



New Parent Information session

Welcome - Bienvenue

9 September 2021



Agenda

- Parents' Association (APEEE) overview
- COVID-19 Safety measures
- My APEEE member's platform
- Enrolments & Fees
- APEEE services
 - Canteen
 - Transport
 - Extracurricular activities
- Question time!

APEEE Overview



APEEE Ixelles

<https://apeeeb3.be/about-apeee>

- **APEEE is a non-profit organization** under Belgian law (AISBL), which manages its own budget and employees.
- It is an **organisation of and for parents (and legal guardians)** whose mission is to contribute constructively to ensuring the best conditions for the school and its pupils.
- It is composed by **the Board, the staff, the Working groups and the representatives of the school classes and language sections.**
- **External staff** is used for transport (bus attendants), extracurricular activities' teaching and canteen service (Atalian)



Role of the EEB III Parents' Association

<https://apeeeb3.be/about-apeee>

Mission:

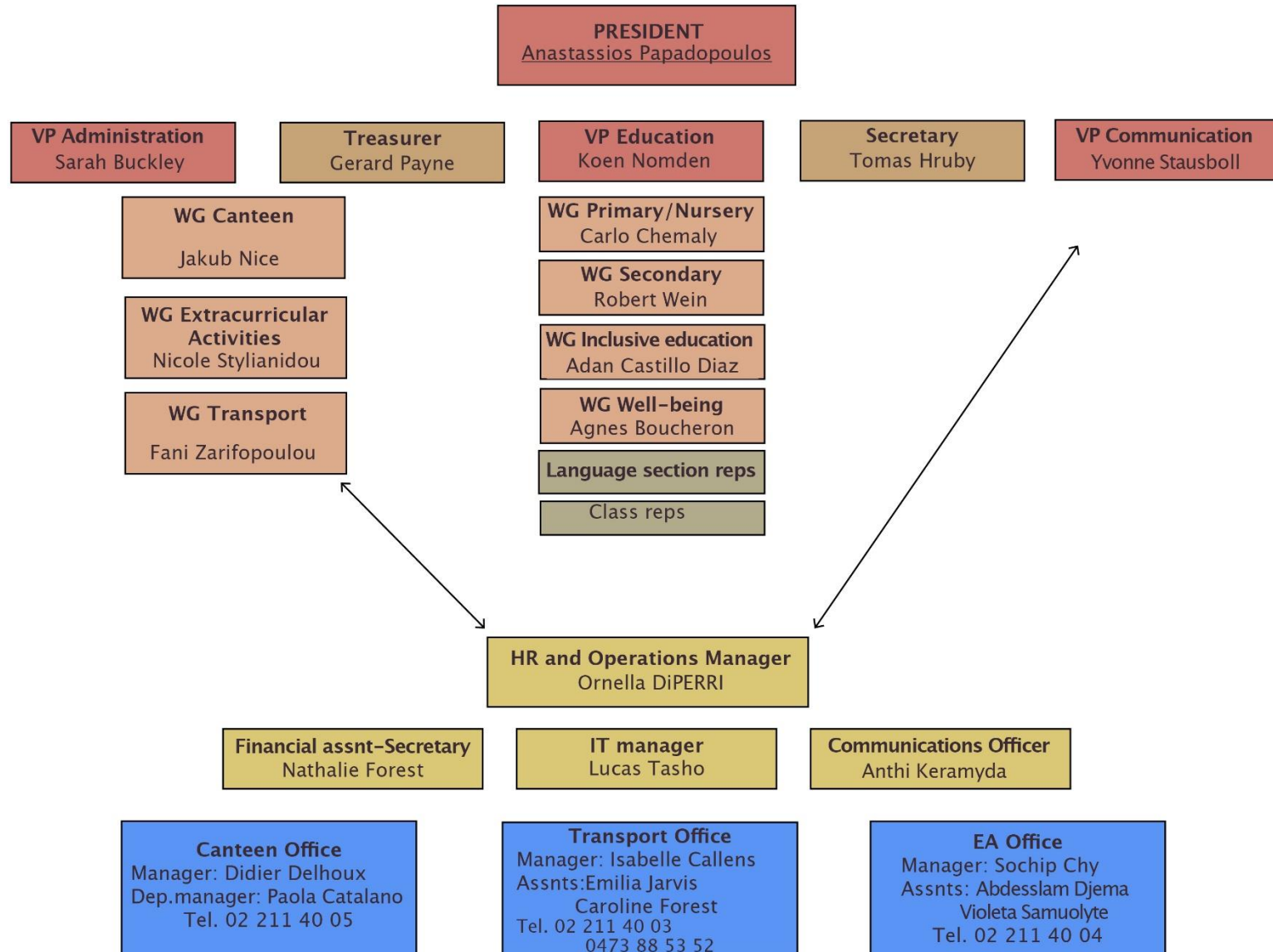
Representing the parents from 7 language sections (CZ, DE, EL, EN, ES, FR, NL) in all areas affecting the school life of our children

- Educational affairs (within and outside our school)
- Services management (Canteen, Transport, Extracurricular activities)
- Participation in the wider context of all European Schools (following the activities of the Secretariat-General of European Schools, Board of Governors, Interparents Association)
- Provide information and communicate with parents on a variety of actions
- Assist APEEE members, their families and, in exceptional circumstances (<https://apeeeb3.be/APEEE-Ixelles-social-fund>)
- Support students' projects (<https://apeeeb3.be/students-projects>)



Who is who

<https://apeeeb3.be>> About>Who's who



Activities and Organisation

Administration & Services

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

CANTEEN
APEEE competence, in consultation with the school

EXTRACURRICULAR ACTIVITIES
APEEE competence, in close cooperation with the school

TRANSPORT
APEEE competence

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

Educational aspects

Representing the parents at the School Administrative Council

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

Representing the parents at the School Consultation Committee

Representing the parents at **INTERPARENTS**

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

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

Communication aspects

APEEE keeps parents informed via :

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

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

Newsletters



ALL PARENTS OF THE SCHOOL

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

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

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

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

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

COVID-19

Safety measures



COVID-19 Safety measures

Covid-19 webpage:

<https://apeeeb3.be/covid-19-useful-information-and-faq>

- **Safety measures implemented in each service** (hygiene measures, seating arrangements...) in accordance with the School's decisions and the Belgian authorities instructions.

The detailed safety measures implemented for school year 2021 - 2022 will soon be online.

- **Template for positive cases to send to the APEEE at the email address: Covid19@apeeeb3.be**

Important: please don't forget to send a separate email to the School at the following address: IXL-COVID19-NOTIFICATION@eursc.eu


N.B. The School and the APEEE are not allowed to share any information concerning sensitive health data, and therefore a separate notification to both is indispensable. This must happen as soon as parents receive the confirmatory positive results of a test.

MyAPEEE



MyAPEEE is...

MyAPEEE is a members' only platform which is designed to allow members access to various functions such as: to view and manage detailed information about their subscriptions, to consult the APEEE documents library and the APEEE newsletters, as well as to access various functions as the enrolment to the services and the e-sales (Springfest tickets, Students' projects...)

 MyAPEEE	
Services	Availability
The APEEE documents library	●
Contact APEEE Board	●
Online purchases	●
Family/children/parents account management	●
Enrolment (Canteen/Extracurricular activities/Transport)	●
Cafeteria badge deposit payment & recharge	●
Payment (Annual membership fees and APEEE services)	●
Email/sms messages, subscription management	●
Newsletter	●



A few remarks

- MyAPEEE is the new members-only platform (since March 2020) for managing APEEE services
- Remember to ensure that your contact information is up to date
- The system may send you information e-mails. Please check that they do not arrive in your spam folder. You may opt-out of general information messages (see our Privacy policy)
- All functions of the system are documented via step-by-step video guides (in the system itself and on the APEEE site)
- In doubt please watch the videos carefully before sending a request for help by e-mail

Enrolments & Fees



APEEE Services - Enrolments

Log in your account on MyAPEEE !

More information:

<https://apeeeb3.be/enrolment>

(apeeeb3.be>Services>How to enrol)

<https://apeeeb3.be/myapeee-tutorials>

(apeeeb3.be>Services>Tutorials)



APEEE Services Fees 2021/2022

How and when?

1. Payment dates

Extracurricular activities

➤ Payment upon enrolment

- Annual activities
- 1st semester Friday afternoon activities (September-January)
- 2nd semester Friday afternoon activities (February-July)

Canteen & Transport

➤ 3 payments

1st term September-December

- Transport due on 15/09/2021
- Canteen due on 15/10/2021

2nd term January-April - due on 15/12/2021

3rd term May-July - due on 15/03/2021



APEEE Services Fees 2021/2022

How and when?

2. Payments methods

➤ **By European Institutions**

Only for Transport

Only for Institutions officials

Not for Nursery

➤ **By card online**

Once connected on the platform MyAPEEE

➤ **By bank transfer**

All payment details when connected on the platform MyAPEEE

On the right service account

With at least the Child's name

➤ **By Direct Debit**

Only for Canteen

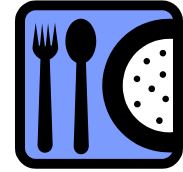
Mandate on the site or request on Nathalie.Forest@apeeeb3.be

APEEE Services



Canteen Service

<https://apeeeb3.be/canteen>



- Around **2000 pupils** eat every day
- Exclusive competence of the APEEE with oversight consultative committee, including School representatives.
- Supervisors are of the sole responsibility of the School.

Manager: Didier DELHOUX

Deputy manager: Paola CATALANO

Desk officers: April CATANAN, Anna DI MARZIO

Working group representative: Jakub NICE

Members of the Canteen Working Group: Pavel BORKOVEC, Viola GRAS, Tomas HRUBY, Nicole Stylianidou, Geoffroy VANCUTSEM.

Canteen



Around **2000**
pupils eat
every day

Nursery/Primary

- Nursery+P1/P2 (11:15)
- P3+P5 (11:50)
- P4 (12:20)

Secondary period 6

- S1+S2 (12:50)
- S3+S4+S6 (13:00)

Secondary period 7

- S5+S7 (13:50)

Canteen



Warm meal
served 5
days/week
cooked on-
site

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

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

Info on
allergens on
the
website/TV
screens/on
paper



Transport Service

<https://apeeeb3.be/transport>



- Over 2,400 pupils daily
- APEEE exclusive responsibility
- Supervisors on all big buses (adults or upper secondary)

Manager: Isabelle CALLENS

Assistants: Emilia JARVIS & Caroline FOREST

Working group representative: Fani ZARIFOPOULOU

Members of the Working Group: Kamila KAUKIEL, Elena MARTIN ALONSO, Eleanna STERGIOULI, Nele FASSNACHT, Tomas HRUBY

Transport



2450 pupils registered

Longest line: 80 (+-20 kms)

Shortest line: 83
(Auderghem/WSP)

Contracts with bus companies :

Albacars,
Eurobussing/Keolis,
Autocars Gilles,
Hermes Lines,
Starbussing

55 buses arrive at school
between 7h55 and 8h20am

On Mo, Tu, Th, Fi,

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

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

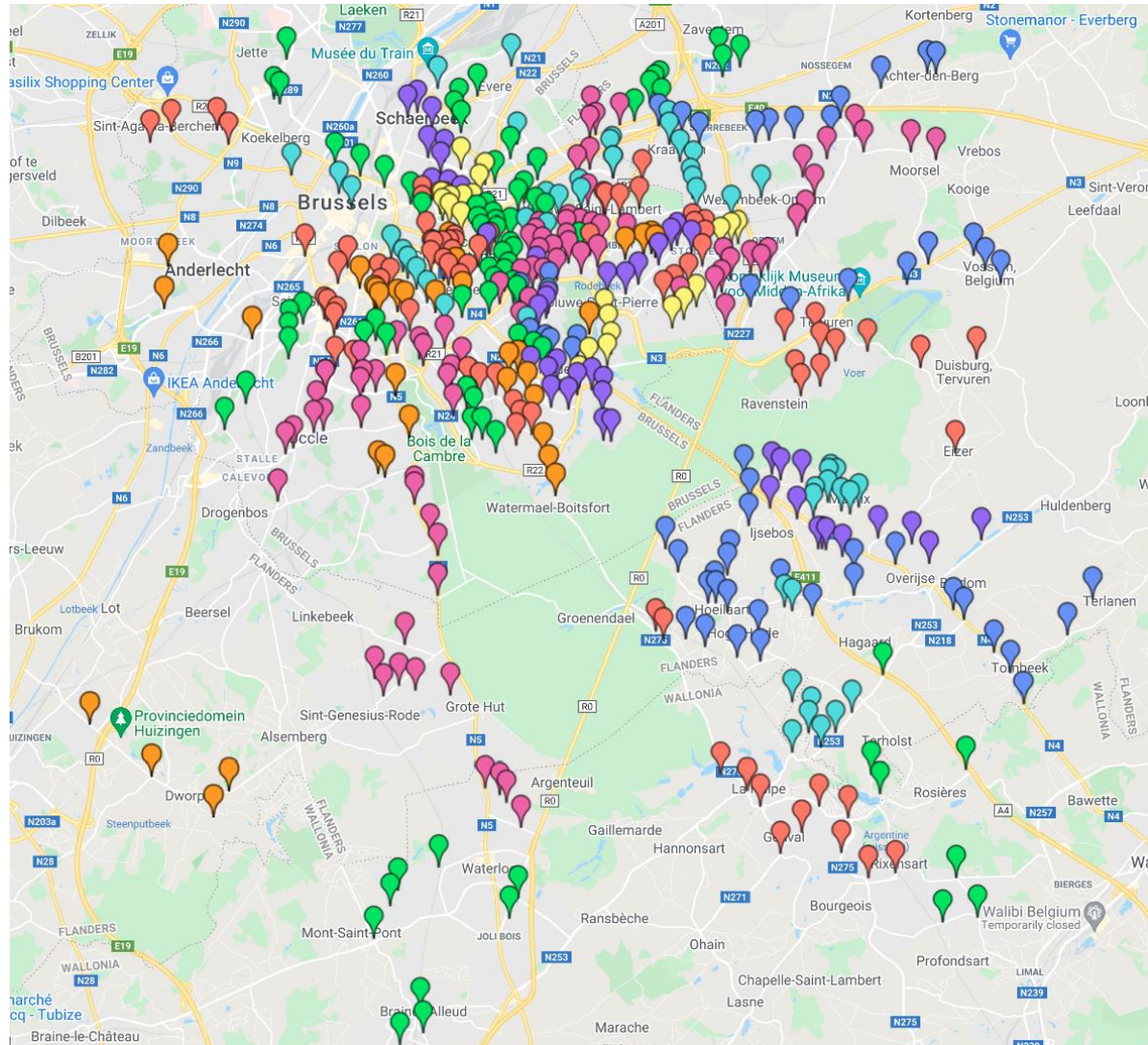
On Wed, 48 buses leave
at 1 pm

(one departure for all
pupils) /

at 1.30 pm (OIB
garderies)

Transport

Bus stops – List available on MyAPEEE





Transport - Timetable



Morning: From home to school in the morning; 55 buses, arrival at school between 7h55 and 8h20am

Afternoon: return home, or to one of the garderies):

a) Monday, Tuesday, Thursday

- 15.35 – Nursery , Primary + S1/S2 (40 buses)
- 16.30 – S1 to S7 and Nursery & Primary pupils after extracurricular activities (30 buses)

NB. Children enrolled to the IXL Garderie have to be picked up by their parents at school!

b) Wednesday:

- 13.00 - single departure for all pupils
- 13.30 - after the Canteen meal, for children going to the different garderies

N.B. Children enrolled to extracurricular activities on Wednesday afternoon should be picked up by their parents at school!

c) Friday

- 12.30 : Bus to the garderies only for the nursery, P1 & P2 pupils

N.B. No bus home for Nursery, P1 and P2 at 12.30!

- 15.35 : P3 to P5 + S1/S2 + Nursery & P1/P2 pupils after extracurricular activities
- 16.30 : S1 to S7 and P3/P5 pupils after extracurricular (30 buses)



Extra-curricular activities service

<https://apeeeb3.be/extracurricular-activities>

- Over 200 after-school activities culture, sport, educational (languages, IT...) activities per week
- Nursery, primary and secondary
- About 1,020 pupils undertaking over 2,500 activities taught by 70 specialists
- Most activities are given in French

Manager: SOCHIP CHY

Assistants: Abdesslam DJEMA, Violeta SAMUOLYTE

Working Group representative: Nicole STYLIANIDOU

Members of the Working Group: Adan CASTILLO DIAZ, Viola GRAS, Pavel BORKOVEC , Tassos PAPADOPOULOS

Extracurricular activities

1010 pupils enrolled

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

240 activities

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

Time-schedule:

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

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

Contact



How to contact the APEEE services

Contact the Board (direct form): <https://services.apee3.be/support/> at:

- Homepage> Contact> Contact Apee Board
- click on the “Working group” block at the bottom of each service’s Contact webpage

General questions – APEEE Office and IT Manager

e-mail: info@apee3.be / enrolment@apee3.be

Tel. : 02 211 40 10 (9 AM – 12 PM)

Transport

e-mail: transport@apee3.be

Tel.: 02 211 40 03 (10 AM – 12 PM)

Canteen

e-mail: cantine@apee3.be

Tel. : 02 211 40 05 (10 AM – 12 PM)

Extracurricular activities

e-mail: periscolaire@apee3.be

Tel. : 02 211 40 04 (10 AM – 12 PM)



Book the dates!

- Class meetings and election of your class representatives (4 per class) in September / October 2021 (dates on the School calendar)
- Extraordinary General Assembly (review of the Statutes) on 22 November
- General Assembly in 2022 on 7 February
- School annual music concert (February 2022)
- Springfest (May 2022)
-

Check on a regular basis the School calendar (via SMS) and APEEE newsletters for updated information!

Question time!

N.B. General questions only. For specific questions please contact directly the services, or check the services' FAQ webpages:

<https://apeeeb3.be/canteen-faq>

<https://apeeeb3.be/extracurricular-activities/faq>

<https://apeeeb3.be/transport-faq>

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



**Thank you, and see you
soon!**