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Welcome pack

for **Primary students** (and their parents!)



01 Welcome to the European School of Woluwe

from the  the Parents' association!

This little brochure aims at helping **you and your parents** in starting in our big school. It has been written by the **APEEE**. It complements and does not replace the official, up-to-date information published by the school on its website.

There, the practical info section is a good place to start and where you can find the answers to many of your questions, together with **essential information** such as timetable, entry procedure, student well-being, absences, books for next year, the school calendar and the **2020/2021 information brochure**. It has **key information to get started** and it also helps to prepare for the tour of the school, usually given the day before school start, at the **Welcome event**.

The **school communicates** with your parents through the school's website and by e-mail. Messages and documents are often in French first, and in English second. For **absences**, late arrivals, general or educational requests requests, your parents are kindly requested to **send an e-form to the school**. They are very effective, even at short notice and ensure that all the relevant people (teachers, school administration, gate security) are quickly informed.

The **European School project** is a very interesting one, different from all others. If your parents are curious to **know what you are learning** at school they can go to the Schola Europaea website and read the pages on Organisation of studies, the 'Pedagogical Issues' section in the Basic texts on the European schools or the pages on Syllabuses and Attainment descriptors.



Av. Oscar Jespers 75, 1200 Bruxelles

01 The APEEE

We are the APEEE, the **Parents Association of the European School of Woluwe**. We take care and organize directly many important things:

- Your **school bus** transport
- Your **lunches** at the canteen
- Your after-school activities and surveillance (different from garderie offered by E.Commission).

In addition to the main services, the APEEE is active on many other issues managed by the school, because we all want you to **learn** interesting things, be **safe, healthy** and **feel well** in the school. APEEE's role in such fields is to **work together with the school** and be a critical friend.

Class Representatives

At the beginning of each year, there is a first meeting with the teacher for each class. There you will also **elect the 4 class representatives** for the year, including one representative specifically responsible for information distribution and a treasurer.

They will manage the communication between parents and the teacher, school or APEEE. They also manage the class money to pay for extra expenses, study visit and events.

Even if they are not directly part of the steering group of the Association, they have a fundamental liaison role. By paying the membership fee for APEEE (50€ per year) families are automatically part of the APEEE and entitled to use its transport, canteen and after-school activity services.

The **members of the APEEE** are all the **parents** – yours included! It is managed by a “Board” of 22 volunteer parents representing all the school’s language sections.

Board members are elected every year by the parent community and work together with the APEEE **staff** to run the key services you use every day. Please do not hesitate to contact them, they will do their very best to help you! [Click here](#) to see the current names and short bio.

It also counts on **volunteer parents**, who can give a bit of their time and get involved in various activities and projects throughout the **school community** and **active community** groups.

To better understand APEEE's **role and activities**, your parents can have a look on its website and read documents such as the **WoluwInfo newsletter** ([see our latest issue, lockdown stories](#)) and the latest [Annual Report 2019](#).

Want your parents to join us? Tell them to fill out the candidature document for the next election in 2021 and sent it to the secretariat.



School bus

You can come to school by bus, a service organised by the APEEE. When you arrive, you will follow the marked and supervised path to the playground or your class. When you go home, the process is the same, unless you are among the little ones as they are accompanied both ways!

In the afternoon there are 2 bus services. One at 15:30 and another at 16:20. Primary students can only take the first bus, since the last one doesn't have any supervision (just the driver) and is exclusive for Secondary students who have an extra teaching hour. No exceptions can be made to this rule, safety first!

There should always be a person there to help you find your way. Don't worry! It is simple!

This year, getting to school will be different. Paths and procedures to enter and leave the schools buses are adapted. Please follow the instructions for your safety!

So that we are all safe, there are some **rules to enter the school**. As from P1 you are old enough to enter alone! Mum and Dad are given a special card identifying them as your parents, so that they may come to the school to collect you at the end of the classes or the after-school activities ("Extra-curricular activities").

Children who do not come by school bus enter the school through the main gate. Remember: before going to your class – which is in the Primary building, you have to **wait for the bell to ring!** Before that, wait with your classmates in the playground.



Bicycle

There is a small bicycle parking space inside the school, where bicycles stay secure during the day (Don't forget your lock, anyway). You enter through the main gate, and it's behind the security, on your left from the main gate. There is also a bike rack in the car parking further away from the gate

Public transportation and Car

The closest bus is **nr. 29**. It comes from the city centre (De Brouckère). If you prefer to take the metro (**line 1**) the closest is at Roodebeek station. Buses **42** and **45** commute between the roundabout close to school (Marcel Thiry) and the metro.

Most of the parking around school has time limit. Parents should remember their parking disc.

Playgrounds

School is not only about studying, you can have fun here. You will have **3 breaks a day**. Pay attention: there are some rules!

Pupils of the Nursery play in area “1”. Primary students can play in the areas marked “2” and “3”. You cannot eat in the playgrounds. As you get older you can play wonderful football matches in the Sports Field and have access to some parts of the playground 3 that are dedicated to the Secondary students.

You cannot bring a ball from home. Ask your teacher about it!

The safety in the playground is very important: everybody has to **behave correctly** and with **courtesy**. There is no exception to this rule!

If you **don't feel comfortable** during the breaks or something unpleasant happens to you, just **speak to a supervisor (surveillant)**, they will help you. Surveillants are there to make sure that everyone behaves properly.

In the well-being section of the EEB2 website, your parents will find all the information they need on the policies of the school.



The Library



This is open to students all through the week during school hours. In addition, classes have their own smaller libraries of books.

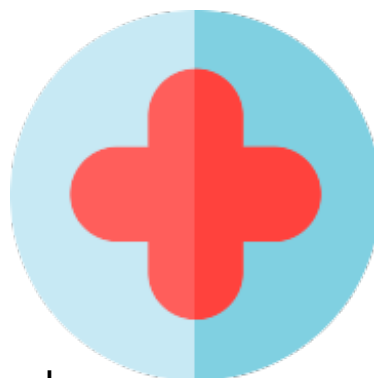
Also here, your **parents can help!** For each section, reading time at the library is provided once a week by parents who volunteer to read stories to the little ones. (This activity still waits confirmation for the present school year)

Infirmary

It is also good for you to know that, in case of a little accident, you can go to the Infirmary.

Sometimes a friend can come along with you for support, because it's good to have friends around when we don't feel so good.

This year, the infirmary has special special rules and setup. See our last page for covid measures and info and ask your teacher for more information.



Eureka



Do you know what **Eureka** is? It is the place where you can try and find the items of clothing that you might have **lost**. Better never to lose any, but it can happen!

To make sure you get your things back, the best way is to **mark clothes with your name!!** Then Eureka will even send your parents a mail with a picture of the lost item. After 3 months, anything not collected is sent to charity.

Eureka is located **near the library** on level 0 and you can go there on Friday (from 12.00 to 13.30) and collect things you have lost.

Your parent can come as well. They need to fill a form asking for permission to enter the school but can enter on Friday from 09:30 till 13:30. (The access of parents to school is limited, so different rules might apply this year)

The Eureka service is run by parent-volunteers who collect, sort and record lost items. If your parent wishes to **help-out and volunteer** tell them to contact the APEEE.

Canteen

The Canteen is a service provided by the APEEE. Nearly 2500 students eat at our canteen every day, except Wednesdays when it is around 800. All kindergarten and primary pupils are accompanied to the refectory and supervised by their teacher.

Our customers are between 4 and 18 years old, from **12 different nationalities** (Finnish, English, Dutch, Italian, French, German, Belgian, Portuguese, Lithuanian, Estonian, Swedish and Latvian). **Not an easy task to please everyone's** palate at the same time!

Your parents can see the **menu for the month** on the APEEE website. It includes for the next two week period a list of any allergens present in dishes served. Each month there is a **Wish Day** where **students get to choose lunch**, don't forget to vote. Maybe your wish wins!

All parents are welcome to come and sample the food and see for themselves what happens at lunch time: the APEEE invites them to take one meal per term in the canteen. Contact us to book in advance. (This activity is, unfortunately, suspended this school year)

Any questions? Write us at cantine@woluweparents.org

Tartinistes > Packed lunch

If you are a pupil that brings a packed lunch from home, also called "**Tartiniste**", you will eat in the préau of the nursery and primary, which is in front of the library.



Extracurricular activities & Stages

The APEEE is responsible for the sports and cultural activities you can enjoy at school after your classes are finished. You can choose from our diverse offer [here](#).

In June we organize an open day where you can discover the what goes on in the activities and try some workshops yourself. And don't forget that there is also the [Interclasses](#) tournament, a soccer tournament for primary and secondary, for boys and girls.

Stages

During holidays, several workshops are organised, so you can spend your day with friends, doing fun activities. The [offer](#) is published well ahead of the holiday period and year.

Surveillance

Supervision (“surveillance” in French) refers to the **childcare service organised by the APEEE**. Not to mix with Garderie, which is organised by the EC. It is provided every weekday and has different formulas depending on other activities you might attend. You can stay with friends at the surveillance until 18.30 every day (on Wednesday everyone goes home at 17.30!).



When the **school day ends**, you can either leave school immediately (with a responsible adult or by taking the school bus) or stay for:

- An [extracurricular activity](#) from APEEE
- The APEEE [Surveillance](#)
- The [Garderie](#) (organised by the Commission's OIB)

In MAT-P1-P2, you will be brought to that location by your teacher or a surveillant. When you get to P3-P5 you will have to go there alone (at the beginning of the school year your teacher will help)

Check the map to find out where they are located. There should always be a person there to help you find your way.



How school is organised

Now that you know your way around school and activities, we will tell you how our school is organised.

Classes start at 8.30 am and end at 15.20, apart from Wednesday when the bell rings at 12.50. The timetables for all the classes can be accessed [here](#).



L2 = Language 2

You start learning a second language as from P1 and choose from English, French or German. This class is taught 5-days a week and several language sections are mixed in the same class.

European Hours

They will start this in P3, once a week. Here is where mixed nationalities meet for a variety of activities. The [programme is very rich](#) and teaches about our social identity, culture, values and promotes a European spirit. Contact between language sections is promoted since P1, through these classes and L2.

Sports

In P1 and P2 you will go swimming once a week in a place called Sportcity. You will travel by bus with your class and be taught by a sports teacher.

In P3-P5 you will have sport once a week. The activity changes every few weeks so that you learn various sports and methods.

Your parents will need to buy you a sports kit (t-shirt and short) through the [APEEE website](#).

08 Special events

Field trips

In P3-P5 you will have lot of fun experiences with your classmates.

In **P3**, your whole class go on a school trip for 4-days. It is called **Classe de mer**. We learn together about the coast, attend museums, and other indoor and outdoor educational activities. It is great fun.



In **P4** you will stay one full week with your classmates in the **Classe verte**, again this is a field-trip with lots of educational activities in the countryside.

Finally, in **P5** you will enjoy 1 week skiing at the **Classe de neige**.

Everyone says this is the best moment of the primary cycle... you will tell us...



School events

There are several events and special dates during the year that you will like and aim to bring the community together, such as:

Science or Maths days, a cross-school event, mixing the classes and doing experiments

The Christmas Fair, a fun and fund raising event with stands organised by the different language sections to sell food and other items related to their country. You have the opportunity to look at different traditions and try yummy foods. Unfortunately, due to Coronavirus restrictions, the Christmas Fair will not take place this year!!

The magic **Footfest** event is for the whole school, and includes fund raising for charity, concerts, football matches, inflatables, bucking bronco and other outdoor games, including a wonderful tombola. Ask your colleagues, everyone loves Footfest!

Smile! - School Photos

Every year, the school arranges class and pupils photos, taken by a professional photographer. The photos can purchased, and collected by your parents on the day of the Carnet Oral / School report. The dates for this year are 2 and 5 October.

A lot of fun, but now it is time to go back to your lessons...

Twice per year, in November and July, **school reports are sent** to your parents, electronically via the **SMS system (My School)**.

There is a link to SMS on the school's website and at the beginning of the year, your mum and dad will receive a password to use it.

Your parents can always **make an appointment with your teachers** if they wish, to discuss your progress or any question. Every teacher has fixed weekly hours to receive parents.

There is also a special date dedicated only to talking to teachers – the "**Carnet oral**" day, which takes place after the Autumn holidays, on November 3rd. Details of how this will be organised for this year have not yet been communicated.



Overview

My Contact Details

My Files

Schedule

Current student:

Course Diary

Course Info

Graded Exercise

Term Reports

► HELP



10 The Welcome service

The **Welcome Service** is a project, initiated in 2017, that aims to make the arrival at our school the easiest possible for new families. The purpose is to **facilitate interaction** and **link new parents and children with parent-volunteers** across the Primary and Secondary school.

Usually, at the beginning of the school year, a **Welcome event** is organised and families are introduced to the school management, the APEEE, the Commission *garderie* representatives and can take a school tour.

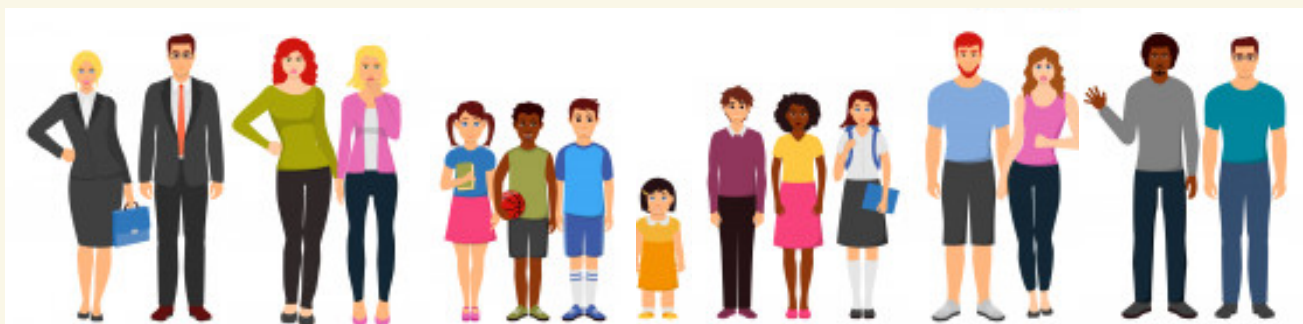
Coffee mornings are organised monthly to allow parents to socialise and get to know more about life at EEB2. Members of the school management and APEEE Board as well as administrative staff welcome the parents and coffee, tea, & breakfast is served. **This year, for health reasons, all these events had to be cancelled.**



The Family Buddy System

Realising that this year, the families entering our school face a very unusual challenge, the APEEE Woluwe adapted the welcome service and decided to connect families, so help can be provided in small groups.

The Family Buddy System aims to connect families that have children in the same class this school year so they can share experiences and information about school life. **One established family volunteers to help a new family** through the year, with special focus at the end of the summer and beginning of the school year. They can meet online and/or at park or any other venue to get to know each other. The welcome service only provides the exchange of contacts.



As we realise many families already have children in the school or have friends and know the system, **only families that request will be connected** to other families.

You can send your request via [this form](#).

Coronavirus information

The APEEE follows the decision of the the school authorities and focus on ensuring that, whatever the scenario, as much is done as possible to mitigate the negative consequences of school closure for pupils, to support vulnerable individuals and to encourage continuous improvements in the digital/remote learning approach.

This has been an **extremely challenging time for all** of us: parents, pupils, teachers, management. As APEEE, we had to make dramatic changes to our own operations at short notice - **Transport, Canteen and After-school** - to **comply with the guidelines of Belgium authorities** and to follow the **decision taken by the school** with regard to its operation.

Please ensure you **read the key information bulletins sent out by the school**; these **detail the arrangements** for the start of the new term, **the measures in place** to address the Coronavirus situation and what pupils and parents will need to do in order to comply with the new rules and Belgian regulations.

- Communication from 25 August.
- Communication from 28 August, with general information about the school start and our activities.
- Email from 31 August with specific information regarding primary, together with the practical aspects for the first day.

There are also **important changes to the way APEEE services will operate**, please click on the links below for full information. In brief, **bus services will start from the first day of school** and be **available to all pupils who are registered** for the service; nursery, primary and secondary. **Face masks are required for all secondary pupils** using the bus service **and highly recommended for primary and nursery pupils**. **Canteen** service will commence on **14 September**, in the meantime please bring a packed lunch. The **Surveillance** service will be operational as of **Friday 4 September**. **After school activities** start on **21 September**.

- **Canteen**
- **Transport**
- **Extracurricular activities**

The APEEE remains aware that all decisions can be adapted at any time according to the national and/or international sanitary situation. We will inform parents of any changes in the services if this will occur.

We wish you an excellent 2020/2021 school year. Be safe!