



Agenda for the ESCPH Board Meeting

Date: Tuesday 13 December 2022
Time: 16:30-18:30
Venue: Staff Lounge, 2nd Floor, European School Copenhagen
Members: Jonas Christoffersen (Chair ESCPH Board, Deputy Chair Campus Board), Hans Bruyninckx (Exec. Director EEA & Deputy Chair ESCPH Board), Caroline de la Porte (External Member), Christen Bagger (ESCPH Parent), Margo Rachat Nielsen (ESCPH Parent), Stéphanie Horion (ESCPH Parent), Laure Conte (ESCPH Parent), Maya Chang Hansen (ESCPH Student), Sebastian Leiholt (ESCPH Student), Rasmus Hornecker (ESCPH Staff), Johan Lindell (ESCPH Staff), Anette Holst (Principal ESCPH & SAG), Julie Rørdam Thom (Deputy Principal ESCPH)
Guests: Helle Bjerre Degn (Head of Primary ESCPH), Hella Helvig Jensen (Head of Administration ESCPH & SAG), Madelaine Kirk (Deputy Head of Secondary ESCPH), Hans Bolvinkel (Bac Coordinator - Upper Secondary), Helena Madsen (Head of After School Care)
Apologies:
Minutes: Helene Kristensen

ESCPH Board Meeting

Agenda:

- 1. Approval of the agenda (decision) - 1 min.**
Annex 1.1 - Agenda ESCPH Board Meeting 20221213
- 2. Approval of the minutes of the ESCPH board meeting 21 September 2022 (decision) - 1 min.**
Annex 2.1 Campus and ESCPH Board Meeting Minutes 20220921
- 3. Budget for Upper Secondary 2023 (decision)**
Annex 3.1 Budget Upper Secondary 2023
Purpose: The Board needs to review and approve the budget for Upper Secondary for 2023 and submit it to the Campus Board (Hella Helvig Jensen presents)



4. Discussion of the role and effective function of the ESCPH board – 15 mins.

Purpose: To make it clear what the responsibility of the Board is, but also what is not directly relevant for the Board and should be discussed in other forums within the organisation. (Jonas Christoffersen presents)

5. Promotion of the EB – 15 mins.

Purpose: To discuss how to better promote the EB. (Julie Rørdam Thom and Hans Bolvinkel)

6. APV 2022 presentation of results – 15 mins.

Purpose: To inform the Board of the results of the APV survey. (Julie Thom)

7. Code of Conduct – 15 mins.

Annex 7.1 DRAFT Code of Conduct

Annex 7.2 Code of Conduct Sexual Harassment Procedure ESCPH

Purpose: To inform the Board about the Code of Conduct that was created after reviewing the results of the sexual harassment survey (Julie Thom presents)

8. Admission criteria and processes – 10 mins.

Purpose: To inform the Board about the admission criteria and processes at ESCPH. (Helle Bjerre Degn presents)

9. Student attendance and absence policy – 10 mins.

Annex 9.1 Attendance and Absence Policy Primary and Lower Secondary

Purpose: To inform the Board about the student attendance and absence policy in Primary and Lower Secondary. (Helle Bjerre Degn presents)

10. Various updates and information – 10 mins.

- Information from the staff
- Information from the students

11. Information from management - 15 mins.

- ESCPH staff trip to Brussels
- Current admission status

12. AOB – 5 mins.



Minutes for the Campus & ESCPH Board Meeting

Date: Wednesday 21 September 2022
Time: 16:30 – 19:30 (food served 19:00-19:30)
Venue: Staff Lounge, 2nd Floor, European School Copenhagen
Members : Jonas Christoffersen Christoffersen (Chair ESCPH Board, Deputy Chair Campus Board), Emil Moselund (Copenhagen City Council, External Member, Campus Board), Marianne Zibrandtsen (External Member, SAG Board), Andreas Manville (Deputy for Hans Bruyninckx, ESCPH Board), Mette Brøndum (SAG Parent), Karsten Vestergaard (SAG Parent), Christen Bagger (ESCPH Parent), Margo Rachat Nielsen (ESCPH Parent), Stéphanie Horion (ESCPH Parent), Laure Conte (ESCPH Parent), Alfred Hovby Gotved (SAG Student), Thune Schmidt Kessy (SAG Student), Maya Chang Hansen (ESCPH Student), Sebastian Leiholt (ESCPH Student), Rasmus Hornecker (ESCPH Staff), Johan Lindell (ESCPH Staff), Edward Pedersen (SAG Staff), Allan Severin (SAG Staff), Anette Holst (Principal ESCPH & SAG), Julie Rørdam Thom (Deputy Principal ESCPH)
Guests: Helle Bjerre Degn (Head of Primary ESCPH), Hella Helvig Jensen (Head of Administration ESCPH & SAG), Madelaine Kirk (Deputy Head of Secondary ESCPH), Mogens Halten (Leder af Sangskolen SAG), Martin Christiansen (Vicerector Gymnasiet, SAG), Malene Wegener Knudsen (Leder af Folkeskolen SAG), Hans Bolvinkel (Bac Coordinator – Upper Secondary), Helena Madsen (Head of After School Care)
Apologies: Jens Kramer Mikkelsen (Chair Campus & SAG Boards), Hans Bruyninckx (Exec. Director EEA & Deputy Chair ESCPH Board)
Minutes: Alma Linnea Del Campo

Joint meeting of the Campus and ESCPH Boards

Agenda:

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

1.1 Annex – Agenda Campus_ESCPH Board Meeting 21092022

Jonas Christoffersen started the meeting by explaining that later in the ESCPH board meeting a board election will be held, and therefore the previously elected members of the board will temporarily continue to fulfill their role, until this election can be held.

Jonas Christoffersen excused Jens Kramer's absence.

Annex 1.1. Agenda Campus_ESCPH Board meeting 21092022

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Jonas Christoffersen invited all members of the Campus and ESCPH board to introduce themselves.

Decision:

- The agenda was approved by the Board.

2. Approval of the minutes of the Campus & SAG board meeting 5 April 2022 (decision) – 1 min.

2.1 Annex - Referat Campus og SAG Afdbest 05apr22

Decision:

- The Board approved the minutes from the meeting on the 5th of April 2022

3. Announcements and updates – 10 mins.

3.1 Results of the board elections: Introduction of the new board members and formal establishment of the new boards

Introductions were covered in above point, and thus all members new and repeating have been introduced.

3.2 Admissions/enrolment status - SAG and ESCPH

SAG:

Anette Holst informed the board that SAG had a good school start. There was a challenge with the limited number of boys applying. This has meant a bigger focus on outreach especially to boys to garner interest and applicants.

Anne-Terese Sales has been hired as the new chief conductor for the Sank Annæ Girls Choir. Anette Holst invited the board to see their first performance if they wished to.

ESCPH:

Julie Thom informed the Board that there have been challenges delaying admissions. This means that the ESCPH is still in the process of admitting a couple of students.

This is especially prevalent in Lower, where it is in consideration to begin admitting from rolling admission applicants.

Half of the students in S4 continued into S5. Overall Upper Secondary had eighty students with the room for eighty-four students. This is a positive improvement from earlier years.



4. Proposed school holiday plans 2023-24 (decision) - 5 mins.

4.1 Annex - SAG Ferieplan 2023- 2024

Anette Holst explains the SAG ferieplan.

No Comments

Decision:

- The Board approved the SAG Ferieplan for 2022_twenty-three

4.2 Annex - ESCPH School & ASC Holiday Plan 2022-23_draft

Purpose: To approve the school holiday plans for the 2023-24 school year

Julie Thom presents the ESCPH and ASC holiday to the board.

There was a request to have the pedagogical day on a Friday instead of in the middle of the week, to better accommodate working parents. Julie Thom explains that the current date was chosen due to the Upper Secondary having Operationdagsværks-dag (a day where all Gymnasium students work and donate the money earned to a cause chosen each year).

It was brought up to consider whether the pedagogical day should be one single day collectively across all sections or separate days to better accommodate parents and students.

Decision:

- The board agreed to try this placement of the pedagogical day, year and then revisit the considerations brought up for next academic year.
- The Board agreed that the ESCPH holiday plans are subject to a subsequent approval following the approval of the ESCPH Board.

5. Update on the SAG/ESCPH separation and new draft bylaws (information) - 5 mins.

5.1 Annex - SAG Draft Bylaws

5.2 Annex - ESCPH Draft Bylaws

Anette Holst informed the Board that the separation of SAG and the ESCPH has been delayed due to the pending decision of the government. It was expected to be in June, but it is still pending. Anette Holst commented that the decision may be postponed further due to upcoming election

The history of the process is presented for new members of the Board.

To separate the two schools there needs to be a law change, then the municipality can approve the decision and then the separation can commence.



Johan Lindell asked when it is expected to happen. Anette Holst answered that it could happen in January or February, but the latest is expected to be the first of August 2023.

ESCPH Board Meeting

Agenda:

6. Board elections

(See Annex 6.1 - Rules of Procedure of the school board at the European School Copenhagen)

- Formal school board election of the chairperson and deputy chairperson
- Appointment of the Executive Committee

Anette Holst suggested Jonas Christoffersen as chairperson

Decision:

- The Board elected Jonas Christoffersen as Chairperson

Jonas Christoffersen Suggests Caroline de la Porteas deputy chairperson

Decision:

- The Board elected Caroline de la Porteas Deputy Chairperson

Executive committee:

Following the Rules of Procedure of the ESCPH Board, the Executive Committee consists of the Chairperson, Deputy Chairperson, and a Parent Representative.

The Parent Representatives suggested Margo Rachat as the Parent Representative Member of the Executive Committee.

Decision:

- The Board elected Margo Rachat as the Parent Representative member of the Executive Committee.

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

(See Annex 1.1 - Agenda Campus_ESCPH Board Meeting 23092021)

Jonas Christoffersen noted that meetings are purposely shorter to keep them efficient and to the point.

Decision:

- The agenda was approved by the ESCPH board.



8. Approval of the minutes of the ESCPH Board meeting on 7 April 2022 (decision) - 1 min.

8.1 Annex - Draft Minutes European School Board meeting 07042022

Decision:

- The board approved the minutes of the ESCPH board meeting on the 7th of April 2022.

8.2 Meeting dates in 2022/23 (decision) - 3 mins.

8.3 Annex - Draft ESCPH Meeting Plan 2022-23

Purpose: To approve the proposed meeting dates for 2022-23.

Jonas Christoffersen noted that due to number of members of the board, it is important to be mindful that it is very hard to find dates that suit everybody's schedule.

Furthermore, the multiple boards system of SAG and ESCPH poses unique challenges regarding scheduling.

Jonas Christoffersen brought up considerations as to what the role of the ESCPH Board is. After a brief discussion it was deemed an important topic for a future board meeting.

Decision:

- The board approved the proposed meeting dates of the ESCPH board 2022-23.

9. Annual board planning cycle (decision) - 3 mins.

9.1 Annex - Draft Annual Board Planning Cycle 2022-23

Purpose: To agree the annual planning cycle for the board meetings in 2022-23.

Decision:

- The annual board planning cycle was approved by the Board.

10. Planning of the annual school meeting (decision) - 10 mins.

Purpose: To give board members an opportunity to discuss and approve the program for the annual whole school meeting on 3rd November.

Julie Thom explained based on feedback, the program for the annual meeting. Parents association join in has been positive.

- A general presentation more narrowed in on strategy, focus points, actions point etc.
- Suggested Caroline de la Portea and parents' representatives are able to be met.
- suggested repeating workshops from previous years
 - o European hours
 - o European languages
 - o Work on the MUN (key speakers)



Julie Thom opened for comment of which there were the following:

- Suggestion of focusing on why this is a European school, and what that means.
- Suggestion of more networking opportunities especially post covid.
- Suggestion of having student speak at the meeting, as this was highly successful.
- Suggestion of more focus on the European baccalaureate, especially for the older students.
- An overall focus on promoting the meeting and the importance of the meeting to garner more attention and more attendees.

11. Various updates and information - 5 mins.

11.1 Information from the staff

Rasmus Hornecker informed the board that primary and lower secondary have had a very quiet start. Very quiet school start that is running smoothly.

Johan Lindell informed the board that upper secondary had a good start. There has been hired five new employees that have a lot of experience and are adapting to the ESCPH school system well. Furthermore, Johan Lindell mentioned that the annual workday was successful and enabled better team building and team spirit. Julie Thom thanked Johan Lindell's wife for her help with the team building exercises. Johan Lindell explained to the board that currently upper secondary is focused on preparations for the exams.

11.2 Information from the students

Lower secondary student council informs that they have multiple events coming up: Christmas café, Gala, Movie night, culture days, and wear a skirt to school day. Furthermore, they are working towards putting sanitary products in all bathrooms.

The Upper secondary council informs the board that they for the first time have three full grades, and while it is crowded, they are very happy. This also leads to planning exciting traditions such as "studenterkørsel." The student council itself has six new members and are planning various workshops. The two student council representatives are travelling to Strasburg for a meeting through the ESEA union. Furthermore, they are in collaboration with Julie Thom, designing the graduation cap for S7. They agreed to show the finish cap to the board.

12. Evaluation of the strategic focus points from 2021-22 (information) - 15 mins.

12.1 Annex - Strategic Focus Points 2021-22 Evaluation

Purpose: Management will present the evaluation of the strategic focus points from 2021-22.



Julie Thom presented the strategic focus points for 21-22 and explained that it has been very effective for staff and management. Both students and staff have been involved in the evaluations, that have been fruitful.

Julie Thom noted a few of the points that have received positive feedback.

- The harmonized didactic approach was successful. Importantly there will be a continued strong focus on unified communication, due to how new this is.
- Good S6 audit. High marks, especially in the European dimension.

Julie Thom presented the biggest points for improvement highlighted by the evaluation:

- In combination with the APV a big point of evaluation was the workload. A process to address this has begun and a follow up will be given to the board.
- There was a wish to have a stronger focus on class teacher. Resource student cases especially.
- The APV showed that secondary teacher did not feel as involved as they wished to be. Rasmus Hornecker commented that staff seem very happy with the amount of input and are in good spirits. Johan Lindell seconded that for upper teachers. Jonas Christoffersen commented that this sometimes could stem from confusing about lines of communication

The board agreed to discuss APV results in more depth at a future board meeting.

13. New overall objectives 2022-2025 and strategic focus points 2022-2023 (discussion and decision) - 75 mins.

13.1 Annex - Draft Overall Objectives 2022-2025_02062022

13.2 Annex - Draft Strategic Focus Points 2022-2023

Purpose: Proposed new overall objectives and strategic focus points will be presented to the board for discussion and approval. Workshop format.

Julie Thom presented the overall objectives and strategic focus points.

[Link to presentation](#)

She explained that that there has been process with the goal of making them focus nut more ambitious and visionary.

Margo Rachat mentioned a concern about the wording of "sustainable growth" and whether this could be perceived greenwashing rather than the intended focus of ambitious but achievable growth and progress.

Consensus from the board was that the full sentence elaborates the title and should clear up any confusion

The third overall objective was commented on by multiple parent's representatives as being especially important post pandemic.



After the presentation Julie Thom arranged rotating discussion group as to hear the boards feedback. Various department heads took note of the feedback and Julie Thom will draft an updated version of the strategic focus points implementing the feedback of the board.

Decision:

- The board agreed that once the boards feedback has been implemented, the Executive Committee will approve the strategic focus points on behalf of the board.

14. Information from management - 10 mins.

14.1 School start 2022/23

Julie Thom informed the board that management has had a good school start, despite being a member down.

14.2 APV survey and sexual harassment survey

(Arbejdspladsvurdering) will be presented at the next board meeting. Julie Thom shortly informs that there were no red sections but the KKFO and Lower Secondary where both yellow. There are follow up meetings biweekly with TRIO, AMR, and TR.

Julie presents the results of the sexual harassment survey. The results were received in May. She reports that out of thirty-three respondents there were eleven that reported having their boundaries crossed. The trend seemed to be unwanted language or sexual connotations. The decision was to create a code of conduct and make clearer chains of reporting. Furthermore, an all-staff meeting was held, and a follow up will be done on November 2nd.

The board commented on the diverse cultural backgrounds, can mean that norms may vary leading to boundaries being unintentionally crossed. The board agreed that teambuilding and creating a culture of verbalizing your boundaries is important to proactively combat this. If more cases do occur, it is important to make it clear who to report it to and the anonymity of the victim.
Add as point next meeting.

14.3 Preparations for the Baccalaureate

Julie Thom noted that next meeting will be focused on promoting the European baccalaurate.

15. AOB - 5 mins.

Julie Thom informed the members that after the meeting there will be served drinks and tapas to round off the evening.



Christen asked for an update on the promotion of German at the ESCPH. Julie Thom explained that the ESCPH has been approved to apply. Julie Thom comments that the process is moving forward positively.



Budget 2023 for European School Copenhagen Upper Secondary



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Budgetary assumptions and principles

Overview

The most important assumptions on which the budget is based are described below.

The budget has been prepared on the basis of management's expectations for future operations. The budget takes costs associated with the extension of an additional 3 classes into account.

The budget has the character of a future assessment, which is why it cannot be expected that all preconditions can be met, just as unforeseen events and incidents may occur. Moreover, the grant from the Ministry of Children and Education depends on the activity. The principles used in the budgeting follow, as far as possible, the principles that must be used in the preparation of the annual accounts.

The preparation of the annual budget follows the Ministry of Children and Education's requirements for accounting lines and presentation in the European School in the annual report.

Taximeter subsidy etc.

The Finance Act for 2023 has not yet been enacted, but from an information letter by the Ministry of Children and Education from 31 August 2022, it appears that education, joint expenditure and completion rates have been adjusted on the basis of the general price and wage index corresponding to 3.9 percent. Building rates have been adjusted by 7.8% on the basis of the cost index for civil engineering projects.

A restriction on dispositions still applies, but it has not yet been announced. Previously, there has been a restriction on 0.1 percent, corresponding to a reduction of DKK 16.987 of the calculated subsidy.

Upper Secondary is expected to admit 80 students in the 3 new S5 classes in August 2023. Thus, the total number of full-time students is expected to be 183 in 2023. An overview of expectations for activity and the announced rates is given in Appendix 1.

Costs

The budget overview shows a comprehensive overview of expenses divided into the account details provided by the municipality, appendix 2.

Appendix 3 shows a more detailed budget. There will be no budget follow-up at this level, but only on the accounts that appear in the budget overview.

The salary budget is based on the actual salary expenses for the current employees as well as an assessment of the need for additional teachers from August 2023. Funds have been allocated for local salaries and extra work etc. The general wage increases in 2023 have been calculated in accordance with current agreements. Funds have also been set aside for additional wage costs in the other areas due to the increased activity.



European School Copenhagen Budget 2023

For operating costs and other costs for teaching, further training, IT, administration, operation and management, minor adjustments.

Estimate for 2024

In the budget, a rough estimate of 2024 has been drawn up, which is based on the anticipated annual number of pupils in 2024, corresponding to 216. Revenues and costs have not been revaluated.

Equity

The European School Copenhagen - Upper Secondary is not covered by the municipality's rules on limited transfer access of the operating result between the financial years. Therefore, the European School Copenhagen - Upper Secondary can build up equity in the same way as the self-governing institutions. At the end of 2021, the European School Copenhagen - Upper Secondary had an equity of DKK 1.9 million. kr.

Allocation of common expenses

Common expenses for Primary, Lower Secondary and Upper Secondary are broken down by key figures calculated on the basis of the number of students.

Distribution key for

- Primary, Lower Secondary is 80 %
- Upper Secondary is 20 %



Appendix 1 Grant overview 2023

Grant calculation	STÅ I alt	takst	i alt
2992			
Undervisningstakst	182,8	56.860	10.392.302
Færdigørelsestakst	42,0	13.520	567.840
Fælles-takst	132,0	6.700	884.601
Bygnings- takst	132,0	8.260	1.090.568
Andre tilskud			
Grant UVM			2.700.000
EB Basic subsidy			737.890
Grants from the Municipality			3.675.350
Pædagogikum	2,0	306.910	613.820
Total Revenue from the municipality and the state mm.			20.662.371
Expected Outline Limitation (Dispositionsbegrænsning)			16.987
			20.645.384



Appendix 2 Budget overview

Upper		Budget 2022	Budget 2023	Budget 2024
Teaching costs (undervisningens gennemførelse)				
	Salaries teaching (incl. cleaning, tech)	9.826.240	16.391.039	17.891.039
	Teaching related staff expenses	300.000	200.000	300.000
	Teaching materials	931.250	831.250	931.250
	Student Activities	100.000	100.000	100.000
	Study trip (Studieture)	100.000	100.000	100.000
	Projects	25.000	25.000	25.000
Undervisningens gennemførelse total	Undervisningens gennemførelse total	11.282.490	17.647.289	19.347.289
Building costs (bygningssdrift)				
	Building - energy costs (forsyning, el, varme, etc.)	150.000	240.000	240.000
	Building - school costs	725.000	560.000	760.000
Building total	Building total	875.000	800.000	1.000.000
Management and admin. costs (ledelse og administration)				
	Salaries management and admin.	1.361.706	1.729.333	1.729.333
	Management and administration	320.000	430.000	430.000
Management and adm. total	Management and adm. total	1.681.706	2.159.333	2.159.333
Total	Total	13.839.195	20.606.623	22.506.623
Total Revenue from the municipality and the state mm.		14.434.384	20.645.384	22.766.451
Result	Surplus / deficit	595.188	38.761	259.828

European School Copenhagen

Budget 2023

Appendix 3 Detailed budget

	Budget 2022	Budget 2023	Budget 2024
Salaries teaching (incl. cleaning, tech)			
Education	8.573.269	15.447.067	16.947.067
Technical and cleaning staff	1.252.971	943.973	943.973
Salary in total	9.826.240	16.391.039	17.891.039
Staff costs			
Teaching related staff expenses	300.000	200.000	300.000
Operating expenses for teaching			
Teaching materials	700.000	600.000	700.000
Copydan Koda DR, kopi, toner mv.	161.250	161.250	161.250
It	70.000	70.000	70.000
Internationalisering/projects	25.000	25.000	25.000
Student Activities	100.000	100.000	100.000
Study trip (Studieture)	100.000	100.000	100.000
Operating costs for teaching in total	1.156.250	1.056.250	1.156.250
Total teaching completion	11.282.490	17.647.289	19.347.289
Building - energy costs (forsyning, el, varme, etc.)			
Staff costs	10.000	10.000	10.000
Energy costs	150.000	240.000	240.000
Building - school costs	200.000	200.000	200.000
Cleaning items	15.000	50.000	50.000
Inventory	500.000	300.000	500.000
Building - energy costs total	875.000	800.000	1.000.000
Management and admin.			
Salaries management and admin.	1.361.706	1.729.333	1.729.333
Management and admin. - drift			
Office supplies, etc.	70.000	90.000	90.000
Staff costs	220.000	250.000	250.000
Board fees	30.000	90.000	90.000
Management and admin. - operation in total	320.000	430.000	430.000
Management and adm. total	1.681.706	2.159.333	2.159.333
Total cost	13.839.195	20.606.623	22.506.623
Income	14.434.384	20.645.384	22.766.451
Surplus / deficit	595.188	38.761	259.828



Code of conduct at EUS CPN WORKING DOCUMENT

CODE OF CONDUCT

This policy sets out the school's position on the expected conduct of all employees, including managers, at the European School of Copenhagen ('ESCPH'). This document covers bullying, discrimination and harassment and is informed by, and supports, the relevant legislation and the policy in the City of Copenhagen: "[KØBENHAVNS KOMMUNES POLITIK OG RETNINGSLINJER VEDR. VOLD, TRUSLER, CHIKANE, SEKSUEL CHIKANE, MOBNING MV. \(KRÆNKENDE ADFÆRD\) PÅ ARBEJDS-PLADSEN](#)"

This document is in English here: [KK Vold Folder English 2022.pdf](#)

This document applies to all members of staff at the European School Copenhagen.

INTRODUCTION

We wish to create a culture and an environment at ESCPH where our values guide our actions:

- Respect
- Collaboration
- Empathy
- Curiosity
- Responsibility
- Commitment

In addition, we aim to be guided by the following principles:

- We aim to create a safe and happy working environment where employees feel good about coming to work.
- We seek to enhance the awareness of cultural differences and experiences of all staff from differing educational backgrounds.
- All workers should feel safe going to work at the European School.
- Everyone has a responsibility to ensure that it is safe to go to work, including addressing inappropriate behaviour as soon as practicable either directly or through your TR/AMR/manager.
- We do not accept violence, threats, offensive or abusive behaviour.
- We treat each other with respect, including with regards to their different backgrounds, cultures, identities and lifestyles.
- We listen to each other.
- We exercise discretion and sensitivity when expressing personal opinions or expressing humour in public spaces.



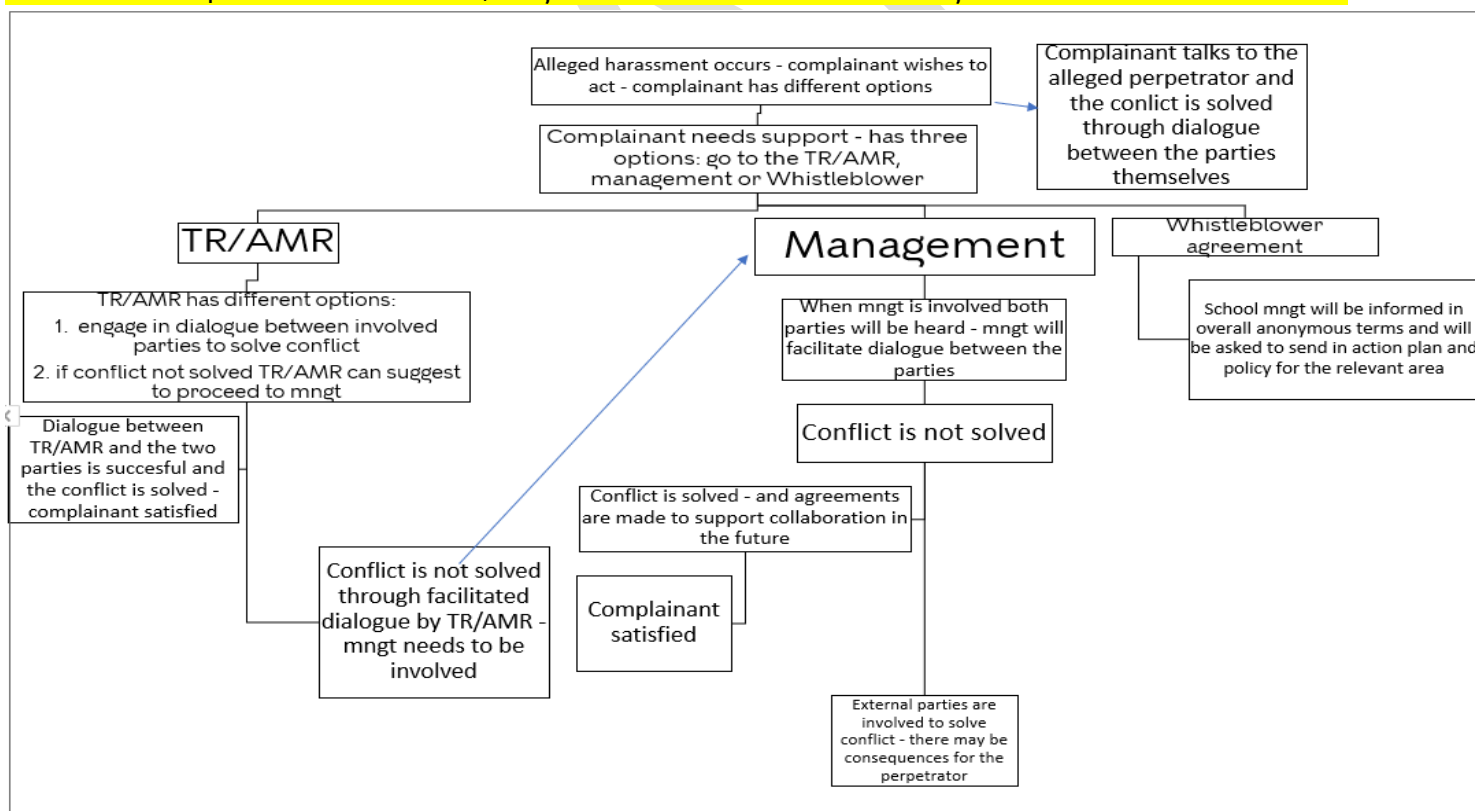
Code of conduct at EUS CPN WORKING DOCUMENT

- ◻ We want a workplace where everyone thrives and belongs, and no one feels lonely, exposed, threatened or excluded from the community. Bullying, discrimination and harassment does not belong in this environment and will not be tolerated.
- ◻ Bullying, discrimination and harassment can cause serious and long-lasting damage to the health and wellbeing of our staff, but is not just a problem for the victims and perpetrators, but also a collective problem because it undermines the community and creates a hostile environment for everyone.

RESOLVING CONFLICTS

- We seek to resolve conflicts through open and constructive dialogue.
- We encourage feedback and practise active listening.
- We are allowed to raise issues and not be victimised as a result of raising questions or concerns.

* It is important to note that it will not compromise employee's employment if they act on unwanted experiences at work, regardless of whether management is involved or not.





**Code of conduct at EUS CPN
WORKING DOCUMENT**

ANONYMOUS HELP AND HOTLINE

Should a member of staff, AMR/TR or management need advice or just someone to listen to about their experience or disclosures of sexual harassment, they can also contact Arbejdsmiljø København at:

[Enhed for anonym håndtering af seksuel chikane og sexisme \(kk.dk\)](#)

They can also call the **hotline on 7370 8540** or seek help online. The opening hours for the hotline are:

Monday 9-11

Wednesday 13-15

Friday 9-11.

WHISTLEBLOWER AGREEMENT

- For cases that cannot be, or the complainant does not want to pursue in house, they may be protected by the whistleblower agreement. This is located at [Whistleblowerordningen | Medarbejder i Københavns Kommune \(kk.dk\)](#).

This can be found in English at: <https://kk.whistleblowernetwork.net/setup>

Sexual Harassment procedure ESCPH

ESCPH had an answer rate to the Sexual Harassment on workplaces from May 2022 which we were asked to look further into by BUF. The reason was that 33% of the staff answered had said that they had experienced some sort of unwanted sexual behaviour or language or situations where there had been comments on their way of living, clothing, political orientation etc. All together it was 33 staff members out of approximately 100 staff members at ESCPH who had answered so the 33% sums to a total of 11 staff members.

The group of all AMRs and TRs and Julie Thom as management met on May 11th to talk over an action plan and the following has happened:

1. Before the Summer holidays a poster was set up in the staff lounge with pictures of all TRs and AMRs
2. The group of AMRs and TRs met and started working in two groups: one who planned the All staff on August 30 and one who put together a Code of Conduct for ESCPH.
3. On August 30th, an All Staff external presentator was working with staff on different cases with the aim of creating awareness of how we act and think at ESCPH as colleagues and individuals.
4. On November 2nd, staff met again and the Code of Conduct was presented as a non-finished document and a workshop conducted by the TR and AMR group on cases for staff to talk about and to form a basis for input for the Code of Conduct for all staff.

The working group consists of TR and AMRs from all sections of ESCPH and of the Deputy Director Julie (KKFO: Anne Marie and Valentin, Primary and Lower Secondary: Rasmus, Steff and Lucy, Upper Secondary: Johan, Daniela, Julie and Admin: Tim from the canteen. The working groups have met continuously over the past six months.

/JRT, November 27, 2022

022a. Student Attendance and Absence – Primary and Lower Secondary

In Denmark, parents have a legal duty to ensure their children (of compulsory school age) attend school regularly.

Research shows that poor attendance affects students learning, social development, well-being and chances to fulfil their potential. High student absenteeism is not just a problem for the individual student, however. It also affects the teachers' planning of the day, class cohesion and therefore the school as a whole.

Being a student at the European School Copenhagen is a privilege, and we therefore expect both students and parents to respect the level of attendance required for the school to maintain its high standard.

Attendance registration

The school is responsible for monitoring and maintaining records of the attendance of students. In Primary, attendance/lateness is registered every morning in the first lesson. In Secondary, attendance/lateness is registered at the beginning of every lesson.

Late attendance

Students are not only expected to attend school but also to arrive punctually and be ready to start class on time. Late attendance is recorded by the teacher and parents will be contacted in the event of persistent lateness.

School holidays

Students are expected to take their holidays during the official school holidays.

Any additional leave requests must be directed to the school's management.

If special leave is granted, it is always the responsibility of the parents to ensure that their children keep up with schoolwork. There can be no expectation upon the teachers to provide special homework for students, who are absent.

Absence that has not been authorised by the school and is not due to illness, is recorded as "unlawful/illegal absence" (ulovligt fravær).

Illness

In case of illness, the relevant teachers must be notified via message in Aula. The school may request a doctor's note if students are absent due to illness for an extended period.

Appointments during school hours

Parents/carers should try to organise dental and other appointments outside school hours. If this is not possible, appointments should be arranged so that they create the least possible disruption to the school day for the student and the rest of the class (e.g. morning or afternoon). The student is expected to attend class for the rest of the day.

In advance of the appointment, parents/carers must notify the teacher, whose lessons are affected.

Work-related leave

In special cases, the school may grant up to three months leave to students whose parents are on a work assignment abroad. The leave must be documented and approved by the Municipality of Copenhagen and the student must attend school in the host country.

Concerns about attendance

The school is focused on reducing absence and ensuring that all students progress and develop. If there is cause for concerns about a student's absence, therefore, the relevant teachers or management will contact the parents/carers to address the patterns of absence.