CCLM

Cours Communaux de Langues Modernes

Internal regulations

1. Presentation

The educational team and the administrative staff welcome you to the CCLM. Our school is an educational establishment for adults subsidised by the Walloon-Brussels Federation and organised by the *Commune* (municipality) of Woluwe-Saint-Lambert. It provides lower and upper secondary education (ESIT, ESST) and offers you a wide choice of languages: French as a foreign language (FLE), Dutch, English, Spanish and Italian.

Location:

Main location: Princess Paola School: rue Abbé Jean Heymans 29, 1200 Brussels

Other locations: Princes Paola School: Place de la Sainte-Famille 1, 1200 Brussels
Le Castel: rue des 2 Tilleuls 2a, 1200 Brussels (morning classes)
La Métairie: avenue George Henri 251b, 1200 Brussels (morning classes)

Administrative team :

Head: Bruno Lespinois Ph.:02/761.75.27

Secretaries: Jennifer Verboomen Ph.:02/761.75.28
Frédéric Vincent Ph.: 02/761.75.35

E-mail address: cours.cclm@gmail.com

Opening hours of the secretariat: Monday to Thursday from **18:00 to 20:30.**

2. Course admission requirements

2.1. Registration

In order to register, students are required to make an appointment on the school's website in order to be allocated a registration day and time.

To be duly enrolled, students must :

- Be 18 years of age (no other conditions) on the first day of the course, or 15 years of age and complete a certificate proving that they are duly enrolled in the educational system (full or part time).
- Bring a photocopy of their identity card or, for foreign nationals, a photocopy of a valid residence permit (certificate from the school or work permit if the residence permit is valid until 31/10).
- Fill in a registration form provided on site by the school and also on the school's website, and sign a receipt, which shows the paid registration fees and the course(s) attended.
- Pay the amount corresponding to the tuition fee and the administrative costs. For safety reasons, only payments by *Bancontact* debit card, Visa or Mastercard will be accepted.
- Bring any document entitling them to reduced registration fees (see point 2.2.).
- Take a written and oral placement test, the date of which will be specified upon registering, or present a certificate of successful completion of the level lower than the one for which they are registering.
- Not have enrolled more than twice in the same course. If a student's pass mark is over 60%, they are obliged to enroll in the next higher level. Should they fail, the student must repeat the course they have just finished.

2.2. Registration fees

The tuition fee and administrative costs must be paid upon registering for one or more courses. They are calculated on the total number of courses for which the student registers. The registration fees cover the tuition fee required by the Wallonia-Brussels Federation and the administrative costs related to, among other things, the provision of premises and equipment. These do not include travel expenses for outings, or expenses related school supplies (e.g. text books).

Detailed information on these fees is displayed in the secretariat and on the registration form.

Non-EU students who are not in possession of a document issued by a Belgian authority are required to pay a specific registration fee (*DIS*).

REGISTRATION FEES WILL NOT BE REFUNDED PAST THE FIRST TENTH OF THE TERM, REGARDLESS OF THE REASON WHY THE STUDENT DECIDES TO DISCONTINUE THE COURSE(S)

Should the student's professional or health situation require that the student cancel their registration before the first tenth of the course, the student will get reimbursed for the tuition fee by the Wallonia-Brussels Federation provided that they submit a written request to the Director, accompanied by an original document (medical certificate or official statement from the employer), which must be dated and state that it is no longer possible for them to attend the course.

The following are exempt from the Wallonia-Brussels Federation's tuition fee:

- minors (under 18 years of age as of 1/10th of the course) subject to compulsory education (certificate from the educational institution);
- jobseekers who are duly registered with *Actiris*, *Forem* or *VDAB*;
- those enrolling in the French courses *UEDA* (beginners level A), *UEDB* (beginners level B), *UE1* (level 1), and *UE2* (level 2);
- people with disabilities registered with *AWIPH, VAPH* or *Phare*;
- people who receive the Social Integration Income (*RIS*) via the *CPAS*/*Public Centre for Social Welfare* (certificate from the CPAS/*PCSW* mentioning the Social Integration Income) or via an organisation approved by *Fedasil* (certificate from the host centre, mentioning that the student receives material assistance within the host structure).
- people who are required by a public authority to learn a trade, profession, or national language (certificate issued by the public authority, a model of which is available from the secretariat and on the school's website);
- Educational staff members who are employed in a school organised or subsidised by the Wallonia-Brussels Federation, and for whom the course in which they are enrolled is approved in the context of in-service training.

In order to avoid paying the Wallonia-Brussels Federation tuition fee, students have 15 calendar days from the course start date (placement tests included) to submit the required documents to the secretariat. They will therefore pay the full price upon registering, and will be reimbursed for the difference after the school has received the required documents.

The conditions for reimbursement of above-mentioned fees can be found on the back of the receipt given to the student upon payment of the registration fees, as well as on the school's website.

The following are exempt from the DIS (specific registration fee):

- Any person who has a document issued by the Belgian state which covers the first tenth of the course: residence permit, annex or orange card (except annex 3).
- EU nationals (national identity card).

2.3. How to register for the next level?

Registering for the next level is not automatic. Students must register again at the end of each term, following the previously-described procedure.

2.4. New/Discontinued levels

The CCLM reserves the right to not open all levels if the number of students is not sufficient.

2.5. Registration denied

The Head may deny registration to students who do not meet the above-mentioned admission requirements.

2.6. Non-enrolled students

We do not allow students who are not duly registered.

2.7. Changing courses/levels

Changing courses/levels is allowed only in exceptional cases, for pedagogical or professional reasons, and must be duly justified and approved by the Board of Studies and the Head. The transfer can only be made if there are still places available in the course/level in question, and must take place within two weeks after the course start date.

2.8. Special needs students

Any student with a disability has the right to request that their specific needs be taken into account, within the limits of what the school can provide. The student must simply inform the secretariat when registering, or, in any case, before the first tenth of the course.

3. School attendance

3.1. Timetable

The courses are spread over 40 weeks from the last Monday in August to the Friday of the first week in July. Classes are held in the evenings from 6:25 to 9:15 p.m., Monday through Thursday, and in the mornings from 9:00 to 11:45 a.m. Some classes may be held on Friday mornings from 9:00 to 11:45 a.m.

There is a 15-minute break in each class.

The timetable and classroom assignments are displayed on the board next to the secretariat, and on the school's website at www.cclm.be. They are also provided to students upon registering.

Should a class be cancelled (due to a teacher's illness, compelling circumstances or force majeure ...), the students will be notified by telephone, e-mail or text message, provided that there is enough time to do so.

3.2. Attendance

Students are expected to attend classes regularly, bring their own teaching material (textbooks, photocopies, etc.) and take an active part in their studies.

Only students who meet the attendance requirement will receive a certificate of attendance, or any other documents that the school may issue.

Attendance is taken by the teacher in each class and recorded on an attendance sheet, which is deposited in the Head's Office at the end of the class.

A maximum of 10% of unsupported absences is accepted to give the student the right to take the exams. In case of illness, students must support their absence with **a medical certificate** which must be handed in to the secretariat or scanned and emailed to the secretariat's email address cours.cclm@gmail.com **before the attendance certificate is issued**. The parents of underage minors will be systematically informed in case their child fails to attend a class.
Any particular situation or request may be submitted to the Head.

3.3. Educational leave

Brussels and Wallonia educational leave

Students wishing to apply for educational leave are required to sign up with the secretariat for the 1st AND 2nd term, within 15 days of the course start date. The students will receive a document explaining the procedure. No exceptions to the deadlines and dates mentioned in this document will be granted. Students who have applied for educational leave must support all their absences from the course by means of **a supporting document**, to be handed in to the secretariat or scanned and emailed to the secretariat's email address cours.cclm@gmail.com **within 15 days**. All justifications, other than a medical certificate, will be submitted to the Head, who reserves the right to judge the admissibility of the reason given. An attendance list kept by the teacher will be signed by the teacher and the student at the beginning of each class.

Flemish educational Leave

Students wishing to apply for educational leave must register with the school office during the first and second semesters, within five days of enrolling. The procedure to follow is explained on the school's website. The school provides the student with a certificate of enrollment within 8 days of enrollment. With this certificate of enrollment, the employee can apply for Flemish educational leave from their employer. An attendance list kept by the teacher will be signed by the teacher and the student at the beginning of each class.

3.4. School insurance

Students are covered by the school's insurance policy, which covers physical accidents that they might have at school or on a school trip, and for which they are not liable. Any accident must be reported to the secretariat as soon as possible in order to open a file with the insurance company. Student will be informed on how to proceed.

4. Assessments

The courses include continuous (formative) assessment, and end-of-level examinations. The exams take place in the last week of each level.
Students must pass the end-of-course assessments in order to be admitted to the next level.

4.1. Absence from examinations

Any absence from an examination must be covered by a medical certificate. Any other justification will be reviewed by the Head, who will judge the admissibility of the reason given. Medical certificates must be sent to the secretariat's email address cours.cclm@gmail.com or delivered to the secretariat **within 48 hours**.

4.2. Certificates of achievement

A certificate of achievement is issued at the end of each level provided the student has mastered all the learning outcomes as described in the official pedagogical file of the Wallonia-Brussels Federation for the level in question. The pass mark is expressed by a general percentage equal to, at least, 50%. To move on to the next level, the student must score 50% of the points in the 5 final competencies of the level. The Board of Studies deliberate and decide whether the student has mastered the end-of-level skills, as mentioned in the pedagogical file of the course attended by the student.

At the beginning of each course, the teachers will inform the students on the assessment system used: frequency, dates and types of continuous assessments and examinations, and the weighting system.

The assessments cover all five competencies:

- Spoken production ;
- Spoken interaction ;
- Writing ;
- Listening ;
- Reading.

Students will be provided with an assessment grid which sets out the degree of importance attached to each competency.

Given that there is no break between the end of the first term in January and the beginning of the second term in February, the school cannot organize re-sit exams for students who have failed in January. In the interest of fairness, re-sit exams are not held at the end of the second term either.

4.3. Publication of results

The respective teachers will tell their students what their score is, orally or by email, if a student is absent.

4.4. Reviewing examination papers

Students will be able to review their examination papers and obtain all information concerning the final decision only during the evening scheduled for this purpose at the end of the term.

Certificates of achievement will be issued at a later date.

4.5. Plagiarism, fraud and attempted fraud

In case of plagiarism, fraud or attempted fraud the exam will be cancelled, and the student disqualified.

4.6. Appealing

Should a student want to appeal the decision taken by the Board of Studies to disqualify them, the student may lodge a written internal appeal against the decision. The student must submit a written complaint by registered mail addressed to the Head of School or delivered to the Head of School with acknowledgement of receipt, no later than on the 4th calendar day following the publication of the results. In this letter, the student must explain the irregularities that motivate the complaint. If the student fails to comply with this procedure, the appeal will be deemed inadmissible by the Head and will not be addressed.

The internal appeal procedure may not exceed 7 calendar days, excluding school holidays, following the publication of the results, including the notification to the student by the school Head, by means of a registered letter, of the reasons for the disqualification on which the appeal is based and the motivated decision taken following the internal appeal.

If the student is not satisfied with the response received from the Head of School, they may, then, lodge **an external appeal** by sending a registered letter to the Administration, with a copy to the Head of School. The Administration will immediately forward the appeal to the Chairperson of the Appeals Board.

the reasons for the disqualification and the decision taken regarding the internal appeal. If no decision is taken on the internal appeal, the student shall enclose the postal receipt from the submission or the acknowledgement of receipt of their internal appeal.

4.7. Support plan

Students who encounter specific learning difficulties can report them to their teacher or the School Head in order to set a specific work plan or remediation.

4.8. Inclusive education

Students with disabilities may request one or more reasonable accommodations from the institution so that their specific needs are considered as part of their educational journey. A reasonable accommodation may be material (a device or tool that facilitates participation in class) or pedagogical (adjustments to teaching methods and oral or written assessments). Students may contact the institution's designated representative to obtain all necessary information on this subject.

Eligible individuals:

Any person with a long-term physical, mental, intellectual, or sensory disability.

Required documentation:

• Any evidence or certification issued by a competent public authority, or any court decision recognizing a disability, incapacity, or occupational disease resulting in permanent disability.

• Or a report from a specialist in the relevant medical or paramedical field that provides a basis for understanding the reasonable accommodation(s) requested, dated within the last five years at the time of the request.

• A request for reasonable accommodation duly completed by the student.

All relevant information and the required document can be found on our website at www.cclm.be.

5. Students' discipline, duties and obligations

By enrolling, students agree to respect the rules of group work, which implies respecting each other and participating in the proposed activities.

The following is strictly prohibited. Failure to comply will lead to disciplinary action and possible exclusion from school:

- Smoking inside buildings and in playgrounds.
- Showing up in class intoxicated.
- Using your mobile phone during class time (unless an exemption is granted by the teacher) or during an exam (attempted fraud).
- Circulating petitions and any religious, philosophical or political propaganda.
- Engaging in racist or xenophobic behaviour, physical or verbal abuse or harassment.
- Displaying any conspicuous sign of political affiliation.
- Collecting money or selling things.
- Posting signs inside the school without the Head's authorization.

5.1 Obligations

- Students must take part in fire drills organised within the school. In the event of an evacuation, students are required to follow teachers' instructions.
- Students are expected to respect the premises and equipment provided to and for them, as well as primary school pupils' and teachers' belongings. The furniture and objects in the classrooms may only be moved if necessary and under the authority of the teacher present.
- Bicycles must be left in the space provided for this purpose between the two entrance gates.
- Mopeds and motorbikes must be parked outside the school grounds.
- Animals are not allowed in the buildings or on school grounds.
- Students and staff members are required to follow the waste sorting guidelines.
- The school will not be responsible for any loss, theft or damage to personal property.

Any damage caused intentionally or through negligence by a student to premises, furniture, equipment or facilities will be repaired at the student's expense, without prejudice to any disciplinary measures that may be taken.

6. Privacy policy - Personal data - Image rights

6.1. Personal data

In the course of their activities, the CCLM will collect personal data from students when making an appointment for registration and when registering:

- Identification data: surname, first name, address, e-mail address, telephone number, gender, place and date of birth, civil status, nationality, passport photo (or identity card).
- Specific data on the status of students of foreign nationality (duration and nature of stay in Belgium).
- The data relating to the payment of the registration fees, including the bank account number if applicable.
- Social data (status of jobseeker, social assistance recipient or person with a disability).

The data are collected and processed in order to be able to issue official documents such as certificates of achievement, certificates for the employer in the context of educational leave, and also to determine how much the registration fees will be, and whether a partial refund is possible. Students' e-mail addresses may be passed on to the teacher and used by him/her during the course, especially in case of distance learning.

All these data are accessible only to the school's administrative and teaching staff; they are transmitted within the legal framework to the authority responsible for the school, namely the Ministry of the Walloon-Brussels Federation. They are kept from 4 to 30 years.

Each student has the right to ask that incorrect data to be corrected/updated, as well as request further information as to how his/her personal data are used by simply contacting the school Head or members of the secretariat.

6.2. Image rights

The school may use, on the school's website, Facebook page and Instagram account, as well as in folders distributed to students when they register, photos taken in the classroom or during activities organized away from the school.

In order to process this data in accordance with the General Data Protection Regulation (GDPR), we need your consent. The school will ask you to sign a document allowing our school to use your image.

By signing the attached document and ticking the box(es), you agree to our using your images. A student who does not wish to have his/her photo on the website is asked to remove him/herself from the camera range.

Participation in the shooting will be considered as tacit consent from the student. The photos published are the property of the CCLM and may not be reproduced, modified or exploited without the agreement of the school or the person concerned.
The school is not responsible for photos taken by students and their possible distribution.

7. Miscellaneous

7.1. Administrative documents

No document (student card, certificate of attendance or registration, educational leave, etc.) will be issued until the administrative file is complete and registration fees are paid.

7.2. Change of address, telephone number, marital status

Students are required to inform the secretariat of any change of address, telephone number or marital status as soon as possible.

7.3. Access to the school is forbidden to any person who is not duly registered, including the unregistered children of students, except with the prior agreement from the Head (decree of the Walloon-Brussels Federation from 30/06/98).
Pets are not allowed in the school.

7.4. Loss or theft

The students are responsible for all objects they bring onto the school premises. Therefore, the school cannot be held responsible for any loss, theft or damage to personal equipment.

7.5. Photocopies

The photocopier in the secretariat is for the exclusive use of secretaries, the Head, and the teachers.

7.6. Holidays

Students will receive a holiday calendar at the beginning of every term.

By registering, the students accept the general study regulations and the internal regulations.

APPENDIX TO THE I.R. OF THE COURS COMMUNAUX DE LANGUES MODERNES, WOLUWE SAINT LAMBERT

Image Right Form

Dear students,

The school may use, via the school's website, Facebook page and Instagram account, as well as in folders distributed to students when they register, photos taken in the classroom or during activities organized away from the school. In order to process this data in accordance with the General Data Protection Regulation (GDPR), we need your consent. By signing this document and ticking the box(es), you agree to our using your images.

☐ I allow the CCLM to use my images/voices for school-related activities.

If you wish the images/voices collected to be used only for specific purposes, please tick the corresponding boxes below:

☐ Filming and/or recording as part of the course.
☐ Editing, reproducing and disseminating these images/recordings for non-profit purposes (e.g. open day).
☐ Publishing these images in the Wolu-Info.
☐ Publishing these images/voices on our website and/or in our school.
☐ Publishing these images/voices on social networks (Facebook, Instagram...).
☐ Participating in news-related reporting (television or photo report on a professional media news website - public or private).

This document will remain valid for your entire schooling at the CCLM.

However, you can change it at any time at the secretariat.

Bruno Lespinois,

Director

☞**See back**

I, the undersigned .....

agree to the use of my photos/videos for the purposes described above.

Date :

Signature