

A large, light blue version of the Scholae Europaea logo is centered behind the text. It features a stylized figure with yellow stars and the text 'SCHOLAEUROPAEA' in a light blue, handwritten-style font.

# GENERAL INFORMATION BROCHURE

## SCHOOL YEAR 2020/2021

“Educated side by side,  
untroubled from infancy by divisive prejudices,  
acquainted with all that is great and good in the different cultures,  
it will be borne in upon them as they mature that they belong together.  
Without ceasing to look to their own lands with love and pride,  
they will become in mind Europeans,  
schooled and ready to complete and consolidate the work of their fathers before them,  
to bring into being a united and thriving Europe.”



[A few words from our Director](#)

## School Year: 2020/2021

Dear Pupils, Dear Parents,

We are pleased to welcome you to the European School Brussels III for this new school year.

The European School Brussels III has more than 3.200 pupils (roughly 216 in Nursery, 1.143 in Primary and 1.846 in Secondary), spread over 7 language sections (CS–DE–EN–ES–EL–FR–NL).

In this **General information booklet**, you will find important and useful information about the organisation of the school.

Aside from this booklet, we ask you to consult the website regularly throughout the year: [www.eeb3.eu](http://www.eeb3.eu) and **SMS** (School Management System)

Please do not hesitate to contact the school if you require additional information or a clarification.

We wish you an excellent school year!

Kind regards,

Micheline Sciberras  
Director

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## Cycles and language sections

CYCLES / SECTIONS	FR	EN	DE	NL	ES	EL	CS
NURSERY	X	X	X	X	X	X	X
PRIMARY	X	X	X	X	X	X	X
SECONDARY	X	X	X	X	X	X	X

**SWALS SLOVAK pupils\* (Students Without A Language Section)** at the secondary cycle will be enrolled in one of the vehicular section (German, English or French section). They will attend the classes in their mother tongue several times a week. Only regroupings of sibling will be considered for enrolments at the Nursery and Primary cycles (\* See enrolment Policy of the European Schools of Brussels).

## SMS (School Management System) and Office 365

**SMS:** is an online School Management solution, which allows one to access, view and manage students, staff and classes (personal information, timetables, absences).

**Microsoft Office 365** is an online platform which allows students and teachers to communicate, collaborate and create and share documents.

The credentials can be obtained as follows:

- For **SMS** : send an email message to [elisabeth.bedetti@eursc.eu](mailto:elisabeth.bedetti@eursc.eu)
- For **Office 365**: the students will receive the credentials during the first school week.

## I. DIRECTION & CONTACTS

Central number: **02/629.47.00**

**Director:** **Micheline SCIBERRAS**  
Email : [IXL-DIRECTOR@eursc.eu](mailto:IXL-DIRECTOR@eursc.eu)

**Executive Assistant:**

Elisabeth BEDETTI [elisabeth.bedetti@eursc.eu](mailto:elisabeth.bedetti@eursc.eu) 02/629.47.10

**Secretariat:**

Christine ZÖSMAIR (RH) [christine.zosmair@eursc.eu](mailto:christine.zosmair@eursc.eu) 02/629.47.70  
Emilie HONNER (enrolments) [ixl-enrolments@eursc.eu](mailto:ixl-enrolments@eursc.eu) 02/629.47.74

**Deputy Head Nursery and Primary: Nomination on 01/09/2020**

Actually: **Xavier VERRIEST – Acting Deputy director until 31/08/2020**  
Email : [IXL-DEPUTY-DIRECTOR-NURSERY-AND-PRIMARY@eursc.eu](mailto:IXL-DEPUTY-DIRECTOR-NURSERY-AND-PRIMARY@eursc.eu)

**Assistant Deputy Director Nursery and Primary: Nomination on 01/09/2020**

Email: /

**Secretariat:**

Ilse JANSSENS [ilse.janssens@eursc.eu](mailto:ilse.janssens@eursc.eu) 02/629.47.63  
Nathalie PAILLON [nathalie.paillon@eursc.eu](mailto:nathalie.paillon@eursc.eu) 02/629.47.72

**Deputy Head Secondary: Peter GARRY**

Email : [IXL-DEPUTY-DIRECTOR-SECONDARY@eursc.eu](mailto:IXL-DEPUTY-DIRECTOR-SECONDARY@eursc.eu)

**Assistant Deputy Director Secondary: Vanessa VERDONCKT**

Email : [Vanessa.verdonckt@eursc.eu](mailto:Vanessa.verdonckt@eursc.eu)

**Secretariat:**

Salvatore MESSINA [salvatore.messina@eursc.eu](mailto:salvatore.messina@eursc.eu) 02/629.47.09  
Francine GUICHARD [francine.guichard@eursc.eu](mailto:francine.guichard@eursc.eu) 02/629.47.94

**Deputy Head Finance & Administration : Carine HECTOR**

Email : [IXL-DEPUTY-DIRECTOR-FINANCE-AND-ADMINISTRATION@eursc.eu](mailto:IXL-DEPUTY-DIRECTOR-FINANCE-AND-ADMINISTRATION@eursc.eu)

**Secretariat:**

Katerina VENECANI [katerina.venecani@eursc.eu](mailto:katerina.venecani@eursc.eu) 02/629.47.14  
Elsie PIRO (School fees) [elsie.piro@eursc.eu](mailto:elsie.piro@eursc.eu) 02/629.47.15

Contacts are also available on the school's website : [www.eeb3.eu](http://www.eeb3.eu)

## II. SCHOOL HOLIDAYS CALENDAR 2020/2021

The school will be closed from Monday **27/07/2020** until Friday **14/08/2020** included.

<b>CALENDRIER SCOLAIRE - SCHOOL CALENDAR</b> <b>ANNEE SCOLAIRE - 2020/2021 - SCHOOL YEAR</b> <small>Approuvé par le Conseil d'administration du 23/01/2020</small> <small>Approved by the Administrative Board of 23/01/2020</small>		
<b>RENTREE DES CLASSES BEGINNING OF THE SCHOOL YEAR</b>	Jeudi – Thursday	<b>03/09/2020</b>
<b>TOUSSAINT / ALL SAINTS</b>	Du lundi - from Monday	26/10/2020
	Au vendredi - to Friday	30/10/2020
<b>NOËL ET NOUVEL AN CHRISTMAS AND NEW YEAR</b>	Du mercredi - from Wednesday	23/12/2020
	Au mercredi – to Wednesday	06/01/2021)
<b>CARNAVAL/CARNIVAL</b>	Du lundi - from Monday	15/02/2021
	Au vendredi - to Friday	19/02/2021
<b>PAQUES * / EASTER *</b>	Du lundi - from Monday	29/03/2021
	Au vendredi - to Friday	09/04/2021
<b>FETE DU TRAVAIL / LABOUR DAY</b>	Samedi - Saturday	01/05/2021
<b>CONGES DE MAI</b>	Du lundi - From Monday	10/05/2021
	Au vendredi - to Friday	14/05/2021
<b>PENTECOTE / PENTECOST</b>	Lundi - Monday	24/05/2021
<b>FIN DE L'ANNÉE SCOLAIRE LAST DAY OF SCHOOL</b>	Vendredi - Friday	<b>02/07/2021</b>

\* Greek-Orthodox Easter: **Sunday 2 May 2021.**  
Monday 3 May 2021 will be a day off for pupils of the Greek section.

\* Pedagogical day: **2 November 2020 (no school for the pupils on that day).**

\* **Teachers pre-meetings: Tuesday 1<sup>st</sup> September and Wednesday 2 September 2020.**

The school calendar includes 180 days and is harmonized between the four European schools of Brussels.

**Important:** The school applies security measures and access to the school area and parking is only allowed under certain conditions (presentation of the nursery access card, written invitation (e-mail from a teacher) or exceptional invitation from the Direction).

### III. START OF THE SCHOOL YEAR AND IMPORTANT DATES

#### BEGINNING OF SCHOOL: **Thursday 03/09/2020**

- at **08:30**: for all pupils
- at **09:30**: for nursery 1 – new nursery pupils and pupils of P1

On this day, school finishes:

- at **12.40** (nursery, 1<sup>st</sup> and 2<sup>nd</sup> Primary)
- at **12.50** (P3 to S7)

**No canteen on that day (except for children attending the day care).  
Regular timetable is applicable on Friday 04/09/2020.**

#### 1. NURSERY AND PRIMARY SCHOOL

##### Reminder:

- All the parents will receive in advance an e-mail from the School giving them access to the school, pending the receipt of the Entry Card. The parents of Nursery pupils can come to pick up their child at 12.40 in the nursery school by presenting the e-mail from the School.
- The parents of Primary pupils can pick up their child at 12.40 behind the barriers on the playground in front of the C building.
- On Thursday 3/9, the school buses for home will leave at 13.00, straight after the end of the courses and the school buses for the child-minding services (Garderie) will leave at 13.30, after lunch.
- There are no after-school activities during the first week of school.

##### 1.1 Open Doors Day

**The Open Doors Day for new students and their parents**, normally scheduled in June, is cancelled for security reasons related to COVID 19.

##### 1.2 Information evenings

Information evening for the Nursery parents and the 1st Primary parents will take place:

- For the Nursery: Wednesday 2 **September** 2020 at **18:15**
- For the 1<sup>st</sup> Primary: Wednesday 2 **September** 2020 at **18:30**

##### 1.3 Parents – Teachers Information meetings (in individual classroom of class teachers)

The Parents / teachers evenings are scheduled for the beginning of the school year. The dates of the meetings for the different cycles will be communicated later on via **SMS (School Management System)**.

**Please note these “information evenings” are for parents only.**

**Important:** we kindly remind parents that the access to the school area during Open Doors days, information evenings and Parents-Teachers meetings will only be permitted upon presentation of an invitation from the School (e-mail) to the Security guards at the entrance of the School.

#### 1.4 Teachers' appointment hours

The appointment times will be communicated at a later date via SMS (School Management System). Requests for an appointment should be made via the child's diary or by email to the teacher concerned. The location of the meeting will be agreed with the teacher.

#### 1.5 Nursery and Primary cycles calendar

The calendar will be published and communicated to the parents via **SMS (School Management System) – My Files – Parents – Nursery & Primary**.

## 2. SECONDARY SCHOOL

### 2.1 Open Doors Day

**The Open Doors Day for new students and their parents**, normally scheduled in June, is cancelled for security reasons related to COVID 19.

### 2.2 Parents – Teachers Information meetings

The Parents / teachers evenings are scheduled at the beginning of the school year. The dates of the meetings for the different cycles will be communicated later on via **SMS (School Management System)**.

### 2.3 Teachers' appointment hours

The appointment times will be communicated via SMS (My School Management) – My Files – Parents: Secondary.

**Teachers are unable to meet parents during examinations periods**, except for exceptional and urgent cases.

**Important:** we kindly remind the parents that the access to the school area during Open Doors days, information evenings and Parents-Teachers meetings will only be permitted upon presentation of an invitation from the School (e-mail) to the Security guards at the entrance of the School.

### 2.4 Half-yearly calendar

You are kindly requested to regularly consult the half-yearly calendar of the secondary cycle via **SMS (School Management System) – My Files – Parents – Secondary**.

## IV. SCHOOL HOURS

### 1. Timetable for Nursery and primary School



	Nursery Classes
<b>Monday</b> <b>Tuesday</b> <b>Thursday</b>	08.25 : Bell 08.30 : Beginning school day 11.25-12.00 : Lunch nursery classes 11.25-12.50 : Lunch break 15.20 : End school day 15.20-15.40 : Pick-up by parents in the nursery hall 15.30-16.30 : After-school activities 15.35 : 1 <sup>st</sup> bus departure for home + Daycare 16.30 : 2 <sup>nd</sup> bus departure for home + Daycare Until 18.45 : Daycare EEC
<b>Wednesday</b>	08.25 : Bell 08.30 : Beginning school day 11.50-12.20 : Lunch nursery classes 12.40 : End school day 12.40-13.00 : Pick-up by parents in the nursery hall 12.40-13.30 : Minding N pupils by afterschool activities (N gym) 13.00 : Bus departure for home 13.30 : Bus departure for Daycare 13.30-15.00 : After-school activities Until 18.45 : Daycare EEC
<b>Friday</b>	08.25 : Bell 08.30 : Beginning school day 11.30 : End school day 11.30 : Pick-up by parents in the nursery hall 11.30-12.00 : Lunch nursery classes 12.00- 12.25: Pick-up by parents in the nursery hall 12.30 : Bus departure for Daycare 12.15-15.15 : After-school activities 15.35 : 1 <sup>st</sup> bus departure for home + Daycare 16.30 : 2 <sup>nd</sup> bus departure for home + Daycare Until 18.00 : Daycare EEC



	P1 – P2 Classes		P3 – P4 – P5 Classes
<b>Monday Tuesday Thursday</b>	08.25 : Bell 08.30 : Beginning school day 11.35-12.00 : Lunch P1-P2 11.35-12.35 : Lunch break 15.20 : End school day 15.20-15.40 : Pick-up by parents in front of C Building 15.30-16.30 : After-school activities P1 - P2 15.35 : 1 <sup>st</sup> bus departure for home + Daycare 16.30-17.30/18.00 : After-school activities P1 – P2 16.30 : 2 <sup>nd</sup> bus departure for home + Daycare Until 18.45 : Daycare EEC	<b>Monday Tuesday Thursday</b>	08.25 : Bell 08.30 : Beginning school day 11.50-12.55 : Lunch break 12.10-12.40 : Lunch P3 – P4 – P5 15.20 : End school day 15.20-15.40 : Pick-up by parents in front of C Building 15.30-16.30 : After-school activities P3 – P4 – P5 16.30-17.30/18.00 : After-school activities P3 – P4 – P5 15.35 : 1 <sup>st</sup> bus departure for home + Daycare 16.30 : 2 <sup>nd</sup> bus departure for home + Daycare Until 18.45 : Daycare EEC
<b>Wednesday</b>	08.25 : Bell 08.30 : Beginning school day 12.40 : End school day 12.40-13.00 : Pick-up by parents in front of C Building 12.50-13.20 : Lunch P1 – P2 13.00 : Bus departure for home 13.30 : Bus departure for Daycare 13.30 : Pick-up by parents in front of C Building 13.30-15.30 : After-school activities P1 – P2 Until 18.45 : Daycare EEC	<b>Wednesday</b>	08.25 : Bell 08.30 : Beginning school day 12.50 : End school day 12.50-13.00 : Pick-up by parents in front of C Building 13.00-13.25 : Lunch for after-school activities / Daycare pupils 13.00 : Bus departure for home 13.30 : Bus departure for Daycare 13.30 : Pick-up by parents in front of C Building 13.30-16.00 : After-school activities P3– P4 – P5 Until 18.45 : Daycare EEC
<b>Friday</b>	08.25 : Bell 08.30 : Beginning school day 11.35 : End school day 11.35-11.55 : Pick-up by parents in front of C Building 11.35-12.00 : Lunch P1-P2 12.00- 12.25: Pick-up by parents in front of C Building 12.30 : Bus departure for Daycare 12.15-15.15 : After-school activities P1 – P2 15.35 : 1 <sup>st</sup> bus departure for home + Daycare 16.30 : 2 <sup>nd</sup> bus departure for home + Daycare Until 18.00 : Daycare EEC	<b>Friday</b>	08.25 : Bell 08.30 : Beginning school day 11.50-12.55 : Lunch break 12.10-12.40 : Lunch P3 – P4 – P5 15.20 : End school day 15.20-15.40 : Pick-up by parents in front of C Building 15.30-16.30/17.30 : After-school activities P3– P4 – P5 15.35 : 1 <sup>st</sup> bus departure for home + Daycare 16.30 : 2 <sup>nd</sup> bus departure for home + Daycare Until 18.00 : Daycare EEC

Supervision of pupils on school grounds is only ensured 20 minutes before the start of classes and 20 minutes after class end. We would like to draw parents attention to the fact that outside of these periods the children are under their parents care and responsibility.

## 2. Timetable for Secondary School



Bell	8h25
Period 1	8h30 - 9h15
Period 2	9h20 - 10h05
Period 3	10h10 - 10h55
Break	10h55 - 11h15
Period 4	11h15 - 12h00
Period 5	12h05 - 12h50
Period 6 (lunch)	12h55 - 13h45
Period 7	13h50 - 14h35
Period 8	14h40 - 15h25
Period 9	15h30 - 16h15

## V. IMPORTANT INFORMATION

### 1. Diary or Class book

**The school agenda is compulsory for all primary and secondary pupils.**

The agenda will be automatically invoiced along with the tuition fees and will be distributed in class at the beginning of the school year.

All nursery and primary pupils will be given on the first day of the school year a standard school diary (class book) in which will be noted, on a daily basis, work to be done, items to bring to school etc. This diary is used to convey messages between the school or the teachers and the parents.

Parents are asked to fill out properly and **immediately** the first page and to check the diary **daily** in order to monitor the work of their children, and especially to note any changes regarding the return to home. Please make sure your child(ren) school bag has been labelled.

### 2. Physical Education and Swimming Lessons

All our pupils have to wear a uniform during physical education courses. The P.E. outfits can be ordered “online” on the following site : [www.sportseuropeanschool.eu](http://www.sportseuropeanschool.eu)

### 3. Lost objects, thefts and degradations

The school is **not responsible** for valuable or personal items that pupils bring to school, bicycles, mopeds and motorcycles.” **The school is not insured against theft or damage of personal objects.**

We ask the parents to label the clothes and belongings of their child(ren) in order to avoid often long searches for lost and unmarked items of clothing.

<b>Nursery</b>	Lost objects can be found in the blue box at the entrance of the nursery building.
<b>Primary school</b>	In the hall between C and D buildings (ground floor). Objects of value (glasses, watches, etc...) are deposited with Delphine Mourgues: Room D103.
<b>Secondary school</b>	Small items (keys, watches, etc...) are given to the Principal Educational advisor. All other objects are in the “Study Room” (open every day from 8.30 until 16.10/Room A15). Lost objects, unclaimed before the summer holidays, are automatically given to charities.



#### 4. Visiting pupils

Requests for pupils to visit our school need to be addressed to:

**Primary school:** **Xavier VERRIEST (Acting Deputy Director until 31/08/2020)**  
([IXL-DEPUTY-DIRECTOR-NURSERY-AND-PRIMARY@eursc.eu](mailto:IXL-DEPUTY-DIRECTOR-NURSERY-AND-PRIMARY@eursc.eu))

**Secondary school:** **Vanessa VERDONCKT**  
[Vanessa.verdonckt@eursc.eu](mailto:Vanessa.verdonckt@eursc.eu)

No permission will be granted during the months of **September, December and June (Examination periods)**. **Visiting pupils can stay for a maximum of 2 days and will be required to pay school insurance, which amounts to 5,00 €.**

For the Nursery and Primary cycles, normally only former pupils of our school are authorized to visit.

#### 5. Request for a locker

All pupils can have a locker throughout their **secondary school** years.

A locker will be automatically assigned to each pupil at the beginning of the school year. The list of the locker numbers will be displayed in buildings A-B-C. The rental costs of a locker (10€/year) are included in the tuition fees invoice that will be sent in October.

The school manages the lockers. **Students will need to have their own padlock.**

The lockers are available from a height of 43 cm, a width of 38 cm and a depth of 45 cm.

**Contact :** **Salvatore MESSINA** – Secretariat - Email : [salvatore.messina@eursc.eu](mailto:salvatore.messina@eursc.eu) - Tel : 02/629.47.09

## VI. CONTROL OF ABSENCES

### NURSERY AND PRIMARY SCHOOL

If your child is ill and cannot come to school, please notify the class teacher by e-mail ([surname.name@teacher.eursc.eu](mailto:surname.name@teacher.eursc.eu)) before 8:30 AM and send a copy to [ixl-absences-nur@eursc.eu](mailto:ixl-absences-nur@eursc.eu) or [ixl-absences-prim@eursc.eu](mailto:ixl-absences-prim@eursc.eu)

For absences due to sickness of **more than 2 days**, your child will need to present a **medical certificate**, which you can put in your child's agenda for the class teacher.

For any other absence, the parents must request the Deputy Head's authorization in advance by e-mail : [IXL-DEPUTY-DIRECTOR-NURSERY-AND-PRIMARY@eursc.eu](mailto:IXL-DEPUTY-DIRECTOR-NURSERY-AND-PRIMARY@eursc.eu)

### SECONDARY SCHOOL

If a pupil is unable to attend school for medical reason, **the head of the family/the legal representative** has to inform the Educational advisor in charge of his/her grade who is responsible for registering absences. **For absences of more than 2 days, the pupil will have to hand in a.s.a.p. a medical certificate to his/her educational advisor.**

The list of the **Educational Advisors** is available on the website of the school: [www.eeb3.eu](http://www.eeb3.eu)

Pupils, who feel unwell and would like to go home, should first come **to the school's infirmary**, where their health condition will be checked and, if necessary, permission will be granted to leave the school upon parental approval.

Pupils who wish to be exempted from the physical education class have to hand in to the educational advisor:

- a written statement signed by the parents for one period
- a medical certificate for a long –term exemption (to be handed in to the Educational advisor)

#### Reminder:

Except in cases of absolute necessity, permission may not be granted for the week preceding or the week following school holiday periods or public holidays (General Rules of the European Schools).

## VII. SCHOOL FEES AND PARENTS CONTRIBUTIONS

**School fees** (enrolment fees) are fixed by the Board of Governors of the European Schools. When enrolling their child(ren) at a European School, parents who are subject to paying the school fees commit themselves to a prompt payment upon receipt of the invoice.

Ordinary school fees amount 2020/2021 for Category III pupils		
LEVEL	Arrival at ES in question in category III	
	All Schools before 01/09/2013	After 31/08/2013 (School year 2013/2014)
		BRUX 1,2,3,4, AL, FFM, MO
Nursery	3.230,05 €	3.958,40 €
Primary	4.441,37 €	5.442,86 €
Secondary	6.056,41 €	7.422,07 €

Specific school fees amount 2020/2021		
(The specific school fees for NATO and NAMSA civilian staff amount, according to afore mentioned dates of entry and school, to)		
LEVEL	Arrival at ES in question in category III	
	All School before 01/09/2013	After 31/08/2013 (School Year 2013/2014)
		BRUX 1,2,3,4, AL, FFM, MO
Nursery	6.460,10 €	7.916,80 €
Primary	8.882,74 €	10.885,72 €
Secondary	12.112,82 €	14.844,14 €

### Enrolment after 31/08/2013:

The new reductions for the first sibling will be 20% (instead of 50%) and 40% (instead of 75%) for all following siblings.

### Enrolment before 01/09/2013:

The school fee cannot be reduced below 50 % of the nursery section rate, i.e. **1.615,03 €** for the ordinary school fees or **3.230,05 €** for the specific school fees.

### \* Terms of Payment

The Board of Governors, meeting on the 25th, 26th and 27th of April 2005 at Mondorf-les-Bains, Luxemburg, decided that all parents or guardians of Category 3 pupils are required to pay a deposit of 25 % of the annual school fees as a necessary condition prior to enrolling or continuing studies at the school.

The Board of Governors also decided that for the parents of Category III payment of school fees will be allowed by standing order from their bank. The first payment shall be done on June 30<sup>th</sup> before school start, 50% of the amount of school fees must be paid before November 1<sup>st</sup> and last transfer must occur before March 31<sup>st</sup>.

The fees are adjusted every school year in accordance with the community exchange rates.

The specific school fees apply to children from international civil servants of NATO/NAMSA/NICSMA/NACISA and SHAPE, who joined after September 15th 1987. The rates are calculated following MEMO 95-M-13/AK/AG of March 2nd 1995.

According to the General Regulations of the European Schools and following a decision taken by the Board of Governors on January 24th and 25th 1995: « **if at the end of the school year the school fee has not been paid in full, the pupil in question will be removed from the school register and will no longer be admitted at the European Schools as from the following school year** ».

**Contact:** Mrs Elsie PIRO - Secretary (☎ : 02/629.47.15) – [elsie.piro@eursc.eu](mailto:elsie.piro@eursc.eu)

### Parents' contributions for the school year 2020/2021

**N.B.** Petty cash will be organized by the teachers. Further information will be given in September.

Level :	Nursery	Primary	Secondary
Photocopies and printed matter	21,00 €	25,00 €	25,00 €
School insurance	5,00 €	5,00 €	5,00 €
Locker rental	--	--	10,00 €
Intermaths	--	20,00 €	--
Worksheets Human sciences (for S3 only)	--	--	9,00 €
Baccalaureate (for S7 only)	--	--	98,79 €
Agenda	3,00 €	3,00 €	3,00 €
<b>TOTAL</b>	<b>29,00 €</b>	<b>53,00 €</b>	<b>***</b>

*** For S1	<b>43,00 €</b>
For S2	<b>43,00 €</b>
For S3	<b>52,00 €</b>
For S4-S5-S6	<b>43,00 €</b>
For S7	<b>141,79 €</b>

## VIII. SCHOOL REGULATIONS

You can consult the General Rules of the European Schools as well as the organisation of studies and courses on the general website of the European Schools: [www.eursec.eu](http://www.eursec.eu).

**Internal regulations for primary and secondary cycles** can be consulted on our website: [www.eeb3.eu](http://www.eeb3.eu).

## IX. MEDICAL AND PSYCHOLOGICAL SERVICE

### Infirmery and medical service

The role of the School Infirmery is to provide first aid in the case of any accident or serious illness, which may occur during the school day. If necessary, the nurse will call the parents and will eventually phone for an ambulance to take the pupil to the Emergencies at the following hospital :

**CHIREC DELTA, Boulevard du Triomphe 201, 1160 Auderghem - ☎ 02/434.81.11**

Please inform us immediately of any medical problems (e.g. asthma, hearing or eye sight problems, diabetes, etc.). This will allow our teachers to better assist the child and understand his problems in certain situations. Such information should also be indicated in the child's diary, unless it is confidential information.

- **In case of illness or injury** during the school day, the pupils are sent to the infirmery. For further information: [www.eeb3.eu](http://www.eeb3.eu) / The School / Our services / Medical service / protocol of the infirmery.
- **In case of contagious disease**, you are obliged to notify the school's infirmery (by Telephone: 02/629.47.38 or by e-mail: [IXL-infirmerie@eursc.eu](mailto:IXL-infirmerie@eursc.eu))

The protocol concerning the infirmery is available on the school's website: [www.eeb3.eu](http://www.eeb3.eu) under "The School - Our service - Medical service - Infirmery.

**Medical staff:** ☎ : 02/629.47.38

- Doctor M. CARPENTIER
- Mrs H. KARATZAS, dentist
- Mrs E. RIVAS, M. H. CLAEYS, Mrs M. RYSMAN, nurses

As part of the school medical service, pupils in the following grades indicated below will all receive a medical examination during this school year (periods subject to change – the exact dates will be confirmed at a later date)

📄 6 <sup>th</sup> secondary	:	in October 2020
📄 4 <sup>th</sup> year secondary	:	in November 2020
📄 2 <sup>nd</sup> year secondary	:	in December 2020
📄 1 <sup>st</sup> & 5 <sup>th</sup> year primary	:	in January/February and March 2021
📄 Kindergarten and 3 <sup>rd</sup> year Primary	:	in April/May and June 2021


### Counselling – Psychological service

Psychologist Primary	Mme GENICOT	☎ Tél. : 02/629.47.68	E-mail : <a href="mailto:anne-sophie.genicot@eursc.eu">anne-sophie.genicot@eursc.eu</a>
<b>Tuesday-Thursday and Friday – All day</b>			
Psychologist Secondary	Mme NIMAX	☎ Tél. : 02/629.47.73	E-mail : <a href="mailto:suzanne.nimax@eursc.eu">suzanne.nimax@eursc.eu</a>
<b>Monday, Wednesday morning, Thursday and Friday afternoon</b>			

Pupils who feel the need for counselling can turn to a teacher whom they trust. They can also speak to their **pedagogical advisor**, to any member of the **school's management** or of **the medical and psychological service**. Conversations with trusted teachers and/or the school psychologist are protected by professional secrecy and will not on any account lead to disciplinary measures.

## X. SCHOOL INSURANCE (see General Rules of the European Schools)

The insurance contracts can be consulted at **the infirmary** every weekday during office hours.

	<p>Tel. : ☎ 02/629.47.38</p> <p>Email - <a href="mailto:IXL-infirmerie@eursc.eu">IXL-infirmerie@eursc.eu</a></p>
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### What to do in the event of an accident at school?

In the event of an accident at school, parents are asked to contact the school infirmary as soon as possible and to **make photocopies of all expenses related to the accident**. These copies must be added to the account of their sickness fund or their mutual for reimbursement.

#### 1. Obtain a "school accident insurance" declaration from the infirmary.

- In accordance with the contract, the declaration must be submitted to the infirmary within 10 days after the accident.
- The medical certificate part of this document must be completed by a doctor. Please return the completed declaration to the infirmary, which electronically will forward it to the School insurance company (Ethias).
- Ethias will contact the parents afterwards.

#### 2. First claim reimbursement of your medical expenses

- To your health insurance company and ask them to give you the amount of your share.
- Please send the calculation of the refund, along with a copy of the invoices, to the school's insurance with the file number.
- Please do not send the invoices to the school.

The share of premium supported by the families' amounts to **5.00 € per year per child** enrolled in the school. It is payable upon receipt of the invoice for school fees and contributions.

## XI. DATA PROTECTION

The Data Protection Policy is available on the school's website under the [following link](#)

Contact: Lefkothea Gartagani (Data protection Correspondent)

Email : [IXL-DPO-CORRESPONDENT@eursc.eu](mailto:IXL-DPO-CORRESPONDENT@eursc.eu) - ☎: 02/629.47.37



## XII. USED BOOK SALE AND LIST OF BRUSSELS BOOKSTORES

(for the secondary school)

**USED BOOK SALE AND COLLECTION OF BOOKS:** (Administration Building – 1<sup>st</sup> Floor –canteen)

Every year, the Voluntary Parents are organising a second-hand book sale.

More information on the dates of the deposit and sale will be communicated to you in September 2020 via our website which you can [consult here](#).

**Attention:** the school is following the evolution of the situation related to COVID19. If the conditions do not allow it, the book sale will not take place.

### Important

- Students are asked to bring their books in saleable condition, each with a completed “bookslip” attached. Book slips forms can be found on the School website.
- The Book Sale can only guarantee an efficient service, if pupils bring their books to the Sale on time!
- For security purposes, parents who wish to come to the Book Sales are requested **to register via the link sent by e-mail**. This registration gives you only access to the Administrative building, NOT to the school car park.

Contact		
Responsible & finances	Martine Steenhouwer	<a href="mailto:martine-steenhouwer@skynet.be">martine-steenhouwer@skynet.be</a>
FR Section	Marie-Paule Bonnet	<a href="mailto:mariepaule.bonnet@gmail.com">mariepaule.bonnet@gmail.com</a>
NL Section	Terese van Oel	<a href="mailto:tvanoel@gmail.com">tvanoel@gmail.com</a>
DE Section	Sylvie Wiest	<a href="mailto:sylvie-bxl@hotmail.com">sylvie-bxl@hotmail.com</a>
EN Section	Vee-Huan Khong Donatella Mauri	<a href="mailto:v.h.khong@gmail.com">v.h.khong@gmail.com</a> <a href="mailto:donatellamauri@gmail.com">donatellamauri@gmail.com</a>

List of Brussels bookstores for the order of schoolbooks (list provided as guide)

FRENCH BOOKS		
 <p><b>Librairie du Lycée</b> Rue Geleystbeek, 168 1180 Bruxelles, Belgique</p> <p>Ouvert lu – ve : de 8h à 18h</p> <p>Tel. : 02 374 62 66</p> <p>IBAN : BE32 001-5844855-02 BIC : GEBABBE</p> <p><a href="http://www.lalib.be">www.lalib.be</a></p>	<p><b>Librairie PAULI S.A.</b> Rue F. Pelletier, 4 - 1030 Bruxelles Tel : 02/733.95.35</p>	<p><b>MAISON DES LANGUES VIVANTES</b> Rue des Pierres, 9 - 1000 Bruxelles Tel : 02/511.71.17</p>
<p><b>Librairie POLYTECHNIQUE</b> Place des Martyrs, 4 - 1000 Bruxelles Tel : 02/217.16.90 - 02/217.56.47</p>	<p><b>LIBRIS S.A.</b> Av. de la Toison d'Or, 40-42 -1050 Bruxelles Tél. : 02/511 64 00 Email : <a href="mailto:louise@libris-agera.com">louise@libris-agera.com</a></p>	<p><b>LA LIBRAIRIE EUROPEENNE</b> Rue de l'Orme, 1 – 1040 Bruxelles Tel. 02/734.02.81 – Fax : 02/735.08.60 E-mail : <a href="mailto:ad@libeurop.eu">ad@libeurop.eu</a> - <a href="http://www.libeurop.eu">www.libeurop.eu</a></p>
<p><b>LIBRAIRIE LIBRIS RAVENSTEIN</b> 38, Galerie Ravenstein –1000 Bruxelles E-mail : <a href="mailto:ravenstein@libris-agera.com">ravenstein@libris-agera.com</a> Tel : 02/648.54.00 /Fax :02/648.51.54</p>	<p><b>LIBRAIRIE FILIGRANES</b> Avenue des Arts, 42 - 1040 Bruxelles Tel. : 02/511 90 15 - Fax : 02/502 24 68 <a href="http://www.filigranes.be">http://www.filigranes.be</a></p>	<p><b>LIBRAIRIE CLOVIS</b> Avenue des Celtes, 55 – 1040 Bruxelles Tel : 02/733.53.23 <a href="http://www.librairieclovis.be">www.librairieclovis.be</a> Email : <a href="mailto:contact@librairieclovis.be">contact@librairieclovis.be</a></p>
GERMAN BOOKS		
<p><b>GUTENBERG BUCHHANDLUNG</b> Leuvenseweg, 34 - 1000 Bruxelles Tel -Fax : 02/512.45.10 E-mail : <a href="mailto:gutenberg@skynet.be">gutenberg@skynet.be</a></p>	<p><b>GUTENBERG BUCHHANDLUNG</b> Potaardestraat, 26, Rue d'Argile 1950 KRAAINEM Tel : 02/731.83.20 - Fax : 02/731.56.87 E-mail : <a href="mailto:gutenberg@skynet.be">gutenberg@skynet.be</a></p>	<p><b>BUCHHANDLUNG BUCHFINK</b> Nieuwstraat 2 1933 Sterrebeek Tel : +32 2 687 39 89 <a href="http://www.buchfink.be">www.buchfink.be</a></p>
ENGLISH BOOKS		
<p><b>STERLING BOOKS</b> Rue Fossé aux Loups, 38 -1000 Bruxelles Tel : 02/223.62.23 - Fax : 02/223.13.59 Email : <a href="mailto:info@sterlingbooks.be">info@sterlingbooks.be</a></p>	<p><b>WATERSTONE'S</b> Boulevard Adolphe Max, 71-75 1000 Bruxelles Tel : 02/219.27.08 – Fax : 02/209.04.30 E-mail : <a href="mailto:orders@brussels.waterstones.co.uk">orders@brussels.waterstones.co.uk</a></p>	<p><b>NICOLA'S BOOKSHOP</b> Rue de Stassart, 106 - 1050 Bruxelles Tel : 02/513.94.00- Fax : 02/513.94.87 E-mail : <a href="mailto:nicola@nicolasbookshop.com">nicola@nicolasbookshop.com</a></p>
<p><b>TREASURE TROVE</b> Moorselstraat, 294a - 3080 TERVUREN Tel: 02/767.74.76 E-mail: <a href="http://www.treasuretrove.be">www.treasuretrove.be</a></p>	 <p><b>Librairie du Lycée</b> Rue Geleystbeek, 168 1180 Bruxelles, Belgique</p> <p>Ouvert lu – ve : de 8h à 18h</p> <p>Tel. : 02 374 62 66</p> <p>IBAN : BE32 001-5844855-02 BIC : GEBABBE</p> <p><a href="http://www.lalib.be">www.lalib.be</a></p>	
GREEK BOOKS	SPANISH BOOKS	PORTUGESE BOOKS
<p><b>PÉRIPLÉ</b> Rue Froissart, 115 - 1050 Bruxelles Tel : 02/230.93.35 <a href="http://www.periple.eu">www.periple.eu</a></p>	<p><b>PUNTO Y COMA</b> Rue Stévin, 115 A - 1000 Bruxelles Tel : 02/230.10.29 <a href="http://www.puntoycoma.be">www.puntoycoma.be</a></p>	<p><b>ORFEU – LIVRÀVRIA PORTUGUESA</b> Rue Franklin, 351040 Bruxelles Tel : 02/735.00.77 <a href="http://www.livrariaorfeu.com">www.livrariaorfeu.com</a></p>
DUTCH BOOKS		ITALIAN BOOKS
<p><b>DE PLUKVOGEL N.V.</b> Mechelsesteenweg, 9 -1800 Vilvoorde Tel: 02/305.62.98</p>	<p><b>STANDAARD BOEKHANDEL</b> Muntplein, 4 - 1000 Bruxelles Tel: 02/217.56.42 <a href="http://www.standaardboekhandel.be">www.standaardboekhandel.be</a></p>	<p><b>IL LIBRO ITALIANO</b> Chaussée de Wavre, 354 - 1040 Bruxelles Tel: 02/230.06.74 <a href="http://www.piolalibri.be">www.piolalibri.be</a></p>

## XII. PARENT'S ASSOCIATION (APEEE)

- Message from the President of the Parent's Association (APEEE)
- What is the APEEE? How can I get involved?

### Message from the President of the APEEE

Dear Parents and Students,

First of all, I would like to welcome all new pupils and parents, for whom this brochure is intended. As you settle into your new school as new members of the school community, we hope that this brochure will serve as an invaluable source of useful information.

The release of this brochure is a hopeful sign of an imminent return to the normality to which we were used. However, at the time of drafting (early June 2020) it is still unclear under which conditions the school will function in September 2020. You will be informed further on this matter by the end of August. Therefore, **the information outlined here about the services provided by the Parents Association of the European School III of Ixelles (hereinafter, "APEEE") may be subject to change.**

In this brochure, you will find information on the activities and services offered by our APEEE. These include the Canteen, Transport and Extra-curricular services. You will find information on how to enrol your child for these services and related activities, as well as more general information on APEEE together with the information networks that exist among parents at the school.

As well as managing the school buses, extra-curricular activities, the canteen and the cafeteria, APEEE also plays an important role as the **representative body** of all the parents at the school. As such, it plays an important part in school life, defending the point of view of parents in the discussions that take place in the various educational and administrative bodies that define the school's policies and take management decisions. For this reason, I would call on all parents to **become active members** of the Association and, to the extent that they have the opportunity and the time, to volunteer to participate in its activities and in the running of the Association. By helping us, you are also helping your children, thereby reinforcing community spirit and supporting the school's mission.

APEEE is managed by its Administrative Board. Their internal rules and sectoral policies are set out on the relevant pages of our website: <https://www.apee3.be/> (which also contains much additional information). Together with the Parent-Class Representatives and all the people who work for the Association, we are at your disposal to answer any questions or to offer advice on any issue which you may encounter during your child's life at school.

Our educational system in the European Schools thrives on multi-lingualism and the many cultures that make up the schools. We can and should do as much as possible to try to preserve and develop this cultural richness. For this reason, our - your - Association is a unique instrument for us to be able to contribute to this development.

We welcome all comments, suggestions and new ideas! APEEE wishes all members of our school community a very successful, safe and joyful 2020-2021 school year!

With best wishes,  
Anastassios PAPADOPOULOS  
President of the APEEE BXL III

## What is the APEEE? How can I get involved?

### The APEEE: The Parent's Association of the European School (acronym in French)

#### Role of the APEEE is to:

- represent the educational interests of pupils and families in the decision-making bodies of the school (e.g. the School Advisory Council (SAC); Primary and Secondary Educational Councils (CEs);
- represent parents in other bodies acting within the framework of the Office of the Secretary-General of European Schools (e.g. Interparents (IP), Central Enrolment Authority (CEA), the Joint Teaching Committee (JTC) and Board of Governors (BoG));
- encourage greater parent participation in the life of the school, through voluntary activities;
- help solve problems that parents may encounter during their children's education;
- manage in policy, operational and financial terms the school buses, the canteen, cafeteria and the extra-curricular/after-school activities;
- manage the APEEE social fund, intended to help any parent who encounters financial difficulties relating to their child's life at school. Requests to use the Social Fund should be directed to the APEEE HR and Operations' Manager for approval by the Executive Committee or the Board. Requests will be treated confidentially;
- manage the Springfest and Students' accounts.

#### STRUCTURE

- **Four representatives per class:**
  - they should be active APEEE members by paying their family membership fee (45 euros in 2020-2021);
  - elected during the first class meetings of the school year (i.e. meetings of parents/teachers, class by class, see below);
  - one of the class representatives is chosen as the representative responsible for circulating "information" (information officer) – i.e. he/she draws up a list of contact numbers and email addresses of the parents for internal communication purposes; another one is chosen as the treasurer in all nursery and primary classes;
  - the four class representatives must consult previously with all parents and report back to them for any broader issue they wish to raise with the school management on behalf of their class.
- **The Administrative Board of the APEEE (CA) – composed of 25 members:**
  - 5 members are elected on rotation every year by all representatives during the Annual General Meeting of the APEEE (plenary session held in January/February) – 5 other members were elected in the previous school year (in February 2020);
  - 2 representatives for each of our 7 language sections (one for primary, one for secondary) – elected internally among the parents of each language section;
  - 1 representative for all language sections for the nursery cycle is elected by all representatives meeting together in the beginning of the school year.
- **The Executive Committee (EXCO) and the Education Advisory Committee (CCE)** are the two preparatory bodies of the Administrative Board. In this context, they prepare the draft agenda and the main documents for discussion/adoption. Their composition ensures the fair representation of all language sections and the participation of Board members in charge of supervising the APEEE's operations. A number of Working Groups are set up by the Administrative Board on a sectoral / operational or thematic basis.

## MEMBER'S PARTICIPATION IN THE APEEE:

To get involved in the APEEE structure as a member, you must pay first the annual family subscription fee (45 euros for 2020/2021). Once your payment has been confirmed (parents already in the school must have paid also any outstanding amount for services provided during the previous school year), you can enrol for our services. Membership in the APEEE also entitles you to be elected as a class representative at the first class meetings of the school year and to participate with voting rights in the APEEE General Meeting.

The dates for the parents/teachers (class) meetings are held in September/October and vary: from the evening before the first day of the school year (for the nursery cycle and P1 class), to the month of September (other primary classes) and in early October (for the secondary cycle). Exact dates for these to be held later in the year are published via the School Management System (SMS, [sms.eurisc.eu](http://sms.eurisc.eu)) and will be available on the school website <http://www.eeb3.eu>.

Representatives in the Primary Educational and Secondary Educational Councils (incl. representatives for teachers and pupils) are elected for one year by the class representatives within the respective Sections.

Of course, you don't always need to be a class representative to get involved in activities at the school. There are a number of voluntary activities in which you can get involved: Primary and Secondary libraries, the second-hand book sales, the Springfest (the annual event involving the whole school community that takes place in April/May), helping with the European Schools' Student Exchange Programme as well as assisting in communication activities, translation of documents (FR, EN), interpreting at meetings etc.

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## 1. Enrolment

All information is provided on the APEEE website: <https://www.apeeeb3.be/enrolment> (MyAPEEE).

## 2. APEEE – Contact List

Address : Boulevard du Triomphe, 135 – B-1050 Bruxelles (Building A – Administration)

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

<b>APEEE HR and Operations Manager</b> Ornella Di Perri	02/211.40.00	<a href="mailto:diperri.ornella@apeeeb3.be">diperri.ornella@apeeeb3.be</a>
<b>Payments - Financial Assistant - Secretary</b> Nathalie Forest	02/211.4010	<a href="mailto:info@apeeeb3.be">info@apeeeb3.be</a> <a href="mailto:nathalie.forest@apeeeb3.be">nathalie.forest@apeeeb3.be</a> Every day from 9am to 12am
<b>IT Manager</b> Lucas Tasho		<a href="mailto:webmaster@apeeeb3.be">webmaster@apeeeb3.be</a> <a href="mailto:enrolment@apeeeb3.be">enrolment@apeeeb3.be</a>
<b>Transport</b> Manager: Isabelle Callens Team : Emilia Jarvis - Phyllis Michael	02/211.40.03	<a href="mailto:transport@apeeeb3.be">transport@apeeeb3.be</a> Every day from 10am to 12am
<b>Extra-curricular/After-school activities</b> Manager: Jacky Materna Team: Sochip Chy - Abdesslam Djema	02/211.40.04	<a href="mailto:periscolaire@apeeeb3.be">periscolaire@apeeeb3.be</a> Every day from 10am to 12am
<b>Canteen / Cafeteria:</b> Manager: Didier Delhoux Team: Paola Catalano, April Catanan, Anna Di Marzio	02/211.40.05 02/211.40.06	<a href="mailto:cantine@apeeeb3.be">cantine@apeeeb3.be</a> Every day from 10am to 12am

## 3. The start of the new school year

### Transport, Canteen and Extra-curricular activities

- The school bus service will operate from the first day of term (**Thursday, 3 September 2020**).
- The Canteen will be open from the first day of school (**Thursday, 3 September 2020**) onwards.
- Extra-curricular activities (*'périscolaires'*) will start **from Monday 7 September 2020**.

## 4. School Hours and APEEE activities

Nursery	- Bell rings at 8.25 am - End of classes: 15.20 (at 12.40 on Wednesdays and at 11.30 on Fridays)
1 <sup>st</sup> and 2 <sup>nd</sup> Primary	- Bell rings at 8.25 am - End of classes: 15.20 (12.40 on Wednesdays and at 11.35 on Fridays)
3 <sup>rd</sup> to 5 <sup>th</sup> Primary	- Bell rings at 8.25 am - End of classes: 15.20 (at 12.50 on Wednesdays)
Secondary	- Bell rings at 8.25 am - End of classes 15.25 or 16.15 (at 12.50 on Wednesdays)

**Please note that on Fridays** the children in the nursery and 1<sup>st</sup> and 2<sup>nd</sup> primary classes have no school in the afternoons! Parents of nursery, P1 and P2 pupils may:

- Enrol their children for canteen lunch. They will be accompanied to the canteen by their class teachers. Parents may pick up their children between 12.00 and 12.25 (after lunch);
- enrol for extracurricular activities starting at 12.15;
- enrol for one of the after-school childcare centers ("Garderie") organised by the OIB.

Parents of pupils who are not enrolled in any of the above activities can pick up their children at 11:30 (Nursery) and from 11:35 to 11:55 (P1 & P2).

**Please note that** there is no bus service home after lunch on Friday, only a bus service to the 'Garderie' at 12.15. A child participating in extracurricular activities ending at 15.15 or 16.30 may take the bus home or to one of the OIB 'Garderie'.

## 5. School transport

### a. School bus service

A school bus service is organised by the APEEE, intended to enable your children to be transported between the bus stops near home and school (or to one of the OIB 'Garderie') and vice-versa. Our buses are supervised by an adult or an upper- secondary pupil. All buses conform to EU safety standards.

More information about the transport sector can be consulted at <https://www.apeeeb3.be/transport>

- **Buses home and to the OIB Garderie**

### **Mondays, Tuesdays, Thursdays and Fridays:**

<b>The 1<sup>st</sup> bus departure at 15.35</b>	For Nursery, Primary and Secondary 1 and 2 pupils
<b>The 2<sup>nd</sup> bus departure at 16.30</b>	For Secondary 3 to 7 pupils. Younger pupils enrolled for an extra-curricular activity at school ending at 16:30, can also be signed up for the 2 <sup>nd</sup> Bus Departure. However, availability would depend on whether a place is available in the bus requested and whether your stop coincides with the bus stops for Secondary pupils.

### **Special Arrangements for Wednesdays:**

<b>The 1<sup>st</sup> bus leaves at 13.00</b>	For all pupils
<b>The 2<sup>nd</sup> bus leaves at 13.30</b>	For pupils enrolled in the OIB Garderie; lunch is organised and served at school, supervised by the OIB monitors.

### **The bus service to the 'Garderie' (for pupils enrolled to the OIB Garderie):**

<b>Mondays, Tuesdays, Thursdays</b>	Bus service to the Garderie is organised at both departures (15:35 and 16:30)
<b>Wednesdays</b>	At 13.30, after lunch at school, buses depart for all OIB Garderie (supervised by the OIB monitors).
<b>Fridays</b>	There are three departures for the OIB Garderie: a first at 12.30 (only for nursery and primary 1-2), a second at 15.35 and a third at 16.30 (for pupils finishing school or participating in extra-curricular activities until that time).



### b. By car – Parking

For security reasons, parents are not allowed to enter the car park in the school. Parents who bring their children to school are only allowed to enter the school grounds on foot. Nursery and primary 1-2 pupils are taken care of by the monitors/'surveillants'.

Please note that the Ixelles Municipality, where the school is located, and of Auderghem do not allow cars to be parked in the streets in front of or adjacent to the school, on the other side of the Blvd du Triomphe. Parking close to the school is reserved exclusively for residents and the police carry out regular checks.

### c. Public transport

The school is well-served by public transport. It is advisable therefore to use public transport as much as possible when coming to school.

- Metro Hankar or Delta (Line 1/5) Bus 71, 95, 96, 34 – please check the STIB/MIVB website: <http://www.stib.be/index.htm?l=fr> for more details.
- Train: There is a stop on the S4 and S7 suburban lines at Delta. Etterbeek Station is only a 10 minute walk away across the VUB Campus, next to the school.
- Tram n° 7 and 25 - Stop: VUB or Arsenal (Avenue Général Jacques).

## 6. Lunch time

### a. Canteen (Building A, Ground/First Floor)

Relevant information are available on the following webpage: <https://www.apee3.be/canteen>

The canteen timetable and zones for eating are organised by year groups. Meals at the canteen include a main course and a dessert. Water and bread are freely available. The recipes and portions are approved by a professional nutritionist and vary according to age. Pupils from P3 and older can also use one of the four salad bars; soup is available on most of the days at a soup-bar. Nursery and pupils from P1 and P2 will receive either fresh vegetables or soup, depending on the days. For secondary pupils a hot and cold non-meat alternative is available every day („Green Meal“).

Pupils who are enrolled for the canteen can only eat at the canteen on the days for which they are registered. Any change in enrolment will be considered as of the first day of the month following the request. Changes made during September are taken into account immediately.

Pupils not enrolled on a regular basis may buy an occasional lunch ticket for a given day. Tickets are available in the Canteen Office for 7 EUR per lunch. Secondary pupils wishing to buy an occasional ticket must be in the possession of an electronic **badge**, which can be bought (for 4€, refundable deposit) from the Canteen office next to main refectory. Badges for new pupils will be prepared for the first day of the school.

#### **The badge can be refilled:**

- **online** – login and password for the online charging of the badge is available on request from the Canteen office;
- **with cash** at the machine in the cafeteria (0,10 - 2€ coins and notes);
- **with cash** at the machine outside the Canteen Office (notes only).



### Special arrangements for Wednesdays:

- 1) **For pupils enrolled in the Commission's afterschool childminding service** (OIB "Garderie"), the price of the lunch is already included in the payment for the "Garderie" service. Pupils are supervised by the Garderie staff during the lunch. Parents do not need to enrol the pupil in the canteen on Wednesday via [MyAPEEE](#) platform.
- 2) **All nursery pupils** have lunch in the canteen at 11:55 accompanied by their class teachers. After the lunch, teachers accompany the pupils:
  - to the school bus,
  - at the meeting point of the OIB Garderie at school
  - to the assembly place to be picked up by parents or
  - to the designated places for extracurricular activities.

Parents can enrol the pupil for the canteen via [MyAPEEE platform](#) and select the appropriate option in the Wednesday drop-down menu (not applicable for nursery pupils enrolled for Garderie).

- 3) **Primary and secondary pupils enrolled for extracurricular activities** have lunch in the canteen at 13:00, supervised by APEEE staff. After the lunch, the pupils are accompanied by APEEE staff to the designated places for their activity. Parents need to enrol the pupil for the canteen via [MyAPEEE](#) platform and select the appropriate option in the Wednesday drop-down menu.
- 4) **For all other pupils** (primary and secondary pupils not attending the OIB Garderie or extracurricular activities organized by the APEEE): parents can enrol the pupil for the canteen on Wednesday via the [MyAPEEE](#) platform. After lunch, APEEE staff accompanies pupils to the assembly place to be picked up by parents.
- 5) **Please note:** parents should be aware that there is a single departure of buses at 13:00, and it is therefore **not possible for pupils to have lunch in the canteen and take the school bus**. To be able to take the bus, secondary pupils may opt for the "**take-away lunch bag**" option on Wednesday (by selecting the appropriate option in the Wednesday drop-down menu in the [MyAPEEE](#) platform).

### b. Cafeteria (located beneath the bridge connecting buildings B and C)

The cafeteria can be used by secondary school pupils only. It is open from 7.30 to 15.30 every day, except on Wednesdays, when it is open from 7.30 to 13.00. Two micro-wave ovens are freely available.

Sandwiches, hot and cold snacks, salads, soup, drinks and croissants etc. are available. Payment can only be made with an electronic badge, which can be bought (for 4€, refundable deposit) from the Canteen Office next to main canteen.

#### The badge can be refilled:

- **online** – login and password for the online charging of the badge is available on request from the Canteen office;
- **with cash** at the machine in the cafeteria (0,10 - 2€ coins and notes);
- **with cash** at the machine outside the Canteen Office (notes only).

Available products and cafeteria prices are shown on the APEEE webpage: <https://www.apeeeb3.be/cafeteria>.

### c. Sandwich-eating area (located in front of the Canteen – on the Ground Floor, Building A)

All Primary pupils who bring their lunch from home have lunch with their class in the refectory.

For Secondary students, there is a seating-eating area available in front of the canteen (ground/First Floor Building A,) where students who bring their sandwiches from home can sit and eat (two micro-wave ovens are available at the entrance to the canteen refectory).

#### d. Snacks for the after-school Garderie and “Snack & Go”

The canteen prepares afternoon snacks for pupils registered for the OIB Garderie and for pupils enrolled for Snack & Go (extracurricular activity). Weekly menu of the snacks is approved by a professional nutritionist and it is available on the APEEE website: <https://www.apee3.be/canteen> (at the bottom of the page).

#### e. Leaving school at lunchtime

**For Secondary School pupils:** at the start of the first day at the beginning of the school year, parents will be given by the school a form to sign (Carte de Sortie to be returned to the Education Advisor) stating whether they give their child authorisation to leave the school during the lunch time. The “Carte de Sortie” also authorises them to return home in certain circumstances.

### 7. At the End of the School Day

#### a. Collecting your child from school

Where?	Nursery	Covered area - Building A (nursery Préau)
	Primary	School entrance (in front of building C)
When ?	On Mondays, Tuesdays, Thursdays:	- From 15.20 to 15.40
	On Wednesdays :	- From 12.40 to 13.00
	On Fridays :	- At 11.30 (nursery pupils, before lunch)
	- Nursery and P1-2 - P3-P5	- From 11.35 to 11.55 (P1 & P2 pupils, before lunch) - From 12.00 to 12.25 (nursery, P1& P2, after lunch) - From 15.20 to 15.40 (P3 to P5)

#### b. Extra-curricular / After-school activities («périscolaires»)

Extra-curricular or after-school activities are generally referred within the school as “*activités périscolaires*”. Activities are paid for individually by parents. They start during the second week of term (Monday 7 September 2020). Activities cover a wide range of fields and interests, including sport, music, art, culture, languages, IT, etc. They are available to children from all sections and cycles (nursery school, primary and secondary). Most activities take place on the school premises, but some (e.g. swimming) take place off-site, according to the activity.

Activities are organised after school from Mondays to Fridays. The timetable and planning vary for each activity. The table below provides an indication of the timetable for activities on offer, which is subject to change. Parents are invited to consult the [Extracurricular activities pages](#) on the APEEE website for up-to-date details.

INDICATIVE PROGRAMME OF EXTRACURRICULAR ACTIVITIES  
APEEE IXELLES

	NURSERY	PRIMARY	SECONDARY	SNACK AND GO
MON	15h30 - 16h30 (various)	15h30 - 16h30 (various) 15h30 - 17h00 (swimming) 15h30 - 18h00 (circus)	16h30 - 18h00 (various)	15h30 - 16h30 16h30 - 17h30
TUES	15h30 - 16h30 (various)	15h30 - 16h30 (various) 15h30 - 17h00 (swimming) 15h30 - 17h30 (group guitar) 15h30 - 18h00 (badminton)	16h30 - 18h00 (various)	15h30 - 16h30 16h30 - 17h30
WED	12h30 - 14h00 (swimming) 13h30 - 14h30 (various) 13h30 - 15h00 (multisport)	13h15 - 14h30 (judo) 13h30 - 14h30 (various) 13h30 - 15h00 (various) 14h30 - 15h30 (mini-foot) 14h30 - 15h45 (judo)	13h30 - 14h30 (tennis) 13h30 - 15h00 (french theatre) 14h30 - 15h30 (tennis)	13h30 - 14h30 (surveillance) <i>from Sept 2019 only</i>
THURS	15h30 - 16h30 (various)	13h30 - 15h00 (various) 15h30 - 16h30 (various) 16h30 - 18h00 (musical comedy)	16h30 - 17h30 (chinese) 16h30 - 18h00 (various)	15h30 - 16h30 16h30 - 17h30
FRI	12h15 - 13h45 (bricolage) 12h15 - 15h15 (various)	12h15 - 13h45 (P1/P2 - various) 13h45 - 15h15 (P1/P2 - various) 15h30 - 16h30 (various) 15h30 - 17h00 (swimming/robotics)	16h30 - 18h00 (swimming)	15h30 - 16h30 16h30 - 17h30

Children attending an extracurricular activity ending at 16.30 may take the second bus that leaves school at 16.30 (if places are available and if secondary school pupils' stops allow for this). Children whose activity finishes later than 16.30 must be collected from the school by their parents.

To offer a solution to parents working and to make the 'Garderie' system more flexible, the APEEE has introduced a "Snack and Go" system. This is a supervised snack given to pupils after their normal after-school activity ends until 17.30. This is intended to give parents time to come to collect their children after work or if they don't qualify for the 'Garderie' service organised by the OIB for children of EU civil servants.

Please note that participating in extracurricular activities, including the Snack & Go, is subject to fees, which do not qualify for reimbursement by the Commission.

During some school holidays and when the school is partly closed for the BAC examinations, the APEEE organises day camps (or 'stages'), which are given on the school premises. Information on these will be sent to you by email, or you can check for information on the [APEEE webpage](#).

### c. The Child-minding service or «Garderie» organised by the OIB

This is a child-minding service organised by the Commission. The 'Garderie' is paid, after-school child-minding service' for European Union staff members' children aged between the ages of 4 and 12. The 'Garderie' is open on weekdays. It starts from the time normal school hours ends (15.20) until 18.15 (18.00 on Fridays). It is also open on most working days when the school is closed (Carnival half-term, Ascension Day week, All Saints Day half-term holiday, on teachers' in-service training days/pedagogical days for teachers). During the Easter and the summer holidays, there is also an outdoor centre, known in French as the 'Garderie aérée'.

#### The 'Garderie' are located:

- Central locations: Wilson, Van Maerlant, Cole, Palmerston, Beaulieu, Genève
- European schools: Uccle, Woluwé, Ixelles and Berkendael school premises.
- Partner location: Barnepark G

Relevant instructions for enrolment at: [Afterschool Childcare Centers](#)  
(N.B. This website is accessible to European institutions' staff only).



**For more information**, please contact the 'Garderie' Secretariat: tel. 02/295.09.45,  
e-mail: [EU-ADP-CRECHES-GARDERIE@ec.europa.eu](mailto:EU-ADP-CRECHES-GARDERIE@ec.europa.eu)  
Site web: [www.yammer.com/adp-creche-Garderie](http://www.yammer.com/adp-creche-Garderie)

## 8. How do I find further information on the APEEE's activities and on what is going on at school?

The APEEE website [www.apee3.be](http://www.apee3.be) will be your main source of information on what's going on in, and is regularly updated.

The School distributes messages concerning school life and education via the **SMS system (School Management System)**, available at [sms.eursec.eu](http://sms.eursec.eu) or posted on the school website [www.eeb3.eu](http://www.eeb3.eu). You can contact the school secretariat to get your access codes.

Further information about the information channels to be used during the 2020/2021 school year will be posted on the APEEE website soon.



## Notes

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