



**PARENTS ASSOCIATION OF THE BRUSSELS III EUROPEAN SCHOOL (APEEE)**  
**DESCRIPTION OF PARENTAL TASKS**  
**CLASS REPRESENTATIVES**  
**2020 - 2021 SCHOOL YEAR**

The parents have been invited to elect **a maximum of four representatives per class.**

The general framework for their tasks is defined by the APPEEE Statutes (Article 3, Paragraphs 4 and 7).

More analytical provisions are detailed below.

**I. Representation pyramid on the side of the school:**

- a. Parents
- b. Class representatives
- c. Language section representatives (for this function, you must be a class representative) or level (for kindergarten)
- d. Members of the Administrative Council of APEEE and its Working Groups (for this function and to vote at the next General Meeting, you must also be a class representative).

**II. General context:**

**Ordinary tasks:**

- **Your principal task** is to ensure good two-way communication and constructive co-operation between the parents in your class as well as between the parents and the teacher (s) in the class. **The four representatives express the (majority) voice of the parents of the class and are the points of contact between themselves and the teachers and the administration for all internal questions (except for individual questions from the children, which must be addressed by their parents).**

The four (4) class representatives should also **attend meetings organised by the school management** (question-and-answer sessions with the management, advisers or educational co-ordinators, as well as any other type of subject-specific meeting).

- For questions going beyond the concerns of your class and which present a horizontal

character, you will pass them on to the **representatives of the linguistic section** (see under III.), who will contact the education advisers at each level or to the **official bodies** of APEEE (see the [updated lists](#)).

#### **Specific tasks:**

- One of you will be the "**information representative**". This function has diminished over time, as most school information messages are sent directly to all parents through the school management system. (SMS, Schola europaea, <https://sms.eurisc.eu>). Messages from APEEE will also be sent directly to all parents registered on the electronic platform (<https://www.apeeeb3.be/enrolment/>) via the weekly newsletter. In most cases, the 'information' representative should convey to all parents in their class the messages that are relevant to each language section (for example, the information representation of the section). Therefore, he or she should collect the **e-mail addresses** of all parents at the start of the school year
- At the **nursery and primary** levels, one of you may be responsible for the **class fund for supplies and outings (treasurer)**, the level of which is to be determined by the parents for each year. We remind you of the new rules adopted by the school regarding the **class fund**, as they were explained by your teacher during the first parents' meeting (for any further information you can contact the teacher).
- **Optionally**, depending on your interest, availability and commitment, you can:
  - Help parents, in particular by **giving them explanations**, in particular on registration with APEEE, the safety management system or other subjects
  - Organise **social events or meetings** on-line or face-to-face with parents in your class (with or without children) to facilitate the aforementioned good communication and co-operation. These events can be particularly important for nursery and primary education, but also highly valued in secondary education. They require school approval and compliance with safety rules
  - **Write minutes of meetings** and share them with parents and / or section according to the interested audience
  - **Participate in school committees or APEEE Working Groups** after having received your approval from the APEEE Administrative Council (see under III.).

#### **III. Representation in APEEE and/or school life:**

- **Class representatives represent the class in the APEEE General Meeting (Note: The next ordinary meeting is scheduled for January/February 2021).** Each class representative has an individual vote (with 4 votes in total per representative, including proxies).

All class representatives elect from among themselves [members of the APEEE Administrative Council](#) on an annual basis and in the following order:

**a)** Before the General Meeting:

- 1) Two representatives of linguistic sections (**section representatives**), of which one (1) for primary teaching by the representatives at this level and one (1) for the secondary level) (**Note: The dates of the elections are communicated in each language section**) and
- 2) One (1) **representative** of all the representatives of the nursery classes from all the language sections united together (**Note: The new election is scheduled for October 2020**)

**b)** During the General Meeting: Five (5) members to be elected from among all the candidates (by universal vote) at the Annual General Meeting.

- The **section representatives ensure** the co-ordination within the language section of all activities with which it is concerned. The same people (or other representatives to be elected by all linguistic categories) can also represent parents on school **education councils** (one (1) for primary / nursery education and one (1) for secondary education). They are the points of contact with the national inspectors responsible for the content and quality of the education provided by teachers in their country.
- There are **many thematic committees or groups (at school level or common to the school and to the APEEE or those internal to the APEEE)**, in which representatives can express their interest in participating (e-mail: [info@apeeeb3.be](mailto:info@apeeeb3.be)). The class representative will be able to direct questions to the parental representatives on the committee or the appropriate group.
- You can also **actively participate** in school life by volunteering. Book sales, school libraries and Springfest operate only when parents offer assistance and make themselves available. Any help is more than welcome and information is available directly not only on the [APEEE website](#) but also via the APEEE secretariat ([info@apeeeb3.be](mailto:info@apeeeb3.be)). For these positions, there is no need to be a class representative. However, please inform your class representatives.

**We wish you a happy school year and a smoothly running life in your class!**