

# EUROPEAN SCHOOLS EXCHANGE PROGRAMME

Information for Exchange Students to EEB3  
and their Host Families (2016-17-2018)

## **Introduction**

Welcome to EEB3 Ixelles!

**Now that your exchange has been confirmed by both your home and host schools and you have found a host family, either by yourselves or through the Parents Association at Brussels III (Ixelles), you might find it useful to need some information on how to prepare for your child's exchange and what to expect when your child arrives in EEB.**

*The information given below is also intended for your host family. It provides information on the procedures to register your school transport and the Canteen, finding the books your child will need on exchange and arrangements on obtaining a locker etc. in preparation for your child's exchange. You will also find more general information on your child's first day at school and the general obligations and responsibilities of the exchange and host families as well as on insurance, visa requirements, registration in your host family's local Commune, parental authorisations, money matters etc.*

*If you have any other query on the academic side of your child's exchange, please contact Mr. Laurent Berland, the Educational Counsellor and Exchange Coordinator at Brussels 3 (Laurent.berland@eursc.eu. As of 2017-18, further information on School Exchanges will be found in the Vade Meca (EN and FR) on the school website <http://www.eeb3.eu> - Secondary School – Echanges scolaires.*

*For information related to the host family search, arrangements with your host family or on any general matters or concerns relating to your child's exchange, either before or after, please contact Joanna Charlat, the APEEE Coordinator for the ES Exchange Programme at EEB3, at [echanges@ixellesparents.be](mailto:echanges@ixellesparents.be) or tel. 02/652 56 71 or 0495 20 70 57 ).*

*For registration for APEEE-managed services (transport, canteen/cafeteria or music lessons), please contact the Sector Manager directly (see details below). All Sector Managers receive the complete list of exchanges to and from EEB3 and will be able to answer your query directly.*

**For more info: School website: <http://www.eeb3.eu>**

See also:

**APEEE:** <http://www.apee3.be> Onglet: Student Exchanges/Echanges d'élèves: new Guidelines and Annexes for 2017-18, Info Brochure, List of Contacts for Schools etc..

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## A)Preparing for your Child's Exchange

### 1.0) Travel Arrangements and Documents:

Once you have consulted your host family on the best day and way to travel to Brussels, and then made your travel arrangements, you will need to assemble various travel and medical documents etc. You will also need to sign a **Parental Authorisation and Medical Authorisation Form**, in agreement with your host family. For these, you will find below:

- 1) A checklist of documents to assemble before leaving home;
- 2) The various formalities you will have to complete on arrival in Brussels.

### 1.1 Visa Requirements for non-EU Passport holders

Families of children travelling on non-EU passports are required to apply for an EU Visa before arriving in Belgium. Please contact your local Belgian Embassy or Consulate for more information prior to travel.

### 1.2 Checklist: Official Documents for your child to bring to Brussels

- A valid **Passport** (i.e. check that the Passport will not have expired before the end of the exchange!)
- A valid **National Identity Card**, (*optional*) (N.B. A Resident's Card will not allow to you travel outside the Schengen Area and is not a valid travel document);
- A valid **National Health Insurance Card/European Health Insurance Card** or proof of Medical Insurance or '*Mutuelle*' that covers Hospitalisation and Emergency Treatment.
- **Proof (Certificate) of Medical and Emergency Repatriation Insurance** (*type 'Mondial Assistance' etc.*);
- **Proof (Certificate) of Third-party Insurance** (*'Responsabilité civile'*).
- **Vaccination Card and Blood Group Type** (*recommended*). See below under Medical Matters for more details.

### 1.3 Parental Authorisations (*See samples page 19 + 20*)

*N.B. From 2017-18, these will be replaced by the Host Family Charter*

A **Parental Authorization** confers responsibility from the sending parent to the host parent for the period of the exchange and precludes a transfer of parental responsibility, 'in loco parentis'. The **Parental Authorisation** is therefore a means by which temporary responsibility can be

conferred to a host family. However, it cannot replace regular communication between the sending and host family. Establishing contact through Skype and telephone calls, even visits before the exchange takes place are recommended as good ways to establish a level of understanding and a rapport between families before the exchange begins. Thereafter, good and regular communications between both sets of parents are key to ensuring that the exchanges goes well, that there is a level of understanding between families on pastoral care, behaviour, academic progress etc. See Chapter on Pastoral Care and Responsibilities. It is also hoped that families stay in contact with each other after the exchange. To this end, the APEEE volunteers do their best to match incoming and host families.

If your child travels unaccompanied to and from the place of exchange i.e. alone he/she requires:

**a) Certificate of Parental Authorisation** (see annex), signed and “legalized” in your place of residence (Commune, Guardia, or other). Please include details of your host family on this Parental Authorisation, including a tel. no. of the person meeting him/her at the point of entry (airport, train station etc.). Belgian port officials (Douanes) also require a signed (and legalised, if possible) Parental Authorisation Form if your child is travelling alone, or without an accompanying adult and/or intends to travel back to his/her home country unaccompanied. You may like to add a signed photocopy of the relevant pages of your passport as extra proof that you are aware that your child is travelling with your permission/authorisation.

**b) Parental Authorisation for emergency medical situations** (see annex). This confers responsibility to the host family to take action on the pupil’s family behalf if the family cannot be reached in an emergency situation (see sample attached) e.g. your host family might need to call an ambulance, contact a doctor, transport the child to an Accident and Emergency Department of a hospital etc. This must be signed by exchange pupil’s family, carried by the pupil if travelling alone or without an adult and given to the host family on arrival.

**c) Parental Authorisations for exceptional circumstances** (same as in a). These cover invitations, excursions and activities etc. to which the exchange student is invited outside the host family. You can use It may be useful to have one or two of these signed in advance, in agreement with your host family. Prior agreement between both families is important to establish, either in general or on a case by case basis, on whether outings/invitations outside the host family are permitted, as this affects the legal responsibility of the host family’s status as in loco parentis parents. If outings are permitted, the host family must know where the child is going, has a telephone number to call other than the child’s telephone number (an adult for example), and is certain that the exchange parents are aware etc.

**d) N.B. If a sending or host family’s parents are separated or divorced**, both parents will need to sign all Authorisation, or provide judicial proof that one parent can sign on behalf of the other parent.

N.B. If you would like to make a **Triple Parental Authorisation** to include all three parts of the Parental Authorisation, please contact Joanna Charlat at [echanges@ixellesparents.be](mailto:echanges@ixellesparents.be) or [Joanna.maguirecharlat@gmail.com](mailto:Joanna.maguirecharlat@gmail.com)

#### **1.4 Registration at you Host Family's local Commune in Belgium as an "Exchange Pupil on Linguistic or School Exchanges".**

a) Pupils arriving on short stays of less than 3 months' duration in Belgium are not required to be registered by the host family at their local Commune. However, Belgian legislation recommends that pupils coming on a stays of more than 7 days be registered at the Commune, where the host family resides.

b) Pupils who stay for more than 3 months, as in the case of 5th Year pupils, i.e. staying for the full first term of school, are required by law to be registered at your local Commune, for legal, security and safety reasons. For this, the host parent will have to accompany the host child to the local Commune (Foreigners' Desk, Guichet Etranger). The exchange student must provide 3 passport-sized photographs (or 4 depending on the Commune): one each for the Belgian Home Office/Ministry of the Interior, the Commune and one for the host family. Your child will also need to show his/her Passport and EU Resident's card (if applicable), and the Parental Authorisation, signed by a parent or legal guardian, with a justification of the signature of one parents if the parents are divorced or separated.

c) **d) The APEEE's role:** The APEEE can help in introducing potential host families, within their capacity and/or as a general policy, either through the regular APEEE channels (class representatives), section representatives or personal contacts. Parent volunteers who undertake this task do so with the best of intentions, and attempt to make the best possible match between incoming and receiving families. But the ultimate responsibility both in the confirmation of the choice of family and in the ultimate success of the arrangement lies with the families concerned.\* The APEEE volunteer can help to ease difficulties and act as intermediary if they so wish, but cannot be held responsible for any exchange 'going wrong'. Good and regular communication between parents and children throughout the exchange is key to a successful exchange for all concerned. Induction sessions held at school in the future should help to prepare to prepare pupils academically for their exchange while establishing contact between families (via Skype, email, telephone) can help pupils before their arrival.

(\*See below: 'Arrangements with the Host Family' below. A 'contractual agreement', with a Charter to be drawn up and signed by both parties, should become regular practice as of 2017-18.

## 2.0 Registration for APEEE Services: School Transport, Canteen, After-school Activities (Périscolaire)

### 2.1 Registering for School Transport – the School Bus Service

- a) Before making enquiries and contacting the School Transport Services at EEB3, please check first with your host family as to whether your host family uses the School Bus service and if so, what services, routes, bus numbers and bus stop(s) they use. **You will need this information to fill in your child's registration form.**
- b) Then go to the APEEE website: <http://www.ixellesparents.be>), <http://apeeeb3.be>, download the **Registration Form** provided, fill it in and send back to the **APEEE Transport Office** at [transportxl@skynet.be](mailto:transportxl@skynet.be). You will need the details from your host family in order to fill out the form. Be sure to add the name of your host family's child and their class and indicate that your child is on a temporary exchange to EEB3. Give the exact dates of your child's exchange and the name of your home school. You will subsequently be informed as to whether a seat can be reserved for your child. At the end of the school year or at the beginning of the new school year, you will receive confirmation as to whether there is a space available on the bus you have requested. The cost of the bus service will be calculated on a pro rata basis and a bill sent to you, the sending family. Payment will need to be made into the following Bank account: **Aisbl APEEE Transport IBAN: BE 3101 9586 7843 BIC: BBRUBEBB**, before the service can be used. You **do not need** to pay the APEEE Annual Subscription Fee to be able to apply to use the school bus service.
- c) **Confirmation and reservation** by the Transport Office for a place on the school bus service will be subject to the availability on the school buses. Please ask your host family if you are informed that there is no place on the bus requested. If you have any queries or concerns, please call or email the Transport Office Manager, Mrs. Isabelle Callens on 00 32 2 647 47 71 or to [transportxl@skynet.be](mailto:transportxl@skynet.be).
- d) **Public Transport**: If your host family's children use **public transport** (bus, metro, tram) to travel to school, your child may need to bring **extra money to pay for tickets, or season tickets** (abonnements). Your child may also need to bring **2 passport-sized photographs**, if your host family advises that your child will need a MOBIB season card to use on the STIB – the public transport network in Brussels. If your host family's child travels by train to school, please consult your family as to the best way to travel (season ticket, Key Card for 10 journeys etc.)

### 2.2 The School Canteen and the Secondary Cafeteria

- a) **EEB3 has one large Canteen for the whole school (Mat, prim and Sec) and a Secondary School Cafeteria**, as well as an area for eating sandwiches in the hall in front of the main school Canteen (Building A, First/Ground Floor). Lunch at the Canteen at EEB3 is available from Monday to Friday at EEB3, **including Wednesday lunchtimes**. Registering your child in the school canteen during your child's exchange is of course optional, but it provides a

convivial way for a visiting pupil to get to know other pupils at the school, as well as being easy and functional. Great efforts have been made at EEB3 in recent years to provide balanced, nutritious meals (salad bars etc.) using fresh ingredients. For menus and price lists, please see the APEEE website <http://www.eeeb3.eu> - Canteen.

- b) EEB3 also has a **Cafeteria** for Secondary school pupils only, located in Building B). Students who choose to eat in the cafeteria, even only occasionally, will need to ask for a **'badge/key fob', which your child will have to 'buy' from the Canteen Office before they can gain access to the Canteen.** For this, your child will need **to bring 4€** with them on the first day of their exchange and go the Canteen Office to request a key fob. If your child wants to eat at the Cafeteria, the key fob will then need to be accredited with small amounts for money (1€, 2€ and notes). This can be done at the machine outside the Canteen Office or at the cafeteria. N.B. Only notes are accepted at the machine located outside the Canteen Office. (See more on the Key Fob below).
- c) **Before registering your child for the canteen** and/or cafeteria, please **discuss with the host family** what meals their own child takes at school. If the host child takes a packed lunch to school, the exchange pupil may want to do the same, provided of course that the children can meet up at lunch-time, at least in the early days of the exchange. EEB3 is a big school but there are not many places where older students can eat and the cafeteria is often full.

### **2.3 How to register for the Canteen and 'De-registering in your home Canteen'**

- a) Go to the EEB3 APEEE website (<http://www.apee3.be>); download the 2-page Registration Form; complete and return by mail to **Nathalie Forest, in the Canteen Office** at [cantinexl@skynet.be](mailto:cantinexl@skynet.be). Give the name of your child, your e-mail address, the period your child will be staying at EEB3 and the name, class and home address of your host pupil at EEB3. You will be informed of the cost by return of mail to be paid in advance to:  
Bank account: aisbl APEEE Cantine.  
IBAN number: BE28 3101 5132 3120    BIC: BBRUBEBB.
- b) **The Canteen/Cafeteria Key Fob:** To eat in the canteen and in the Cafeteria, your child will have to purchase a key fob in advance. For this, your child will have to go to the Canteen Office (Building A, opposite the entrance to the School Canteen) on the first day of your child's exchange, preferably accompanied by your host family's child. The badge/key fob costs **12€** but this is a returnable deposit. On the last day of their exchange, the host family should remind their host child **to return the fob** to the Canteen Office on the last day of school **to reclaim the 4€ deposit**.
- c) **'De-registering' from your home school Canteen:** Before your child leaves his/her home school, be sure to ask your PA Canteen Services whether you can temporarily 'de-register' your child from **your home canteen**. Sometimes it is possible to be reimbursed for meals for which your child is registered but for which your child will be absent.



- d) **'De-registering' for EEB3 students going on exchange:** EEB3 students who are signed up for regular meals at EEB3 can also 'de-register' from the EEB3 Canteen for the period of their exchange and claim pro rata reimbursement for the period spent away. For this, please write to Nathalie Forest OR Anna di Marzio at [cantinexl@skynet.be](mailto:cantinexl@skynet.be) or tel. 02/647 47 61-37 giving your reasons, dates and school where your child will be going on exchange.

## **2.4 After-school/Extra-curricular Activities (Activités périscolaires)**

- a) **Extracurricular/périscolaire activities** at EEB3 (after-school activities) are run by the APEEE Périscolaire Office. Activities cover a range of activities such drama, sports, chess, theatre etc. They are held after school both on and off the premises, depending on the activity. Services. Unfortunately, it is not possible to open up courses for students visiting the school for short periods, but you can make enquiries as to whether exceptions can be made for certain activities students for S5 students.

## **2.5 Music Lessons and Orchestra**

- a) Music lessons **can** be arranged while your child is at EEB3. Parents are invited to consult the List of Music Teachers given in the Périscolaire Section of the EEB3 APEEE website (<http://www.apee3.be>). Parents must contact the music teacher directly to arrange for private music lessons, explaining that these are for a child on exchange. Lessons are subject to availability. Payment must be settled directly with the teacher concerned, not through the Périscolaire Office. For further information, please contact Mr. Jacky Materna, the Périscolaire Manager, who will direct you to the relevant source of information and the list of music teachers. Please check with your host family first for their advice and their availability to accommodate your child's music lessons after school.
- b) The **School Orchestra** practices once a week on Wednesday afternoons. Rehearsals are open to exchange pupils, who would like to come along to practices. To arrange this, parents are invited to contact Mr. Philippe Lambert, head of Music at EEB3 ([philippe.lambert@eursc.org](mailto:philippe.lambert@eursc.org)). Alternatively, you may also write to Mr. Messina, the Pedagogical Secretary ([Salvatore.messina@eursc.org](mailto:Salvatore.messina@eursc.org)) who will forward your enquiry.

## **3.0 Insurance**

- a) **School Insurance Policy**

All students enrolled at a ES or AES (Cat 1, II and III) are **normally all covered by the regular School Insurance Policy**. During the period of your child's exchange, your child is normally be covered by your **host school's Insurance Policy**. You will not require additional School Insurance

during your child's exchange/visit, unless you are specifically requested to do so by your home or host school (Accredited school for example). However, for your child to be registered for school insurance at the host school for the period of the exchange, your home school is required to relay the correct details of your child to the School Bursar in your host school. Please check with your home school to ensure your contact details are up to date. Please also notify your home school of any medical condition for which your host school needs to be informed, which might have an incidence on the school medical coverage for your child.

If you need to make an insurance claim for an incident occurring during your child's stay at their host school, please inform your home School Exchange Coordinator. If you are in any doubt about your school insurance coverage, please contact your home school Exchange Coordinator or Bursar (details on your school website).

**b) Personal Medical/Health Insurance and Emergency Repatriation Insurance**

Please check that your child carries proof of personal medical insurance during your child's exchange. This may be in the form of a Certificate from your Mutuelle or a Carte Médicale Européenne or equivalent. Make sure that your medical card or proof of Medical Insurance will be valid for the **entire period of your child's exchange**. If you do not have such medical coverage, you will need to take out additional medical insurance for your child, which should also cover **emergency hospitalization and repatriation (e.g. Mondial Assistance, Europe Assistance)**.

**c) Third party Insurance (Responsabilité civile)** covers any damages or breakages your child might cause in the host families' home or to the host family's personal effects;

**d) Travel/Baggage/Cancellation Insurance** is advisable but not mandatory:

N.B. Please ensure that your child brings copies of all these documents with him/her, and gives them to the host family.

## **4.0 Medical Matters**

Please also ensure that you have informed your host school and your host family of any medical history or condition for which your child requires monitoring, medication or any dispensation from sports classes etc. Sensitive information can remain in a sealed envelope but if the school and the host family needs to be aware of certain conditions is important that you inform your exchange coordinator/School Counsellor before the exchange. You will normally have been asked to provide some medical information during the process of your request for your child to go on exchange, but it remains your responsibility to ensure that all the relevant people are aware, in order to be able to act on your behalf in an emergency.

If you need to send confidential medical information to your host school, this can be sent in a sealed envelope through your school coordinator. Please indicate whether this information must be given to the host school Infirmary. If your child suffers from any condition which may need to

be dealt with during a normal school day or by your host family, (asthma, epilepsy, diabetes, high blood pressure etc.), this information should also be conveyed to the host school's coordinator who will notify the sports teachers, class teacher, if necessary). The school, infirmary or sports teachers may need to take action in the event of an accident or incident at school and likewise at home, and so have to be informed in advance. **They will also need to know how to contact you and your host family, so your contact details must be up to date, both with your own school, your host school and with your host family.**

It is the sending family's responsibility to inform your host family if your child has to take a **regular medicine**, follows a special diet or has allergies, intolerances or allergic reactions to food, bee stings etc. that may require special or specific treatment or emergency procedures.

You may have been asked to provide information of any medical condition this on your original Application form, but if this was not requested then it is important that both the school and the host family are aware of any particular medical condition or treatment that must be taken into account if your child is taken ill, at school or at home.

**For emergencies outside school: Please sign the Medical Parental Authorisation Form (attached)** in advance. This confers authority to the Host Family to act in the event of an emergency and if you cannot be reached. Be sure to provide a second contact person and their telephone number if you know you cannot be reached during the period of your child's exchange.

You may also need to send sufficient amounts of medicines, contact lenses, contact lens solution etc. for your child. You might arrange to transfer a sum of money to your host family or ask your host family to look after sums of money needed to purchase medicines, cover visits to a doctor etc. It is also advisable to inform your host family of your child's Blood Group in the event of an emergency. It is also advisable to check that your child's **vaccinations** are up to date (or inform your host family if your child not been vaccinated or for which you do not want your child vaccinated in the event of an emergency (e.g. Tetanus). It is recommended that your child carries a recent and up to date Vaccination Card with them, if possible.

## **5.0 Before leaving your Home School: What to bring**

**Check with your teachers and Educational Advisor** for any books, extra work etc. that your child's home teacher may require your child to do during the exchange, (e.g. to make up for any 'lost' options or change in section).

From 2017-18, your child will have to sign a **Learning Agreement** before leaving your home school. This is to be signed, with your Educational Advisor, after the student exchange has been agreed by both schools.

### **5.1 School Books**

- a) 4<sup>th</sup> Year pupils on exchange are **recommended, but not required**, to bring their school books with them while on an exchange. In general, photocopies will be provided for them by their subject teachers and/or school counsellors. But it would be useful for students to be able to check their own progress while they are on exchange; keep in touch with the home school programme etc. *(N.B. Subject to change. If your S4 exchange is for a whole term, the arrangements for S5 pupils below apply).*
- b) **5<sup>th</sup> Year pupils are required to have a full selection of books with him/her at the start of term.** For this, please contact your host family who may be able to attend the School's 2<sup>nd</sup> Hand Book Sale at the end of June or beginning of September. The host parent may also be able to make enquiries for you (among older siblings, friends etc.). You may also be useful to contact the Secondary School Librarian Anne-Gaëlle DUTOIT on 00 32 2 647 47 69.
- c) **Check your home and host school websites to compare and check lists**. If books for certain options or Language 2 or 3 courses are not stated, please ask your child's Educational Counsellor or Year Coordinator at your home school for advice.
- d) The Book List for the following year at EEB3 is published by the end of June on the school web site (<http://www.eeb3.eu>), and published according to Year and Language Section.

## **5.2 Lockers**

Lockers are allocated on the first day of the pupil's exchange by Mr. Messina. They are provided **free of charge** throughout the exchange pupil's stay, but the **key must be returned** on the pupil's last day at school. Some lockers have no keys, in which case the exchange pupil **must bring a padlock with a key**, just in case (!) this is required, either bought through your host family or brought from home.

## **5.3 School Agenda**

Exchange pupils **must bring their own School Agenda** from their home school to use on exchange at EEB3. Pupils on exchange, except perhaps for S5 students arriving in September, will have to use their home agenda. S5 may be given a EEB3 agenda, but this is not 100% guaranteed, and a home agenda might be useful to bring.

## **5.4 Sportswear/Gym Kit**

Exchange pupils **should bring their own sportswear** (school T-shirt, shorts) with them from your home School and have it with them on their first day of school, to avoid not being able to take part in the sports class. **Host families:** please ensure that **your host child brings his/her sports kit to school on the first day at school**. Even if their timetable may not be given on the first day of school, it may be that your host child has sport on their first day at EEB3, which has happened in the past.

There is **no need to purchase an EEB3** sports tee-shirt and kit for your child's stay. Swimming lessons are not usually organised for S4 and S5 pupils at EEB3, but it may be useful for your child

to bring a swimming costume + hat + towel, in case your child goes swimming with your host family. Please tell your host family if your child cannot swim for any reason.

## 6.0 Arrangements with your Host Family ('Host Family Agreement')

- a) From 2017-18 exchange parents and their host families will have to sign a **'Host Family Agreement' or Charter**, which is intended to set out the sending and the host family responsibilities. For the moment, no formal Host Family Agreement has been put in place, but a general agreement between families, establishing a level of understanding and trust before and during the exchange, is a prerequisite to a successful exchange and helps to forge a mutually-enriching, harmonious experience for both families and their children.
- b) **School Rules, County Rules and General behaviour: The child on exchange has a responsibility** to behave well and responsibly, and abide by the laws of the host county (**Host Country Guide**), as well as following the School Rules and those practiced within the host family. Some schools may ask you to sign the School Rules at the time of your Application or when your Host family has been found and you sign a confirmation Exchange Form. Your host school will give you more details on this. (see details below).
- c) **The child on exchange** may need to be encouraged by his/her own family **to communicate as much as possible with the host family**. This includes limiting the amount of time spent calling home, both family and home friends, as a way of integrating into his/her host family life etc. The exchange students should be encouraged to inform the host family of any difficulties encountered at school, when settling in and if the student intends to go out e.g. at the weekend without adult supervision etc. It is best for both families to establish a good understanding before you meet and the host child leaves home, by trying to establish a regular channel of communication before leaving home, (through SKYPE or even through a prior visit) and find areas of common accord.
- d) **In the event of any difficulty** it is advisable for families to work through difficulties by themselves. But if you still have any queries or doubts, please contact the Parents' Association coordinator at EEB3, Joanna Charlat at [echanges@ixellesparents.be](mailto:echanges@ixellesparents.be) tel. 00 32 495 20 70 57. On school-related matters, Mr. Messina and your home school counsellor are your first point of contact, but do discuss with your host family first, even if the concern is related to school. Your host parent may also be able to advise you, intervene or call Mr. Messina, an educational counsellor or S4-5 Cycle coordinator, or even write to your host class teacher on your behalf.

## 7.0 Behaviour, School Rules and Country Rules

At school, a visiting student is required to abide by the **School Rules of the host school**, which can be consulted on the school website: <http://www.eeb3.eu>. Some schools will ask you to read the host school's School Rules in advance with your child and sign. Parents must be aware that a

school can take disciplinary action can be taken if school rules are broken, just as if the student would be at his/her home school. Once here in EEB3, please discuss any difficulty or concern you may have with your child's home school councillor and Mr. Messina.

Absences from school other than for illness must be declared by the host family. Any problem encountered can be discussed with Mr. Messina or your class teacher.

Both families and the pupil concerned must know what specific **Country Rules** for minors exist in the host country and undertake to respect and reinforce them. For Belgium, these rules cover consumption of alcohol; riding motorised vehicles etc. (also see 8.0 Pastoral Care below).

## 8.0 Money Matters:

### **a) Should I pay my host family? The Optional Daily Fee for Board and Lodging**

The **European Schools Exchange Programme** (ESEP) has been in existence since 1999. In its original founding documents, the Programme *recommended* but did not insist on the payment **daily fee** to cover reimbursement for the basic needs of the child on exchange i.e. Board and Lodging. The original figure of 400 FB/day has since been converted into a figure of approx.10-15€/day. Payment of a sum of money to cover costs incurred daily to your host family is optional. If payment is agreed mutually, most APEEEs recommend that this figure should not exceed 300€-350€/month for a child on exchange. The aim of the lump sum is intended for a host family's to be able to recover the normal daily costs of having an extra child in the family and not more. The ES Exchange programme was **never intended to be a commercial exercise** among families or schools, but as an agreeable means of enjoying the benefits of belonging to a wider European School network, encouraging linguistic (and cultural) exchanges and forging long-lasting contact between families whose children attend the same family of schools. Where possible, either for your child's exchange or at a later date, sending and receiving families are encouraged to enter into a **reciprocal arrangement**, with a return exchange either during school time, as on a formal exchange organised by the school, or during the holidays (through a private agreement). In either case, if families choose to cover the daily expenses incurred by the exchange, families are encouraged to try to extend hospitality in return, where possible. either to host each other's child on exchange (proposed by the school or the APEEE coordinator or yourselves or propose an informal exchange with a degree of reciprocity, on the understanding, that the host child if he/she wishes, can return on exchange a later date to the sending family, either on a formal exchange or during the holidays (under a private, informal arrangement). Overall, it must be understood that an exchange is a unique mutually-enriching opportunity, not only for students to enjoy a new, cultural and linguistic experience in a host family, but also for the host family to enjoy the experience of hosting. We hope that your child's exchange can produce a mutually-enriching experience that can forge longer-term friendships between students and their families.

b) **As a host family**, if you do not intend for your child to return at a later stage, and/or you need to have daily costs covered by the exchange family, then you are free to enter into an agreement with each other to cover the costs of board and lodging. In this case, try to keep within the recommended ceiling. Also bear in mind that all extra costs (transport, canteen, books, outings etc.) will be covered any way by the sending family.

**b) Additional Expenses for school: Cafeteria, Public Transport, School books etc.).** Expenses such as Transport, Canteen, snacks and lunch at the School Cafeteria must however be covered by the sending family (see below). The exchange child will need to bring 4€ in cash on the first day to school if he/she is enrolled in the school canteen, and extra money to buy a padlock for the school locker if required. The exchange pupil may need extra money for other expenses related to school, e.g. for snacks, drinks, sandwiches eaten out of school, books to be ordered, stationery (paper, pens etc.). For these the sending family will need to make arrangements with the host sending family. For expenses outside school, see Pocket Money.

### **c) Pocket Money**

The visiting pupil is free of course to bring pocket money to Brussels, to cover any outings, gifts, snacks etc. For this, parents may like to discuss how this pocket money should be looked after during their child's stay, under the supervision of the host family, e.g. with receipts and an Expense Sheet kept by the host family, with any excess returned etc. For additional expenditure (travel, outings, restaurants), families are free to decide what suits them best!

## **9.0 After Your Child's Arrival**

### **9.1 Your Child's First Day at EEB3**

a) The first day at a brand-new school can be a little daunting. Ideally, the host pupil or host parent should **accompany their exchange partner** to the school and first introduce him/her to **Mr. Messina** Educational Secretary, in Building B in the Secondary School ([salvatore.messina@eursc.org](mailto:salvatore.messina@eursc.org) or tel. 02/629 47 00). Mr. Messina will be the exchange pupil's and host family's main point of contact at EEB3 before, during and after the exchange, along with the exchange pupil's Educational Advisor and class teachers. See <http://www.eeb3.eu> for the list of educational advisors for your child's year.

b) Mr. Messina will introduce the exchange pupil to his/her Educational Advisor or S4-S5 Coordinator. The Educational Advisor will then accompany him/her to meet his/her teachers, arrange for photocopies and give the timetable. The Educational Advisor is also responsible for arranging the **Exit Card (Carte de Sortie)**. This is given to the host family to be signed **after consultation with the pupil's family**. There will be no School ID card issued for such a short period. Exchange pupils can bring their home school ID card with them if they wish. The School



Rules Charter might also have to be signed if your educational advisor or exchange coordinator requires your child to do so.

c) The exchange student will probably see his host friend only at the start and the end of the school day, during any shared lessons, and during break times, lunchtime and to meet up after school to take the school bus and go home. On the first day of school, and if the exchange pupil is signed up for the School Canteen or intends to you're the Cafeteria, the host pupil should accompany the exchange pupil to Mrs. Forest's office, next to the Canteen, to make up the Canteen badge/Key Fob (and pay the 4€ returnable deposit). The host pupil must also ensure that the visiting pupil is taken care of at lunchtimes and can find his/her way about the school, introduces him/her to friends, and generally looks after his/her well-being.

## **9.2 The 'Buddy' System**

The 'buddy' system is a system whereby a visiting pupil is looked after by a designated student in his or her class. This is usually established by your child's class teacher and is intended to ensure that the new pupil settles in and does not feel completely alone. EEB3, as with most ESs is a big school and new pupils might easily lose their way in the early days. Most importantly, the host family's child is usually, but not always, in a different Section, and may only see the exchange child before and after school and sometimes in combined lessons and at break-times. At the moment, EEB3 does not organise an official 'buddy' system but teachers do sometimes designate a child in the class to look after the child on exchange. However, there may be a move in the future to encourage student representatives to show the visiting pupil around the school and ensure that classmates in the students' section looks after him/her during class and break-times.

## **10.0 Pastoral Care within the Host Family**

- a) The host family will be your child's **primary care parent** during your child's the exchange. This means that your child's progress at school and his/her welfare will also become the concern of the host family during the exchange period. The host family's responsibilities will include: signing the Carte de Sortie, which allows your child permission to leave school during school hours or not, as agreed between both families; ensuring homework is done; notifying the school of any absences, illness or difficulties the exchange student encounters. The host family may need to enter into a dialogue, check the child's homework and intervene with the teachers on behalf of the sending family, either in person, by e-mail or via the School Agenda. The Educational Counsellors both at home and in the host school can also be consulted if any difficulty or concern arises. If in doubt, the host family must always consult with the sending family before contacting the host school.
- b) The school is also responsible for notifying the host parent via the agenda or by mail if any difficulty arises at school, and the educational counsellor in the home school.



- c) N.B. As the exchange child cannot be registered officially as a pupil at the host school absences cannot be registered in the School Management System (SMS). However, absences will need to be recorded by the school councillor as they will need to be reported to the home school at the end of the exchange. Host parents must notify the school counsellor of any absences by email or by letter, addressed to Mr. Messina. The school's infirmary (and the sports teachers) will also need to be notified if a medical condition needs to be treated, if this information has not been relayed to the persons concerned.
- d) At home, the host family must ensure that the exchange pupil settles in as well as possible, is given help with homework, practices the family's home language or L2 and L3 and above all ENJOYS the experience. Visiting Brussels and the country in general will be part of that experience. Establishing a good dialogue between the exchange student's family and the host family is vital to the success of the exchange, particularly if a query on behaviour, or a worry at school or a medical situation arises. If the exchange child finds it difficult to settle into school or a host family life, please discuss this with your host family first. But your APEEE coordinators and school coordinator can also help, as are your child's teachers.
- e) In 2016-17, new *Crisis Guidelines* will be issued to advise sending and host parents on how to act in the event of any major concern they may have during and after an exchange.
- f) In terms of academic progress during or after an exchange, the school's direction, counsellors and the educational secretary should be available to you to give advice and assistance.

## 11.0 Returning Home

### **After your Child's Exchange (to be developed in 2016-17)**

#### **11.1 The Learning Agreement:**

#### **11.2 Evaluation:**

Evaluation has always been mentioned as an important element of the exchange experience in the Programme's founding documents approved by the Secondary Pedagogical Committee (now the Joint Teaching Committee) in 1999 see <http://www.apee3.be>

In practice however this has rarely been done, as this requires a certain degree of supervision and coordination on the part of the school. From 2017-18, evaluation will become a mandatory part of the Programme, giving the student and his/her family an opportunity to explore both the positive and negative aspects of the exchange. The student will be required to complete an evaluation sheet, describing his/her exchange, the aims achieved and provide feedback and comments on the experience, both from an academic, cultural, linguistic and personal

perspective. Comments and feedback are also welcome from exchange families and their host families, with the aim of improving Programme for the future and making the Exchange Programme as worthwhile and as fulfilling as it was intended to be.

<b>AUTORISATION PARENTALE</b>
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**AUTORISATION DE QUITTER LE PAYS POUR LES ENFANTS MINEURS**

Je soussigné(e) .....

Mère de (nom, prénom).....

Autorise par la présente, mon fils, ma fille à voyager en (pays).....

Du (dates) .....au.....

Seul(e)

Accompagné(e) de.....

Et qui sera accueilli(e) à l'arrivée et pendant son séjour par .....

Fait à .....(lieu), le.....(date)

(Signature des Parent(s) ou Tuteur légal

Vu pour la légalisation de la signature

(Nom du parent/tuteur légal-gardien):

No. Carte d'Identité ou passeport

Apposée en notre présence.

Fait à..... (lieu), le.....(date)

Sceau des autorités locales

<b>AUTORISATION PARENTALE - médicale</b>
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Je

soussigné(e).....

Père, mère, tuteur, tutrice de mon fils/ma fille.....

(nom(s) et prénom(s) de l'enfant)

autorise M. /Mme.....qui

accueille(nt) mon fils/ma fille chez eux à.....

.....(adresse)

en tant que famille d'accueil

du.....au.....

et

à agir à ma place en cas de situation d'urgence (accident grave ou autre) ou à prodiguer les soins ou (autre) .....si je ne peux pas être contacté en premier lieu ;

à agir en qualité de parent si une situation le nécessite en accord avec moi-même (invitation à une fête, sortie, activité en dehors de l'école).

Fait à ....., le .....(date)

Signature :

Personnes à contacter en cas d'urgence :

Nom :

Qualité :

Tél.

Tél Portable/gsm :