

## **HOW CAN WE WORK WELL AS REPRESENTATIVE OF OUR SECTION?**

- **INFOS:** you need to make an e-mail group of all the info-reps of the classes in your section. (the info rep in the class manages the list of all parents in her class and sends out the infos by the APEEE or yours, she collects the infos you need from her class ) The section rep should make sure that the info- parents do this job.

It is important to ask them to read the documents of APEEE or CE before distributing them so they can give a brief comment to their subject in the language of the section. Or you can do this yourself. This helps the parents to judge how relevant the documents can be for them.

- It is most useful to set up a **WHO is WHO** for your section with contact numbers/e-mail addresses etc.
- Introduce yourself: All parents of your section should know you and your function. After being elected, an e-mail should be sent out to your section with your contact details. In the beginning of the school year you should introduce yourself to all new classes at the parent reunion evenings.
- **CONTACTS:**
  1. Get in contact with your colleague in the CA and the colleague in the secondary. Keep each other informed (documents, meetings, topics)
  2. As section rep and/or together with your rep colleagues you can contact the inspector of your section who is responsible for pedagogical matters and control in regard to the teachers.
  3. Establish contact with your colleagues of the other sections (the CE coordinator will help)
  4. The APEEE Secretary, Jocelyne Poupé, should also know you and she will always help you with information: [apeeeseCRETariat@skynet.be](mailto:apeeeseCRETariat@skynet.be)
  5. Find out who is the responsible teacher for your section and introduce yourself. It is useful to have a good contact with her/him. Many questions can be treated directly with her/him.
  6. You can also send an e-mail to the headmaster and the secretary to introduce yourself. As section rep you can always ask for an appointment with the headmaster if necessary.
- **YOUR ROLE** is to help the parents understand the school and the role of the parents in it
- **What can you do to make your section lively?**

Some section reps meet the parents or parent reps of their section regularly. Like this you can maintain a good contact. The Rep. of the CA should be present as well and both can inform about important school topics. Try to continue this tradition if it exists or if not, have a look at it - it can be your initiative. You can book a room to meet up via the APEEE secretary mainly on Tuesday evenings. For these evenings you can propose an agenda and also invite the contact teacher of your section or other relevant guests. This is also your chance to distribute tasks within your section to avoid that too many things are done by ONE person (you!). The topics discussed should be concluded in minutes and distributed in your section.

- Mainly before the elections or before school events like Springfest/library/Christmas fair etc) you can have an important role to motivate the parents of your section to participate.
- You have to decide **on which level the questions of the parents should be answered**
  - with the contact teacher for internal questions of your section
  - with the CE for daily pedagogical questions at the school
  - with the APEEE or School Management for general administrative questions or pedagogical guidelines from the Board of Governors

**FOR THE CE:**

- 1. Stay in contact with the coordinator;**
- 2. Ask the parents of your section via e-mail or in a meeting 3 weeks before the meeting which topics they find important to discuss or to solve. Send these topics to the CE coordinator 2 weeks before the meeting.**
- 3. After the CE send out the relevant points in your language to your section (the official minutes arrive always very late, need to be approved in the next session and are very long; they are done by the teachers and parents in turns)**

**GOOD LUCK!!!**