 annual school meeting.
- 7. Proposal for new IT strategy in S1-S4 (decision) – 15 mins.**
 - 7.1 Annex - Draft Digital strategy S1-S4
Comment: Proposal to purchase laptops for students in S1-S4 for decision by the Board.



8. Smoke-free school policy (decision) - 10 mins.

8.1 Annex - Draft Smoke-Free School Policy

Comment: Draft policy has been discussed in the Parents Council and must now be approved by the Board.

9. Various information - 20 mins.

- COVID-19 update
- Admissions status
- Upper secondary planning
- Information from the staff
- Information from the students

Comment: Brief information points from the school's management, staff and student representatives.

10. AOB - 5 mins.



Minutes from the European School Copenhagen School Board Meeting

Date: Thursday 23 April 2020
Time: 16:30 - 18:00
Venue: Via Microsoft Teams
Members: Jonas Christoffersen, Hans Bruyninckx, Christen Bagger, Rikke Karlsson, Eskil Berg Kappel, Caroline Warner, Suzanne Hampson, Rasmus Hornecker, Tim Ford, Anette Holst, Julie Rørdam Thom, Dwaj Prakash Jethani, Shireen Noor Rasool Elahi Panah
Guests: Helle Bjerre Degn, Hella Helvig Jensen
Excuses:
Minutes: Stine Hvitved Leather

Minutes

1. Approval of the agenda (decision) - 1 min.

1.1 Annex - Agenda European School Board meeting 23.04.2020

Decision:

- The agenda was approved with no comments.

2. Approval of the minutes from the last meeting (decision) - 1 min.

2.1 Annex - Minutes from the European School Board meeting 31.03.2020

Decision:

- The Board approved the minutes with the following addition to item 4: "The Board took note that the parents and students would have liked to have been involved in the decision about L4 and would like to be consulted in any future process."

3. Accounts 2019 and Budgets 2020 (decision) - 10 mins.

3.1 Annex - 4072_Budget oversigt 2020_Inkl. madskole_EN

3.2 Annex - Budget Upper Secondary 2020

3.3 4072_R-opfølg_2019

JC explained that the Campus Board had met and approved the budgets and accounts subject to the approval of the ESCPH Board. HHJ presented the accounts and budgets to the Board:

Notes to the 2019 Accounts

- An appropriation of approx. DKK 500,000 is expected from the Municipality to cover various building costs. With the additional appropriation, a surplus of around DKK 200,000 can be carried over to next year's budget.



- The After School Care (KKFO) has a surplus of DKK 350,000, ca. 4,94% of the total appropriation (DKK 350,000). Max. 4% of the total budget can be carried over to next year's budget.

Decision:

- The Board approved the 2019 accounts.

Notes to the 2020 Budgets

- The school's budget is tight in 2020.
- New teachers starting in August are factored into the budget.
- Additional costs associated with COVID-19, e.g. to cover extra staff, will be refunded by the Municipality.
- The budget for the culinary school is shown separately but any surplus or deficit is covered by the school. A deficit is expected in the culinary school in 2020 due to additional costs for maternity cover. It is not yet known how much COVID-19 will impact the culinary school and if the Municipality will cover any added costs. The culinary school will open when the Municipality gives the green light and food will be served in the classrooms.
- The After School Care has more room to manoeuvre in their budget. The budget also includes costs associated with hiring additional staff.
- The Upper Secondary budget includes grants from the Municipality and Ministry of Education.

Decision:

- The Board approved the 2020 Budget for the School, including Upper Secondary and After School Care.

4. Update on strategic focus point 2: Evaluation and assessment to ensure academic progression of all students - 30 mins.

4.1 Annex - EvaluationFocusPoint2Board_21.04.2020

HBD and JRT presented the schools' plans for developing harmonised assessments and evaluation.

Key points:

- The European Schools do not have a common system to evaluate students and this is why the school needs to create its own assessments, harmonised across the language sections.
- It was discussed what the school should evaluate/measure against. JRT explained that the objective is to assess if students have reached the learning goals. TF added that the European Schools are based on a criteria reference system and the criteria are the benchmarks we need to compare ourselves to. Our assessments must therefore be developed with the final goals in mind - what they need to know in the S6 and S7 exams. There is also some test data from S4 and S5.



Decision:

- It was decided that the school would send the slide deck to the parent representatives on the Board so they can share it via the parent Facebook group.

5. Outcome of the meeting with UFM and UVM regarding conversion of the new EB grading scale - 10 mins.

5.1 Annex - Follow-Up UFM/UVM Meeting 15.04.2020

EKB, CB, JRT, JC and MSS met with representatives from UVM and UFM to discuss conversion of the new EB grading scale. The Ministries will not change the conversion of the new EB grading scale. It was discussed how the school could communicate the high academic standard of ESCPH and the EB programme to universities/higher education institutions in other ways.

JRT presented a number of ideas to ensure that ESCPH graduates are recognised for their education and we share the positive narrative about the school:

- Graduation cover letter with information about language section, number of subjects taken at A-level, etc. The plan is to show this to prospective new students at the info evening in January.
- Information for universities/higher education institutions about the ES system and ESCPH and talk to career/study counsellors.
- More information on the school's website.

CB suggested that the school would benefit from an ambassador in the Ministry or the Municipality and JRT said she would communicate the issues to the Municipality.

Decision:

- The Board took note of the feedback and agreed to communicate it.
- It was decided to discuss the issue further at the September Board meeting.

6. Correction to the Holiday Plan 2020/21 (decision) - 5 mins.

6.1 Annex - School Holiday Calendar 2020-2021_Correction

Comment:

The earlier Board approved school holiday plan for 2020-21 incorrectly counted 191 school days instead of 190. It was proposed that the Pentecost/Pinse holiday be extended by one day (Tuesday 25 May 2021) to get down to 190 school days.

RK suggested that the extra holiday be placed in the autumn where there are fewer public holidays, but the school would like to place it in the spring to give the staff a day to plan the next school year.

Decision:

- The revised school holiday plan 2020-21 was approved by the Board.



7. Various information - 15 mins.

- COVID-19 status update

HBD informed the Board of the re-opening of the primary classes following the COVID-19 school closure. The emphasis right now is on L1 (mother tongue) and maths but further subjects will be added when possible. The parents receive regular information about the new school day via Aula.

CW raised that parking was a bit of an issue with the new drop-off and pick-up routines because the "kiss and ride" hours are organised around the normal school schedule. HBD will look into this.

RK expressed concern that L2 had not been prioritised, especially French. HBD explained that the new restrictions mean that the children need to stay in their small class groups and can't mix with other children for L2. The teachers are also not allowed to move from one class group to another. The school is looking into the possibility of L2 virtual teaching or homework.

JRT gave the Board an update on the distance learning in secondary, which is continuing at least until we know more in May. The school is using Microsoft Teams for schoolwork and virtual meetings with the students. The aim is at least one virtual meeting with the students per day. It was raised that this was not happening in all classes. JRT will follow up with the teachers.

- Update on the preparations for upper secondary

The school is running a campaign (via ads, website, Facebook) to recruit more applicants for the new S5 (upper secondary) classes as there are still spaces available. A poster/flyer has been prepared and sent to relevant contacts and the Board was encouraged to share this with their networks. A few students have already been showing interest in applying.

An information meeting for new parents and students in upper secondary is planned for 4th June. JRT will contact the parent representatives about attending.

- Admissions status

The English and Danish nursery classes are full. All the successful applicants were in the A and B1 admission categories. There are currently 19 students admitted in the French nursery class and five students are being screened.

There are some sibling applicants, who have not been admitted because they fall in a lower admission category. These families are of course very disappointed, and it is



important that we make the parents understand that there is no sibling guarantee of admission.

The maximum number of students is 28 in each class and we are currently reserving a space in case of late category A applicants, who are entitled to admission.

- Swimming next school year

Next school year, Primary 4 students will start swimming lessons on Thursdays in Vesterbro Svømmehal, which is a short walk from the school.

- Staff update

RAHO informed the Board that the staff have been very positive both before and after the re-opening of primary. It has been difficult but a good process in terms of the conversations and information from management. It is important that everyone is aware that it is still "emergency school" and not school as we know it.

TF said that the secondary teachers are hopeful that they can improve the online learning with all the feedback they have received from the parents. It has been a steep learning curve for everyone.

- Student update

DJ explained that it is harder for the students to work from home as it requires a mindset change and greater motivation, but the information from the teachers is going well.

8. AOB - 5 mins.

- Extra-curricular activities

The extra-curricular Danish lessons provided by Mentor Denmark are now offered online.

- Homework

It was discussed how some parents would like more homework in L2, but it is also important to strike a balance and consider stress/mental health at this time.

Strategic Focus Points 2019/20 – ESCPH

Evaluation, 4 June 2020



Focus Point 1: Team collaboration, sparring and knowledge sharing		
Description:	Objective:	Action plan:
<p>We need to continue to support collaboration in and across teams to enhance pedagogical and didactic reflections and discussions as well as planning and harmonisation.</p>	<p>To enhance the quality of teaching and ensure the students experience a holistic academic approach.</p> <p>To harmonise the education and jointly plan for the exams.</p> <p>To boost sharing of best practice and knowledge.</p> <p>To enhance pedagogical and didactic discussions and sparring through structured team meetings.</p> <p>To ensure close cooperation between management and teams to spar and discuss practices.</p>	<p>The school management will facilitate cooperation and sharing of best practice through structured meetings and other initiatives:</p> <ul style="list-style-type: none"> Implement structured team meetings in Primary with a focus on mutual sparring and development in relation to learning goals, feedback and progression (LDS). The team meetings should be across language sections and include both teachers and pedagogues to ensure a holistic approach and continuous day. Meeting plan implemented. Implement structured team meetings in Secondary with a focus on harmonisation and planning, including harmonisation of exams in Secondary 4. Meeting plan implemented. Teachers and pedagogues participate in the development of plans and initiatives to promote the students' learning. See column on the right. <p>The draft policies for transition from Nursery to Primary and from Primary to Secondary should be further developed and implemented. Transition policies have been developed and are being implemented for transition from nursery class to primary 1 and primary 5 to S1. Transition policy for S4 to S5 will be developed in</p>
		<p>Evaluation</p> <p>Many joint initiatives and greater coordination of teaching in the different subjects across the sections. Structured team meetings have been implemented for both primary and secondary.</p> <p>Primary has focused on knowledge sharing, pedagogy and didactics across and in the language sections and between subject coordinators. New Pedagogical Development Group has started work on harmonisation and development of learning goals.</p> <p>Secondary has focused on harmonisation, planning and the development of policies.</p>

Strategic Focus Points 2019/20 – ESCPH

Evaluation, 4 June 2020



Focus Point 1: Team collaboration, sparring and knowledge sharing		
	<p>To improve employee satisfaction through a focus on didactic development of and greater collaboration in the teams.</p>	<p>2020/21. Management to visit in the classes on a regular basis to spar with teachers, observe practices and class dynamics, and get to know all the students. Management has observed some of the classes; further class visits/observations are planned for next school year.</p>
		<p>The teachers and pedagogues experience a better understanding of each other's skills, professionalism and contribution. Achieved through joint meetings and planning sessions. Corona has resulted in even greater collaboration and understanding of each other's skills.</p> <p>The students experience a more holistic and coherent academic approach across the sections and departments, e.g. in the use of subject concepts, themes and learning goals. (based on interview with students in the Student Council). It has not been possible to evaluate in the Student Council this spring due to the Covid-19 school closure.</p>

Strategic Focus Points 2019/20 – ESCPH

Evaluation, 4 June 2020



Focus Point 2: Evaluation and assessment to ensure academic progression of all students			
Description:	Objective:	Action plan:	Evaluation:
<p>We need to evaluate and assess student performance to ensure the academic progression of all students.</p> <p>The school needs to develop tools and techniques to assess teaching methods and monitor the students' performance in order to address potential areas for concern.</p>	<p>To develop evaluation strategies for assessing the students' learning, performance and progression.</p> <p>To attain and use data to identify potential areas for development and implement the right educational/pedagogical initiatives.</p> <p>To equip teachers and pedagogues with guidelines and tools for giving feedback to the individual students and help them progress.</p>	<p>The school's management will be attending a two-year management course (Oslo-skolen) for school managers in the Municipality of Copenhagen with a focus on "ledelse for øget læring" (leadership for increased learning), including among other things the use of data, to improve the students' learning.</p> <p>The school's management has completed the first part of the course.</p> <p>The school will develop and pilot harmonised/standardised assessments across the language sections, especially in L1 and Maths (in Secondary, also in Science).</p> <p>A plan has been agreed to commence this work. In 2020-21, two evaluation-and quality coordinators will work with an IT expert to create harmonised tests for different year levels.</p> <p>Implement "Læring der ses" project from the Municipality of Copenhagen ("visible learning" initiative), where a coordinator (didaktisk vejviser) facilitates discussions in the teams regarding learning goals, progression and feedback to students.</p> <p>The Municipality was impressed to see that visible learning is well integrated into the teachers' daily teaching practices. All the teachers set learning</p>	<p>Harmonised/standardised assessments developed and piloted.</p> <p>Assessments have been developed for L1 reading, maths and L2.</p> <p>Closer collaboration between management and class teams to assess student performance through data.</p> <p>Management has been observing classes and has discussed methods and the students' performance at class conferences.</p> <p>Coordinator (didaktisk vejviser) facilitates "læring der ses" discussions in the section team meetings with a view to develop guidelines.</p> <p>Done. A PowerPoint has been developed to provide guidelines and good</p>

Strategic Focus Points 2019/20 – ESCPH

Evaluation, 4 June 2020



Focus Point 2: Evaluation and assessment to ensure academic progression of all students		
	goals, give the students feedback, discuss visible learning methods, etc.	<p>examples of visible learning. There have been many visible learning discussions in the teams. Next school year, the teachers plan to observe each other, and management will set up meetings with a focus on the collection and use of data and feedback.</p> <p>The school will assess wellbeing among the students and organise a survey.</p> <p>It was not possible to create our own survey this year. However, in February 2020, all the students participated in the UNICEF Rights School Survey. The After School Care also conducted a well-being survey (børnemiljøvurdering).</p>

Strategic Focus Points 2019/20 – ESCPH

Evaluation, 4 June 2020



Focus Point 3: Funding and organisation of Lower and Upper Secondary			
Description:	Objective:	Action plan:	Evaluation:
<p>The school is planning to open the Upper Secondary department in August 2020 pending funding from the Municipality and Ministry for Education. The school will need to provide input to the budget discussions and clarify the budget requirements for establishing a quality education in Secondary to the Municipality and Ministry for Education.</p> <p>The school must also prepare for the opening of the Upper Secondary by developing new admissions and other procedures, recruiting teachers and students, etc.</p>	<p>To develop a financial overview of the budget requirements for establishing a quality education in Secondary, in accordance with the European Schools' curriculum and standards.</p> <p>To be prepared for the opening of the Upper Secondary department in August 2020, pending agreement on the funding.</p> <p>To recruit qualified applicants for the Upper Secondary (three classes: 1 English S5, 2 Danish S5).</p>	<p>Provide input to a) a budget model for Secondary in cooperation with the Municipality and b) a budget model for Upper Secondary in cooperation with Ministry for Education and the Municipality.</p> <p>The school's management provided input to the budget model for upper secondary, and UVM and the Municipality finally reached agreement about the funding in autumn 2019. ESCPH is still in talks with the Municipality regarding the budget model for Lower Secondary.</p> <p>Develop and implement a strategy for recruitment and admission of students in Upper Secondary (using optagelse.dk) and integration of the new students. Strategy developed and implemented, including:</p> <ul style="list-style-type: none"> • Information evening in January 2020 • New official Facebook page • New upper secondary content on the website • Ad campaign – digital and print • English guide to optagelse.dk • Admission hotline • Fliers, brochures, posters and messages sent to variety of companies, organisations, schools and study guidance counsellors, etc. <p>Implement the ES rules for special needs support for</p>	<p>Most important policies and procedures specific to Upper Secondary developed. Policies currently being developed, e.g. mobile phone policy and smoking policy.</p> <p>Communications platform for Upper Secondary has been selected and an implementation plan developed for school start. The school has procured Lectio. Students and staff will receive an introduction to the system when they start in August and the system is currently being prepared for school start.</p> <p>Admissions process and system (optagelse.dk) in place for opening of</p>

Strategic Focus Points 2019/20 – ESCPH

Evaluation, 4 June 2020



Focus Point 3: Funding and organisation of Lower and Upper Secondary	
	<p>the BAC exams in collaboration with the Municipality. To be developed in 2020/21</p> <p>Organise the languages and subjects in cooperation with the EURSC. To be developed in 2020/21</p> <p>Select a communications platform that meets the needs of the Upper Secondary students and staff (can't use Aula; Lectio only in Danish) and develop an implementation plan. See column on the right.</p> <p>Plan and implement recruitment of new teachers and staff as we expand Lower Secondary and open Upper Secondary. Recruitment in progress and will be completed early June.</p> <p>Evaluate the start of the Secondary French language section. Postponed due to COVID-19.</p>
	<p>Upper Secondary. Complete. The admissions process was agreed in the autumn and set up in optageise.dk. A campaign was launched to recruit new students. Approx. 250 people attended the info evening in January.</p> <p>Procedure in place for students' applications for special needs support for exams. Will be developed in the 2020/21 school year.</p>

Strategic Focus Points 2019/20 – ESCPH

Evaluation, 4 June 2020



Focus Point 4: Communications			
Description:	Objective:	Action plan:	Evaluation:
<p>To ensure close cooperation between all members of the school community and a thriving school, we must communicate effectively with each other and in accordance with the school's values.</p>	<p>To improve school/home communications and provide clarity regarding expectations.</p> <p>To roll out the new communications platform, Aula, which replaces Intra.</p> <p>To raise awareness regarding digital communication and online safety.</p>	<p>Finalise communications policy and code of conduct and implement it together with staff, students and parents. The communications policy has been finalised and approved by the Board and</p> <p>Work with parents to develop an A-Z guide covering practical information, expectations and policies at the school, and update the website. A first draft has been developed. Further iterations are required to include secondary and allow the new management to review. Looking into best possible platform for continually updating and sharing the content with parents.</p> <p>Develop a welcome pack for new parents/students containing the most important practical information and expectations before school start. Complete – developed and being shared with new families.</p> <p>Work with the student councils to develop and implement initiatives to ensure everyday-communication is in accordance with the values. Postponed due to COVID-19.</p> <p>Develop a plan to introduce Aula, the new communications platform, to staff and (contact) parents and ensure they know how to use it. A plan was agreed. Various information and user guides were</p>	<p>A-Z guide created and communicated to all stakeholders and website updated. In progress. Will be published in September 2020.</p> <p>Communications policy and code of conduct approved and shared with all stakeholders. Code of Conduct was approved by the Board on 31.01.2018. A new communications policy was approved 24.09.2019 and communicated to parents via Intra and at the annual school meeting in October 2019. Council parents and class teachers will present the communications policy at the first parents meeting</p>

Strategic Focus Points 2019/20 – ESCPH

Evaluation, 4 June 2020



Focus Point 4: Communications		
	<p>developed and shared with parents and staff to prepare them for the transition. Class contact parents were invited to an information meeting. The transition was smooth. From a staff perspective, however, the Aula user experience is mixed.</p>	<p>of the school year.</p> <p>Parents and staff have clarity regarding expectations for school/home collaboration. It is easier for everyone to find the information they need. Further work is required and will continue next year.</p>

ESCPH Meeting Plan 2020-2021

MEETINGS	AUG/SEP	OCT/NOV	JAN/FEB	MAR/APR	MAY/JUN
Primary Parents Council (15:30-17:00)	Tue 15/9-20		Tue 26/1-21		Tue 4/5-21
Secondary Parents Council (15:00-17:00)	Wed 16/9-20		Wed 27/1-21		Wed 5/5-21
ESCPH MED (13:00-14:30)	Thu 17/9-20	Thu 29/10-20	Thu 11/2-21	Thu 15/4-21	Thu 27/5-21
Annual School Meeting (17:00-18:30)					
ESCPH Board	* Wed 23/9-20 (16:30-20:00)	Thu 5/11-20 (17:00-18:30)	25/2-21 (16:30-18:00)	22/4-21 (16:30-18:00)	* Wed 9/6-21 (16:30-20:00)
SAG Board	* Wed 23/9-20 (16:30-20:00)	Thu 8/12-20	18/2-21	30/3-21	* Wed 9/6-21 (16:30-20:00)
Campus Board	* Wed 23/9-20 (16:30-20:00)	Thu 8/12-20		30/3-21	* Wed 9/6-21 (16:30-20:00)

* Joint strategic seminar of the SAG, Campus and ESCPH Boards



Annex 7.1. DRAFT Digital education strategy for secondary 1-4, 2020-2023

Introduction

From the school year 2020/21, all S1-S4 students will be loaned a computer to use as a working tool for schoolwork – in school and at home. This calls for a digital education strategy both with regard to the development of digital skills and digital awareness.

Digital skills development

The students' digital skills should develop from S1-S4 so that the students become gradually more proficient and confident ICT/digital users during their years at ESCPH. This learning progression will be described by the ICT coordinator, management and secondary teachers' group in the school year 2020/21.

While we want to integrate ICT into teaching and learning, it is also important that we maintain the importance of legible handwriting and learning without the use of computers.

Digital awareness development

The students should also learn digital ethics, including safe and responsible use of the internet, social media, etc. A plan for the student's digital awareness progression will therefore also be developed in the school year 2020/21.

ICT equipment costs

A central part of the digital strategy is that secondary students will be loaned a computer by the school.

At present, the secondary department only has a small number of computers and in order to support the IT strategy, therefore, additional computers will be required, and existing computers will need to be replaced on an ongoing basis.

The average life of the existing computers has been set to approximately six years. Presumably, the computers can still be used, but it is expected that most of the batteries and keyboards will be worn or defective at this time.

The investment requirement is calculated based on the phasing out of existing computers and the expansion of the Secondary department.



Below is an overview of the investment requirements to support the IT strategy. For the first few years this investment can be taken from the establishment account.

Year	Computers to be replaced	Expense (DKK)	Computers to be purchased	Investment (DKK)	Total (DKK)
2020	26	105,638	87	353,481	459,119
2021	117	475,371	84	341,292	816,663
2022	36	146,268	56	227,528	373,796
2023	57	231,591	14	56,882	288,473
2024	90	365,670	5	20,315	385,985



Annex 8.1. DRAFT Smoke-free School Policy

Purpose of this policy

- To implement the Municipality of Copenhagen's "smoke-free" schools policy.
- To create a smoke-free environment for everyone at the European School Copenhagen
- To help prevent smoking among young people.

Policy

The European School Copenhagen is a smoke-free school. Students, staff, parents/guardians and visitors to the European School Copenhagen are not allowed to smoke on the school grounds at any time, during or after school hours.

Students are also prohibited from smoking when outside the school's premises during school hours.

The school's employees must act as role models and are not allowed to smoke or use e-cigarettes, etc. when they are visible to the students.

This policy applies to:

- All forms of tobacco, including cigarettes, e-cigarettes, hookah tobacco and snuff.
- All activities that take place on the school's premises, including after school sports, cultural and social activities.
- All activities during school hours, including school trips, school camps, etc.

Actions to enforce a smoke-free school

The school will take the following actions to promote and implement this policy:

- Install "no smoking" signs in various locations around the school, including at the entrances and in the playgrounds.
- Communicate the smoke-free school policy to staff, parents and students through the school's various communications channels - e.g. newsletters, Aula and parent meetings.
- Involve the Board, Parents Councils and Student Councils in the organising of activities to prevent smoking among students.
- Organise events and education in secondary about the risks of smoking, using a variety of resources from e.g. [Kræftens Bekæmpelse \(Danish Cancer Society\)](#)
- Inform staff of the quit smoking [programmes](#) offered by the Municipality of Copenhagen.



Sanctions

- S1-S4 students: If a student is caught smoking once, the parents will be notified by the school's management. If a student is caught smoking more than once, the school will call the parents in for a meeting. The school will also introduce the student to a smoking cessation tool such as the [XX-hale app from Kræftens Bekæmpelse \(Danish Cancer Society\)](#).
- S5-S7 students: If a student is caught smoking once, the school's management will talk to the student. If a student is repeatedly caught smoking, the student will be given a written warning.

Other relevant policies and legislation

- [Københavns Kommunes Røgfri Skoletidspolitik / Municipality of Copenhagen "Smoke-free" school hours policy](#)
- [Lov om røgfri miljøer](#)

Approved by the European School Board xxxxx