



# New Parent information session

**Welcome - Bienvenue**

**14th September 2017**



# AGENDA

- Presentation by the School management
- Parents' Association (APEEE) overview
- APEEE e-enrolment platform
- APEEE services
- Communication aspects
- Book the dates!
- Springfest – Help wanted
- Q & A
- Welcome drink



# **Welcome by the School management**



# EEB III School Management

- **Mr de Tournemire** Director
- **Mr Radhuber** Deputy Director Secondary
- **Ms Malik** Deputy Director Nursery/Primary
- **Ms Cadenas** Chief educational advisor
- **Ms Hector** School administrator



# APEEE Overview



# Role of the EEB III Parents' Association

**Mission:** Representing the parents from 7 language sections (CZ, DE, EL, EN, ES, FR, NL) in all areas affecting the school life of our children

- Educational affairs (within and outside our school)
- Services management (transport, canteen, extra-curricular activities)
- Participation in the wider context of all European Schools (following the activities of the Secretariat-General of European Schools, Board of Governors, Interparents Association)
- Provide information and communicate with parents on a variety of actions

# APEEE

## Administration & Services

HORIZONTALMATTERS - IT  
(Coordination, HR questions, secretariat, budget, social fund, e-services)

CANTEEN  
APEEE competence, in consultation with the school

EXTRACURRICULAR ACTIVITIES  
APEEE competence, in close cooperation with the school

TRANSPORT  
APEEE competence

APEEE Staff  
1 Administrative Office Manager  
1 IT Manager  
12 staff members in the canteen  
3 members in transport  
2 members in P eriscolaire

## Educational aspects

Representing the parents at the School Administrative Council

Representing the parents at the School Educational Councils (of Primary and of Secondary)

Representing the parents at the School Consultation Committee

Representing the parents at INTERPARENTS

Representing the parents in the Board of Governors and its preparatory bodies / WGs

Representing the parents in negotiations with other partners (EU institutions, local authorities etc.)

## Communication aspects

APEEE keeps parents informed via :

Website  
<https://www.apeeeb3.be/>

Distribution of APEEE messages to all parents  
(Follow also School messages via SMS)

Newsletters

APEEE is a non-profit organization under Belgian law (AISBL), which manages its own budget and employees. External staff is used for transport (bus attendants), extracurricular activities' teaching and canteen service (Atalian)



## ALL PARENTS OF THE SCHOOL

**Up to 4 class representatives**  
Elected after each annual  
Class meeting (including 1 "info  
rep" and one Treasurer in  
Primary/Nursery)



**General Meeting (AG)**  
Open to all APEEE members having paid the annual family subscription fee  
Only class representatives have the right to vote

**Management Board (CA) (25 members)**  
**(elected by the sections, MAT class representatives and the AG)**  
7 section representatives for Primary (1 per section)  
7 section representatives for Secondary (1 per section)  
1 MAT representative (elected annually by all MAT class representatives)  
5 members elected on rotation at the annual General Meeting (+5 in place from previous year)

**Educational Advisory Committee (EAC)**  
**(7-9 members)**  
1 VP Educational matters,  
1 representative per language section  
(members of the School Educational Councils are also invited to attend)

**Executive Committee (EC)**  
**(8-13 members)**  
1 VP Administration,  
1 VP Educational matters, 1 VP Communication,  
1 Board member in charge of each sector  
(canteen, transport, extracurricular),  
1 Treasurer, 1 Secretary (President participating  
as an observer)





# Parents' representation in school life

## School bodies

- **Primary and secondary Educational Councils** (1 person elected by each section on a yearly basis) – meeting 4 times per year with school management and teacher representatives (for school-internal educational issues)
- APEEE representation in the **School's Administrative Board** (administration/finance, pedagogical matters) and in its **Consultative Committee** (annual planning, horizontal matters for both Primary and Secondary education levels)
- **Health and Safety Committee** (for hygiene and security matters)



# Administrative Office Manager

- The Manager (Ms Ornella DI PERRI, e-mail: [apeeeseecretariat@skynet.be](mailto:apeeeseecretariat@skynet.be)) is the main contact person for parents' queries.
- She will listen to all queries and complaints and will submit the matter for further examination to the operation manager of each sector.
- She will facilitate your communication with the Board and its Committees and will take account of your remarks with a view to further improving APEEE policies.
- She is also in charge of coordinating the information flow and the content management on the APEEE website (in close cooperation with the IT Manager).
- She is also entrusted to bring to the attention of the School management any issue related to the daily cooperation between the School and the APEEE.



# Educational matters

- Establishment and functioning of all European schools + General Enrolment policy (Board of Governors and the Office of the Secretariat-General, Central Enrolment Authority)
- Curricula of nursery / primary / secondary studies, pedagogical reform (Board of Governors / Joint Teaching Committee - Inspectors' Committee)
- Educational aspects at school level such as quality of Teaching, teacher secondment, absences, etc. (school Education Councils)
- BAC organisation / recognition (Board of Governors, school management)
- Involved parents: VP on Education (Robert WEIN), Section representatives in the school Education Councils, other parents active in the Educational Advisory Committee of our APEEE



# The APEEE e-enrolment platform



# eEnrolment

← → ↻ | Secure | https://www.apee3.be

🇬🇧 🇫🇷

**Parents IXELLES**

Enrolment info | Enrolment Login

HOME | PARENT'S CORNER | TRANSPORT | EXTRACURRICULAR | CANTEEN | CAFETERIA | PEDAGOGY | APEE3

Online Enrolment for 2017 - 2018

ENROLMENT LOGIN 2017 - 2018 INSCRIPTION

Parents IXELLES

## Video tutorials



https://enrolment.apee3.be/Student/Home



# What is it?

## Single electronic platform to manage:

- *Registration in all APEEE services*
  - **Bus**
  - **Canteen**
  - **Extra curricular activities**
- *e-Payments to APEEE*
- *Family contact information per person*
  - **Mother**
  - **Father**
  - **Child(ren)**
- *Focused communication to groups*
- *IT Manager: Lucas TASHO (e-mail: [lvtaasho@apeeeeb3.be](mailto:lvtaasho@apeeeeb3.be))*



# Who benefits from eEnrolment?

## Parents

- Single platform for all services, requests and operations
- Each parent has his own login to the system

## Children

- Up to date contact information
- Single daily schedule for all services

## APEEE services

- Manage requests workflow
- Less time spent on e-mails and more time spent on delivering and improving services



# Starting with eEnrolment

## Invitation e-mail

- Asking for login to eEnrolment
- Parents receive separate invitations

## Initial connection

- Update of children and parent contact information

## Request for services

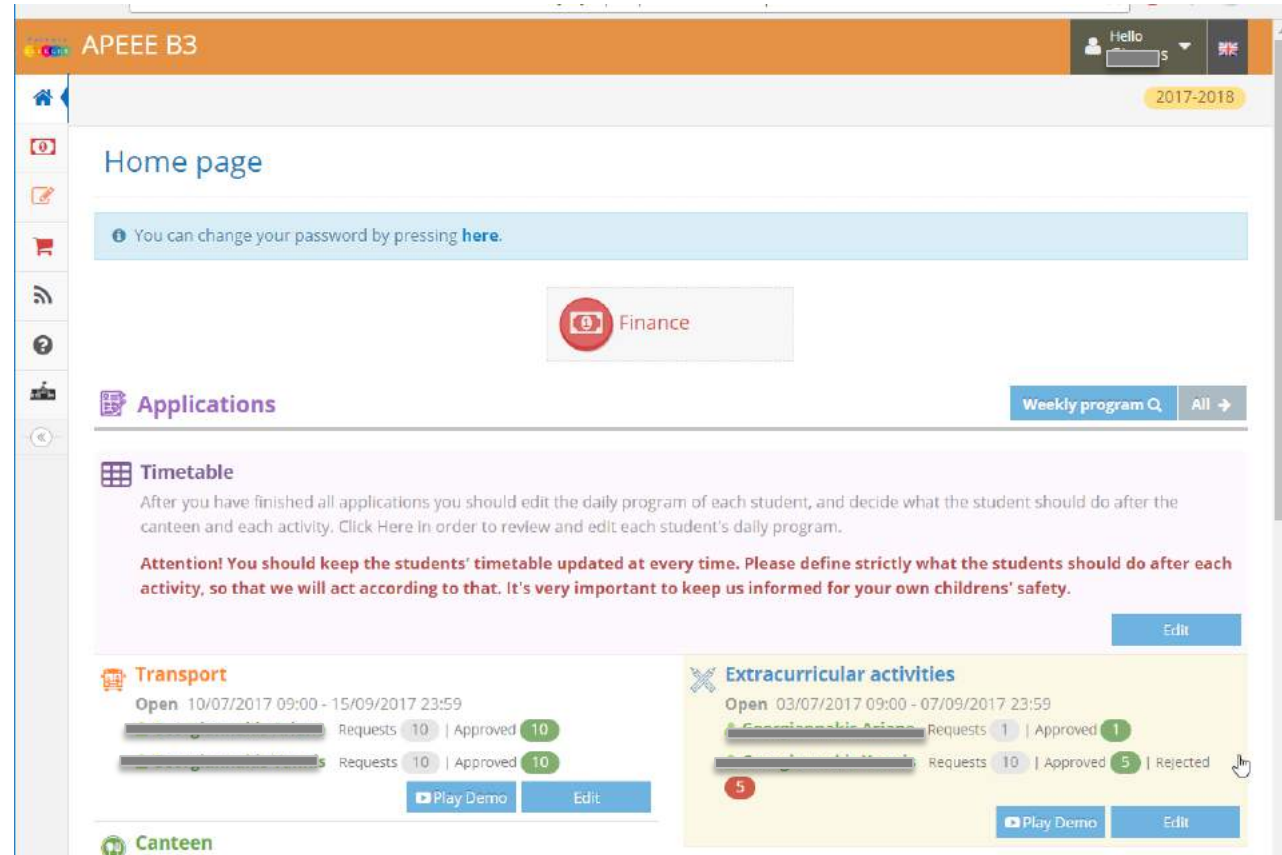
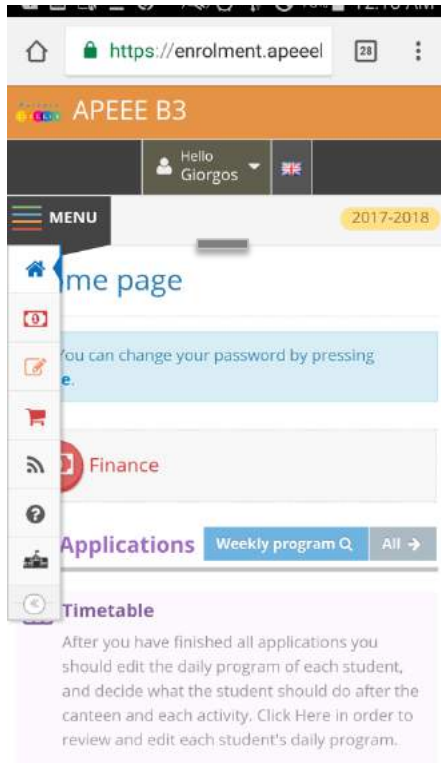
- Select canteen / bus / periscolaire

**Note:** all parents get access to the e-Enrolment system. Only parents that have paid their annual subscription may request & use the services





# Available on any device





# Key functions/ options

The screenshot shows the APEEE B3 parent portal. On the left is a navigation menu with items: Home, Finance, Applications, e-Payments, Our news, Frequently asked, and The School. The main content area has a 'Finance' button and an 'Applications' section with a 'Timetable' sub-section. A user profile dropdown menu is open in the top right, showing options for 'Change password' and 'Sign Out'. A blue notification bar states: 'You can change your password by pressing [here](#).' Annotations include a blue arrow pointing to the 'Applications' menu item, a grey box labeled 'Key functions menu' pointing to the top navigation bar, and a grey box labeled 'Click on your children name to edit their contact info' pointing to the user profile dropdown.

Key functions menu

Click on your children name to edit their contact info



# The standard process

Parents	Browse services Submit application requests for services
APEE Service Office	Approves / rejects requests
Parents	Revise applications
APEE Service Office	Approves requests Issues payment requests (automatically)
Parents	Performs payment



# How payments are made

The system accepts full electronic payments

You may choose online (bancontact or credit / debit card) or offline (via standard bank transfer) payment

A screenshot of a web form showing a dropdown menu for 'Payment method'. The menu is open, displaying three options: 'Bancontact', 'Bank Transfer', and 'Credit/Debit Card'. A mouse cursor is hovering over the 'Bancontact' option. The 'Student' label is visible to the left of the dropdown.

Watch the how to video at:

<https://www.youtube.com/watch?v=1ybFCAYvRz0>



# Overview of payments

Finance [Play Demo](#)

Students All

Hide zero installments Yes No

**946.04**  
Agreed Amount

**258.00**  
Paid Amount

**688.04**  
Balance

Subscription Paid [45.00]



Installments 4 Fees 2

## Fees

	Agreed	Paid
<span>Extracurricular - French Theatre S 1-7</span>	258.00	258.00
<span>Canteen - 4 Days S(1-7)</span>	688.04	0.00
	<b>946.04</b>	<b>258.00</b>

## Transactions 1

Issue Date	Doc. Type	Document Data	Explanation	Amount
11/09/2017	<span>BR</span>	BR/EC 355751/11/9/2017/287		<b>+258.00</b>
<b>Totals</b>				<b>+258.00</b>



# A few remarks

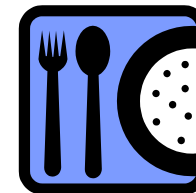
- The eEnrolment is the new system for managing APEEE services for families
- Remember to ensure that your contact information is up to date
- The system may send you information e-mails. Please check that they do not arrive in your spam folder
- All functions of the system are documented via step by step video guides (in the system and APEEE site)
- If in doubt please watch the videos carefully before sending an e-mail request for help
- We hope you are as excited as we are for the eEnrolment that has just been launched!



# APEEE Services



# Canteen Service

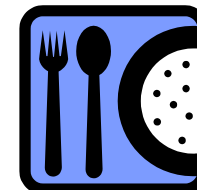


- Exclusive competence of the APEE with oversight consultative committee, including School representatives.
- Supervisors are of the sole responsibility of the School.
- Staff:
  - **Operation manager: Didier DELHOUX**
  - **Assistant: Paola CATALANO**
  - **Desk officers: Nathalie FOREST, Anna DI MARZIO**
- APEE Board representatives: Maria SAURA and other members of the Canteen Working Group: Jakub NICE, Tomas HRUBY and Fani ZARIFOPOULOU.
- For further information please see **internal rules** on the website





# Canteen Service



Around **2000 (1952)** pupils eat every day in 3 services

## 1<sup>st</sup> service

- Nursery (11:20)
- Primary 1-2 (11:35)

## 2<sup>nd</sup> service

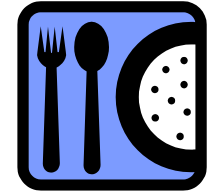
- Nursery (12:05)
- Primary 3-4-5 (12:15)

## 3<sup>rd</sup> service

- Secondary 1-2-3-4 (12:50)
- Secondary 5-6-7 (13:05)



# Canteen Service



**Warm meal served 5 days/week cooked on-site**

**Monthly menu according to the Food Policy – Quality controls**

**Daily picture of the meal on the website – Screens in the canteen**

**Cafeteria for Secondary students**



# Extra-curricular activities



- Over 200 after-school activities per week culture or sport
- Nursery, primary and secondary
- About 1,010 pupils undertaking over 2,500 activities taught by 70 teachers
- Joint oversight committee composed of APEEE and school representatives
- Most activities are given in French
- Staff:
  - **Operation manager: Jacky MATERNA**
  - **Assistant : Sochip Chy**
- Board representatives: Rosita LAKE, Giorgos GEORGIANNAKIS, Katerina SVICKOVA, Holger REICHOW



# Extra-curricular activities



## 1010 pupils enrolled

- Nursery 18%
- Primary 72%
- Secondary 10%

## 240 activities

- 80% Collective (Sportive, cultural, educational & others)
- 20% individual (music lessons)

## Time-schedule:

- M: 3:30 - 6:00 pm
- T: 3:30 - 6:00 pm
- W: 1:30 - 3:30 pm
- T: 3:30 - 6:00 pm
- F: 12:15 - 6:00pm

- Individual courses are also possible (around noon for Secondary pupils as well as before or after 6h30 pm)



# Transport Service



- Morning – Arrivals by 8.20 am (ALL)
- 1<sup>st</sup> departure – 3.35 pm (MAT/Primary/S1-2)
- 2<sup>nd</sup> departure – 4.30 pm (S1-7 and pupils enrolled extracurricular activities)
- Wednesday departure – 1 pm
- Service to Commission garderies - at 3.35 pm and 4.30 pm (Monday, Tuesday, Thursday) / 1.30 pm (Wednesdays) / 12.30 pm and 3.35 pm (Fridays)
- Supervisors on all buses (adults or upper secondary students)
- Over 2,200 pupils daily
- APEEE exclusive competence
- Operation manager: Isabelle CALLENS
- Board representatives : Fani ZARIFOPOULOU and Koen NOMDEN



# Transport Service



**2250 pupils registered**

**Longest line: 80  
(22 kms)**

**Shorter line: 83  
(Auderghem/WSP )**

**List of bus stops is available  
in the transport office**

Contracts with bus  
companies :

Kim Cars, Mont Blanc,  
Albacars,  
Eurobussing/Keolis,  
Autocars Gilles,  
Hermes Lines,  
Star Voyages

48 buses arrive at school  
between 7h55 and 8h20 am

On Mo, Tu, Th, Fi,

38 buses leave at 3h35 pm  
(MAT/P/S1-2)

29 buses leave at 4h30 pm  
(S1-7 and for pupils  
attending extracurricular)

On W, 45 buses leave  
at 1 pm

(one departure for all pupils)

/  
at 1.30 pm (OIB garderies)



# Transport to OIB afterschool childcare facilities



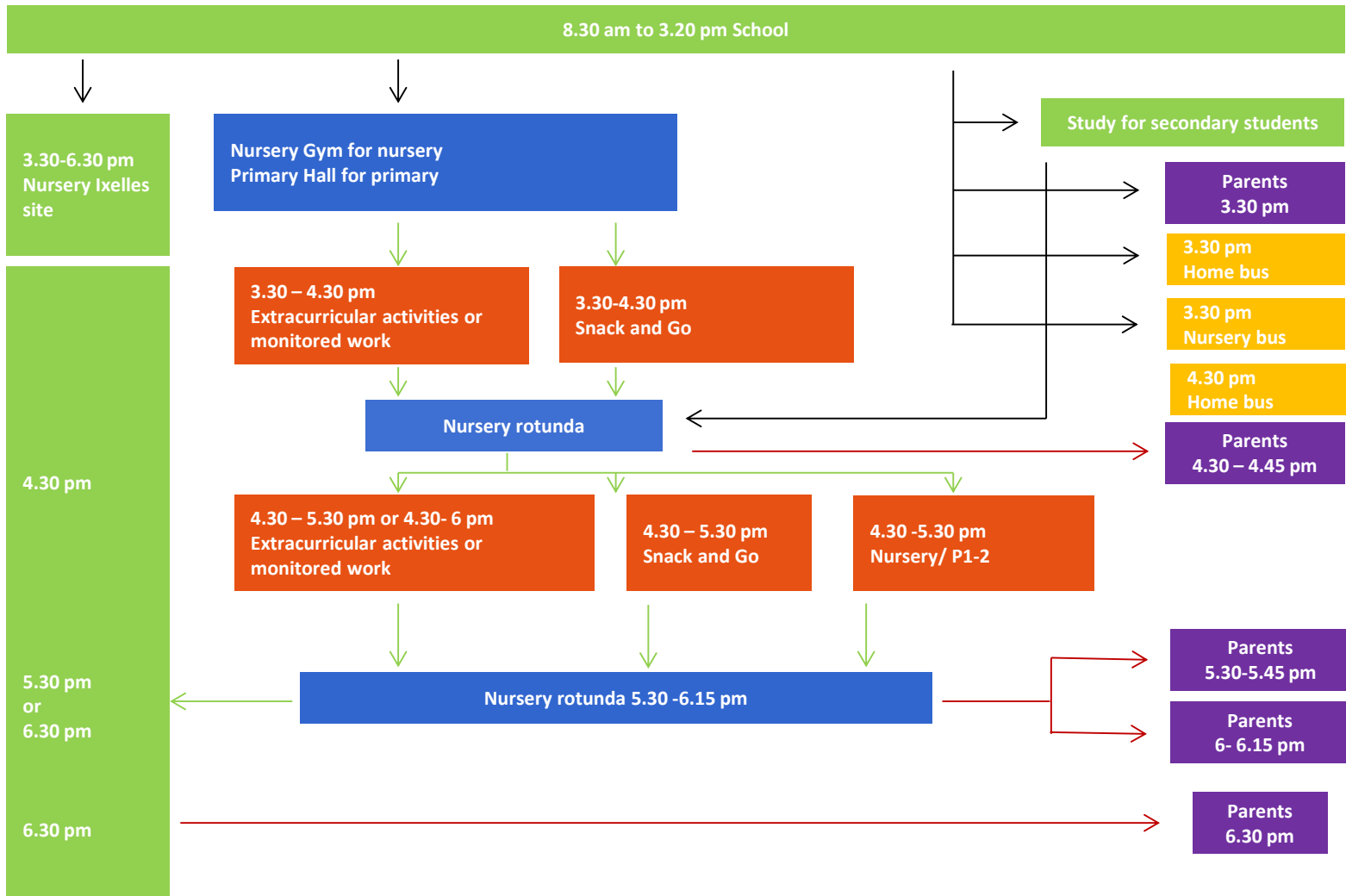
On M-Tu-Th,  
8 buses leave  
from school to all  
OIB destinations  
at 3h35 pm, 2 bus  
at 4h30 pm (after  
extracurricular  
activities)

On Friday,  
5 buses leave  
school at 12h30  
pm (MAT/P1-2  
only) and 4 buses  
at 3h35 pm (P3-5  
and pupils  
enrolled in  
extracurricular  
activities)

On Wednesday,  
7 buses leave at  
1h30 pm (after  
lunch in the  
canteen)



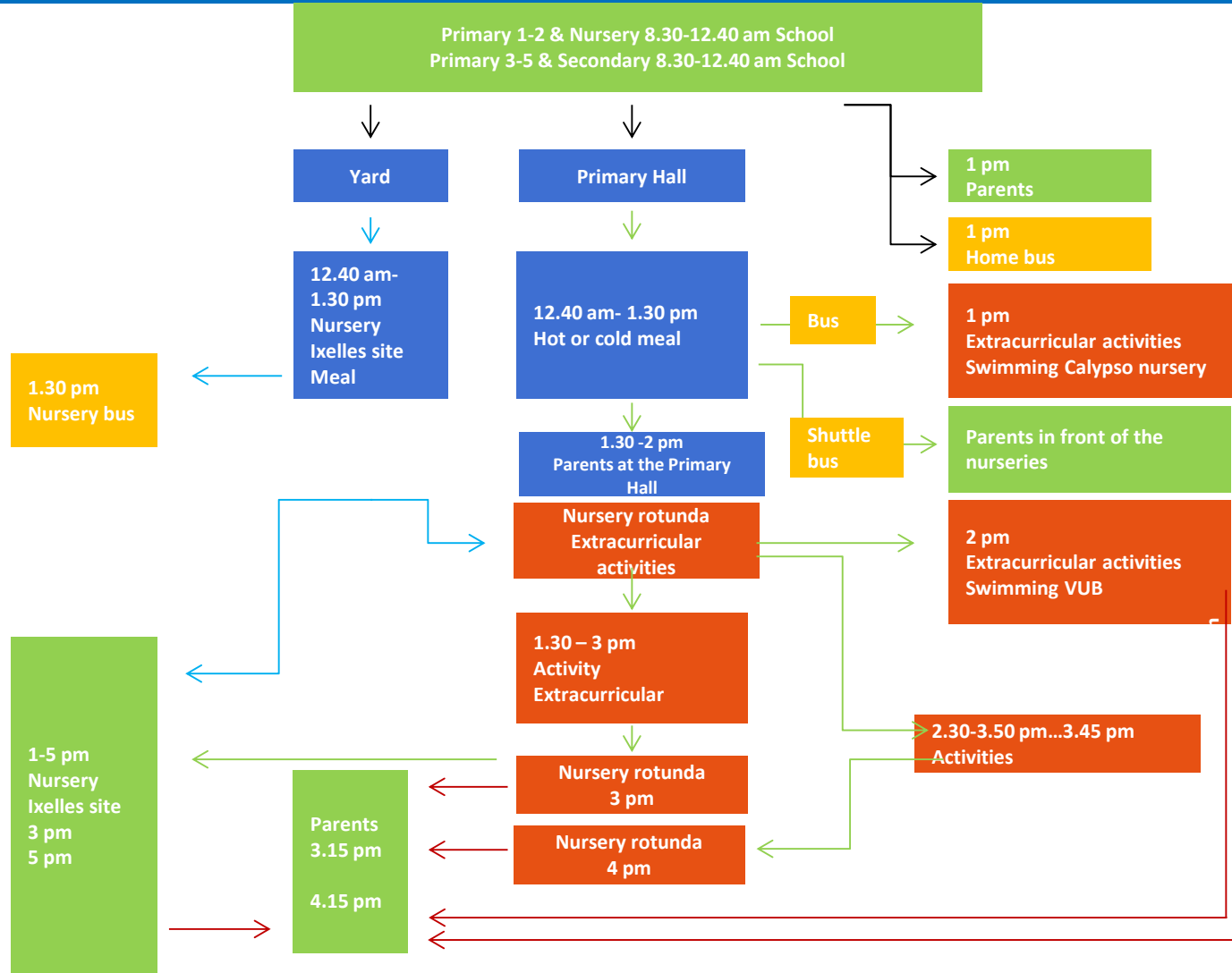
# Monday - Tuesday - Thursday



Transfer under the responsibility of the extracurricular organization  
 Transfer under the responsibility of the nursery  
 Retrieved by the parents on site



# Wednesday

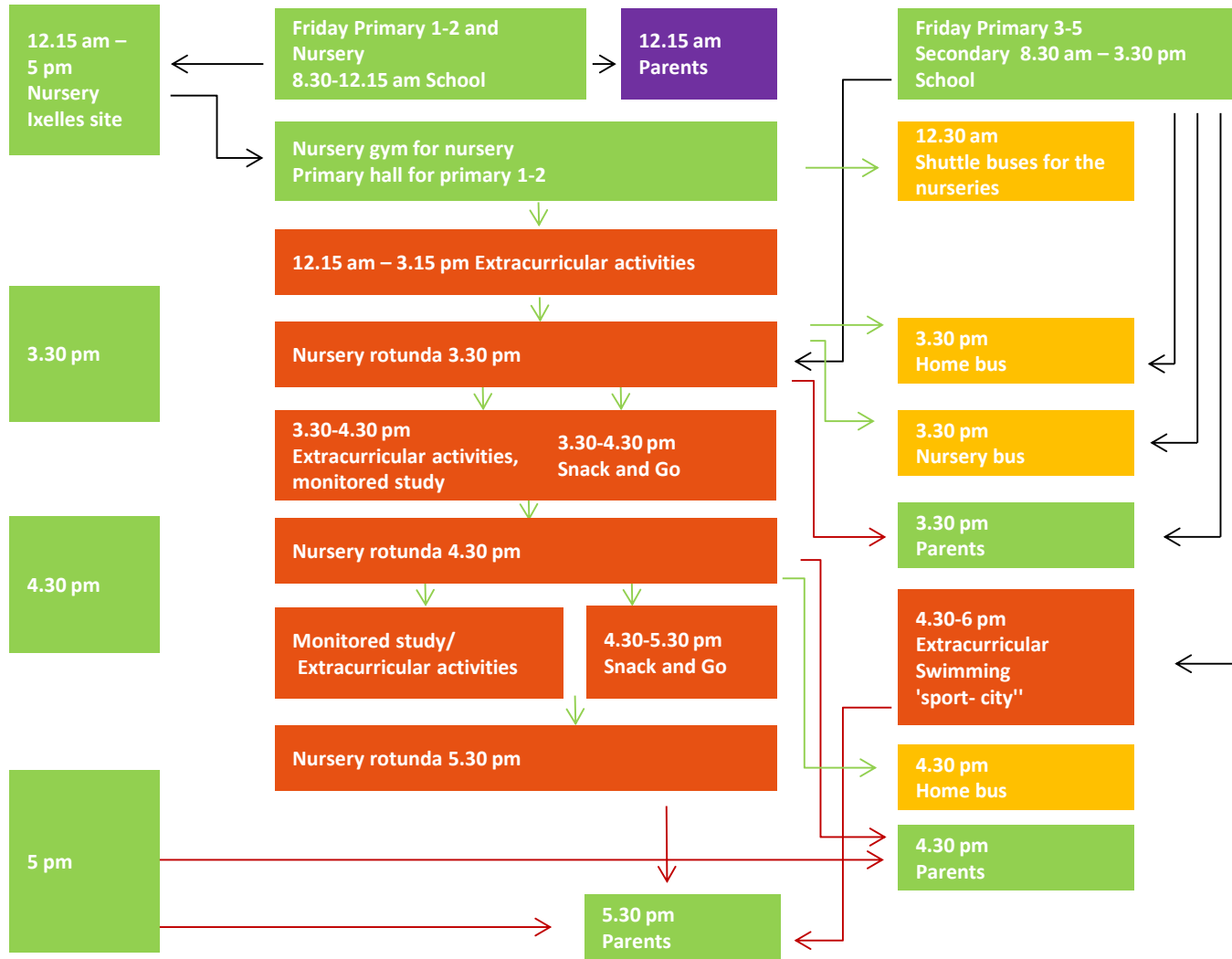


Transfer under the responsibility of the extracurricular organization

Transfer under the responsibility of the nursery

Retrieved by the parents on site

# Friday



Transfer under the responsibility of the extracurricular organization  
 Transfer under the responsibility of the nursery  
 Retrieved by the parents on site



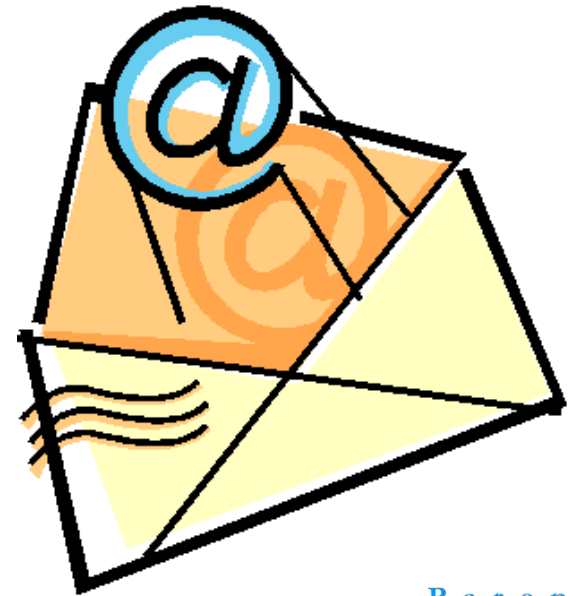
# Communication & Information



# Communication

- **From school (Schola Europea / SMS) and APEEE news directly to all parents**
- **APEEE Vice-President on Communication:**  
Catherine Fenech

**From APEEE webmaster  
to all parents**





# How to contact the Board members?

- Via the APEEE Office Manager, Ms Ornella di Perri ([apeeeseecretariat@skynet.be](mailto:apeeeseecretariat@skynet.be)) (on maternity leave under the end of November 2017)
- Via your class representatives (constituents in the APEEE General Meeting)
- By direct contacts (updated lists per section will be soon available on the web site)  
<https://www.apeeeb3.be/sections>



# Communication – access to APEEE documents

- Minutes of APEEE bodies and draft agendas are publicly available on the website (with some duly justifiable restrictions)
- New APEEE website includes new functionalities and opens the way in the future for a secure communication platform



# Sources of information

- European Schools' web site (general overview of the system and of its curriculum):  
<http://www.eursc.eu>
- EEB 3 website : <http://www.eeb3.eu/>
- APEEE website (specific information for each sector and information for all parents) :  
<https://www.apee3.be/>
- OIB Garderies :  
<http://www.eeb3.eu/index.php?id=423>  
e-mail: OIB-GARDERIES-POSTSCOLAIRES@ec.europa.eu



# Other useful links

## Within our school

APEEE XL Book (within the School Welcome Pack, available on SMS)

Rules and FAQs (on our webpage under each section)

## Outside and above our school

### INTERPARENTS

<http://www.interparents.eu>

### ALUMNI EUROPÆE

<http://www.alumnieuropae.org>

### GUDEE

<http://www.gudee.eu>





# How to contact the APEEE services

General questions – APEEE Office and IT Managers

e-mail: [apeeecretariat@skynet.be](mailto:apeeecretariat@skynet.be)  
[lvtasho@apeeeb3.be](mailto:lvtasho@apeeeb3.be)

Tel. : 02 211 40 00 / 02 211 40 01

Transport

e-mail: [transportsxl@skynet.be](mailto:transportsxl@skynet.be)

Tel.: 02 211 40 03

Canteen

e-mail: [cantinexl@skynet.be](mailto:cantinexl@skynet.be)

Tel. : 02 211 40 05/ 02 211 40 06

After-school activities

e-mail: [periscolairexl@skynet.be](mailto:periscolairexl@skynet.be)

Tel. : 02 211 40 04

Time-schedules for any contacts are displayed on the APEEE website



# How can you participate?

- Voluntary work on several occasions
- Following updates on the website
- Making proposals for improvements (directly to the Board or via your class representatives)
- Getting involved in the statutory bodies (General Meeting) or participating in the Working Groups



# SPRINGFEST



# What is it?

- ✓ The only yearly event that actively involves the entire school community (pupils, teachers and parents...) in a relaxed and festive atmosphere
- ✓ In 2018, it will take place on 20 April. Come and celebrate with the entire school community
- ✓ Don't miss the opening ceremony (on 19 April 2018)





# What kind of ceremony?

- ✓ Opening ceremony the evening before
- ✓ Main day full of activities....
- ✓ Primary: Games organised by teachers (morning) and parents (afternoon), shows, dances, etc. + EUROVILLAGE
- ✓ Secondary: The Battle of the Bands; Game Palace; Fashion show; Football tournament;
- ✓ In the evening: Disco for secondary pupils (junior and senior) – Music Café for ALL



# How?

**Organised and coordinated by the Springfest Committee, which is composed of :**

- The School management;
- Parents' representatives (Financial and Event coordinators);
- Teachers (primary and secondary);
- Students (two from secondary for overall coordination)
- The springfest committee may decide to contribute to the financing of charitable projects of solidarity, within or outside the EU, with special emphasis on educational needs.





**We need you  
To make it a success**



**Please volunteer!**





# Book the dates!

- Class meetings in September / October 2017 (dates on the School calendar)
- Presentation of the annual and multiannual School Plans (19 October 2017)
- Universities' Fair (24 October in EEB1 (Uccle))
- Primary Book Day (November 2017) / Secondary Book Sale
- Professions' Day (24 November 2017)
- Inter-APEEE conference on the secondary marking reform (4 December 2017)
- APEEE General Meeting (22 January 2018)
- School annual music concert (February 2018)
- Springfest (20 April 2018)
- ....

**Follow regularly the School calendar (via SMS) and APEEE news for further information!**