

APEEE Annual Report



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1. Introduction

Dear parents,

This year began with a mitigation of COVID-19 related restrictions and we immediately sensed a positive spirit blowing through the school community as social activities resumed and school life came back to normal.

Still, the overcrowding at the Secondary cycle and its impact on EEB2 continue to be a major threat for serene environment for students and teachers and for the quality of education and the wellbeing of our children. Despite the aggravating situation, the Evere site only slowly has gained population and has remained underused since its opening. Therefore, the Evere site does not contribute to solving overcrowding in Woluwe as it could and should have.

The Belgian government finally agreed on opening a new fifth school in the north of Brussels from September 2028. The Steering Committee of the European Schools Brussels started a consultation process on the linguistic structures covering all Brussels' schools from 2028. As Board, we aimed at having this process as transparent and inclusive as possible, to which the parent community responded. In the relevant proceedings, together with the other APEEEs in Brussels and Interparents, we called upon the respect of basic principles, such as the sibling rule.

When writing these words, the outcome of this process was not yet finalised. The test for these new rules is whether, and to which extent, the reformed language structure of the Brussels European Schools and new enrolment rules will effectively reduce overcrowding in our school.

The most serious problem is the lack of classrooms and other infrastructure for our Secondary cycle. Already today, there is simply not enough space available for classes and even the Salle Polyvalente is no longer able to host the increasing number of students for exams. In a spirit of flexibility, the APEEE is making the canteen available for exams in December and June. If the new rules fail to be sufficient to impact the overpopulation at Woluwe site, then more drastic measures will have to be taken to mobilise the remaining available space in our school. As a consequence, this may then affect the delivery of our services, such as the canteen. Not acting is not a solution, inactivity will aggravate the adverse conditions in the Secondary Cycle. Every child in the Primary will eventually enter the Secondary cycle. I wish us the community spirit to find constructive and practical solutions.

The solidarity and actions to support Ukraine and the Ukrainian students in our school have been extraordinary and heartwarming. I hope that the actions of this year will keep on inspiring the school community in the coming years.

Looking back at this year, it gives me a certain satisfaction that the Board was able to act in APEEE's different fields of services, school community, and school policies. However, we as Board can only act with the support of the community.

Leaves me to thank our employees for continuously thriving at providing good services to our children.

Wolfgang MÜNCH
President of the APEEE Bxl II

2. Services

Extra-curricular Activities

Members of the Administrative Board

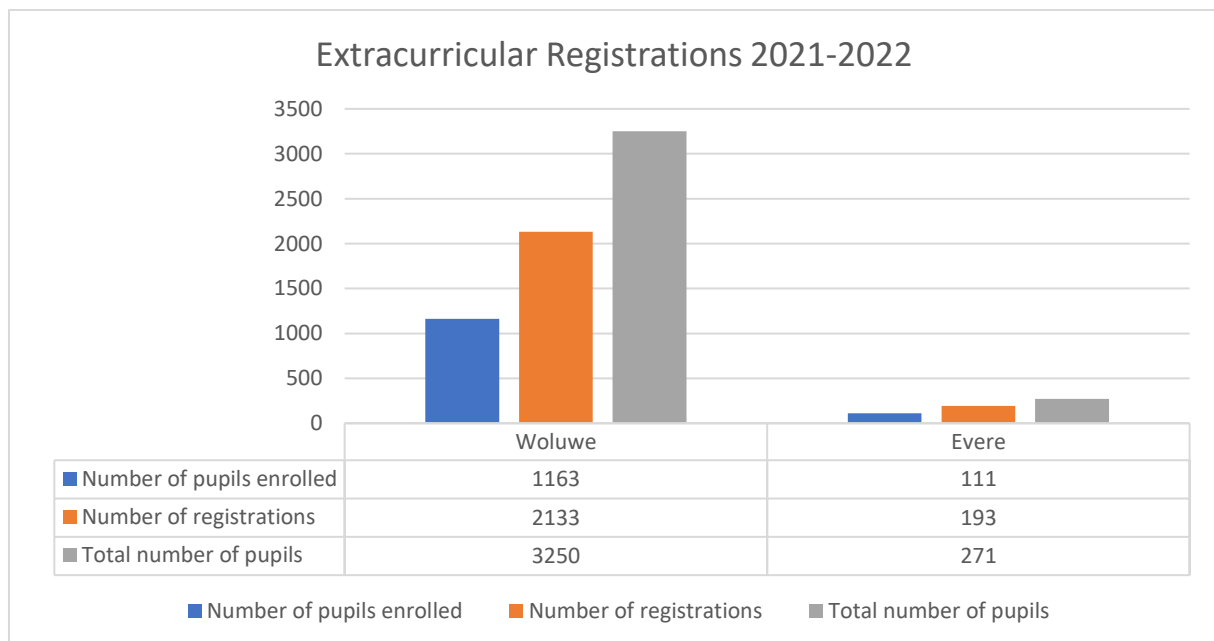
- Roberta MAGGIO (IT Woluwe) - Working Group Coordinator
- Eleonora APPONI-BATTINI (IT Woluwe)
- Monika BARABASZ-LOPES (FR Evere)
- Bengt DAVIDSSON (SV Woluwe)
- Pim GESQUIERE (NL Woluwe)
- Andrea GRGIĆ (NL Woluwe)
- Ursula HÖNICH (DE Evere)
- Bruno LARANJEIRA (PT Woluwe)

Members of the APEEE staff

- Anja GALLE - APEEE Director
- Agnieszka JEAN VILLANUEVA - Extra-curricular Service Manager
- Aliocha SIOEN
- Hicham BOUSKIA
- Valeria ENEA
- Donatella CARRARO

The APEEE extra-curricular activities at EEB2, including the APEEE supervision, are organised by Agnieszka Jean Villanueva, in collaboration with Aliocha Sioen, Hicham Bouskia, Valeria Enea, and Donatella Carraro, under the supervision of the APEEE Director and APEEE Board Working Group.

The APEEE's goal is to offer pupils the opportunity to discover a large range of activities that allow them to fully develop their potential, be it playing a musical instrument, practising a competitive sport, or developing their artistic skills. The APEEE is focused on continuously improving the quality of its services and the range of available activities, by ensuring easy registration, and by guaranteeing the presence of its staff on the field, compliance with applicable safety standards, etc.



As shown in the above chart, in Woluwe, 1163 pupils (36% of the site population) are registered to an average of 2 activities per week, while in Evere, 111 pupils (41% of the site population) are registered to 1 to 2 activities per week.

The extra-curricular activities service of APEEE in the school year 2021-2022, can be summarised with the following figures:

Woluwe

- 51 different extra-curricular activities, which results in 294 classes and 2.133 inscriptions (per week)
- 54 monitors and 22 supervisors for the activities
- 366 students registered for the APEEE supervision (643 registrations), with 22 available supervisors

Evere

- 13 different extra-curricular activities, which results in 55 classes and 193 inscriptions (per week)
- 21 monitors and 4 supervisors for the activities
- 53 students are registered for the APEEE supervision (176 registrations), with a team of 4 dedicated supervisors

As a result of opening extra-curricular activities at the Evere site, the APEEE has hired extra staff to support the administrative team.

The APEEE has organised workshops during the school holidays providing a much-welcomed service for many families. These workshops took place during the month of September, during All-Saints, Carnival, Easter, and May holidays.

To fill a gap in the school's calendar, the APEEE also organised two weeks of workshops for S1, S2, S3 and S4 students during their last two weeks of schooling from the 20th June to the 30th June. Due to the high demand from parents, the APEEE worked hard to provide additional supervisors and monitors.

For the school year 2022-2023, the APEEE is again organising the football Interclass/Footfest tournament with the participation of 52 mixed teams, each of 12-14 players. Games take place every Wednesday afternoon and students compete in five age categories.



COVID-19

Following the Government *circulaires* and updates by the COCOM, in 2022 the APEEE adjusted the measures already in place; COVID-19 measures implemented for the périscolaire service were published on APEEE website ([8th February](#) and [8th March](#)).

Until 8th March 2022, masks were mandatory for Secondary students and adults, and social distancing was implemented.

The usual extracurricular service started as of Monday 19th September 2021 and a school rotation system has been in place until 28th February 2022. The doors and windows of the extracurricular classes were opened to ensure good ventilation. Hand sanitisers were available. Secondary pupils and staff were required to wear a face mask during activities (unless sports activity).

As of March 2022, masks were no longer required during extracurricular activities.

Transport – School Bus

Members of the Administrative Board

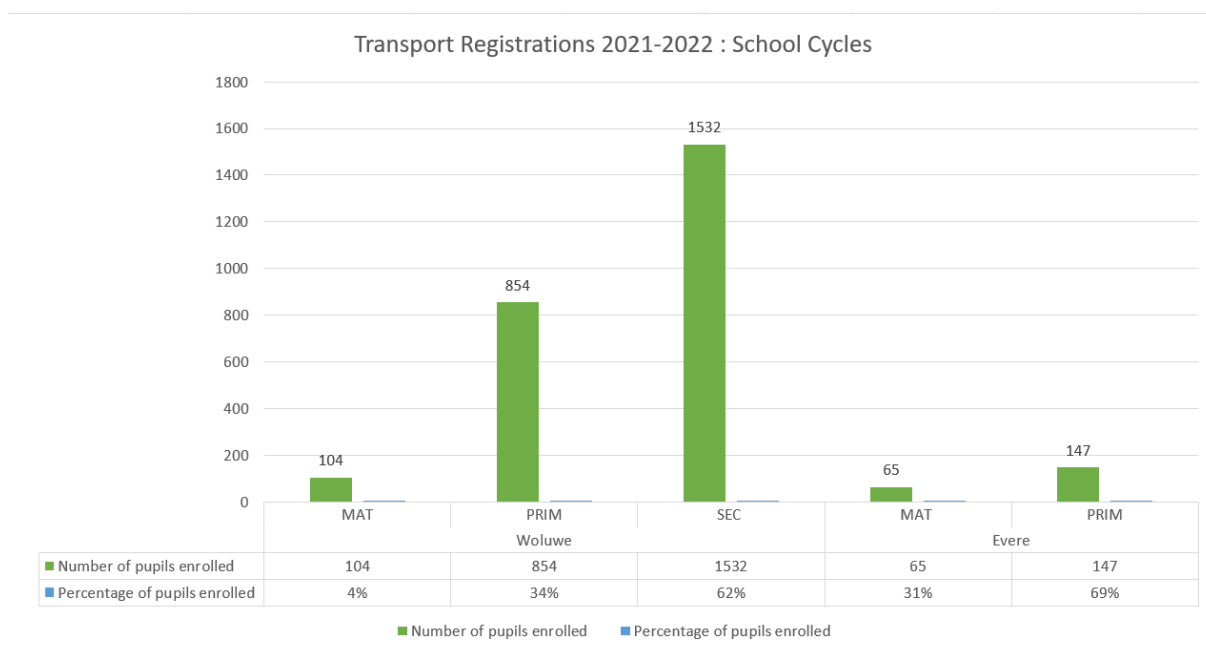
- Sebastian GUERRERO (FR Woluwe) - Working Group Coordinator
- Monika BARABASZ-LOPES (FR Evere)
- Bengt DAVIDSSON (SV Woluwe)
- Pim GESQUIERE (NL Woluwe)
- Andrea GRGIĆ (NL Woluwe)
- Gaspar MOLNAR (FR Evere)
- Roberta MAGGIO (IT Woluwe)

Members of the APEEE staff

- Anja GALLE - APEEE Director
- Hong Ha NGUYEN - Transport Service Manager
- Ferhan PELISTER
- Dominika SERAFIN
- Xavier VERBRAKEN
- André SHANY
- Luz ZAMORA

The APEEE transport service is organised by Hong Ha Nguyen, in collaboration with Ferhan Pelister, Dominika Serafin, Xavier Verbraken, André Shany and Luz Zamora, under the supervision of the APEEE Director and APEEE Board Working Group.

The APEEE operates more than 19.000 school bus journeys per school year. In the school year 2021-2022 a total of 2.714 pupils at EEB2 registered to the school bus service. More specifically: 2.495 pupils (77% of the site population) at the Woluwe site and 219 pupils (78% of the site population) at the Evere site.



As shown in the above chart, out of the 2.495 pupils registered in Woluwe, 62% were Secondary cycle pupils while out of the 219 pupils registered in Evere, 69% are Primary cycle pupils.

The annual subscription fee for school year 2021-2022 was of 1.620,00 € per pupil. The transport service was operated by the APEEE through 12 contracted bus companies.

Hereinafter some figures of APEEE transport service in school year 2021-2022 (daily averages):

- 48 school buses the morning at the Woluwe site

- 9 school buses in the morning at the Evere site
- 39 school buses for the first afternoon departure and 23 for the second in afternoon departure at the Woluwe site
- 10 school buses in the afternoon at the Evere site

At least 94 adults supervise the school buses and the bus parking area.

All school bus routes are yearly revised by the APEEE in order to ensure they meet the criteria established by the APEEE or competent authorities, such as:

- Duration of the journey not to exceed one hour
- Areas accessible by bus
- Compliance with traffic regulations
- Sufficient number of requests for given route

In 2021-2022, the APEEE continued to ensure that its school transport comply with the applicable quality safety, security and well-being standards. Indeed, surprise inspections are weekly carried out by the operational team. The team assesses accesses, insurance coverage, the *contrôle technique* and checks security, and safety of the buses (working seatbelts, damaged vehicle, etc). In 2021-2022 no (zero) major accidents occurred. The cooperation started in September 2021 with the company Group Cleaning to reinforce the recruitment of bus supervisors is growing steadily as the second year of close collaboration has begun. Morning buses as well as those for the first afternoon shift (at 15h30) for the Nursery and Primary pupils are all staffed with bus supervisors.

There are constraints on the availability of buses and drivers on the local market. Indeed, a shortage of drivers has affected the contracted bus companies which nevertheless do their best to deliver daily. The transport Team has managed to provide a bus for each registered route for the school year 2021-2022 (with occasional cancellations due to events beyond APEEE's control where it was not possible to find an alternative solution). Despite these constraints, also for school year 2022-2023 the APEEE has been able to maintain the school bus service for all requested routes.

The reduction of environmental impact of APEEE school bus service is ranking high on the priorities and it is notable that the APEEE has been aiming at an increased share of Euro V and VI, working with 16 Euro V buses and 40 Euro VI norm. The two electric buses ordered by the APEEE in 2020-2021 are expected to be delivered in January 2023, due to delay caused by technical delivery issues of the supplier.



The 2021-2022 school year also marked the beginning of school bus service at the **Evere** site (September 2021). Since the launch of the service, the APEEE has identified areas for improvement, such as the duration of the journey to and from school, which resulted in additional school buses both in the morning and in the afternoon as of September 2022.

COVID-19

Following the Government *circulaires* and updates by the COCOM, in 2022 the APEEE adjusted the measures already in place; COVID-19 measures implemented for the transport service were published on APEEE website ([8th February](#), [8th March](#) and [1st June](#) 2022).

As of 8th March 2022, masks were still mandatory for Secondary cycle pupils and staff on board, when feasible entrances were only to be allowed through the rear door, the tracking system and cycle sitting plans were no longer enforced and a bus was to be quarantined when COVID-19 cases reached 25% of the pupils seated in the bus.

As of 1st June 2022, masks were still highly recommended. However, drivers were no longer obliged to wear one. Entrances were to be only allowed through the rear door when possible. COVID-19 cases were registered, and a bus was to be quarantined when COVID-19 cases reached 25% of the pupils seated in the bus.

Canteen

Members of the Administrative Board

- Kevin SMITH (EN Woluwe) - Working Group Coordinator until July 2022
- Bruno LARANJEIRA (PT Woluwe) - Working Group Coordinator as of 14th September 2022
- Eleonora APPONI-BATTINI (IT Woluwe)
- Monika BARABASZ-LOPES (FR Evere)
- Bengt DAVIDSSON (SV Woluwe)
- Pim GESQUIERE (NL Woluwe)
- Andrea GRGIĆ (NL Woluwe)
- Roberta MAGGIO (IT Woluwe)
- Mario MARINIELLO (IT Evere)
- Johanna SCHULYOK (SV Woluwe)

Members of the APEEE Staff

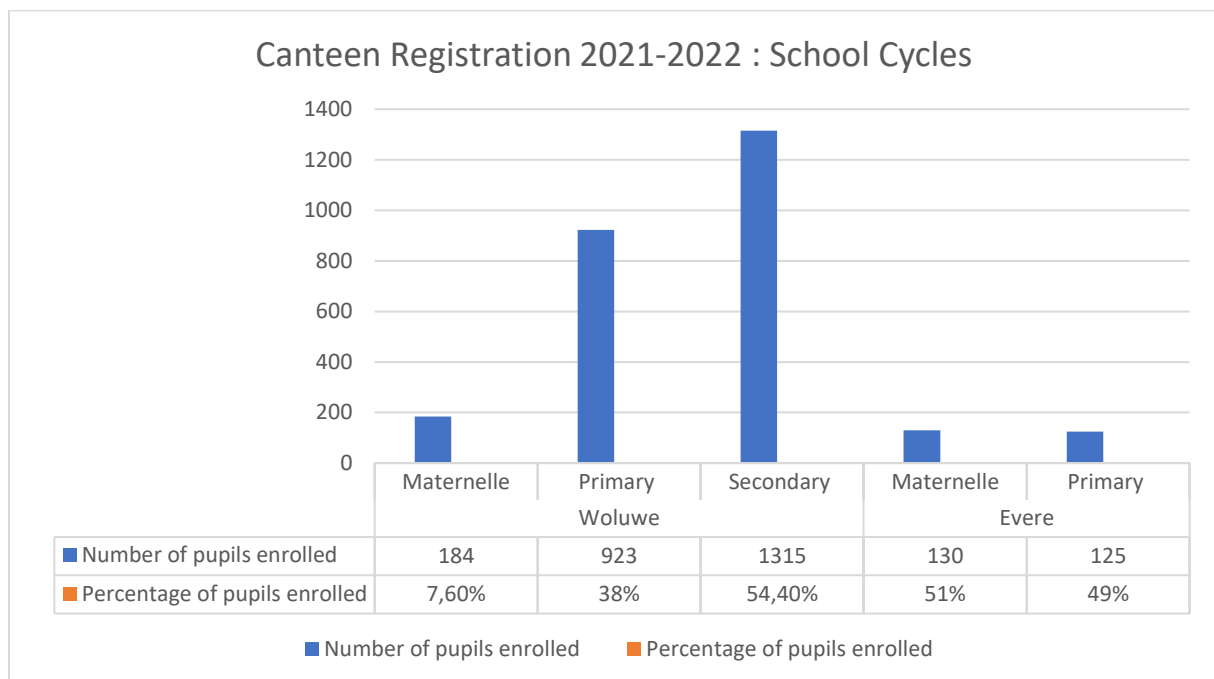
- Anja GALLE - APEEE Director
- Paul ORLOVSKI - Canteen Manager Woluwe
- Xavier DE BEYS
- Monique MALLINUS

Member of the Compass-Scolarest Staff

- Isabelle PANNEELS - Canteen Manager Evere

The APEEE canteen service at the **Woluwe** site is organised by Paul Orlovski, in collaboration with Xavier De Beys and Monique Mallinus. At the **Evere** site the canteen is organised by Compass-Scolarest in the person of Isabelle Panneels. On both sites, canteen services are supervised by the APEEE Director and APEEE Board Working Group.

In the school year 2021-2022 a total of 2.677 pupils at EEB2 registered to the canteen service. More specifically: 2.422 pupils at Woluwe site and 255 pupils at Evere site.



As shown in the above chart, out of the 2.422 pupils registered in Woluwe, 54,4% were Secondary cycle pupils while out of the 255 pupils registered in Evere, 49% are Primary cycle pupils.

Woluwe site

Distribution of services

At the **Woluwe** site, following a fire safety audit and the installation of a temporary escape route the maximum number of pupils and staff allowed at the same time in the refectory area is 797 people, in compliance with applicable safety standards. As a result, the Secondary students' lunch table time has been shortened by 10 minutes and some classes are unable to take advantage of their break.

Overcrowding is a major issue also for the canteen infrastructure which is no longer suitable for the number of pupils registered for the service; the refectory is overcrowded and in order to accommodate the 2.422 pupils registered for the school lunch while complying with applicable safety standards, the APEEE has introduced a system of staggered service as shown in the following timetable.

Maternelles	From 11h10 to 11h40
1-2 Primary	From 11h20 to 11h50
3 Primary	From 11h45 to 12h15
4-5 Primary	From 12h00 to 12h20
1-2 Secondary	From 12h25 to 12h45
3 to 5 Secondary	From 12h50 to 13h10
6-7 Secondary	From 13h10 to 13h30

Overcrowding causes mobility problems in the refectory for both the children and the service staff. Moreover, the kitchen is not suitable to the number of meals served and the facility is not spacious enough to work, store, move around, etc. The canteen staff is under stress during service hours due to the pressure of not only delivering and serving meals within a limited allocated time but also preparing tables for the following shift in less than 5 minutes.

OIB

During the year 2021-2022, the APEEE and the European Commission signed a new agreement for the canteen services offered by the OIB (Office for Infrastructure and Logistics in Brussels) as part of their childcare service for Nursery and Primary children. This new agreement became effective in September 2022, with a duration of four years until August 2026.

Use of the canteen area during exams

In May 2022, the school management approached the APEEE with a request for an extensive use of the canteen space in Woluwe for pedagogic purposes, namely for S5, S6 and S7 exams sessions. As the results of exchanges with the school management, the initial request was eventually limited to six school days in December 2022. During such time, to assure a meal to the pupils registered for the canteen service, the APEEE has made available sandwich packages to those who have subscribed for this special service. Those who did not enrol for the sandwich package will be issued a credit note as an opt-out option.

Weekly offer of sandwiches (Secondary cycle)

In March 2021, the APEEE has launched a weekly sandwich suggestion in the cafeteria. In addition to the usual cafeteria offerings, a 'sandwich-of-the-week' is available, and it changes every two weeks. This can be a wrap, panini, or other type of sandwich. APEEE wishes that this initiative meets the students' expectations to have more variety in the cafeteria's offerings.

First Day of School Preparation

Over the year 2021-2022, the Pupils' Committee, in collaboration with the school management, worked to reorganise the first day of school in September 2022 for all Secondary students. To support the initiative, the APEEE offered sandwiches to the students present during the lunch service on the first day of school 2022-2023.

Evere site

At the Evere site, the catering-team from Scolarest-Compass prepares school meals in the APEEE kitchen. The aim is serving tasty and inviting meals, whilst ensuring all health and safety measures are adhered to. Scolarest-Compass offers a varied selection of fresh homemade dishes; the meal consists of a soup, a main course, and a dessert. The APEEE, in collaboration with Scolarest-Compass, focuses on providing balanced, healthy and tasty meals for every child registered, including children with special dietary requirements.

Scolarest-Compass has started to serve soup earlier in the day to the Nursery classes. The service was launched upon suggestion of some teachers explaining that their pupils would not eat their entire meal when the soup was part of the lunch service. The initiative is appreciated and has allowed more time for pupils to eat their lunch.

Every two months, the canteen team weighs the leftovers and raises awareness regarding food waste. In order to address the issue, they have reduced portions while encouraging a second helping if a child feels like it. This initiative has helped to reduce food waste.



Good Food Label

Scolarest-Compass at the Evere school has been awarded the [Good Food Label by Brussels Environment](#). The label is intended for canteens in the Brussels area and has three levels, symbolised by 1 fork, 2 forks or 3 forks (similar to a star rating). It rewards the efforts made in the field of healthy eating and promotes tasty and varied food.

The label system raises awareness on the impact and the role that food plays in a sustainable way of living. The canteen manager in Evere in collaboration with the school nurse has launched various projects communicated throughout the year, such as “Healthy Eating” helping pupils learn what healthy eating means; “Helfty”, offering an option with less meat, and finally the February 2022 menu creation, where P4 FRA pupils created and worked on Thursday menu.

COVID-19

Following the Government *circulaires* and updates by the COCOM, in 2022 the APEEE adjusted the measures already in place; COVID-19 measures implemented for the canteen service were published on APEEE website ([8th February](#) and [8th March](#)).

The usual canteen service started as of Thursday 2nd September 2021 and a school rotation system was in place till 28th February 2022. Warm meals were served to Nursery, Primary and Secondary pupils in the canteen refectory; pupils were seated with their class bubble as much as possible. The doors to the refectory stayed open at all times to ensure good ventilation. Hand sanitiser were available and CO2 meters were installed in the refectory. Secondary pupils and staff were required to wear a face

mask when entering and leaving the canteen. The canteen service put in place a tracking system so to register COVID-19 cases and put classes in quarantine.

As of March 2022, masks were no longer required in the canteen area.

3. Educational Matters

Parent representatives stand ready to work closely with the School Management and other stakeholders on educational developments in the spirit of a participative collaboration for the benefit of all pupils.

APEEE Board members represented the parent community in several standing bodies dealing with educational matters, such as the Education Council for the Primary and Nursery (CEP&M), the Educational Council for the Secondary (CEES), and the Well-being Advisory Board (WAB). In addition, the APEEE discussed specific issues with the School Management and other stakeholders, including how the APEEE could support the implementation of new policies and the adaptation to new developments.

The APEEE Board endeavoured to support parents in finding answers to particular questions related to the education of their children. To this aim, the APEEE developed FAQs on educational and general issues and published them on the website.

Whole School Inspection: Teaching and Learning Under the Magnifying Glass

In the school year 2021-2022, EEB2 was subject to a Whole School Inspection (WSI) which takes place every five years. The 2022 inspection focused on teaching and learning. The inspectors visited classes and collected feedback from all stakeholders, including parents.

In February, the APEEE contributed to the school's self-assessment established prior to the WSI by feeding remarks based on the experience and discussions in the Education Councils elaborated by APEEE 2021 Board members.

In March, the inspection team met 7 APEEE representatives.

In preparation for the meeting in March, the APEEE 2022 Board consulted all parents via class representatives or class parents, focusing on the inspection areas: further to teaching and learning, the issue at stakes were the European ethos, the classroom and school climate (is it stimulating, supportive, and inclusive?), the curriculum and related planning within/across sections, the learning progress, and the educational support.

Based on input collected from sections and a preparatory meeting within the 2022 APEEE Board, the APEEE representatives advocated before the inspectors that the school puts pedagogical innovation in the forefront and strives for a (better) balance between pupils' well-being and academic achievement. Highlighting the fact that the previous two years had been quite difficult for the entire school community and all stakeholders, APEEE's feedback included both praise for the school's efforts throughout the COVID-19 pandemic and specific suggestions for the future. Building on the positive



experience with the school's weekly newsletter, it was also underlined that good communication between School Management and parents remains key.

The inspectors were very keen on getting as much feedback from parents as possible; they appreciated how the APEEE gathered parents' feedback on the specific points for the discussion. They also appreciated APEEE advanced preparation, balanced perspective, and concrete suggestions.

The main findings and recommendations of the inspection team's report fed into the School's Annual Pedagogical Plan 2022-2023 which has been approved by the School Advisory Board (SAC) in September 2022.

A. Nursery and Primary

In the Nursery / Primary cycle, one focus of the APEEE Board's attention was on the shortage of class teachers (also linked to the general teacher shortage). With APEEE Board's advocacy fully supporting efforts of sending countries and EEB2 inspectors, several new class teachers started in the school year 2022-2023. As new classes continue to be opened in Evere, teacher shortage will be an acute issue for a few more years to come.

Another relevant topic in the Nursery / Primary cycle was the promotion of an environmentally sustainable behaviour from a young age.

CEP&M

Members of the Administrative Board

- Ulrike STOROST (DE Evere) - Working Group Coordinator
- Monika SZULYOVSKY (DE Woluwe)
- Alexander CORNFORD (EN Evere)
- Maija KNUTTI (FI Woluwe)
- Nicolas LACROIX (FR Evere)
- Mario MARINIELLO (IT Evere)
- Andrea GRGIĆ (NL Woluwe)
- Bruno LARANJEIRA (PT Woluwe)
- Johanna SCHULYOK (SV Woluwe)
- Ursula HÖNICH (DE Back up Evere)
- Monika BARABASZ-LOPES (FR Back up Evere)
- Roberta MAGGIO (IT Back up Woluwe)
- Pim GESQUIERE (NL Back up Woluwe)
- Catarina DUARTE GOMES (PT Back up Woluwe)
- Bengt DAVIDSSON (SV Back up Woluwe)

The Education Council for the Primary and Nursery (CEP&M) is composed of the school deputy directors for Primary and Nursery and their assistants of both sites (Woluwe and Evere), of elected representatives of the teaching staff and of the APEEE. The role of CEP&M is to include feedback from all stakeholders and to work in dialogue towards a good school environment. The APEEE CEP&M Working Group consists of representatives of all language sections at EEB2 that are represented in the APEEE Board. They collect issues and concerns from their respective sections via the class representatives' network. The Working Group discusses these concerns and decides which of them should be formally raised at CEP&M meetings with the school management and the representatives of the teaching staff.

Woluwe and Evere sites have common CEP&M meetings, with management information being split in joint as well as specific interest. CEP&M meetings were held in March, June, October as well as December 2022 (the latter taking place after the closure of this Annual Report). Each meeting is preceded by a short preparatory meeting with the school management to set the agenda. The agenda covers mainly pedagogical issues and aspects of the wellbeing of children at school, at times also the impact of infrastructural and logistical constraints on school life. Besides regular updates from management on pedagogical initiatives such as school trips, sports and cultural events, the 2022 topics for discussion were, *inter alia*:

- Follow up of the recommendations of the WSI, and related in-service trainings for teachers
- Preparation/start of the new school year, transition between Nursery/Primary and Primary/Secondary, and information for/integration of new families
- Communication between school and parents
- Education for sustainability, eco school projects, mobility week
- Anti-bullying policy, *vivre ensemble*
- Inclusion and equality
- Specific pedagogical questions, such as ways of promoting multilingualism, competition as an educational measure, outdoor education, installations on the courtyard, opening up the school to the local community, etc.

Meeting minutes are drafted by the school and, upon approval by all attendees, circulated to the entire school community via an attachment to the weekly communication e-mails by the school Director.

B. Secondary

Education of Secondary students remained heavily impacted and constrained by ever growing overcrowding. With a certified capacity for 1.100 Secondary students, the Woluwe site has to absorb 2.086 Secondary students in the 2022-2023 school year – another 100 Secondary students more than in the previous school year.

The APEEE Board tried its best to come up with options for mitigation and solutions to this overarching problem. Unfortunately, no viable short- or mid-term solutions could be found.

CEES

Members of the Administrative Board

- Catarina DUARTE GOMES (PT Woluwe) - Working Group Coordinator
- Bengt DAVIDSSON (SV Woluwe)
- David ZELINGER (DE Woluwe)
- Eleonora APPONI-BATTINI (IT Woluwe)
- Sebastian GUERRERO (FR Woluwe)
- Giacomo SOMMA (EN Woluwe)
- Maija KNUTTI (FI Woluwe)
- Pim GESQUIERE (NL Woluwe)
- Roberta MAGGIO (IT Back Up Woluwe)
- Gaspar MOLNAR (FR Back Up Evere)
- Bruno LARANJEIRA (PT Back Up Woluwe)
- Andrea GRGIĆ (NL Back Up Woluwe)

The Education Council for the Secondary (CEES) is the main stakeholders' forum to discuss emerging issues in the Secondary cycle, including the organisation of school life, pedagogical, and well-being matters.

CEES meetings are chaired by the Deputy Director for Secondary (Joachim Schmelz until August 2022 / Isabelle Verwilghen as of September 2022) supported by the Assistant to the Deputy Director (Kirsten Meeus). Teachers, pupils, and parents are represented by four members each. Occasionally, other members of the staff are invited to provide information on particular topics. Meeting minutes are drafted by the school and, upon approval by all attendees, circulated to the entire school community via an attachment to the weekly communication e-mails by the school Director.

The discussions in CEES feed into the School Advisory Board (SAC) and the Administrative Board (CA).

In 2022, four meetings took place, specifically on 20th January, 28th March, 16th May and 17th October. A fifth meeting is scheduled for 17th January 2023 (the latter after the closure of this Annual Report).

The APEEE CEES Working Group - which consists of representatives of all language sections at EEB2 that are represented in the APEEE Board - prepares parents' positions for CEES meetings. The Working Group is convened ahead of each CEES meeting to discuss the feedback from the sections and to agree on the points to be raised by APEEE at the CEES. Parent section representatives regularly collect and channel feedback from their section to the APEEE CEES Working Group. The APEEE is generally represented at the CEES meetings by the pedagogical vice-president, the CEES coordinator, and two additional members on a rotational basis.

Important issues such as Overcrowding, Well-being of pupils, Bring Your Own Device (BYOD), Calculators, School Inspection, Organisation of school trips, Teacher absences and replacements, Organisation of B-tests and exams have been raised by the APEEE during CEES Meetings this year. A short summary of the main issues is presented below.

Overcrowding: overcrowding is the most alarming issue and has been discussed in all CEES Meetings. A list of examples of pedagogical impact of the overcrowding in EEB2 has been listed during CEES meetings: lack of rooms for both curricular classes and learning support classes; huge traffic in corridors, lack of space for exams, late arrivals to classes, new organisation of *préaux*, etc. Overcrowding severely undermines pupils' and teachers' wellbeing, safety, security, and the ability to deliver the curriculum. The school management and the APEEE are highly concerned about the situation, and at each meeting the issue is discussed.



Well-being of pupils: well-being has been discussed in all CEES meetings. New policies have been created and updated by the school management: Anti-bullying Policy (new version July 2022), Good behaviour Policy (foreseen in 2023), Child Protection Policy (foreseen in 2023), Substance Abuse Policy Secondary (foreseen in 2023), Secondary Smartphone Policy (December 2021), Clothing Policy (January 2022). The APEEE is invited and participates at the Well-Being Advisory Board (WAB) where policies are discussed with the School Management and the Pupils' Committee (CDE). In addition, APEEE established a Well-being Working Group in 2022.

Bring Your Own Device (BYOD): the introduction of BYOD policy for the use of GeoGebra started in May 2021 for S5 and expanded in September 2021 for S5 and S6. The objective was to use GeoGebra for S5 and S6 exams in June 2022. In autumn 2021 the use of GeoGebra has been suspended (due to technical issues experienced in several European schools), but the software would still be used for classroom teaching in order to support the development of the relevant competences by pupils. The purchase of a new calculator has been requested to S4 and S5 students in September 2022. BYOD and calculators' issues have been discussed during CEES meetings this year.

Organisation of school trips: the school management, following the applicable Belgian COVID-19 protocol, cancelled 2021-2022 trips. Multiple-day trips were not allowed in Belgium till the end of February. However, in a last-minute organisation, school management could organise COP (Connecting Our Pupils) days between 18th and 20th May 2022. During these three days, Secondary pupils were offered different activities such as stand-up comedy, djembe initiation, football competition, face painting, flamenco initiation, singing competition as well as an excursion to Pairi Daiza (S1-S4) or to Adventure Valley in Durbuy (S5-S6). For school year 2022-2023, trips are allowed, and multiple-day trips are organised for Secondary pupils.

Teacher absences and replacements: in reply to a request from the APEEE, a detailed explanation on how school manages teachers' absences was given during CEES meeting in May. The school informed the APEEE that absences are classified in two different ways: short-term absences and long-term absences. In October, due to the lack of teachers, a state of play of the situation has been presented.

The APEEE is working closely with the school management to organise conferences on “negative effects of vaping”, “drugs and their consequences”, and “the use of Social Media”. These conferences will be organised not only for parents but also for Secondary students. Contacts and meetings have already been held with engaged associations in the view of having Webinars for both students and parents.

C. Wellbeing & Educational Support

APEEE Board members remained keen on supporting all children's wellbeing. The ever-growing level of overcrowding is one of the root causes of wellbeing issues.

In the Well-being Advisory Board (WAB), APEEE Board representatives provided constructive feedback on updated and/or newly developed policies.

The Educational Support Policy in the European schools is set out in two key documents: ‘The Policy on the Provision of Educational Support in the European Schools’¹ and ‘The Provision of Educational Support in the European Schools – Procedural document’.² Its implementation is laid out in the ‘Action Plan Educational Support and Inclusive Education.’³

¹ Policy on the Provision of Educational Support in the European Schools, [Microsoft Word - 2012-05-D-14-en-10 - Policy on the Provision of Educational Support and Inclusive Education in the European Sc \(eursc.eu\)](#)

² Provision of Educational Support in the European Schools – Procedural document, [Microsoft Word - LAST VERSION - 2012-05-D-15-en-13 - ANNEX to 2021-05-D-36-en-4 - with accepted changes and with COR.docx \(eursc.eu\)](#)

³ Action Plan Educational Support and Inclusive Education, [2018-12-D-34-en-5.pdf \(eursc.eu\)](#)

As in the previous years, the APEEE Board members provided guidance and support to individual parents about various possibilities of educational support.

Unfortunately, despite School's best efforts, the lack of space due to growing overcrowding continues to jeopardise the quality of support options.

D. APEEE representation in Central Enrolment Authority

EEB2 APEEE representative

- David ZELINGER (DE Woluwe)

Back-up

- Alexander CORNFORD (EN Evere)

The APEEE continued to represent all EEB2 parents in the Central Enrolment Authority (CEA). This administrative body takes decisions concerning admissions to Brussels European Schools. Along guidelines established by the Board of Governors (BoG), the CEA devises a draft enrolment policy for the Schools for a subsequent BoG's decision. Throughout the school year, the body also considers late enrolment applications, in accordance with the enrolment policy. Instructed by the BoG, the CEA also discussed draft enrolment policy guidelines for 2023-2024 reflecting 2 final proposals for a future structure of language sections in the Brussels European Schools.

The scope of parents' representation in the CEA remained limited since all Brussels APEEEs jointly hold only 1 out of 5 active memberships – and votes – in the CEA, the others being the Secretary-General of the European Schools, a representative of the European Commission on behalf of all EU Institutions, a representative of the Directors of the Brussels European Schools, and a representative of the authorities of the Belgian State, the host country⁴.

⁴ Rules of Procedure for the Central Enrolment Authority for the Brussels European Schools
<https://www.eursec.eu/BasicTexts/2016-11-D-25-en-3.pdf>

4. Displaced Ukrainian pupils

Members of the Administrative Board

- Eleonora APPONI-BATTINI (IT Woluwe) - Support coordinator
- Maija KNUTTI (FI Woluwe)

Members of the APEEE Staff

- Anja GALLE - APEEE Director
- Clémence EUGENE - Communication Officer

Following Board of Governors' decision on 18th March 2022 on the temporary admission of Ukrainian pupils to European Schools until the end of the 2021–2022 school year, EEB2 opened its doors to 20 Ukrainian pupils, specifically 11 in Woluwe in the Secondary cycle and 9 in Evere.

The APEEE joined the School's efforts and adopted a number of actions aimed at facilitating the integration in the new school environment of Ukrainian students and also at supporting the efforts endeavored by their host families.

Services

In the year 2021-2022, the APEEE has offered free registration for its services:

- Extra-curricular (based on availability): 3 pupils registered to an activity and 3 registered to workshops during the year
- Transport: 11 pupils registered for Woluwe and 8 pupils for Evere
- Canteen: 11 pupils registered for Woluwe and 9 pupils for Evere (meals provided by Scolarest Compass)

Free registration to services for enrolled Ukrainian pupils was maintained in school year 2022-2023.

Education

Study support

Since the first arrivals of Ukrainian students at EEB2 the APEEE, jointly with other APEEEs in other European Schools, has advocated for a more permanent status for Ukrainian pupils, initially only temporarily admitted to ES. This advocacy has contributed to the drafting of the Framework for the Enrolment of Ukrainian Pupils in the European Schools in the 2022-2023 school year. This was a step ahead in the stabilisation of Ukrainian students in the ES system; however, their prescribed inscription *tout-court* in the EN section has immediately raised concerns about their proficiency in L1 and L2 especially for those Ukrainian pupils to join upper Secondary studies. The APEEE, in order to allow as much as possible start of the new school year, organised in August a two-weeks intensive English course for Ukrainian Secondary pupils at EEB2. The course, run by a language school in Brussels, was attended by 6 students; relevant fees were covered by the APEEE through the social fund.



Tablets

Towards the end of school year 2021-2022, the APEEE was contacted by a special needs' education teacher in the Secondary cycle, who had found web-based material useful for Ukrainian students to improve their L1 and L2. The request was for financial aid to purchase devices suitable to support the relevant apps. Thanks to funds made available by the second-hand book sales, the APEEE organised

the purchase of seven iPads and ten headsets. The devices can be used also to offer educational support to all students.

School materials

The APEEE has liaised with educational advisors to identify the school books / materials needed by Ukrainian pupils. In general, APEEE intervention was limited as teachers mainly organised themselves with xerox copies and notes. Where a textbook was in fact needed, a call was launched to parents for second-hand books. Similarly, the Eurêka Team donated school sports gear and lab coats.

Support from the parents' community

The APEEE invited parents fluent in the Ukrainian language to help out in making Ukrainian students and their families to feel more at home within EEB2 community. Quite a few answered the APEEE call, offering to act as translators / interpreters, study support, playdates, and assistance in everyday life, and a data base with all relevant information was set up for future use. This made possible, for instance, the translation into Ukrainian of an informative flyer on APEEE services.

Actions in support of the humanitarian emergency in Ukraine

- The canteen team in Woluwe contributed its stock of pouched, pocket-sized food to the school collection of goods to be sent to Ukraine
- Support to the Good Cause Waffles sale through a donation to the Belgian Red Cross
- Sponsorship, of the project "O que é a liberdade" - a collection of poems and drawings by P1 PT with proceedings donated to the Belgian Red Cross, including a donation by the APEEE itself
- Support to the organisation of a "Spaghetti Dinner" by *Guides et Scouts d'Europe* (Woluwe) where the APEEE made available its kitchen equipment / staff and donated the sauce
- Coverage through the APEEE communication channels of other initiatives in the school community (bracelets sale by the CDE Amnesty Group, second-hand sales and donation of clothes by the Eurêka Team).

5. Interparents

APEEE representatives

- Bengt DAVIDSSON (SV Woluwe)
- David ZELINGER (DE Woluwe)

BAC session support

- Giacomo SOMMA (EN Woluwe)

The APEEE remained an active member of Interparents, the umbrella association for the Parent Associations of all the European Schools and the 'voice of parents' on all aspects of governance of the European School System. Through Interparents, parents of all pupils are represented in the Board of Governors (BoG) of the European Schools, in its subsidiary committees, and its preparatory working groups.

Representatives of the APEEE contributed to, *inter alia*, ongoing work on educational and administrative reforms, including the future of language sections of the European Schools in Brussels, and fostered mutual exchange of best practices among the 14 member associations (e.g. support to the 2022 BAC session).

6. Additional Working groups

Budget Working Group

Members of the Administrative Board

- Monika BARABASZ-LOPES (FR Evere) - Working Group Coordinator
- Wolfgang MÜNCH (NL Woluwe)
- Bengt DAVIDSSON (SV Woluwe)
- Roberta MAGGIO (IT Woluwe)
- Bruno LARANJEIRA (PT Woluwe)
- Sebastien GUERRERO (FR Woluwe)
- Pim GESQUIERE (NL Woluwe)
- Andrea GRGIĆ (NL Woluwe)

Members of the APEEE Staff

- Anja GALLE - APEEE Director
- Erwin VAN DIJCK - Finance & Administration Manager
- Julien DANAN - Finance & Administration Manager
- Agnieszka JEAN VILLANUEVA - Extra Curricular Activities Manager
- Hong Ha NGUYEN - Transport Manager
- Paul ORLOVSKI - Canteen Manager

Budget Working Group

Last year, the Budget Working Group met regularly to discuss (among others) the following topics:

- The financial accounts for services (extra-curricular activities, transport, and canteen) for the first quarter 2021-2022 (meeting on 16th March) and second quarter (meetings on 28th April and 17th May)
- Review the subsequent versions of the Budget and establishing pricing for school year 2022-2023 (meetings on 17th May, 3rd June and 6th, 12th and 20th October)
- The invoicing system and the revision of the Terms & Conditions of APEEE services (meeting on 8th June)
- Requests for financing from the social fund.

Financial Report 2021- 2022

Overall result

The Budget 2021-2022, as approved by the 2022 Annual General Meeting (AGM), foresaw a positive result of 166.689,18 €. The final result of the 2021-2022 financial year was 183.984,97 € (calculated after the reimbursement of the security buffer).

The positive result comes from the canteen service (121.761,89 €), transport (40.529,55 €), extracurricular activities (13.080,35 €), and general affaires (4.144,55 €).



Social Fund

In 2021-2022, a total of 6.571,37 € was spent out of the Social Fund. The most important project was the provision of English courses to Ukrainian pupils (2.970,00 €). Other projects financed through the social fund were Teacher's Day, donations to the Belgian Red Cross, the "Europe InCanto" opera project, pupils' lunch, and speech competition.

Reimbursement of the security buffer

In October 2021, the APEEE included a 3% security buffer in the prices for 2021-2022 canteen service and extra-curricular activities. Such security buffer was meant to cover unplanned losses related to COVID-19 closures; however, it was not necessary to use it and the APEEE Board decided in its meeting on 24th October 2022 to reimburse it to parents via a credit note. At the same time, the Board decided to reimburse the food costs (1.95 € per missed meal) to families whose child was enrolled in the Woluwe canteen service in 2021-2022 where the entire class had to be quarantined, the Secondary cycle school class did not attend on site education learning due to the rotation system, and / or where, the classes were not held due to school closure the last three school 3 days before the Christmas break. The amount was reimbursed via a credit note.

Level of reserves

The level of APEEE reserves decreased significantly as a consequence of the material loss of 588.589,05 € in 2020-2021, due to the closure of the school during COVID-19 pandemic. At the end of 2021-2022 year, reserves amount to 1.687.611,12 €. The estimated amount of liabilities in the event APEEE needs to wind-up is 1.886.919,43 €. To approach the amount of reserves to the amount of liabilities, the Board will propose to AGM to vote upon the allocation of 2021-2022 result of 183.984,97 € to the reserve.

Stricto sensu, there is no legal requirement to establish legal reserves, but there is a policy prescribing to act with due diligence; therefore, to set reserves in case of unforeseen crisis. In case of crisis, the APEEE could be held responsible for not acting with due diligence.

Draft Budget 2022-2023

General assumptions

The Draft Budget 2022-2023, to be voted upon by the AGM, was approved at the Board meeting on 15th November 2022. The draft Budget 2022-2023 is based on:

- The known figures of September and October 2022 regarding the registration for APEEE services:
 - Transport: 2.838 subscriptions in 2022-2023 vs 2.714 in 2021-2022
 - Canteen: 2.359 subscriptions in 2022-2023 vs 2.422 in 2021-2022 (with expected decrease of 3,5% throughout 2022-2023)
 - Extra-curricular activities: 2.417 subscriptions and 373 classes in 2022-2023 vs 2.326 subscriptions and 349 classes in 2021-2022
- The impact of general trends: inflation, price increases of fuel and food, salary indexation under Belgian law of staff hired by the APEEE and staff provided by external service suppliers (APEEE own staff, canteen staff, bus supervisors, extra-curricular activities instructors etc.)
- Planned investments (IT infrastructure - continuation of Salesforce project, investments in kitchen equipment)
- 2 part-time CDD planned contracts (one new contract for extra-curricular at Woluwe/Evere and one for Transport at Evere to replace the part-time CDD contract who left the APEEE on 22nd June 2022).

Price setting for services provided by APEEE

On 17th May 2022, the APEEE communicated to parents the range of the increases to be expected for the pricing of the services in 2022-2023, specifically:

- Canteen service Woluwe: between 15% and 20%
- School bus service Woluwe / Evere: between 20% and 25%
- Extra-curricular activities Woluwe / Evere: between 7% and 10%

The final price increase for the APEEE services for school year 2022-2023 was communicated on 8th November 2022, as follows:

- Canteen service Woluwe: 11.60%
- School bus service Woluwe / Evere: 17.35%
- Extra-curricular activities Woluwe / Evere: 10%

Main cost increases by service

Transport:

- Bus: the increase of 555.000,00 € is explained by 9.24% price increase of the cost per ride, 2 new bus routes for Evere in 2022-2023, and the extra costs to rent two electric buses
- Group Cleaning Service (bus monitors): the increase of 274.000,00 € is explained by 14% salary indexations effective in 2022-2023, 50 additional hours of bus monitors' presence per week, additional monitors for two new bus routes in Evere.

Canteen:

- Food cost: the increase of 191.000,00 € corresponds mainly to the overall increase of prices equal to the 20%.
- Group Cleaning Service (canteen staff): the increase of 83.000,00 € is explained by 14% salary indexations effective in 2022-2023
- Temporary staff: the increase of 50.000,00 € corresponds to the expected cost of 1 FTE temporary to cover long term illness of one permanent staff member.

Extra-curricular:

- APEEE staff costs (mainly CDD contracts for 10 months with monitors): the increase of 248.000,00 € is explained by 9% indexation of salaries in 2022 combined with expected further indexations throughout 2022-2023, and 24 additional classes inserted in the catalogue of extra-curricular activities. It is to be noted as well that extra-curricular activities in Evere started only in January 2022.

Communication, Welcome Activities & School Community Building Working Group

Members of the Administrative Board

- Johanna SCHULYOK (SV Woluwe) - Working Group Coordinator
- Eleonora APPONI-BATTINI (IT Woluwe)
- Catarina DUARTE GOMES (PT Woluwe)
- Ursula HÖNICH (DE Evere)
- Gaspar MOLNAR (FR Evere)
- Giacomo SOMMA (EN Woluwe)
- Ulrike STOROST (DE Evere)
- Monika SZULYOVSKY (DE Woluwe)
- David ZELINGER (DE Woluwe)

Members of the APEEE Staff

- Anja GALLE - APEEE Director
- Clémence EUGENE - Communication Officer

In 2022, the Communication working group was re-organised so to include the Welcome Activities and the School Community Building working groups under its umbrella – this was thought to increase synergies among certain activities which are anyway connected.

One of the main focuses of the working group was to have continuous, open communication between the APEEE and the parents' community. This communication flow was two-way, as it is essential to this sort of organisation – parents should not only be informed about APEEE activities, but should play an active role, too, and thus should be granted the tools to convey their views, feedback, requests.



E-mailing continues to be APEEE's mostly used means of communication, with messages sent to all parents or, as the case may be, to certain specific groups.

The APEEE newsletter is released once a month all over the school year, and it aims at giving an ample overview of school-life, spanning from overarching issues such as the conditions of locally recruited teachers or overcrowding, to practical information such as APEEE's services, Eurêka's reorganisation, cafeteria pre-orders, etc. All newsletters issued in 2022 can be found at the following link: [WoluwInfo](#)

When there is a need to consult the parental community, a survey is launched. In 2022, APEEE launched the following surveys:

- Survey on APEEE Canteen Service Woluwe
- Survey on APEEE Extracurricular Service Woluwe Evere
- Survey on an offer of buses after extracurricular activities in Evere
- Survey on the rotation system until Carnival holidays

The APEEE also manages the [Facebook page](#) while the website www.woluweparents.org, remains an important source of information on the association's services and activities.

In 2022, with the much-welcomed cooperation of the school management, the APEEE was able to hold again on-site events. On the first day of school year 2022-2023, the APEEE hosted a welcome coffee for new parents at the Woluwe site aimed at presenting APEEE itself and answering questions from the participants.

In October, based on repeated requests from parents, the APEEE launched a much needed townhall meeting at school to discuss the issue of overcrowding and the future structure of language sections in the Brussels European Schools with the Secretary General of the European Schools and EEB2 school management.

During the year, APEEE also organised online get-togethers for class representatives to allow for questions and exchanges of ideas/thoughts, such as the intersectional meetings for Nursery and Primary cycle in fall 2022.

When in spring 2022 it was announced that the Students' Mobility Program would finally restart after the COVID-19 pandemic, the APEEE gladly answered the school's call and played an active role in finding hosting families for exchange students arriving at EEB2. More in general, the APEEE helped in facilitating the whole process, by answering questions from concerned families and liaising with APEEEs colleagues at other ES.

On Teacher's Day, the APEEE joined the initiative of the school management and offered little treats – such as tea, cookies, and plants – to the teachers on both EEB2 sites in acknowledgment of the dedicated efforts they endeavour in their school work.

The APEEE published a set of [FAQs](#) on the website concerning all of the services as well as the educational issues to help parents easily find answers to practical questions.



IT Working Group

Members of the Administrative Board

- Sebastian GUERRERO - (FR Woluwe) Working Group Coordinator
- Catarina DUARTE GOMES (PT Woluwe)
- Maija KNUTTI (FI Woluwe)
- Bruno LARANJEIRA (PT Woluwe)

Members of the APEEE Staff

- Anja GALLE - APEEE Director
- Jan SVARC - IT Officer
- Hong Ha NGUYEN - Transport Manager
- Clémence EUGENE - Communication Officer

In 2020-2021, the IT working group informed the parent community of the approval of a foundational and transformational IT project. Following the approval, the working group has been working hard with the new APEEE provider: a joint venture between Salesforce and Cobra CRM – a gold partner to Salesforce that has been working with education institutions for some time.

Salesforce is the #1 CRM provider in the world, with over 150.000 corporate users (i.e., companies that use their software and services daily). A CRM solution (CRM is short for Customer Relationship Management) allows to squarely focus APEEE's activities on the families, as it seamlessly takes care of the 'meta'-functionalities – i.e., the functions and functionalities that support and underpin the association's activities and focus. The CRM collects, organises, and manages all family-related data so that the APEEE can keep track of parent's interaction, streamline communications, smoothen the user experience, and automate data management.

During the last year, the APEEE has been working on the new infrastructure and its implementation. The project was divided into eight different cycles. One for each service (transport, extracurricular activities, and canteen) plus additional needs like finance, IT support, administration, portal access, etc.

Each of these cycles takes about five weeks to be ready. The team has finalised six and is working on the last two. The process was more complex than expected, so more time was needed before presenting and launching the project.

The team's initial idea was to allow the parents to see the new portal after the Easter holidays and start the registrations for the services already for the school year 2022-2023 on the new platform. Unfortunately, this was not possible due to improvements that took longer than expected.



The team did not give up; the schedule was reorganised and, at the time of preparation of this Annual Report, the project is close to completion and should go live at the beginning of 2023. For a deeper dive into the work done and what the parent community will be able to experience next year, [click on the presentation](#), which contains a demo on how to use the new Secured Zone and on the information parents will have access to.

In addition to this demanding project, the IT Working Group has been revamping the website in collaboration with the Communications Working Group. Indeed, the current website has only experienced two modernisations since its launch in 2002. Firstly, a competition was launched on a renowned website and the APEEE received interesting proposals; it was then up to the APEEE Board to select the best options and establish the winner. After that, a deeper dive into the needs and

expectation of the APEEE was organised, and the implementation process started. Currently, last steps are being finalised and hopefully the revamped website will be launched at the beginning of 2023.

Further to those two projects, the IT team carried out some smaller but also important infrastructure projects. It saw to the creation of the Evere infrastructure from scratch, installed the internet, integrated telephony with Woluwe site, and duplicated the current extranet to allow parents to register for APEEE services.

The infrastructure in Woluwe was modernised to allow for a hybrid workplace as required by the new reality of working from home; for this, the IT team moved all APEEE systems to the cloud, implemented a VPN for the staff to connect to the office, replaced all desktops with laptops, and connected both schools' sites with RF radios.