



Agenda for the ESCPH Board Meeting

Date: Thursday 21 September 2023
Time: 16:30-18:00
Venue: Canteen, Ground Floor, European School Copenhagen
Members: Kira Peter-Hansen (MEP and External Member), Tinne Hoff Kjeldsen (External Member), Andreas Manville (EEA), Margo Rachat Nielsen (ESCPH Parent), Stéphanie Horion (ESCPH Parent), Laure Conte (ESCPH Parent), Christen Bagger (ESCPH Parent), Johan Lindell (ESCPH Staff), Rasmus Hornecker (ESCPH Staff), Blanka Erös (ESCPH Student), Dakshayini Manoghna Potluri (ESCPH Student), Julie Rørdam Thom (Director ESCPH)
Guests: Helle Bjerre Degn (Head of Primary)
Apologies: Laura Rosenvinge (Copenhagen City Council)
Minutes: Helene Kristensen

ESCPH Board Meeting

Agenda:

- 1. Approval of the agenda (decision) - 1 min.**
Annex 1.1 - Agenda ESCPH Board Meeting 20230921
- 2. Approval of the minutes of the ESCPH board meeting 8 June 2023 (decision) - 1 min.**
Annex 2.1 - Draft ESCPH Board Meeting Minutes 20230608
- 3. Code of Conduct - Upper Secondary (decision) - 5 mins.**
Annex 3.1 - Code of Conduct - Upper Secondary
Purpose: Approval by the board of the updated Upper Secondary Code of Conduct.
- 4. Strategic focus points and actions 2023-2024 (presentation) - 20 mins.**
Annex 4.1 - Strategic Focus Points ESCPH 2023_2024
- 5. Annual School Meeting programme 2023 (discussion) - 30 mins.**
Annex 5.1 - Annual School Meeting programme 2023
Purpose: To give board members an opportunity to discuss the programme for the Annual School Meeting on 2 November 2023.
- 6. Various updates and information - 20 mins.**
 - Information from the students



- Information from the staff
- Information from management
 - Audit 3 -5 October
 - Sexual Harassment survey (Deadline 6 October)

7. AOB - 10 mins.

Annex 7.1 - Final_Klage over usikre trafikforhold

- Traffic safety around the school



DRAFT Minutes **ESCPH Board Meeting**

Date: Thursday 8 June 2023
Time: 17:00 – 19:00
Venue: Sankt Annæ Gymnasium, Sjælør Boulevard 135, 2500 Valby
Members: Kira Peter-Hansen (Chairperson), Tinne Hoff Kjeldsen (Deputy Chairperson), Stéphanie Horion (ESCPH Parent), Laure Conte (ESCPH Parent), Christen Bagger (ESCPH Parent), Johan Lindell (ESCPH Staff), Rasmus Hornecker (ESCPH Staff), Julie Rørdam Thom (Deputy Principal ESCPH)
Guests: Helle Bjerre Degn, Rikke Groth Nielsen, Hella Helvig Jensen
Apologies: Margo Rachat Nielsen (ESCPH Parent), Maya Chang Hansen (ESCPH Student), Sebastian Leiholt (ESCPH Student), Anette Holst (Principal ESCPH & SAG), Hans Bruyninckx (Executive Director EEA)
Minutes: Helene Kristensen

ESCPH Board Meeting

Agenda:

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

1.1 - Agenda ESCPH Board Meeting 20230608

Decision:

- The agenda was approved by the board.

2. Approval of the minutes from the ESCPH board meeting 24 April 2023 (decision) – 1 min.

2.1 - DRAFT Minutes ESCPH Board Meeting 20230424

Decision:

- The minutes were approved by the board.

3. Revised Budget 2023 Upper Secondary (decision) – 10 mins.

3.1 – Revised budget 2023 Upper Secondary

Purpose: The board needs to approve the revised budget 2023 for Upper Secondary following its approval in the Campus Board.

Hella Helvig Jensen presented the revised budget 2023 for Upper Secondary. The budget has been revised to align with the Finance Act of 2023.

There were no additional comments for the budget.



Decision:

- The revised 2023 budget for the Upper Secondary was approved by the board.

4. Strategic Focus Points 2022/2023 evaluation (discussion) – 60 mins.

4.1 – Strategic Focus Points ESCPH 2022_2023

Purpose: Management will present the evaluation of the strategic focus points 2022/2023. This is followed by a process where board members will be able to give feedback on the 2022/2023 strategic focus points.

Julie Rørdam Thom presented the evaluation of the strategic focus points 2022/2023. Staff have come with their opinions for evaluation which management have looked over. Students have also helped evaluate for relevant points. After a brief introduction and overview, the board worked on feedback in workshops. The notes from the workshops have been shared with management and will be implemented in the evaluation of the strategic focus points as well as in the formulation of new strategic focus points.

5. Strategic Focus Points 2023/2024 (discussion) - 15 mins.

Purpose: First discussion of ideas for strategic focus points 2023/2024. Will be followed by a more thorough process and discussion in September 2023.

Julie Rørdam Thom presented the first draft of the strategic focus points for 2023/2024. The aims and actions are currently also being developed and they will be ready for presentation for the board in September 2023.

It was commented that the former set-up of the strategic focus points was a bit unclear and hard to assess, so a new and simpler set-up for next school year would be valuable. It was also commented that focus point 4 is a good point and that it is nice to see the school's specificity being highlighted. It was commented that focus point 5 may be too broad.

There was a discussion regarding how the strategic focus points are in use during the school year. There is a wish for them to become more visible to follow. It was suggested that there are overall updates on board meetings rather than discussing one point in depth at each meeting.

It was agreed by the board that there is good satisfaction with the draft of the new strategic focus points.

6. ESCPH Holiday plan 2024/2025 (decision) - 5 mins.

6.1 – DRAFT ESCPH Holiday plan 2024/2025

Purpose: The proposed holiday plan for 2024/2025 must be approved by the board.



Julie Rørdam Thom presented the ESCPH holiday plan for the school year 2024/2025. It was agreed that it is nice that the day off in November is now on a Friday.

There was a discussion on moving the day off on the 2nd of May to the 6th of June, for which there was agreement.

Decision:

- The ESCPH holiday plan 2024/2025 was approved by the board, subject to moving the closing day on 2nd of May to the 6th of June.

7. Board meeting dates 2023/2024 (decision) - 5 mins.

7.1 - DRAFT ESCPH Meeting Plan 2023-24

Purpose: The proposed meeting dates for 2023/2024 must be approved by the board.

Julie Rørdam Thom presented the ESCPH meeting dates for 2023/2024.

Decision:

- The meeting dates for 2023/2024 were approved by the board.

8. Skoleudviklingssamtalen - 5 mins.

Purpose: 'Skoleudviklingssamtalen' is a meeting where ESCPH meet BUF for a talk on the school development of ESCPH. Following representatives from ESCPH participate: one board member, relevant staff, relevant students, and management.

Julie Rørdam Thom informed the board about the new initiative, 'Skoleudviklingssamtalen'. The Children and Youth Administration meet with the school to talk school development, and representatives for this include: one board member, relevant staff, relevant students, and management. This replaces the former quality conversations and focuses on Folkeskolen, Primary and Lower Secondary. The first one will be on September 27th.

9. Various updates and information - 10 mins.

- **Information from the staff**

Primary and Lower Secondary:

- There has been a meeting with management regarding staff concerns about Danish L2. Staff feels reassured about the situation now.
- It has been a calm and good school year.

Upper Secondary:

- Students are currently doing B-tests and Bac exams.



- Teachers are busy due to the first year with the Bac, and there are new teachers joining soon.
- This year, Upper Secondary's oral exams are in the last week of June, which is unfortunate. Fortunately, this only happens once every five years.

- **Parents Association**

- Currently working on room allocation, for which there are many requests. Language initiatives are prioritised.
- Merchandise sales at the Aladdin musical went well.
- Hoodies with school values will be available soon.
- There are elections at the beginning of next school year.

10. Information from management - 15 mins.

- **TU 2023 (Annex 10.1 - TU Whole School 2023)**

Julie Rørdam Thom informed the board of the results of the 2023 Trivselsundersøgelse (the municipality's well-being survey) for the whole school.

Key points:

- On a scale from 0 -7, the school is at an overall 6.1, which is really great.
- Relationships with nearest managers have improved.
- Handling demands and physical environment has gone back slightly. The faulty ventilation effects this.
- The school has a high response rate.

- **Admission status**

Primary:

The new nursery classes are full. 250 students were screened to fill them up. Rolling admission is also finished. P3, P4, and P5 are more difficult to fill up because of the students' L2 levels.

Lower Secondary:

There are currently screenings for rolling admission.

Upper Secondary:

It would have been good with more applicants. There is a screening for 15 potential students tomorrow for the Danish section. It is difficult with some students' L2 level.

- **Bac preparations - exams and proclamation**

There are tests right now for all the S4's to S7's.

Proclamation is on July 1st and the programme will be sent out soon.

- **New staff/recruitment**



- A new French teacher and a new support teacher have been hired in Primary.
- 4 new teachers have been hired in Upper Secondary.
- There are job interviews in Lower Secondary soon.

- **SAG/ESCPH separation**

There will be a celebration of the separation in September. Date will be announced later.

11. AOB - 5 mins.

Nothing for AOB.



Study Rules & Code of Conduct

Upper Secondary
European School Copenhagen





Study Rules & Code of Conduct in Upper Secondary

Introduction to the Study Rules and Code of Conduct for Upper Secondary

The Study Rules and Code of Conduct for Upper Secondary support the school's values:

Respect - Responsibility - Collaboration - Empathy - Commitment - Curiosity

and mission:

"European School Copenhagen is committed to developing lifelong learners and responsible global citizens"

The Study Rules and Code of Conduct have been adopted in accordance with the [Ministry of Education's order no. 1077 of 13 September 2017](#) on Study Rules and Regulations, etc. in Danish Upper Secondary education. All students and staff at the European School Copenhagen will be informed of these rules when they start in Upper Secondary.

1. Study rules

At the European School Copenhagen, students are always to adhere to norms of good behaviour and respectful relationships between students and between students and management, teachers and other staff members. In addition, students have a duty to follow the specific instructions that they are given by the institution, orally or in writing, in order to maintain or restore good order at the school as well as to participate as an active learner.

The following study rules apply at the European School Copenhagen:

- Students are to actively participate in and attend that part of the educational process that requires their physical presence. This applies regardless of whether the education takes place on or outside the institution's area, including excursions, study trips, etc. Students are to actively participate in other forms of education, including independent work, written work, and digital education. The school must be notified of illness and students may be asked to provide a doctor's note at the request of the school. Students are to participate fully in semester tests, annual tests, other internal tests and the like. At Bac exams and Pre-bac a doctor's note, which the school pays for, must be obtained. See *Annex I: Attendance, Absence and Written Assignments*
- Promotion to S6 and S7 is dependent on the students marks at the end of the school year as well as the decision of the class council. See *Annex II: Promotion*.
- Students may not cheat and/or engage in similar misconduct that may prevent them or other students from or may interfere with completing their education. See *Annex III: Academic Honesty*



- The school's premises, facilities and furniture should be used with care and students are responsible for tidying up after themselves.
- Students are not to engage in any form of bullying, harassment or discrimination. See *Annex V: Anti-Bullying, Discrimination and Harassment Policy*.
- Smoking or using any form of tobacco product, including snuff, is not allowed during school hours or on the school grounds (incl. school time outside the school e.g. study trips). See *Annex VII: Nicotine product - free School Day*.
- Students are not allowed to consume alcohol or take drugs at the school or to enter school grounds under the influence (incl. school time outside the school e.g. study trips). See *Annex VI: Drugs and Alcohol*
- It is not permitted to influence or encourage others to adopt extreme or fundamentalist views and extreme or fundamentalist behaviour contrary to the purpose of the education, including promoting social control of other students contrary to the purpose of the education.
- Any kind of sexual relation between teacher and student is prohibited. This rule counts for as long as the student is at ESCPH and is regardless of whether the student is of age.
- The rules also cover students' behaviour outside the institution, i.e. behaviour that students exhibit in their spare time if the behaviour has a direct impact on the educational environment at the European School Copenhagen.

2. Procedure for intervention in case students violate the rules

In the case of violations of the Study Rules and Code of Conduct, European School Copenhagen may orally or in writing give the student one of the following.

- Oral or written correction
- First and final written warnings
- Sanctions, such as suspension or limited access to the school.
- Expulsion from the school

All disciplinary measures will be entered in the student's personal data in Lectio and kept for a maximum of three years.

3. Appeals/complaints process

If a student wishes to appeal a decision made at the institution, they should contact



the school's management as soon as possible to ensure that the complaint is considered while it is relevant.

The complaint should be in writing and clearly state the circumstances that in the student's opinion justifies a response to the complaint. The student has a right to be heard according to Forvaltningsloven's paragraph 51.

After receipt of a complaint, the management of the institution will make a decision in the case. A student can appeal this decision to the Danish Authority for Education and Quality if it is a legal matter.

More information about appealing a decision from an educational institution is available here:

<https://www.uvm.dk/gymnasiale-uddannelser/love-og-regler/klager/klager-over-skolens-beslutninger>

[Bekendtgørelse om studie- og ordensregler m.v. i de gymnasiale uddannelser](#)

[Bekendtgørelse af lov om de gymnasiale uddannelser](#)

[General rules of the European Schools](#)



Annex I: Attendance, Absence and Written Assignments

1. Attendance registration

The school is legally obligated to keep an account of students' failure to attend classes and hand in written assignments. Physical absence will be registered at the beginning of the lesson. If students arrive late, they will be registered as 100% absent as the attendance obligation applies from the beginning of the lesson. When absent, students must write the reason for their absence, e.g. illness, under "Fraværsårsager" on Lectio, so the school can assess the reasons for absence.

2. Assessment of absence

As a general rule, all students are expected to attend all educational activities¹, including virtual teaching, but chronic illness, medical/psychological diagnoses and incidents in one's personal life can affect attendance to a greater or lesser extent. The sudden onset of illness can also impact a student's attendance. This means that the student's absence is individually assessed.

3. Absence in S7 and Baccalaureate exams

A student with too much absence in the first semester of S7 cannot be given an A mark for the first semester. If the absence is lowered significantly in the second semester of S7 the A-mark for the second semester covers the whole year. If the absence continues in the second semester and no A mark can be given in this semester either, the baccalaureate exams cannot be taken.

4. Attendance at exams

It is the student's responsibility to be on time for B-tests, Bac exams and Pre-bac exams. If a student is ill and cannot attend documentation must be obtained on the day. For Pre-bac and Bac exams it has to be a doctor's note, which the school pays for.

If a student is sick on days for B-tests, Bac exams and Pre-bac exams the school must be contacted before 8 am on phone no: 36 14 01 90.

5. Warnings

Violations of the school's Study Rules and Code of Conduct can trigger a written or oral warning, depending on the severity of the violation.

If the school assesses that a student's absence rate is excessive, this can trigger a

¹ All activities that are in the schedule in Lectio except voluntary after school activities.



written warning. The warning is sent to the student's e-Boks and is registered on Lectio as the 'first warning (and, if the student is under 18, to the parents'/guardians' email addresses).. The first warning states that the student is required to demonstrate that he/she:

- meets his/her obligation to attend classes;
- submits assignments he/she is behind with;
- submits all new assignments on time.

If the student fails to meet these requirements, he/she may receive yet another - final - warning, stipulating the same requirements. A final warning is the last step before harsher sanctions are imposed, such as stopping the SU (student allowance/loan) or expulsion from the study programme.

6. Expulsion from the school

If, despite multiple warnings and interviews, the student fails to improve his/her attendance satisfactorily, the student will be expelled from the school as a last resort for insufficient study activity.



Annex II: Promotion

Pupils who have achieved a mark of at least 5 out of 10 in each of the promotion subjects (all subjects except Religious Studies) shall be automatically promoted to the year above, without the need for deliberation.

All students who do not fulfil the criteria above shall be subject to a special scrutiny by the Class Council to decide whether a student must repeat the year. The promotion will be based on the criteria stated in article 61 in the General Rules of the European Schools. In accordance with article 62 of The General Rules of the European Schools, the decision of the Class Council applies except in cases of procedural irregularity.

Pupils who have failed to achieve an average of 5 out of 10 calculated on the basis of all the marks achieved in the promotion subjects and who have achieved four or more marks below 5 out of 10 in all the promotion subjects will not be promoted to the year above.

It is only possible to repeat a year once. Failure to be promoted after repeating a year will result in expulsion from the school.



Annex III: Academic Honesty

Students at the European School Copenhagen must demonstrate integrity and honesty in all their academic work. Academic misconduct is a serious matter and will be dealt with accordingly.

1. Cheating, plagiarism and other forms of academic dishonesty

It is cheating when you hand in written work that you have not produced yourself. You are allowed to use sources, but you must always reference the sources.

Here are some examples of cheating:

- Buying or selling of essays, assignments or tests/examination questions.
- The preparation and/or writing of an assignment by someone other than the name on the work.
- Allowing your essay, assignment or examination to be copied by someone else. Copying someone else's work in class or during an examination.
- Bringing materials into the examination room that could be used for cheating. This includes any pieces of blank paper that has not been supplied by the school.
- Use of Chat GPT /AI

2. Procedure in the event of cheating or attempted cheating during examinations

The procedures in the event of cheating or attempted cheating during examinations can be found in article 9 of the [Arrangements for Implementing the Regulations for the European Baccalaureate](#):

9.1 Pre-Baccalaureate Examinations

In the event of cheating or attempted cheating during a Pre-Baccalaureate examination, the Director will be able to award the mark 0 (zero) for the examination in question. In addition, the School's Director may decide on measures which could lead to exclusion from the Pre-Baccalaureate examinations.

9.2 European Baccalaureate Examinations

In the event of cheating or attempted cheating in European Baccalaureate examinations, the Chairman of the Examining Board or the Vice-Chairman representing him or the Director of the School's Examination Centre will decide on the measures to adopt. He will be able to award the mark 0 (zero) for the examination in question. He is also authorized to take measures which could entail exclusion from the European Baccalaureate examinations. Candidates will be made aware of these measures before the examinations.

These measures will also apply to B-tests in S5 and S6.



3. Sanctions/penalties in the event of cheating or attempted cheating in relation to work submitted during the year

If a student cheats or attempts to cheat in connection with work submitted during the year, the assignment is registered as not submitted and the student receives a verbal warning from the Director of the School and a note in Lectio.

If the student is caught cheating a second time, the student receives a written warning from the School's Director. Should a student cheat a third time, serious sanctions may be implemented.



Annex IV: ICT and Digital Awareness

The use of Information and Communications Technology (ICT) is an integral part of the education at the European School Copenhagen and one of the key skills for everyday life. The students are expected to bring their own laptop and charger to school every day.

Students should develop digital competences and communications skills, but also digital awareness and ethics. It is important that they know how to communicate and conduct themselves online, and that they can critically analyse digital information sources and manage their digital footprint.

In order to protect individual users and ensure everyone is clear on the rules for ICT and communications, the school has adopted the following sets of rules.

- All use of laptops, personal devices and mobile phones will take place in accordance with the law and other appropriate school policies.
- Mobile phones and personal devices may not be used in specific areas within the school such as changing rooms and toilets.
- Electronic devices of any kind that are brought into the school are the responsibility of the user at all times.
- Students must adhere to the school's values, particularly the values of Respect, Responsibility and Empathy, in all of their communications and when they are online and using social media.
- Students must ask permission if they want to film or photograph others - and always ask before sharing the video/photographs.
- Students must respect confidentiality and not share other people's personal information (GDPR/Persondataloven)
- Digital/online bullying is not accepted. See also *Anti-bullying, Discrimination and Harassment policy*.
- Students who have a concern about ICT or digital safety issue must contact a teacher or a member of the school's management.
- Breaking the above rules can have serious consequences.



Annex V: Anti-Bullying, Discrimination and Harassment

We wish to create an environment in the Upper Secondary department of the European School Copenhagen, where community and our values of respect, collaboration and empathy guide our actions.

This annex sets the school's position on bullying, discrimination and harassment and is informed by the relevant legislation. The annex refers to the school's policy on anti-bullying, discrimination and harassment, which can be found [here](#).

Teachers and students need to be aware of how they treat each other in class and in social settings, including on social media (see also *Annex III: ICT and Digital Awareness*). The school has therefore developed a framework for preventing acts of bullying, discrimination and harassment by raising awareness of the issues and ensuring that students and staff understand what is expected of them.

If acts of bullying, discrimination or harassment are observed, action is promptly taken. If serious cases of bullying, discrimination or harassment occur, management will be involved.

Reports of bullying, discrimination or harassment can be made to several people, including:

- The class teacher
- One of the teachers in the class
- The study counsellor
- Management



Annex VI: Drugs and Alcohol Policy

It is strictly forbidden to consume alcohol and take drugs on school premises, bring alcohol or drugs to school premises or enter the school premises under the influence.

Only on special occasions, subject to prior agreement with the school's management, and under adult supervision, will beer be served. Alcohol stronger than beer is generally not permitted under any circumstances.

Violation results in suspension. In particularly serious cases, the student may be permanently expelled.

Water is free and available at all parties in the bar. Soda and beer may be sold. It is not allowed to bring drinks to an event. This may result in expulsion and closing of the party. Alcohol is not served to heavily intoxicated students. Intoxicated students may be sent home with consideration for the student's own safety. For students under 18, the home will be contacted. If a student shows up drunk to a party at the school, the school reserves the right to breathalyze the student and possibly deny the student access to the party.

All cafés will have a theme so that is in focus and not alcohol. The themes are decided by the social committee and could be e.g. gaming night, foosball etc.

Study trips, tours and excursions: The school's prohibition of alcohol also applies to study trips, school excursions and tours.

Meetings are held at regular intervals between the social committee and the mentors for S5-students to ensure that the introductory activities held at the school do not involve alcohol.



Annex VII: Nicotine product-free School Day

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

Students and staff are also prohibited from consuming nicotine products when they are outside the school's premises during school hours.

The rules apply to nicotine products of any kind, including but not limited to puff bars, cigarettes, snus, snuff etc.

Sanctions

If a student is caught consuming nicotine products, the school's management will talk to the student. If a student is repeatedly caught consuming nicotine products, 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](#)



Annex VIII: Special Educational Needs (SEN)

Special Educational Needs will be organised and offered as part of the school's Study Guidance programme.

Students with special educational needs should be able to participate in the teaching and exams on a par with other students and have access to educational support based on an assessment of their special educational needs.

This is in accordance with Danish legislation as well as the rules of the European Schools – see [Provision of Educational Support in the European Schools](#) and the [Arrangements for Implementing the Regulations of the European Baccalaureate, article 15](#):

“Candidates with special educational needs may qualify for special arrangements for the taking of the Pre-Baccalaureate and Baccalaureate examinations, subject to the conditions laid down by the decision of the Board of Governors on the Policy on the Provision of Educational Support in the European Schools.”

“Special arrangements are only authorised when they are clearly related to the student's diagnosed needs by means of a medical/psychological/psychoeducational and/or multidisciplinary report justifying these special arrangements. If the evaluation conditions during the Pre-Baccalaureate and Baccalaureate examinations present a risk to disadvantage the candidate's performance – especially if he/she shows special educational needs – by preventing him/her showing the level at which he/she has acquired the required competences, special arrangements may be requested and authorised for the written and oral examinations. These special arrangements are not intended to compensate for any lack of knowledge or skills whatsoever.”

In accordance with the rules of the European Schools, certain arrangements can be decided by the school up to and including S5, S6 and S7. Other arrangements, however, including the use of computers for Dyslexic students, can only be authorised by the Board of Inspectors (Secondary) or the Inspector responsible for support (Secondary).

For more information about educational support in the European Schools, please see: <https://www.eursec.eu/en/European-Schools/studies/educational-support>

The overall objectives 2022-2025

1. ESCPH is committed to high academic standards for all students

ESCPH cultivates students' personal, social and academic development and prepares them for their next stage of education. All students can develop to the best of their abilities and excel academically and socially as a member of a global community. Student wellbeing is prioritised as the foundation of academic progression ensuring students are 'ready to learn'. Staff collaborate with management across departments of the school to develop an engaging learning community for all students at ESCPH.

2. ESCPH aims for sustainable growth in an organisation with high professional standards

A sustainable organisation is the foundation for optimal learning conditions for all students. This includes both economical, environmental and well-being sustainability for all members of the organisation. The continuous development and growth of the school requires our pioneering spirit, ingenuity and energy but also structures and processes to ensure the growth is sustainable and that high professional standards are maintained. Staff involvement when making sustainable solutions is key in this process.

3. ESCPH is focused on strengthening its European specificity, local anchoring and global responsibility

ESCPH is first and foremost a European School with a strong focus on learning European languages, history, and culture. The European specificity is therefore an ongoing focus of the school. However, our students are not just citizens in Europe, they are also citizens of the world living in Denmark. All these aspects are important in our thinking and identity as a school and are strengthened by building relationships with other European and international schools, ESCPH parents and local partners.

WORKING DOCUMENT 2023/2024

Focus Point 1: ESCPH aims for continuous progression in all students' learning	
Purpose: All students (P0-S7) should experience academic and social well-being while learning	
Aims	Actions
Primary & KKFO	
<i>Strong collaboration between teachers and pedagogues</i>	<ul style="list-style-type: none"> • Continuous focus on collaboration and knowledge sharing/TUS between teachers and pedagogues • Teachers' collaboration in year level teams • Co-teaching for teachers and pedagogues
<i>More transparency for professional development</i>	<ul style="list-style-type: none"> • Ensure that the professional development policy is activated and known by everyone
<i>Lowering students' absence and lateness</i>	<ul style="list-style-type: none"> • Guideline for systematic follow-up and action plans
Lower Secondary	
<i>PLC as a learning area</i>	<ul style="list-style-type: none"> • Development areas for the year to be described
<i>Strong collaboration between teachers</i>	<ul style="list-style-type: none"> • Continuous focus on collaboration and knowledge sharing among teachers • Staff meetings to be used for collaboration and working • Implementation of year level coordinators
<i>UU</i>	<ul style="list-style-type: none"> • Development of UU network for students who do not speak Danish

<i>B-tests</i>	<ul style="list-style-type: none"> • Implement new S4 B-test frames with B-tests twice a year in teachers' own teaching
<i>Learning Conversations</i>	<ul style="list-style-type: none"> • Exploring frames for students to work with the goals they set in Learning Conversations
<i>More transparency for professional development</i>	<ul style="list-style-type: none"> • Ensure that the professional development policy is activated and known by everyone
<i>Lowering students' absence and lateness</i>	<ul style="list-style-type: none"> • Guideline for systematic follow-up and action plans
Upper Secondary	
<i>Teachers' collaboration</i>	<ul style="list-style-type: none"> • Continuous focus on collaboration and knowledge sharing among teachers • Send out materials and surveys, and ask questions in advance of meetings so meetings can be used for collaboration and working
<i>Feedback on students' work and students' learning process</i>	<ul style="list-style-type: none"> • Feedback should be varied, and students must be active in working with feedback and their own learning process • Give students time to prepare and no new information or hand-ins two weeks before B-test/exams
<i>Teaching evaluation</i>	<ul style="list-style-type: none"> • Teachers evaluate teaching once orally and once written per year
<i>More transparency for professional development</i>	<ul style="list-style-type: none"> • Ensure that the professional development policy is activated and known by everyone
<i>Lowering students' absence and lateness</i>	<ul style="list-style-type: none"> • Guideline for systematic follow-up and action plans

Focus Point 2: ESCPH whole school environment is a continuous focus point	
Purpose: All students and staff feel as an important part of the whole school environment	
Aims	Actions
All departments	
<i>Collaborations across departments</i>	<ul style="list-style-type: none"> • Teacher to teacher lesson observation across departments and/or teachers try to teach in another department • Cross-departmental activities such as Christmas Craft Day • Common social events for staff • Upper students teaching Lower/Primary students or Lower/Primary students visiting Upper teaching • Transition from P5 to S1 should be given continuous focus and activities should continue such as buddies from S3 for S1 students and visits from P5 class teachers in S1 • Transition from S4 to S5 should be given continuous focus throughout the year with visits and social events between the students and through teachers' collaboration around subjects
<i>Definition of whole school</i>	<ul style="list-style-type: none"> • New definition of whole school is decided by all staff (or representatives) in order to align expectations across departments

<i>Social arrangements for the whole school</i>	<ul style="list-style-type: none"> • Assemblies for whole school with songs in English, Danish, and French
<i>European School Copenhagen song</i>	<ul style="list-style-type: none"> • Collaboration across the school as to write a verse for an ESCPH song in one of the section languages and with at least one verse representing one department (Primary, Lower, Upper)
<i>Communication and sharing space</i>	<ul style="list-style-type: none"> • Shared space e.g., the canteen • Tidying up after oneself in common areas • Work on common rules in shared spaces • Respect for students and staff from all departments
<i>School website</i>	<ul style="list-style-type: none"> • Updated with information and calendars • Teachers describe themselves as profiles for the website
<i>Write / visualize school history</i>	<ul style="list-style-type: none"> • Student councils (Primary, Lower and Upper) write school history
<i>Academic Honesty</i>	<ul style="list-style-type: none"> • Policy developed including guidelines for ChatGPT/AI
<i>SoMe</i>	<ul style="list-style-type: none"> • One coordinator from each department to continue the good work from 2022/2023
<i>Welcome new staff</i>	<ul style="list-style-type: none"> • Onboarding handbook • Management visit teaching within the first month
<i>School policies</i>	<ul style="list-style-type: none"> • Revisit school policies
<i>Common pedagogical and academic approach amongst teachers and pedagogues</i>	<ul style="list-style-type: none"> • Lower/Primary afternoon meetings

Focus Point 3:

ESCPH should be an environmentally sustainable school with green initiatives

Purpose:

Students at ESCPH experience that environmental sustainability is part of their education as life-long learners

Aims**Actions****All departments**

Students and staff identify themselves as part of a green school

- Management and pedagogical development group describe what ESCPH already does
- Lower and Upper student councils write a Green School Policy
- A green activity plan will be presented beginning of the school year and followed throughout the year

ESCPH as a green school

- An increased focus on and use of green areas in the neighbourhood and on the school premises
- Consultants from the Municipality will contribute to the activity plan and inspire staff throughout the year
- Focus on consumption on ESCPH: food waste, electricity, water and heating.

Collaboration with EEA

- Sustainability Day: EEA presents cases to be solved by students

Use real data pedagogically for students to work with

- In theme weeks and on Sustainability Day use CPH Municipality for data on energy use at ESCPH etc.

Focus Point 4: European School Copenhagen is a European School in its own right	
Purpose: All staff members, students, and parents feel that ESCPH is <i>their</i> European School with their European Dimension	
Aims	Actions
All departments	
<i>Collaboration with the community</i>	<ul style="list-style-type: none"> • Halloween parade in collaboration with Carlsberg
<i>European Dimension</i>	<ul style="list-style-type: none"> • Europe Day on May 9th followed by MUN in the Upper Secondary • Show your country/colours day as part of language week in Lower and Upper Secondary • Theme speakers invited • Participate in EU competitions on learning-corner.learning.europa.eu • Visit European institutions in CPH • Have lots of ESCPH European visual communication to show the inspectors at the Audit in October 2023

Focus Point 5: Continuous development of the Upper Secondary	
Purpose: To ensure a quality ES baccalaureate exam for all students	
Aims	Actions
Primary & KKFO	

<i>Knowledge of Upper Secondary</i>	<ul style="list-style-type: none"> • Primary students invited into Upper Secondary teaching activities • Upper Secondary students teach Primary and Lower Secondary students
Lower Secondary	
<i>Recruitment of students for S5</i>	<ul style="list-style-type: none"> • S4 joins café with Upper Secondary in the spring of 2024
<i>Knowledge of Upper Secondary</i>	<ul style="list-style-type: none"> • S5 and S6 students visit S3 and S4 classes to explain what it is like to be a student in the Upper Secondary
Upper Secondary	
<i>Website</i>	<ul style="list-style-type: none"> • Bac sub site on the website with all relevant information on the Bac and the grading conversion from EB GPA to STX
<i>Physical environment</i>	<ul style="list-style-type: none"> • Use values to make physical environment more accessible. Make it clearer where and when students can work • All teachers support that students tidy up after themselves • Decorations of the halls on the 3rd and 4th floor in the Secondary building
<i>Motivational teaching</i>	<ul style="list-style-type: none"> • Excursions • Involve students in wishes for different ways of teaching • Being part of CPH:DOX and other initiatives for gymnasiums in Copenhagen

<i>Students' participation in competitions</i>	<ul style="list-style-type: none"> • All subject groups try to engage in at least one competition and one excursion/guest speaker per half year
<i>Students not knowing/not following Upper Secondary Code of Conduct</i>	<ul style="list-style-type: none"> • Clear communication with students about consequences of physical and written absence • Clear communication with students about consequences of the use of ChatGPT or other means of plagiarism
<i>Supporting class environment in the Upper Secondary</i>	<ul style="list-style-type: none"> • Following class teacher programme • Class teacher time in S6, S6, and S7. Weekly in S5, monthly in S6, and quarterly in S7.
<i>Staff workload</i>	<ul style="list-style-type: none"> • Besides the three to four individual MUS, have two short (10-15 minutes) meetings with focus on staff knowledge sharing on ideas to save time
<i>Values</i>	<ul style="list-style-type: none"> • Value work from Upper Secondary assembly and SC seminar need to be implemented
<i>Students joining ESCPH later in S5 and S6</i>	<ul style="list-style-type: none"> • Set up students with a buddy from the same class from the beginning • Check-in talk with teacher the first week and after a week

Annual School Meeting – DRAFT programme 2 November 2023

16:30-17:00 - Parents Association sells coffee, tea, cake, and t-shirts in the canteen

17:00-17:30 - Upper Secondary school band and Primary choir present in the canteen by Nathalie, Primary Music Teacher and Daniel, Upper Secondary Music Teacher

17:30-18.10/18.15-18.55 - Parents go to different teacher presentations in the PE Hall, the canteen, Tumlesal, KKFO, 122-123

1. Director Julie Rørdam Thom and Bac Coordinator Hans Bolvinkel on ESCPH as a whole and on the Strategic Focus Points for 2023 2024 + the EB and admissions to Universities

2.Co-teaching , stations in the classroom/Primary teachers Louise and Suzanne

3.Science i Secondary S1-S7, Mikkel, Sebastian og Johan. Bob spørger Mikkel og Sebastian. Hans spørger Johan og Signe Severinsen. Medbring elever med t-shirts

19.00 Thank you for coming

Fra:

The European School Parent Council

The European School Parent Association

The Parent representatives at the European School Board

Til: Medlemmer af Teknik- og Miljøudvalget i Københavns Kommune

Vedrørende: Usikre trafikforhold ved den Europæiske Skole, Ny Carlsberg Vej 99

1799 København V

København, 08/09/2023

Kære x,

Vi skriver til dig som bekymrede forældre, fordi vi desværre oplever usikre trafikforhold hver eneste dag foran vores børns skole i Carlsbergbyen. Der er tale om meget store lastbiler, der kører uforsvarligt tæt på børnene. Se venligst en videooptagelse fra 6 september kl 08.00 der afspejler en typisk morgen for elever og forældre der går og cykler foran skolen. Vi har vist videooptagelsen til Carlsbergbyen bygning & drift afdeling med afvisende svar. Vi er blevet oplyst, at der er en aftale om at reducere antallet af lastbiler omkring skolen mellem 07.30-08.10. Dette ser vi desværre ingen indikation på, og vi oplever dagligt uforsvarlige forhold for vores børn i trafikken. Videooptagelsen af lastbilerne, der bakker lige ud foran skolen viser med al tydelighed de trafikale forhold for børnene, og vi frygter for en alvorlig ulykke, hvis ikke udfordringerne adresseres omgående.

Mens vi som forældre er dagligt bekymrede for deres færden til og fra skolen, er dette desværre ikke et problem for Carlsbergbyen. Overalt i København er byggeriet og dertilhørende tung lastbiltrafik en daglig fare for børn på vej til og fra skolen. Børns ret til en sikker skoledag gælder også deres ret til at kunne komme trygt og sikkert i skole uden at blive udsat for usikre veje. Vi ved at færre børn i København cykler i skole, og forskning viser at manglende adgang til sikre veje er med til at begrænse børnenes lyst til at cykle, hvilket i stedet øger antallet af biler på vejene ved at børn afleveres i bil og til skade for Københavns folkesundhed. Derfor appellerer vi til dig for at rejse det specifikke omkring de mange børns sikkerhed omkring Carlsbergbyen og det principielle for alle Københavns børn.

Det er i din magt, at ændre på dette stigende problem og gøre hverdagen mere sikker for vores børn. Vi beder om, at al tung lastbiltrafik i Carlsbergbyen forbydes mellem 07.40-08.10 på skoledage. Vi beder om at politiet ved jævne mellemrum sikre efterlevelse af dette forbud. Borgernes og forældrenes henvendelser skal systematisk dokumenteres af Carlsbergbyen og rapporteres til Københavns Kommune og skolen. Denne rapporteringsforpligtelse vil også understøtte efterlevelse af forbuddet i tidsrummet. Vi opfordrer kommunen til at samarbejde med lokaludvalg om at skabe sikre skoleveje omkring skolen og oprette et udvalg for forældre og elever for at understøtte udformningen og implementeringen af dette. Dette vil være i tråd med Kommunens øget fokus på borgerinddragelse og af øget engagement af børn i byens udvikling.

Vi venter på jeres øjeblikkelig handling så børnene får en sikker og tryk færd til og fra skole. Det er med stor utryghed og frygt vi sender vores børn i skole. Vi glæder os til en konstruktiv dialog og står til rådighed for at gøre ovenstående opfordring til virkelighed.

Med venlig hilsen,

The European School Parent Council

The European School Parent Association

The Parent representatives at the European School Board