



School Charter of the
*École d'Hôtellerie et de Tourisme
du Luxembourg*

In the case of discrepancy between the English and French texts, the French text shall prevail

2023-2024 academic year



EHTL profile

The *École d'Hôtellerie et de Tourisme du Luxembourg (EHTL)*, which has been part of the educational landscape in Luxembourg since 1950 and is guided by its slogan 'Striving for Excellence', offers high-quality training that combines theory, practice and work placements. In addition to theoretical knowledge and practical skills, the school also instils a range of interpersonal skills. The students acquire a sense of rigour and a taste for hard work while qualities such as listening, flexibility, the ability to work independently or as part of a team, creativity and determination are reinforced.

The EHTL is truly a school of life, a place where students can flourish in their quest for personal and professional excellence. All they need to bring is ambition, work ethic, plenty of energy and a desire to learn about other cultures.

The courses

The EHTL is the only public school in Luxembourg offering courses in the hotel and tourism sector, leading to diplomas ranging from the certificate of professional competence to the higher technician's diploma. Information on the various courses is available on the EHTL website <https://www.ehtl.lu/formations/?lang=en>

Community life at EHTL

EHTL's particular structure is governed by a set of internal rules, while discipline is regulated by applicable legal and regulatory provisions. In view of the specific nature of the training offered by EHTL, it has internal rules to complement national Luxembourgish regulations.

Fundamental principles of the school charter

Article 4 of the law of 25 June 2004 on the organization of secondary schools and technical colleges reads as follows:

'In order to create a respectful learning environment and encourage cooperation between the different partners, the school community has rules of conduct based on the rights and duties of its members which are laid down in a school charter. These rules may go beyond the rules of conduct contained in the internal order and discipline regulation in force across all secondary schools and colleges.'

Among other things, the school charter describes the profile that the school community wishes to give the school or college, the internal structure of the school or college and the school or college's socioeconomic relations with its region and country. The school charter is adopted by the board of education".

This charter should therefore be viewed as a contract of success between the different partners involved in the school community (pupils/students/apprentices, headteacher, teachers, administrative and technical staff as well as socio-educational staff) containing principles that have been established and approved by the board of education and which each person undertakes to uphold.

Commitments made by the different partners involved in the school community

Each pupil/student/apprentice at the EHTL undertakes to:

- uphold the principles laid down in this charter.
- be polite and considerate to those around them.
- show respect to all members of the school community through their attendance and punctuality, by preparing properly for and participating actively in each lesson, and by dressing immaculately and appropriately for lessons.
- accept their fellow students, regardless of any idiosyncrasies or deficiencies.
- respect the school's infrastructure, namely the buildings and equipment, so that others can also enjoy them to the full.

Directors, teachers, administrative and technical staff and socio-educational personnel undertake to:

- uphold the principles laid down in this charter.
- be polite and considerate to those around them.
- show respect to all members of the school community through their attendance and punctuality.
- prepare properly for lessons and ensure they are interesting, motivating and suitable for the actual capabilities of the pupils/students/apprentices.
- dress immaculately and appropriately for lessons.
- provide the school community, insofar as it is possible, with the necessary infrastructure to meet its goals within an environment that allows all participants to flourish.

Internal rules for pupils, students and trainees

- I. All lesson exemption requests must be submitted to the teacher at least one week prior to the lesson. The pupil/student will be informed of the acceptance/refusal of said request as soon as possible. Trainees may be exempted from lessons only with the approval of their placement mentor. Annual recreational leave must be taken during the school holidays and be approved by the placement mentor.
- II. In exceptional circumstances, the school's psychosocial and educational support service (SePAS) may excuse a pupil/student/apprentice if it believes their psychosocial or family situation is gravely affecting their mental state and preventing them from following the lessons. Absence is only excused if the pupil/student/apprentice is in one of the SePAS offices. SePAS must notify the teacher in such a case.
- III. The parents or person responsible for the education of the pupil/trainee (if a minor) or the pupil/student/trainee (if of majority age) must inform the school secretary of their absence between 7.30 a.m. and 9 a.m. by calling the following number: (+352) 80 87 91 402. The trainee's sick note must be submitted to their placement mentor.
- IV. Pupils/students/apprentices cannot do a test requiring special preparation if they missed lessons in the 24 hours before the in-class assignment. In properly reasoned individual cases, the teacher may authorize the pupil/student/apprentice who has been absent to take part in the test (ministerial instruction of 6 June 2008).
- V. Only a medical certificate or an exceptional case should be considered as a 'valid excuse' for any absence during an in-class assignment or a trip. Failure to comply with this rule will result in the in-class assignment being marked 01 or the module not being assessed.
- VI. All teachers are entitled to demand that a pupil/student/trainee who is absent from their lesson do some remedial work if they believe these absences prevent the person in question from being suitably prepared. This work may be carried out during a detention.
- VII. Any pupil/student/apprentice who misses 30 lessons without proper justification will receive an initial warning by post. Any pupil/student/apprentice who misses 60 lessons without proper justification will be called before the disciplinary board. Any apprentice who reaches a total of 15 lessons of unjustified absence will receive a first warning by mail. Any apprentice who reaches a total of 30 lessons of unjustified absence is called before the disciplinary board.
- VIII. Any pupil/student/apprentice who, owing to illness or reasons of force majeure, is compelled to leave the premises during the school day must notify the school secretary

before leaving and sign a departure form. The pupil/student/apprentice will have to justify their absence by way of a medical certificate or an official apology. The head or their deputy will do their best to immediately inform the parents or the person responsible for the pupil/student's education, or the placement mentor in the case of trainees. Failure to comply with this procedure will mean the hours of absence are not excused.

- IX. If they are late, the pupil/student/apprentice must inform the secretary by phone and go to the secretary's office on arrival at the school. The following are deemed to be a 'valid excuse' for late arrivals to school: train/bus problems, a parental exemption or bad weather. Any unjustified lateness will be recorded by the teacher. If a pupil/student/trainee is late three times without a valid excuse, they will be put in detention. If they are late getting from one class to another, the teacher records how late they are. Cumulative lateness of 30 minutes is deemed to be an unauthorized absence from class.
- X. Special clothing is required within the school grounds for PE lessons, cookery classes, baking lessons and service sessions. There is a business wear dress code for meals in the restaurant that may also be required for organized trips and outings as well as theory lessons. Any pupil/student/apprentice failing to conform to the dress code will be disciplined.

The school reserves the right to send home any pupil/student/apprentice who fails to adhere to the dress code. Staff members should send pupils who do not conform to the dress code to the headteacher's office. Pupils/students/apprentices who do not have the uniform required for practical lessons can borrow clothes from SePAS for a cost of €5 (to cover the cleaning).

DRESS CODE:

On school grounds:

Business wear, as determined by EHTL according to the training course and teaching requirements. Pupils/students/trainees from all sections of graduating classes and the second last year (DP2RE, DP2REI, DP2CU, 2TPHO, 2GGH) and BTS students must wear business wear within the school premises, including in theory classes.

Baseball caps are forbidden on school grounds.

Trips:

EHTL business wear, white shirt/blouse, mandatory suit, tie/neck scarf, classic black shoes (no ballet flats or trainers).

Restaurant:

Business wear, sober-coloured shirt/blouse or smart top, mandatory jacket, classic leather shoes (no ballet flats or trainers).

Physical education:

Sportswear, sports shoes for participants and spectators.

Practical lessons:

Kitchen/bakery:

Clean and ironed full EHTL outfit, plus toque.

Service:

Clean and ironed full EHTL outfit, nude nylon stockings for girls, plain black socks for boys, clean classic black shoes (no ballet flats or trainers).

XI. Personal hygiene and safety:

In compliance with good hygiene practices:

Practical lessons in the kitchen/bakery:

- Nails should be short and unvarnished.
- The wearing of jewelry (rings, earrings, chains, bracelets and watches) is prohibited.
- Piercings are forbidden.
- Make-up is forbidden (eg. no false eyelashes).
- Long hair must be worn tied back.
- Beards are permitted as long as they are neat and well-groomed. It is not permitted to grow a beard during the school year.

Service:

- Nails should be short and unvarnished.
- Light everyday make-up is allowed (no false eyelashes).
- The wearing of light jewellery is allowed.
- Piercings are forbidden.
- Long hair must be tied back. Particular attention should be paid to the care of the hair, which in all cases should be clean and well maintained.
- Beards are permitted as long as they are neat and well-groomed. It is not permitted to grow a beard during the school year.

XII. Use of electronic devices:

Unauthorized use of smartphones in the school's communal areas is forbidden. Failure to comply with this rule will result in the phone being confiscated for 24 hours. Headphones are permitted only in the Bistro.

iPad usage is subject to CGIE (education IT management centre) regulations (such a document is signed when the iPad is distributed).

XIII. It is forbidden to smoke on the grounds of the EHTL and its outbuildings. Failure to comply with this rule will result in detention.

XIV. The parking spaces for the EHTL, the Alexis-Heck Restaurant and the students' accommodation are reserved for authorized personnel.

XV. If an internship contract has not been signed by 1 March of the current school year, the internship office or tutor is entitled to place the pupil/student.

XVI. The possession or consumption of drugs on school grounds, in the outbuildings, on trips or during any extracurricular activities is strictly forbidden. The headteacher's office is entitled to screen (by taking a swab) the pupil/student/trainee if there is any doubt. If the pupil/student/trainee refuses the test, the authorities will be notified.

The consumption of alcohol on EHTL premises is forbidden and will be punished. Exception is made for tastings for educational purposes.

Failure to comply with the internal rules will bring about penalties handed down by teaching staff, the headteacher's office, the class council or the disciplinary board. National Luxembourgish regulations concerning drugs and the consumption of alcohol apply.

School life, practical information and procedures

School certificates

School certificates are drawn up by the secretary's office and distributed by teachers as soon as possible after the start of the school year.

Internship office

All pupils/students must complete a practical internship from mid-May to the end of August in accordance with their training course.

The Chamber of Commerce's list of companies entitled to provide this kind of training can be viewed:

- on the school's website, under the Internship Office tab.
- on the window next to the internship office.

At the beginning of the school year, an internship tutor is appointed to help the pupil/student to choose a company. Internship contracts can be collected from the internship office upon submission of a letter of intent signed by the student's internship tutor. The deadline for returning the internship contract is 1 March of the current school year. Class 3 DAP, Class 1 and Class 2 DT as well as BTS pupils/students can do their internship abroad via the Erasmus+ programme if they wish to stay in Europe.

Accidents

Any accident that occurs either on the school grounds or on the way to school must be reported **immediately** to the headmaster's office.

Individual lockers for pupils/students/trainees

Subject to payment of a €50 deposit (or €20 depending on your course) to the caretaker, the locker(s) and padlock number(s) are allocated at the start of the school year. The pupils/students/trainees are given a key. The number(s) are valid for the basement lockers (one in the corridor and one in the cloakroom). The lockers are allocated for the entire school year, and it is strictly forbidden, for identification purposes, to swap lockers.

In order to ensure that the lockers and padlocks work properly and can be managed, it is forbidden to use your own padlocks. The caretaker should be notified of any problems with the padlocks. Inspections will be carried out.

At the end of the school year, the key and padlocks (or padlock in the case of TO classes) must be returned to the caretaker in order to have the €50/€20 deposit returned. If a pupil/student/trainee forgets their key, the caretaker will accompany them to open the locker

for a cost of €5. The lockers must be emptied, and the keys returned at the end of the school year.

Photocopying

The photocopier next to the teachers' meeting room is available to pupils/students/trainees. The student card can be used as payment and the caretaker can top up the card. Pupils/students/trainees can print documents from their iPads using the printer in the lodge.

iPad

The school provides an iPad to every pupil/student/trainee. iPad usage is subject to CGIE (education IT management centre) regulations (such a document is signed when the iPad is distributed).

WebUntis

The WebUntis app shows absences, attendance, home assignments, in-class assignments, lesson content and more. There is secure access via an IAM username and password. WebUntis can be accessed from the school's website: www.ehtl.lu.

Canteen

Excluding the meals prepared during practical lessons, it is possible to reserve payable meals by enlisting at the school secretary's office at the beginning of school year. The registration is valid for the entire school year. **It is strictly forbidden to bring in meals from home, reheat what you have made in class or have food delivered from outside.** Snacks, that is salad and rolls, are permitted. A medical note is required in the case of any allergies.

Sports department

All pupils/students/trainees may join the EHTL's Sports Club to take part in various activities, including volleyball, football, badminton, table tennis, weight training, handball, dance, basketball and running.

Library

The library on the first floor of the main building contains around 2,500 books, which are available to pupils/students/trainees and teachers alike. We strongly recommend using the library.

Fire drills

1. Stay calm.
2. Close all windows.
3. Evacuate classrooms as quickly as possible, but without running.
4. Use the shortest path.



5. Gather in the backyard or in front of the building in an orderly fashion and by class.



6. Call out your students.
7. Before returning to the building, in an orderly manner and without delay wait for the approval of a person in authority.

Address:
19, rue Joseph Merten
L-9257 Diekirch

Switchboard: (+352) 80 87 91 - 1
Fax: (+352) 80 25 08

Headteacher's office: (+352) 80 87 91 - 404
Secretary's office: (+352) 80 87 91 - 402
Accounts: (+352) 80 87 91 - 403
Email: secretariat@ehtl.lu

Internship office: (+352) 80 87 91 - 443

SePAS: (+352) 80 87 91 - 441
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