# APEE

# Activity Report 2011-2012



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# **Activity Report 2011-2012**

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# A message from the President

This year has been a particularly busy year, with the upheaval caused by the move of some of the school community to the Berkendael site to allow for the Belgian Buildings Department (*Régie des Bâtiments*) to go ahead with the planned renovation of the Fabiola building on the Uccle site. Within the APEEE – both on the board and at the APEEE Services – we have tried our utmost for the move to go ahead in the best way possible and in close co-operation with the school. I take this opportunity to extend my thanks to all the staff at the APEEE Services for their extraordinary dedication and for the quality of the solutions they have found. We can now go ahead, as mentioned before over the last few months, with our intention to seek precise and regular progress reports on the state of the renovation work. We will take every opportunity to remind the Buildings Department that having the school function on two sites must go on for as short a time as possible.

2013 is almost upon us and new challenges await us, not necessarily any easier. Our main challenge concerns the general economic situation and the budgetary threats which weigh both on the European schools system as a whole <u>and</u> on our APEEE services in particular. Moreover, new pressures will be felt by the increase in the number of pupils registering at our school, whilst a 5th school in Brussels is not yet open. So in the coming year we will have to pay special attention on the balance of our accounts for our services, and in particular to those of the canteen and CESAME.

However, I cannot let these clouds completely darken the sky over the grounds of our beautiful school, so to speak! There are plenty of enjoyable projects for us to look forward to over the coming months: the school will hold its School fête again this year, in April; the valuable work done by our two vice-presidents on the prevention of addictive behaviour will continue; the efforts to improve the quality of the service in our canteen will also be in the spotlight again from next September onwards. These are just some of our many on-going projects, which, with an input from all of us will go to make our school as pleasant a place as possible.

Richard Frizon President of the APEEE

# **The Nursery School and Primary School**

What types of problems were dealt with? What were the results?

What remains to be done?

Here are some of the subjects on which the representatives of the parents made progress over the past school year:

- The main focus of the year 2011-2012 was the closing of the Fabiola building and its consequences, mainly the removal of 430 children towards the Berkendael site. The APEEE organised a broad consultation of the delegates and parents, which culminated in an Extraordinary General Assembly: the School's Direction and the General Secretary of the European Schools met the parents, explained the reasons for the proposed change and reassured them on a number of points. In the second part of this GA, the parents elaborated and adopted a resolution which formed the base of the APEEE's work over the month that followed. The purpose of this work was always to defend the wellbeing of the children concerned, both as regards the Services offered by the APEEE (Transport, Canteen and Extra-curricular) as well as in those aspects managed by the school: classrooms, outside playground, hygiene (toilets, etc...) and safety at Berkendael, the financial participation of the school, obtaining information on the planned work, the presence of the school psychologist at Berkendael, Learning Support and services for SEN pupils on site, questions realted to the SWALS languages, etc...;
- among the other subjects handled in the Education Council for Primary & Nursery, were: better support for the SWALS, a Maths Room, access to the swimming pool during the Primary years;
- Follow-up of the homework policy, as approved by the Primary Education Council;
- Miscellaneous

This work was done through many individual contributions, but also through teamwork of several voluntary parents and an open dialogue with the Primary School Headmistress, Mrs. Nordström and her education team, as well as with the teachers, all of who do their best for our children.

Among the subjects to be followed up are:

- the Primary School Ski Trips, which have come under scrutiny for some time;
- on a more general note, all the school trips lasting more than a day (i.e. overnight), now known as "Transplanted Classes" will be the subject of debate and of a reorganisation;
- there will also be a follow-up of the situation with regards to Berkendael.

Eric Leurquin, Vice-President of APEEE for the Nursery and Primary School

# **The Secondary School**

During 2011-12, the Main subjects dealt by the Secondary Educational Board and with the Direction were:

#### **School Trips**

After much consultation, it was agreed that the S4 trip would take place in S2 and be reduced trips of 3 days/2 nights. These trips will take place at the end of October instead of spring (for a better organisation at the school).

A transitory arrangement will also allow students that were in S2 and S3 in 2011-12 to join a trip.

#### **Work Experience**

After consulting the interested parties, and in particular, the students (represented at the Secondary School CE), it was decided that work experience will be organised in S6 and not in of S5.

Work experience will not become compulsory.

A pilot project will be implemented in 2012-13 and the process of evaluation of the experience enhanced, after the students are back from their internships.

#### **Drug Controls at the school**

A police drug control at school was carried at the school on 26 April. The outcome was that several students found in possession of drugs, were sent to a disciplinary board hearing.

The APEEE has organised a working group to facilitate drug prevention and has introduced the organisation InforDrogue at the school.

#### **Decision related to Higher Education**

Despite the opposition from Interparents, the Board of Governors approved an adjustment in the way university applications are dealt with at the school, in particular for the United Kingdom (UCAS).

A fee of 260 EUR will now be required for the school Careers Service to treat university applications for the UK and 130 EUR will be required for a number of other countries.

#### **Extranet**

School is ready to examine, along with the teachers, ways in which an electronic agenda could be put in place. This would allow students to consult homework, lessons and tests as indicated by teacher and facilitate the follow up a teacher's work from a distance.

Pere Moles Palleja, Vice-President of the APEEE for the Secondary School

#### **SWALS**

The general interest in and the wellbeing of SWALS students (« Students without a Language Section ») is already being addressed through activities in their "vehicular" section (FR, DE, FR). However, specific problems may still arise regarding SWALS L1, because of the specificity of the SWALS system and its organisation, and because of the minority status inherent to the group. These might still require additional attention.

Other more general questions regarding the distribution of SWALS among the main vehicular language sections are also being treated this year. Among them are: a fairer distribution of and organisation of time and a guarantee of comparable resources (classrooms, school books, etc.); the effective participation of parents in the SWALS integration support programme; and the transparent administration and organisation of the SWALS programmes at the European School of Uccle (Brussels I). Specific support in this regard is available to SWALS and SWALS parents, active in the APEEE, are being constantly vigilant to ensure maximum effectiveness of this programme.

In 2011-12, APEEE SWALS representatives worked with the school administration on first ever PRIM SWALS action plan, as well as with the teachers of PRIM EN section, who had prepared a SWALS welcome pack. APEEE SWALS representatives work were also frequently in contact with the school administration, section representatives and SWALS L1 teachers, supporting the search for solutions to minor problems with timetables and integration, which occurred at the beginning and during the early part of the year. Even more serious challenges in EN MAT in autumn 2011 were successfully resolved, and have not re-occurred at all this autumn 2012. This was also due to increased awareness and advance preparation.

In spring 2012, strong attention was given to the timely organisation of the PRIM/P1 move to Berkendael; having a single teacher working at two locations presents an additional challenge, which, left unresolved, could have lead to a significant disruption in the delivery of the SWALS L1 programme. Hover, adequate solutions were found.

Andrej Kobe SWALS Representative to the APEEE

# Special Educational Needs (SEN) development

The SEN working group has been trying to develop a coherent policy, bringing together under one umbrella the existing policies on SEN, Learning Support and support to the Students without a Language Section (SWALS), which at Uccle covers Slovenian, Bulgarian and Romanian pupils. These discussions have not been without their problems, given that the debate is unfortunately taking place at a time when spending cuts are also being proposed. As a result, the provision of therapies within the European Schools, as provided by speech therapists and physiotherapists, has to be outsourced. Existing SEN contracts will continue but any new contracts where such therapies are required will be provided under a new and complicated system. Parents will choose a therapist from an agreed list although the therapy can be provided in school time, timetables permitting, but the school will not be involved, either in its provision or in its coordination with other SEN support. Parents will also have to pay the therapies themselves (in theory reimbursable through the health insurance system). The new system is still being set up, so it remains to be seen whether it will function adequately. Parent representatives through Interparents have raised concerns about these new cost saving measures which will see therapists, employed by the schools in the past, seeing their work dry up and being asked to leave, taking away with them many years of experience and dedication. That said, SEN support should continue to be provided to children who need this extra help, under a separate budget line, and its provision continue to be linked to the only relevant criteria of "need". Whilst the European School system may not be classed as a fully inclusive one, the ethos remains that every child should be able to remain within the system if it can be shown that the child is benefitting from their schools and is making progress.

> Sibylle Grohs Member of the APEEE Board

# **School fees (for Category III families)**

Legal action was taken against the 4 European Schools in Brussels (Uccle, Woluwe, Ixelles and Mol) in March 2004.

In the Court of First Instance, an amicable solution with the opposing party could not be pursued, as the latter had appealed against a decision by the Tribunal during the session of 12/10/2006. The sentence given by the appeals court was once again in favour of parents. As a consequence, the schools accepted to pay compensation to the parents.

The case is still ongoing due to new questions raised by the President of the Court of Appeals of Brussels and the difficulties in establishing closer deadlines. The definitive closure of this case and the payment of compensation are expected in February 2013.

Alain Kruys

#### **Prevention of Risk Behaviour**

After the police inspection carried out at the school in the Spring of 2012, which was followed up by two emails sent to the parents of the pupils concerned by the Headmaster of the Secondary school and by Disciplinary Committees held for the four teenagers concerned (with expulsion of some), the APEEE proposed to launch a working group to develop a preventive and more participative approach at the school, with the intention of producing results over the long term.

Various target groups were identified within the school community:

- pupils;
- teachers;
- other staff: administrative staff, councillors, caretaker, cleaners, APEEE staff member;
- parents;
- people living or working within the vicinity of the school; neighbours, bus drivers etc..

The objective is to increase awareness (and therefore also to inform) to bring about prevention (and therefore reduce consumption) of both drugs and alcohol.

To communicate with parents, three conferences are planned for this year 2012-2013.

To communicate with the other target groups, the APEEE has met the specialized not-for-profit NGO InfroDrogues. InforDrogues came to the school for an interactive discussion/debate with the teachers and the direction. This project will be developed further in 2012-2013.

Eric Leurquin, Vice-President of APEEE for the Nursery and Primary School

# **Disciplinary Board**

It should be reminded that families have the opportunity to seek the help and accompaniment of a representative of the parents' association when their child is called in front of the discipline council.

The help offered by the representative of the parents' association is always given with the greatest discretion and confidentiality.

At the request of one family, I have been able to attend one such hearing of the School's Disciplinary Council over the past year and, I hope, managed to be of some assistance to this family, while they were going through at a particularly difficult time.

Pierre Choraine

# **Interparents (IP)**

Interparents (an umbrella association, representing all the Parents Associations at Type 1 schools), continues to play an active role on many fronts this year.

We have been present at the Board of Governors meetings, the pedagogical committees and the budgets committee. Additionally, we are represented in many of the working groups, such as languages, category 3 fees, cost sharing, the Careers Guidance service, the baccalaureate reform group and the revision of studies.

We have lobbied the Parliament to try and reinstate the budget, and were represented on the Petitions Committee. Progress has been slow, and we continue to be under severe budgetary pressure. The Baccalaureate reform is slowly taking shape, new features are being introduced year by year, all of which are aimed at improving the efficiency of the system and thereby enabling the smooth opening up of the system to new type 2 schools.

For further details on the work of Interparents, please see <a href="https://www.interparents.eu">www.interparents.eu</a>

Rachel Harvey-Kelly, Interparents Representative at Uccle

# **Central Enrolment Authority (ACI)**

#### Results 2012/2013 and proposals for 2013/2014

During the 2012/2013 session, 2270 applications for enrolment and transfer were processed, the applications by category I and II\* (Eurocontrol, from 1st Primary) were 2166.

Compared to previous school years, there was an increase in the number of applications that were processed, as the following figures indicate:

	Processed applications (all categories)	Increase	Percentage
2010-2011	1 944		
2011-2012	2 115	+ 171	+ 9%
2012-2013	2 270	+ 155	+ 7%

At the time of the opening of Brussels IV Laeken the figures for Uccle decreased:

	Applicants September 2011	Applicants September 2012
Brussels I	3 158	3 049
Brussels II	3 184	3 153
Brussels III	2 932	2 909
Brussels IV	1 052	1 525
Total	10 326	10 636

Registration policy for the next scholastic year (2013-2014) was subject to only a few changes:

- The maximum number of pupils per class remains fixed at 30 children; the reduction to 28 children announced for 2012 has already been postponed and is not on the agenda;
- Pupils who leave to study abroad have the right to return to their class of origin (if this has been discussed with the school beforehand and agreed upon);
- For specific pedagogical reasons (particularly option choices), the transfer of a student may be authorised from one ES in Brussels to another ES in Brussels, in 5th year secondary.

# Structure of Brussels I: Division of classes by section for the scholastic year 2013-2014

Section	DE	DK	EN	ES				DI	Total
Section Class	DE	DK	EN	ES	FR	HU	IT	PL	Total
Kindergarten	1	1	1	1	5	1	1	1	12
P1	1	1	1	1	3	1	1	1	10
P2	1	1	1	1	3	1	1	1	10
Р3	1	1	1	1	3	1	1	1	10
P4	1	1	1	1	3	1	1	1	10
P5	1	1	1	1	3	1	1	1	10
S1	1	1	2	1	3	1	1	1	11
S2	1	1	2	1	3	1	1	1	11
S3	1	1	2	1	3	1	2	1	12
S4	1	1	2	1	3	1	1	1	11
S5	2	1	2	1	4	1	1	1	13
S6	1	1	2	1	3	1	2	1	12
<b>S7</b>	1	1	2	1	4	1	1	1	12
Total	14	13	20	13	43	13	15	13	144

For Category III: the extension placed on the enrolment of category III pupils to the brothers and sisters of current pupils, in strict conformity with the decisions of the Upper Council with regard to this category of pupils, has taken into account the current overcrowding in the European Schools of Brussels.

#### Future enrolment will be based on the following proposals:

INSCRIPTION DANS LES ECOLES EUROPEENNES DE BRUXELLES

DES ELEVES NE PRESENTANT PAS DE CRITERE PARTICULIER DE PRIORITE

SELON LA DISTRIBUTION DES SECTIONS LINGUISTIQUES PRESENTES DANS PLUSIEURS ECOLES

	DE	EN	IT	NL	FR	
Maternelle	Bruxelles I-II-III-IV jusqu'à 15 élèves	Bruxelles I-II-III-IV jusqu'à 15 élèves	Bruxelles I-II-IV jusqu'à 15 élèves	Bruxelles II-III-IV jusqu'à 15 élèves	Bruxelles I-II-III-IV jusqu'à 24 élèves	Maternelle
P1	puis Bruxelles I et IV jusqu'à 24 élèves	puis Bruxelles I et IV jusqu'à 24 élèves	puis Bruxelles I et IV jusqu'à 24 élèves	puis Bruxelles IV jusqu'à 24 élèves	Bruxelles I et IV jusqu'à 24 élèves	P1
	DE	EN	IT	NL	FR	DO
P2	Bruxelles I et IV	Bruxelles I et IV	Bruxelles I et IV	Bruxelles IV	Bruxelles I et IV	P2 P3
P4	jusqu'à 26 élèves	jusqu'à 26 élèves	jusqu'à 26 élèves	jusqu'à 26 élèves	jusqu'à 26 élèves	P4
P5	,,	,,	,,	,,	,,	P5
	DE	EN	IT	NL	FR	<u> </u>
S1				Bruxelles IV		S1
S2	Bruxelles IV	Bruxelles IV	Bruxelles IV	jusqu'à 26 élèves	Bruxelles IV	S2
S3 S4	jusqu'à 26 élèves	jusqu'à 26 élèves	jusqu'à 26 élèves	<u> </u>	jusqu'à 26 élèves	S3 S4
S5	A partir de la S5	A partir de la S5	A partir de la S5	A partir de la S4	A partir de la S5	S5
S6	Bruxelles I-II-III	Bruxelles I-II-III	Bruxelles I-II	Bruxelles II-III	Bruxelles I-II-III	S6
S7	jusqu'à 26 élèves	jusqu'à 26 élèves	jusqu'à 26 élèves	jusqu'à 26 élèves	jusqu'à 26 élèves	S7

L'Autorité centrale des inscriptions se réserve le droit d'adapter cette structure, à savoir procéder à la création ou à la suppression de classe(s) dans l'une ou l'autre école, en fonction du nombre de demandes d'inscription recevables selon les dispositions de la politique d'inscription, dans le respect des lignes directrices fixées par le Conseil supérieur.

Les règles de regroupement des classes décidées par le Conseil supérieur s'appliquent.

Hajo Altenberg

# **Transport Services**

#### 2011-2012 School Year

The transport network of the European School of Uccle is made up of a fleet of 50 buses in the morning and 52 buses in the afternoon. This fleet of buses comes from 18 different coach hire companies, since the policy of the Transport Committee is to diversify the companies in order to get the best offers and to avoid a situation of monopoly.

The level of occupancy on buses is at a satisfactory level: there are between 42 and 45 pupils on each bus, with 50 places available on each bus, which gives an average total occupancy of  $\pm$ 0%.

2.195 pupils have used the school transport service during the 2011-2012 school year to travel to and from school.

The annual price of subscriptions was set at 1.121 € for the year 2011-2012.

During the previous school year, we had also worked hard and in close collaboration with the other services offered by APEEE, to set up an online payment system. This process was subscribed in the light of its cost.

Parents appreciated the possibility of being able to subscribe online for the school transport service for the year 2011-2012.

#### Start of Year 2012

The start of the school year 2012-2013 was complicated, due to the organisation of two services (Uccle & Berkendael). Furthermore, it was necessary to set up a shuttle service to allow parents to use the Uccle child care facilities.

Following the advice of the Transport Committee, several parents of young pupils in the Kindergarten chose to accompany their children to school themselves during the first few days of school. In this way some potentially unpleasant situations were avoided (young pupils who could not find their bus, etc.).

To date, 2274 pupils take one of the 64 buses (in the morning) and one of the 66 buses (in the afternoons) that make up our fleet this year and which belong to 20 different companies.

The annual price (flat rate) of the subscription has been set at € 1466 for 2012-2013.

As happens at the start of each school year, we have received requests from several parents to change stops or propose new stops. These requests were studied during a Management Committee meeting for Transport (a Committee made up of the staff of the APEEE Services Transport asbl and parent members on the management committee for Transport). We try to accommodate requests for changes as far as possible, and as long as they are <u>reasonable and feasible</u>.

#### **Training**

Each year we organise a session on security on the bus and a bus evacuation exercise. All the Primary and Kindergarten classes have received or will receive this training and participate in a practical exercise on the bus. This involves 61 classes between the  $12^{th}$  and  $30^{th}$  November. The same training is given to the bus supervisors.

We also organise an English language course for adult supervisors each week on Wednesdays 10.00 a.m. to 11.00 a.m.

The daily management of the transport service is carried out by 4 persons, whom we would like to thank wholeheartedly for their efficiency and diligence:

- Frédéric Herinckx, manager
- Carine Decostre, assistant
- Agnès Laurent, assistant
- Nathalie Moraitis, assistant.

The Transport Committee is made up of three parents whose children use the school transport (volunteers), including the president.

We encourage other parents to join us in order to help us provide an essential service, which places pupils at the centre of its work.

Hajo Altenberg, President of the Transport Committee

#### The Canteen

During the school year 2011-2012, the canteen of the European School of Uccle served hot meals to an average of 1990 students a day in 3, hourly services, in the two canteens, one in the Fabiola Building, the other in Van Houtte.

Since September 2010, there has been only one service in Fabiola, just for pupils in the Kindergarten classes. In 2011-2012, all the other children have eaten in the Van Houtte canteen, split between three services. Children no longer eat in the teachers' canteen, as was already the case the year before.

The canteen is also in charge of preparing and/or selling snacks served in two cafeterias for the Secondary School: one in the Platon building for the first three years of secondary and one in the Van Houtte building for S4-5-6-7.

In December 2011 our candidature with the Bruxelles Environnement to benefit from support to develop a sustainable approach to food in the cafeterias (complimentary to the Sustainable Canteens programme which is running currently) was continued. Several meetings were held between student representatives, school teachers and the canteen and we have decided to focus our efforts on the Platon cafeteria for which we have completely revised our provision in September 2012.

The AC of the canteen decided on an increase of  $\leqslant$  0.35 per meal from September 2011 to cover:

- An increase in the price of raw ingredients;
- The replacement of outdated kitchen equipment and utensils (our kitchen is already 20 years old);
- The employment of additional staff for the preparation of meals.

A new phase of the programme « <u>Collectivités durables en Région Bruxelloise</u> », which has been running for two years, began in May 2011. This phase is more personalised and individualised.

A multi-annual «Sustainable Canteen Action Plan» was drawn up and approved. This Action Plan aims to earn the recognition for a « Sustainable Canteen » for our school and requires collaborative efforts on the part of the different interested parties: School – Users (parents and children) – Canteen.

The following are the main objectives of this Action Plan:

- Communication: to raise awareness among the users and the staff of our canteen about healthy and sustainable food;
- To promote a balanced diet in the menus by: increasing the amount of unprocessed products, reducing food wastage, reducing the proportion of animal proteins, and introducing sustainable and/or organically-grown products while keeping prices stable.

The practical measures taken over the past year were:

- The regular distribution of the Newsletter Alimentation Durable à l'EEB1;
- The « Tuesday is soup day » initiative;
- The showing of the film « Lovemeatender ».

An additional kitchen was put in place in September 2011, in charge of cold foods and meals for the Kindergarten classes.

A surprise visit by AFSCA (Agence Fédérale pour la Sécurité de la Chaîne Alimentaire) in May 2011 confirmed that our canteen adheres strictly to current hygiene rules. AFSCA's report had indicated certain points that needed to be corrected, especially with regards to the infrastructure of our kitchen. The necessary changes were been made with the help of the school and, during the inspection visit, we received some favourable comments.

Daily management of the ASBL Canteen is taken care of by our manager, Tony Dillen, together with our three cooks and the service staff, whom we thank for all their hard work, their enthusiastic attitude and their support of the « Sustainable Canteen » project.

The administrative council of the Canteen committee is made up of four parents whose children use the school canteen and/or cafeterias. These are all volunteers. Since September 2009, the committee has been presided by one of these parents. The Committee meets once a month, together with the management, the school and student representatives.

Teresa Fernández-Gil, President of the Canteen Committee

#### Césame

#### **Extra-curricular activities**

The scholastic year 2011-2012 confirmed a decrease in the number of subscriptions to extracurricular activities, mainly due to the reduction of students in the Primary School (110 children less since 2007-2008). We also noticed that pupils in the  $4^{th}$  and  $5^{th}$  primary sign up less and less, or sign up to just one activity.

For the Secondary school, we have introduced several new activities such as zumba, creative writing workshops in Italian and home decor. The zumba course was very popular, but we had to stop the creative writing workshops due to the low number of enrolment. It is also rather difficult to propose new activities because students are generally attracted by the activities with which they are already with. The student population in the secondary school has increased significantly in the last few years (425 students more since 2005-2006). However, this has not attracted more students towards our extracurricular activities because most of them take place after school hours and students prefer to attend activities outside of the school.

	Number of subscriptions							
Scholastic year	1st and	2 <sup>nd</sup> primary	3rd to 5th		Total			
,	1st semester	2 <sup>nd</sup> semester	primary	Secondary	1 0 101			
2007-2008	327	214	422	263	1 226			
2008-2009	284	196	485	242	1 207			
2009-2010	290	166	485	244	1 185			
2010-2011	262	150	461	282	1 155			
2011-2012	291	207	402	251	1 151			

Thanks to the subsidy of € 30.000 given by APEEE (to make up for the loss of the school subsidy and the parents fee); extracurricular activities have a balance of € 17.063.

#### **Swimming**

The number of students signed up is stable but the income received has increased, due to a 10% increase in contributions. The number of subscriptions for swimming courses was very high and we could not accept all the applications from pupils from the four European Schools.

We had some difficulties with the swimming pools: the VUB closed for several weeks due to damages to the roof after strong windq in January/February; and the Longchamp pool closed at the end of May. We are still waiting for confirmation from the Uccle local council that the Longchamp swimming pool will reopen at the beginning of 2013.

Scholastic year	Number of swimmers	Contributions received (in €)
2008-2009	210	48 260
2009-2010	280	63 820
2010-2011	267	60 207
2011-2012	276	68 500

#### **Césame After-school Child Care (on Friday afternoons)**

During 2011-2012, the huge increase in the number of pupils in Kindergarten and Primary had an impact on number of families signing up to after-school child care facilities. The numbers of pupils signing up has continued to rise since September 2009.

187 children regularly use this service this year, 47 more than the year before. More than 64% of these children leave with the second departure of the school buses or are collected up by their parents during the afternoon. The remainder, all Kindergarten pupils, leave with the first departure.

The child-carers, 8 in all, take charge of the children as soon as they finish eating in the canteen, in the case of the Kindergarten pupils or after the break, in the case of 1st and 2<sup>nd</sup> primary pupils.

Cooperation with the kinder teachers has been very smooth. The relationship has been cordial and there have been no complaints regarding disorderliness or damaged objects in and around the Fabiola Building.

First and second year Primary are still looked after in the Gutenberg basement, a space which they share with the religion teachers, which is not an ideal space for a child care centre.

	Césame child care: situation at 30/06/2012						
		1st bus departure Friday (1.15 p.m.)	2 <sup>nd</sup> bus departure Friday (4 p.m.)				
a ct	Full <sup>(1)</sup>	59	119				
1 <sup>st</sup> trimester	Special cases <sup>(2)</sup>	6	14				
timester	Total	65	133				
and	Full	65	111				
2 <sup>nd</sup> trimester	Special cases	5	9				
trimester	Total	70	120				
ord	Full	66	109				
3 <sup>rd</sup> trimester	Special cases	3	0				
cimicstei	Total	69	109				
	Moyenne	68	120				

<sup>1)</sup>Full: number of children who paid a full annual fee (from September 2011 to June 2012)

<sup>(2)</sup> Special cases: number of children who joined during the year (prorata payment)

#### Lockers

To cope with the increase in demand this year, 12 new locker units were placed in the courtyard of the Platon building. 1523 lockers were installed and all requests for lockers have been met.

Except for some graffiti on the doors of the lockers in the Breughel and Da Vinci (Science) buildings, vandalism has decreased significantly over the last two years.

The school has installed new surveillance cameras, in the small hall of the Breughel building, as well as overlooking the courtyard of the Platon building, where the new lockers have been placed.

Mr. Jadoul has made sure that students are given copies of the keys which have been lost.

The replacement of old lockers that began during 2010-2011 will continue on a regular basis in the coming years, so as to avoid a backlog.

#### **Events**

- Christmas Concert on 4th December 2011:

This event is always very successful and is a key moment in the school life for both pupils and their parents. We agreed to support two students who wanted to organise a cake sale during the interval to raise funds for 4Liberty Challenge.

- Spring Concert on 28th April 2012:

This concert was organised in the Van Houtte gym, on the stage which the Talent Show team put at our disposal. We thank them wholeheartedly for this. The Spring Concert attracts a smaller audience than the Christmas concert but parental attendance remains high.

- Theatre Workshop performances and the Cesame Festival:

Secondary school students, who had taken part in the French theatre workshops over the year, presented the results of their hard work with several performances given in May and June. The Primary School students performed their show as part of the Cesame Festival. Unfortunately, the English-language theatre group had to cancel their show, because the teacher left before the end of the year.

The Cesame Festival was held on Saturday 16th June. It was a great success, despite the fact there was no school Fete this year and so with fewer parents attending.

Gilbert Luciani, President of the Césame Committee

# The Health and Safety Committee (CSH)

The Security and Hygiene Board (CS&H) is a consultative board that does not have the same structure as the other school associative boards. It brings together different members actively involved in school's life. It includes representatives from:

- APEEE,
- School doctor,
- Guards,
- Staff,
- Both Deputy Directors,
- Student representatives,
- La Régie des Bâtiments,
- The Transport Committee,
- Pedagogical Counsellors,
- Nursery Coordinator,
- Pedagogical Secretary,
- School technician.

Under the Direction of the School Director, Mrs. Ruiz, its members discuss Security and Hygiene issues at school and make and examine appropriate recommendations. The decisions adopted by this Board are implemented under the responsibility and authority of the School Direction.

Main objectives in 2011-12 were:

- Access to the School;
- The Science Building;
- The Sports Complex;
- The playground.

Moreover, appropriate measures were examined for 2012-13 in order to prepare the move to Berkendael and for the renovation of the Fabiola building.

Pere Moles Palleja Parents' Association Representative to the CS&H

# **Ski Trips**

The ski trips for the 4th year Primary at our school were held from 26th January to 3rd February 2012. For the sixth time in a row, the trip was organised through the Belgian organisation, CPAN. The participation rate was 219 children out of the 235 pupils in Year 4. There were 37 adults in total who accompanied the children, including 10 class teachers, 13 assistants chosen by the school, 1 nurse, 2 drivers (parents), 1 organiser and 10 young CPAN students. Altogether there were 256 persons.

As in the year before, we had to reserve additional compartments on the train. This year we had to book an extra 10 compartments, each occupied by a maximum of five children. This meant that two adults shared a compartment.

The outgoing journey arrived on time and with no particular difficulties. We did have a few minor problems, however, on the way back:

The INTERSOC train coming from Sierre was delayed by an hour (because of a bridge collapsing near Sierre). Luckily, a part of the group was given somewhere warm where they could wait, next to the the station; the others kept warm in the restaurant car of the train. It was -15 degrees outside on the evening we left. However, the children were neither cold nor bored on the way as thankfully they were wearing their ski outfits for the journey, as we ask them to do every year. When the train finally arrived, it had beautifully warm compartments. However, cleanliness was far from satisfactory.

On the outbound journey, two children vomited in a compartment and on the return journey the same compartment still had some traces of this incident. The same could be said about the cleanliness of the toilets.

A letter of complaint was sent to CPAN.

We were not very late in arriving in Brussels.

This delay made it possible for parents to pick up their children's baggage. There were only 3 pieces of baggage which were picked up on Monday.

During the whole stay the parents were kept informed about how the snow class was progressing by means of a blog that was updated daily by the organiser.

We had no illnesses or injuries to report.

This was exceedingly good luck!!!

The two drivers, parents of last year's students, drove the baggage of our pupils once more this year using a hired lorry.

As always, the team at the centre was very supportive and very attentive to our needs. The communication with the person in charge of the ski school was very positive and the organisation of the classes was very efficient and professional. The crossing of the ski tracks at the end of the skiing lessons to return to the centre was reasonably safe.

CPAN met all our requirements in organising a satisfactory ski trip.

The « construction of an igloo » was possible this year thanks to an abundance of snow. Children enjoyed this activity tremendously. The regional newspaper published a feature on this activity interviewing the teacher in charge of this

particular class. The guides/monitors were very professional and our teachers and assistants have proven their worth.

We were once more lucky enough to watch a husky dog race. The race course was immediately behind the centre. Tobogganing was also a highlight of the trip, as it is each year.

Our children had brought fewer medicines with them from home!!!!!! We will have to organise the infirmary better for next year.

The set up of the blog functioned very well. Parents expressed their satisfaction in this respect.

The trip came to an end with an evening out for all the adults, with a good meal at 'EQUINOXX' restaurant.

The Administrative Council of the ASBL « Solidarity Ski Trips », which is in charge of the financial management of the trip, following an initiative by one parent (an APEEE delegate and one other, elected by the representatives of the classes concerned), decided to set up a decision-making commission made up of 3 persons (a representative of the Direction, a representative of the school and a representative of the parents). This commission took it upon themselves whether or not to grant subsidies requested by the families in need of this assistance.

Petra Saal with Istvan Dobo, Parent Representative for the Ski Trips

## **APEEE Accounts**

## Treasury report - Accounts from 01/09/2011 to 31/08/2012

### ASSOCIATION DES PARENTS D'ELEVES DE L'ECOLE EUROPEENNE DE BRUXELLES I

COMPTE DE RESULTATS AU 31 AOUT 2012								
	Réel 2009/10	Budget 2010/11	Réel 2010/11	Budget 2011/12	Réel 2011/12			
CHARGES								
Frais entretien ordinateur (+logiciel)	0,00	300,00	0,00	300,00	0,00			
Frais téléphone / internet	538,49	1.000,00	434,39	600,00	497,96			
Frais postaux	0,00	0,00	12,10	15,00	6,50			
Fournitures de bureau / ordinateur / copies	187,74	150,00	91,05	150,00	290,15			
Honoraires Avocats/ Comptable/ autres	1.000,00	0,00	0,00	150,00	991,35			
Honoraires Commissaires aux comptes	299,95	600,00	299,95	600,00	0,00			
Dons, cadeaux	94,90	0,00	0,00	100,00	94,00			
Participation projets école	608,20	0,00	926,00	0,00	0,00			
Participation projets externes école	0,00	0,00	0,00	0,00	0,00			
Publications légales	0,00	100,00	250,00	250,00	118,70			
Cotisations + frais Interparents	0,00	850,00	1.200,00	1.200,00	1.350,00			
Annonces et insertions	0,00	0,00	90,75	0,00	0,00			
Réceptions (barbecue Apeee)	491,77	250,00	223,88	500,00	328,78			
Frais de formation	0,00	<u>150,00</u>	<u>0,00</u>	<u>150,00</u>	240,00			
TOTAL BIENS ET SERVICES	3.221,05	3.400,00	3.528,12	4.015,00	3.917,44			
Rémunérations	35.126,28	37.159,00	37.275,51	39.774,00	22.967,64			
Indemnités de rupture	0,00	0,00	0,00	0,00	13.213,28			
Déplacements	440,00	528,00	528,00	528,00	344,77			
Différences provision pécules vacances	-1.734,22	1.903,00	1.936,09	256,00	2.721,16			
Charges patronales	8.925,68	9.765,00	9.782,67	10.576,00	12.448,62			
Autres frais de personnel	1.345,75	1.350,00	1.299,13	1.300,00	889,61			
Assurances accident travail / RC	714,10	675,00	694,95	735,00	655,72			
Secrétariat social	308,70	250,00	268,54	270,00	313,61			
Services médicaux	16,00	16,00	21,14	38,00	0,00			
Chèques repas	<u>0,00</u>	<u>0,00</u>	0,00	0,00	0,00			
TOTAL REMUNERATIONS ET CHARGES	45.142,29	51.646,00	51.806,03	53.477,00	53.554,41			
Dotations amortissements	2.886,06	0,00	4.600,42	8.000,00	0,00			
TOTAL AMORTISSEMENTS	2.886,06	0,00	4.600,42	8.000,00	0,00			
Taxes diverses	145,48	180,00	<u>177,10</u>	172,00	0,00			
TOTAL AUTRES CHARGES								
D'EXPLOITATION	145,48	180,00	177,10	172,00	0,00			
Différences	0,00	0,00	0,11	0,00	0,00			
Intérêts et frais de retard	0,00	0,00	0,00	0,00	216,91			
Frais de banque	<u>129,57</u>	<u>130,00</u>	<u>178,73</u>	<u>180,00</u>	<u>284,54</u>			
TOTAL CHARGES FINANCIERES	129,57	130,00	178,84	180,00	501,45			

Charges exceptionnelles / subsides	<u>93,25</u>	0,00	0,00	30.000,00	30.000,00
TOTAL CHARGES EXCEPTIONNELLES	93,25	0,00	0,00	30.000,00	30.000,00
lmn âta	247.00	225.00	222.24	255.00	247.65
Impôts TOTAL IMPOTS	217,09 <b>217,09</b>	225,00 <b>225,00</b>	232,34 232,34	255,00 <b>255,00</b>	347,65 <b>347,65</b>
TOTAL IMPOTS	217,09	225,00	232,34	255,00	347,03
TOTAL CHARGES	51.834,79	55.581,00	60.522,85	96.099,00	88.320,95
PRODUITS					
PRODUITS					
Cotisations	57.504,00	50.000,00	55.765,00	72.000,00	73.260,00
Autres recettes	2.564,41	0,00	15.898,65	0,00	0,00
Autres recettes rétrocédées	<u>-2.564,41</u>	0,00	<u>-15.898,65</u>	0,00	0,00
TOTAL VENTES	57.504,00	50.000,00	55.765,00	72.000,00	73.260,00
Fournitures et prestations	10.000,00	10.000,00	0,00	0,00	0,00
Récupération biens et services	10,00	10,00	0,00	0,00	0,00
Récupération rémunérations et charges	441,92	441,92	374,53	400,00	450,66
TOTAL PRODUITS D'EXPLOITATION	10.451,92	10.451,92	374,53	400,00	450,66
Intérêts reçus	1.447,26	1.500,00	1.548,89	1.700,00	1.700,63
Différence	0,00	0,00	0,00	0,00	8,00
TOTAL PRODUITS FINANCIERS	1.447,26	1.500,00	1.548,89	1.700,00	1.708,63
Produits exceptionnels s/ exercices					
antérieurs	1.029,23	325,00	0,00	325,00	0,00
Autres revenus exceptionnels (calculatrice)	0,00	0,00	0,00	0,00	134,00
TOTAL PRODUITS FINANCIERS	1.029,23	325,00	0,00	325,00	134,00
TOTAL PRODUITS	70.432,41	62.276,92	57.688,42	74.425,00	75.553,29
	,	7-	,	, , , , ,	,
RESULTAT DE L'EXERCICE	18.597,62	6.695,92	- 2.834,43	- 21.674,00	- 12.767,66

The annual accounts of the APEEE AISBL have been established in a business continuity perspective.

Reading the accounts, we observe that our bottom line is negative and represents a mastered loss of  $\in$  12,767.66 (because we made a donation of  $\in$  30,000 to CESAME) for total revenue of 75,553.29 and total expenses  $\in$  88,320.95. Note that contributions received increased 31.37% over the previous year and for that we thank the parents. For your information, the fee of  $\in$  40 is one of the lowest of all European schools (see below).

#### Contributions table:

School	Fee 2012-2013	School	Fee 2012-2013	School	Fee 2012-2013
Ixelles	45 €	Mol	30 €	München	40 €
Woluwe	45 €	Luxembourg I & II	50 €	Bergen	25 €
Uccle	40 €	Karlsruhe	30 €	Alicante	30 €
Laeken	50 €	Frankfurt (ordinary member)	100 €	Varese	25 €
Culham	17 £	Frankfurt (supporting member)	30 €		

We think it useful to understand the deficit for the year to compare the achieved during the 2011-2012 with the budget and with the results of the previous year.

	Réalisé 2010-2011	Budget 2011-2012	Réalisé 2011-2012	Ecart budget	Croissance
Recettes					
Cotisations	55.765,00	72.000,00	73.260,00	(+) 1.260,00	+ 31,37 %
Autres produits d'exploit.	374,53	725,00	584,66	(-) 140,34	+ 56,10 %
Produits financiers	1.548,89	1.700,00	1.708,63	(+) 8,63	+ 10,31 %
Total	57.688,42	74.425,00	75.553,29	(+) 1.128,29	
Dépenses					
Services et biens divers	3.528,12	4.015,00	3.917,44	(-) 97,56	+ 11,03 %
Rémunérations	51.806,33	53.477,00	53.554,41	(+) 77,41	+ 3,37 %
Amortissements	4.600,42	8.000,00	0,00	(-) 8.000,00	
Taxes diverses	409,44	427,00	347,65	(-) 79,35	- 15,09 %
Charges financières	178,84	180,00	501,45	(+) 621,45	
Charges exceptionnelles		30.000,00	30.000,00	0,00	
Total	60.522,85	96.099,00	88.320,95	(-) 7.778,05	
	- 2.834,43	- 21.674,00	- 12.767.66	(+) 8.906,34	

We note the following:

#### 1. Income

- Contributions have increased 31.37% over the previous year and had been properly budgeted (difference 1.75%).
- Other operating income increased by € 210.13 compared to the previous year but is still € 140.34 lower than had been budgeted.
- Financial income increased by 10.31% compared to last year. This increase was budgeted correctly (difference 0.51%).

Overall, revenues are  $\in$  1,128.29 above the budget and  $\in$  17864.87 in increase (30.97%) compared to the previous year.

#### 2. Spending

- Miscellaneous goods and services and all management fees increased by € 389.32. However, this increase is less than what was budgeted for the year (-2.43%).
- The remuneration and social charges are very slight increase in budget (0.14%), but this is a mastered increase compared last year (+ 3.37%). The difference with the budget is € 77.41. Two events have impacted this post. The severance of the former collaborator contributed to the increase; however, the absence pay before replacing it negates this increase.

- Depreciation: There has been no investment this year, although this position was budgeted in the amount of € 8,000.00.
- Financial expenses: have increased compared to last year (€ 322.61). This
  increase was due to interest on late paid invoices out of time during the
  holiday collaborator.
- Exceptional charge: The budget included an exceptional charge of € 30,000 as a gift to the new APEE AISBL Services.

Overall expenses for the year are up from last year but this increase was budgeted. The charges are € 7,778.05 less than those who have been budgeted.

#### In conclusion

We can summarize the results of the 2011-2012 budget year as follows:

#### 1/ Result

Budgeted deficit	(-) 21.674,00
Excess revenue compared to budget	(+) 1.128,29
Insufficient charges compared to budget Severance payments	(+) 20.991,33 (-) 1 <u>3.213,28</u>
Profit for the year 2011-2012	(-) <u>12.767.66</u>

#### 2/ Change over the year 2010/2011

	<b>2010/2011</b>	<b>2011/2012</b>	gap	<u>%</u>
Income	57.688	75.553	17.865	+30,97
<u>Spending</u>	<u>60.523</u>	<u>88.321</u>	<u>27.798</u>	+45,93
Result	(-) 2834	(-) 12 768		

# SITUATION OF ACTIVE AND PASSIVE OF APEEE I CONSOLIDATED AT 31.0 8.2012

#### **APEEE Bruxelles1 AISBL - BILAN AU 31.08.2012**

ACTIF		PASSIF	
Immobilisations corporelles		Patrimoine	
MOBILIER/MATERIEL BUREAU	3.334,92	REVENUS NETS CUMULES	101.340,37
AMORTIS s/ MOBILIER ET MATERIEL BUREAU	(3.334,92) <b>0,00</b>	REVENUS DE L'EXERCICE	(12.767,66) <b>88.572,71</b>
Immobilisations incorporelles	0,00		88.572,71
_		Dettes à un an au plus	
INFORMATIQUE PROGRAMME	6.615,07		
AMORTISSEMENT INFORMATIQUE	(6.615,07)	FOURNISSEURS	2.007,05
	0,00	AUTRES DETTES SOCIALES	26,28
		ONSS	<u>878,00</u>
Créances à un an au plus			2.911,33
AUTRES CREANCES - PROVISION ONSS	1.923,00		
		CREDITEURS DIVERS	7.701,93
Valeurs disponibles		C/C APEEE SERVICES	<u>172,79</u>
			7.874,72
COMPTE COURANT ING	48.364,68		
ING LIVRET VERT 1	86.210,84	Comptes de régularisation	
ING LIVRET VET 2	18.259,25	,	
ING LIVRET VERT 3	522,58	CHARGES À IMPUTER	973,73
ING BUSINESS ACCOUNT	56,35	PRODUITS À REPORTER	<u>56.617,00</u>
ING BONUS ACCOUNT	702,16		57.590,73
CAISSES - ESPECES	188,49		
	154.304,35		
Comptes de régularisation			
CHARGES À REPORTER	222,14		
PRODUITS ACQUIS	<u>500,00</u>		
	722,14		
	156.949,49		156.949,49
	130.343,49		130.343,49

We can summarize the situation in August 31, 2012 in this way:

<u>ASSETS</u>		<u>LIABILITIES</u>	
Tangible	0	Equity	88 573
Short-term receivables Treasury	1 923 154 304	Short-term debt	10 786
Accruals	<u>722</u> <b>156 949</b>	Accruals	57 591 <b>156 949</b>

#### **Comments**

#### Active

Tangible 0.00 €

APEEE has not made any investment in that year.

Depreciation is charged entirely in the year of acquisition; therefore, there was no amortization expense this year.

*Treasury* : € 154,304

Our cash decreased from last year by about € 45,000. Our cash still accounts for nearly 98.31% of our total assets and is equivalent to more than two years of contributions.

#### **Passive**

*Equity:* € 88,573

Equity decreased the amount of the loss for the year: € 12,768.

*Adjustments:* € *57,591* 

It is mainly contributions received before the 31/08/2011 and concern 2012-

2013.

Adil Soussi Nachit, APEEE Treasurer

#### **APEEE Services**

The process of the reorganisation of the services is now complete. The services have now all been brought together under one umbrella structure known as the APEEE Services, which is entirely run by parents.

The financial results of the past year can be found in the Annexes to this report. They show an overall slight surplus across the services. We should however point out that there has been a slight deficit in the canteen accounts. This will have to be corrected next year by reducing the costs of the table-to-table service in the main canteen; moreover, and more worryingly, this deficit is proportionately larger, by comparison to the results for the extracurricular activities. We will have to carry out an in-depth analysis in order to understand the reasons for this deficit and try to remedy it. Extracurricular activities would in fact be in deficit, were it not for a contribution of € 30,000 from the APEEE.

We are very satisfied with the new accounting system, which was set up with the help of an external accountancy company. For the first time, this system allows us to look in greater detail at the both expenditure and the income of each service, as well as provide greater transparency towards the parents in the management of our services.

Finally, this year was also characterised by the preparations for the transfer of the Kindergarten and 1<sup>st</sup> Year Primary School pupils to Berkendael.

I would like to thank our coordinator Pascale De Smedt, Tony Dillen and the staff at the canteen, for Transport, Fréderic Herinckx, for child-care and extracurricular activities, Marie-France Lipsin and Dominique Récalde, Vincent Reynaerts, in charge of lockers, and all their collaborators for their hard work and commitment.

Pierre Choraine President of APEEE Services

## APEEE Services - Réalisé 2011-2012

	TOTAL	Coordination	Cantine	Transport	Activités périscolaires	Garderie	Casiers	Equipe natation
Produits								
Cotisations	4.827.674,99	0,00	1.744.466,80	2.569.442,11	380.436,83	60.190,25	38.916,00	34.223,00
Autres recettes	164.039,42	133.415,00	0,00	0,00	30.624,42	0,00	0,00	0,00
Récuparation biens et services	12.460,84	395,48	6.128,47	1.627,61	3.996,20	313,08	0,00	0,00
Produits financiers	15.485,63	4,56	7.686,31	5.917,80	1.249,15	93,97	532,53	1,31
Total produits	5.019.660,88	133.815,04	1.758.281,58	2.576.987,52	416.306,60	60.597,30	39.448,53	34.224,31
Charges								
Coûts des Prestations	2.828.784,66	0,00	587.669,55	2.205.929,02	33.652,05	231,60	0,00	1.302,44
Biens et services	909.125,30	29.649,64	594.952,81	62.344,16	170.739,39	2.522,70	26.389,96	22.526,64
Rémunérations et charges	981.374,17	54.062,93	531.713,73	157.879,53	194.542,44	43.175,54	0,00	0,00
Amortissements	54.042,49	1.189,97	38.613,08	1.848,88	0,00	0,00	12.390,56	0,00
Autres charges d'exploitation	123.582,00	20.167,00	41.688,00	61.727,00	0,00	0,00	0,00	0,00
Charges financières	3.134,30	152,68	1.067,40	1.165,24	309,61	122,19	145,87	171,31
Taxes	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Total Charges	4.900.042,92	105.222,22	1.795.704,57	2.490.893,83	399.243,49	46.052,03	38.926,39	24.000,39
RESULTAT	119.617,96	28.592,82	-37.422,99	86.093,69	17.063,11	14.545,27	522,14	10.223,92