

# EUROPEAN SCHOOLS EXCHANGE PROGRAMME

Information for Exchange Students to  
European School Brussels 3 Ixelles  
and their Host families

## **Introduction**

Welcome to EEB3 Ixelles!

Now that the exchange has been **confirmed** by both your home and host schools, you will need to **find a host family** for your child in Brussels.

For information related to the host family search or on any general matters relating to your child's exchange, please contact Catherine Fenech, the APEEE Coordinator for the ES Exchange Programme at EEB3, at [echanges@apeeeb3.be](mailto:echanges@apeeeb3.be) or tel. +32.478457676).

The information given below is also intended for host families. It concerns the procedures **to register for school transport, after-school activities and the Canteen**, to find **the books** your child might need during the exchange, to obtain a **locker** etc.

You will also find more general information and the general obligations and responsibilities of the exchange and host families.

If you have queries on the academic side of your child's exchange, please contact Ms Sylvia Chaltin, the Educational Counsellor and Exchange Coordinator at Brussels 3 ([sylvia.chaltin@edu.eursec.eu](mailto:sylvia.chaltin@edu.eursec.eu))

**Information and documents are available at <https://apeeeb3.be/students-exchanges>**

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## **A) Preparing for your Child's Exchange**

### **1. Searching host family**

**The APEEE's role:** The APEEE can help in introducing potential host families. 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 difficulties.

**When the host family is confirmed** - Establishing contact through video calls and telephone calls - even visits - before the exchange are recommended as good ways to for the families to get to know each other and to establish a good level of understanding. 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 before the summer holiday should help to prepare students academically for their exchange while establishing contact between families can help students before their arrival.

(\*See below: 'Arrangements with the Host Family'. A 'contractual agreement')

### **2. Documents and Travel Arrangements:**

List of documents to assemble before leaving home and of various formalities you will have to complete on arrival in Brussels.

#### **2.1 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.

#### **2.2 Checklist: Documents for your child to bring to Brussels**

##### **Official documents**

- A valid **Passport**
- 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 **European Health Insurance Card** or proof of Medical Insurance 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'*) that covers any damages or breakages your child might cause in the host families' home or to the host family's personal effects;
- **Vaccination Card and Blood Group Type** (*recommended*). See below under Medical Matters for more details.

##### **Other documents**

- Parental Authorisation

Depending on countries, this document will be done at the city hall of your place of residence (or any other official desk). 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'.**

This document will be required if your child travels within/out of Belgium with the host family during his/her stay or unaccompanied to and from the place of exchange. You may like to add a signed photocopy of the relevant pages of your passport.

- Parental/guardian consent form
- **Host family charter**
- **Parental Authorisation for emergency medical situations.** This confers responsibility to the host family to take action on the student's family behalf if the family cannot be reached in an emergency situation. This must be signed by exchange student's family, carried by the student if travelling alone and given to the host family on arrival.

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

- Registration at your Host Family's local Commune in Belgium as an "Exchange (optional)"  
Students 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 students coming on a stay of more than 7 days be registered at the Commune, where the host family resides.

Students who stay for more than 3 months, 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).

### **3. Registration for APEEE Services (canteen, transport, extra-curricular activities):** **<https://apeeeb3.be/>**

The APEEE receives a list of all incoming students in exchange and adds them to the services account of their hosting families.

The hosting family will register their guest to the relevant bus routes, canteen days and extra-curricular activities as they do it for their own children.

#### **3.1 Canteen and Secondary Cafeteria**

EEB3 has one large Canteen for the whole school (Nursery/Primary/Secondary) 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 is available from Monday to Friday, **including Wednesday lunchtimes**. Great efforts have been made in recent years to provide balanced, nutritious meals (salad bars etc.) using fresh ingredients. For menus and price lists, please see the APEEE website.

The **Cafeteria** for Secondary school students only, located in Building B). No cash payments are accepted at the cafeteria. 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 to 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. This can be done at the machine outside the Canteen Office or at the cafeteria or this can be done online too via the host family's account.

### 3.2 School bus transport

If your host family's children use the school bus transport, your host family will register your child as they do for theirs. **Please check with your institution how these costs will be paid.**

If your host family's children use **public transport** (bus, metro, tram) to travel to school, your child may need to pay for tickets, or season tickets (abonnements). The card for one year costs 50 euros. 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.)

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

Extracurricular/périscolaire activities at EEB3 (after-school activities) are run by the APEEE Périscolaire Office. Activities cover a range of activities such as sports, chess, theatre etc. They are held after school both on and off the premises, depending on the activity. The exchange student can be registered online (via the host family's account) for activities and fees will be calculated prorata temporis i.e. the full year will be paid upfront and reimbursement will be made at the end of the exchange period.

### 3.4 Music Lessons and Orchestra

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.apeeeb3.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. For further information, please contact [periscolaire@apeeeb3.be](mailto:periscolaire@apeeeb3.be).

The **School Orchestra** practices once a week on a lunchtime. Rehearsals are open to exchange students. 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.

## 4. Insurance

All students enrolled at a European School 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 covered by your **host school's Insurance Policy**.

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.

## 5. Medical Matters

Please inform 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. (**regular medicine**, follows a special diet or has allergies (food, insects). 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.

**For emergencies outside school: It is recommended for exchange students to carry their ID card and medical form at all time while they are in Belgium .**

It is also advisable to check that your child's **vaccinations** are up to date (or inform your host family if your child has 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.

## **B) Before leaving your Home School: What to bring?**

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.

### **1. School Books**

**Check your home and host school websites to compare and check lists.**

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 according to Year and Language Section.

**Students are required to have a full selection of books with them 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.).

### **2. Lockers**

Lockers are allocated on the first days of the student's exchange by Mr. Messina. They are provided free of charge throughout the exchange student's stay. The exchange student **must bring a padlock with a key or a code.**

### **3 Sportswear/Gym Kit**

Exchange students **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.

There is a possibility for the exchange student to purchase an EEB3 sports clothing via [www.sportseuropeanschool.eu](http://www.sportseuropeanschool.eu)

## **C) After arrival in host family**

### **1. Arrangements with your Host Family ('Host Family Charter')**

Exchange parents and their host families have to sign a **'Host Family Charter'**, which is intended to set out the sending and the host family responsibilities. 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.

**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, at [echanges@apeeeb3.be](mailto:echanges@apeeeb3.be); on school-related matters, Mrs Chaltin and your home school counsellor are your first points 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 Mrs Chaltin, or even write to your host class teacher on your behalf.

### **2. 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.

Absences from school other than for illness must be declared by the host family.

Both families and the student concerned must know what specific **Country Rules** for minors exist in the host country and undertake to respect them. For Belgium, these rules cover consumption of alcohol; riding motorised vehicles etc.

### 3. Money Matters:

3.1 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 of a fee to cover reimbursement for the basic needs of the child on exchange. 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€- month. The aim of the lump sum is intended for a host family to be able to recover the normal daily costs of having an extra child in the family (i.e. Board and Lodging) 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).

**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.

3.2 Pocket money: it's advisable to discuss with the host family what are their habits and how to organize.

### 4. Your Child's First Day at EEB3

The first day at a brand-new school can be a little daunting. Ideally, the exchange student should be able to visit the school the day before. The host family's children will accompany the exchange student to the school.

4.1 The school's coordinator, Ms Chaltin, will organise a short presentation for the exchange students, inform them about their timetable and bring them to their respective teachers. She will be the exchange student's and host family's main point of contact at EEB3 before, during and after the exchange.

She 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 student's family**. There will be no School ID card issued for such a short period. Exchange students 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.

#### 4.2The 'Buddy' System

The 'buddy' system is a system whereby a visiting student 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 student settles in and does not feel completely alone. EEB3,



as with most ESs is a big school and new students 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. 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 student around the school and ensure that classmates in the students' section looks after him/her during class and break-times.

## **5. Pastoral Care within the Host Family**

5.1 The host family will be your child's **primary care parent** during 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;
- 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.
- notifying the school of any absences, illness or difficulties the exchange student encounters.

5.2 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.

5.3 At home, the host family must ensure that the exchange student 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. Your child will maybe be able to change the host family if necessary.

5.4 In case of need, please refer to the **Crisis Guidelines** advising sending and host parents on how to act in the event of any major concern they may have during and after an exchange.

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.

## **C. After your Child's Exchange**

### **Evaluation:**

Since 2017-18, evaluation has 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<sup>e</sup> Programme as worthwhile and as fulfilling as it was intended to be.

Annex 1: *Template based on the form used in the Commune de Rixensart, Belgique*

**AUTORISATION PARENTALE**

**AUTORISATION DE QUITTER LE PAYS POUR LES ENFANTS MINEURS**

Je soussigné(e) .....

Parent/Tuteur Légal 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

### AUTORISATION PARENTALE - médicale

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 ;

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 :