

## **CHARTER FOR PARENT-REPRESENTATIVES IN THE ASSOCIATION OF PARENTS OF PUPILS OF THE EUROPEAN SCHOOL BRUSSELS I**

### **Preamble**

This Charter is intended to accompany parent-representatives of a class or a section, in their relationship with the APEEE AISBL and with other parents.

APEEE AISBL is the Association of Parents of Pupils of the European School Brussels I (Uccle and Berkendael).

Its mission is to:

1. Develop and promote any initiative which facilitates/allows the widest possible participation of parents in the life of the School in all its forms and to the decisions relating thereto;
2. Represent the educational and family interests of parents in dealing with the School and with local, regional and European authorities;
3. Communicate to the authorities of the School the wishes of the parents and their suggestions concerning the School's organisation;
4. Organise, in liaison with the Board of Directors of the School, extracurricular activities;
5. Contribute to the resolution of any other problems that arise for parents in the education of their children;
6. Ensure that parents are sufficiently informed about the decisions or deliberations of the various competent authorities concerning the School;
7. Promote links and, if necessary, establish direct collaboration with the Parents' Associations of the other European Schools, in particular with those based in the Brussels metropolitan area.

The intervention of the parent representatives must take place within the strict framework of this mission and of the present charter.

The missions of parent representatives carried out at the request of the European School are not covered by this Charter.

Actions, comments or any other acts by parent representatives for sole domestic purposes, and in particular the private relations of delegated parents with other parents in the school, are not covered by this Charter and do not fall within its scope.

At the beginning of each school year, at the parent/teacher meetings, the parents of a class are called upon to designate among themselves four parents who carry out the

mission of “class representatives” for the current year (see Annex I), in accordance with the rules set out in the documents “Vademecum Elections APEEE Uccle” and “Vademecum Elections APEEE Berkendael”.

The identity of the four class representatives is shared with the APEEE via an ad hoc form.

Then, class representatives can apply to be elected section representatives, of a language section (EN, FR, IT, ES, etc.) at the school and at APEEE.

Class representatives are also eligible to serve as members of the APEEE AISBL Board or its Bureau.

The identity of the section representatives is shared with the APEEE via an ad hoc form.

The contact details of the class representatives are communicated to the section representatives and to the members of the Board and their alternates. They are not published on the APEEE website. They are communicated to the school and to any parent who requests them. The processing methods of their personal data are available in the [Privacy Policy of the APEEE AISBL](#).

Contact information for Section Representatives and Board members is shared with the school and with any parent upon request. They are also published on the APEEE website. The processing methods of their personal data are available on the [Privacy Policy of the APEEE AISBL](#).

### ***1. Confidentiality and personal data protection obligations***

The obligations are as follows:

- 1.1. They are bound to a strict duty of confidentiality. This respect for confidentiality applies to parents in the classroom as well as to third parties in the school or APEEE.
- 1.2. They commit to process the personal data in accordance with the APEEE privacy policy, which they declare to have read, and to communicate the existence of this [Privacy Policy](#) to the other parents.
- 1.3. They declare that they know that APEEE has appointed a Data Protection Officer who can be reached through the e-mail address: [administration@uccleparents.org](mailto:administration@uccleparents.org).
- 1.4. They commit not to share pictures or images without the permission of the parents and in case of doubt to address the APEEE.
- 1.5. They commit to communicate with kindness and goodwill without spreading rumours or committing slander and defamation.
- 1.6. They commit not to advertise or make commercial communications as part

of their mission.

- 1.7. They commit to provide the necessary assistance to respond to requests from the supervisory authority in the matter of data protection or to requests from parents whose personal data are processed, in particular with regard to the rectification of data, or of their erasure, to ensure respect for the rights of such persons.

## **2. Intellectual property obligations**

- 2.1. They commit not to use the logos, images, trademarks and patents of APEEE without having obtained prior consent, in particular by e-mail.
- 2.2. In any event, no use can be granted outside the above-mentioned missions.

## **3. The defaults**

- 3.1. Any breach of the obligations of this charter, may lead to the replacement of the class parent representatives, without prejudice to the right of the APEEE to ensure the defence of its interests or those of these members in court.

They declare, by applying for the role of Class or Section Representative, that they accept that their data will be transmitted to the APEEE which can process and disseminate it according to the needs related to this function.

## ANNEX 1

### THE MISSIONS OF CLASS AND SECTION REPRESENTATIVES

#### **1. Class representatives**

***The missions of the class delegates in their report to APEEE are as follows:***

The role of class representatives is twofold: to coordinate class communications and activities and to liaise with the APEEE.

As a class coordinator, the representative:

- creates and updates an address, telephone and email list of class students.
- relays communication between teachers and parents, for instance in primary by helping the teacher find parents to accompany pupils on outings, keep the class accounts, etc.
- organises festive occasions in class (breakfasts or parties) or outside of class, especially around Christmas time and at the end of the year.
- deals with any problems that arise at class level by seeking to maintain contact with the class teacher as well as by organising parent meetings if need be. In case the difficulty persists, class representatives can contact their language section representative on the APEEE Board or Berkendael Working Group to ask for advice or to seek intervention if necessary.

As an APEEE liaison, the representative:

- acts as a contact point between the parents in the class and the section representatives in the APEEE, Berkendael Working Group and Education Councils. This includes relaying communication from the APEEE, Berkendael Working Group and section representatives to the class, forwarding parents' questions and suggestions to section representatives and also participating in key meetings organised by the language section, Berkendael Working Group or by the APEEE.
- elects the members from the language section to the APEEE Board or Berkendael Working Group and section parent representatives to the school primary and secondary Education Councils.
- helps coordinate class participation in the School Fêtes, occurring every two years at Uccle and annually at Berkendael.

## **2. Section representatives**

### ***The missions of the section delegates in their report to APEEE are as follows:***

Section representatives sit on the Education Councils, Berkendael Working Group and/or the APEEE Board and act as the privileged interlocutors of the class representatives. They handle problems which affect the whole section, site or school and which relate to the quality of education or other aspects of school life.

As a group, section representatives:

- coordinate communication on recent developments to all parents in the section via class representatives.
- gather and communicate the views of the section on a variety of pedagogic and school life issues.
- represent the section's interests and concerns to teachers, the school administration and the inspectorate.
- consult with and advise class representatives and escalate issues to the level of the direction and/or APEEE Presidency, Board or Berkendael Working Group when necessary.
- oversee section participation in the School Fête.