

APEEE – Management Secondary Distance Learning Meeting 23 April 2021

In response to a request to gather more feedback from secondary parents, the APEEE President and VP Pedagogy determined that we should first have a formal meeting with the school to discuss DL issues raised in the first DL feedback report as well as at the February CE meeting. We requested the meeting in early March and due to the management's quite full schedule were able to arrange a meeting on Friday, 23 April.

We requested a general discussion on the report submitted in December but in response to Ms Kuenster's request for a more efficient meeting, we provided **specific points (see Annex I)** taken from the report and the CE points from parent section representatives.

The meeting was attended by Ms Kuenster, Mr Hazan, Mr Goggins and from APEEE Marc Guitart (VP Ped) and Katie Mathe (Pres). Ms Kuenster had to leave and missed the last part of the meeting.

1. **TEAMS Training:** the school has organised a **series of focused TEAMS trainings for primary and secondary teachers** over three weeks in April (**see Annex II**). Mr Hazan presented the list of sessions to us, and we asked to share the list with the Board; we expressed our general enthusiasm for this development. The APEEE also had a proposal to run a pilot training targeting teachers by subject (or subject groups) and developed in conjunction with the PedUnit. We asked if this was of interest. Ms Kuenster said she would raise with Mr Perez, the ICT Coordinator.
2. **Role of Secondary CE HW Policy and DL Working Group:** The APEEE noted that this group was set up with only teachers, students and parents but no representative of the management. Thus, there is thus a certain amount of trepidation about developing DL Guidelines. We asked if the mandate could be clarified so group members did not unduly sacrifice their time without clear buy-in from management. Ms Kuenster noted that the group is like any other working group so should not feel constrained, and Mr

Goggins clarified that the group should not develop regulations for teachers. The APEEE asked if the school management could write the basic rules in a single page that could be added to the Guidelines, while the WG could then concentrate on more technical aspects of the use of TEAMS for Education. Mr Goggins noted that it was too soon to impose strict rules on the use of TEAMS for teachers. We agreed that we would lay down looser recommendations but that over time these could be made into clearer policies/rules.

3. **Transition from Distance Learning to Digital Learning:** We raise this point briefly, asking if the school was looking at the post-COVID use of TEAMS and thinking toward longer-term shifts in the working methods. Mr Goggins said it was premature, but there would eventually be a conversation. We mentioned that as EEBI never had a consistent use of SMS to track homework assignments and grades like some schools (e.g. Laeken, Ixelles), we think that TEAMS could be simply be used for these activities instead, particularly the Assignments and Grades modules. Mr Goggins suggested that they are thinking in this direction as well, but don't want to constrain too much teachers' teaching methods. We agreed that it was more the administrative aspects than the methodological that should be the focus after COVID.
4. **Teacher Absences during DL Days:** We raised the niggling question of how the school tracks teachers' absences during DL. Ms Kuenster explained their procedure, and asked that parents who are worried contact her. She thinks the problem is much better now than it was in December and February, or at least she doesn't receive complaints. We asked that she record the policy/procedure so parents would be able to identify real problems and could contact them. As we understood, the management will do this as part of the rules for DL they will provide.
5. **Well-Being of Students:** We grouped together many of our points under this topic.
 - **Screen time, heavy bags,** we asked that the coordinators think about possible tips for teachers to help avoid requiring too much screen time as well as the hauling of books back and forth from school.

- We asked that we spread more **interactive methodologies** among teachers, particularly those teaching S1-S3, and we also suggested that the **role of PE, art, music and religion** be considered and possibly highlighted.

Mr Hazan seemed quite open to these suggestions and particularly agreed that the role of PE, art, music and religion were important. We left these suggestions with them. Mr Hazan also mentioned that advisors have been busy sending out **COVID safety tips and well being tips to kids**. We asked if they could forward us any samples as parents are always interested. **(See Annex III—including some charming videos, advice on ergonomics and sample messages from advisors!)**

6. **Netiquette and Technical Training:** We suggested that there were still issue with netiquette and even technical know-how, especially in the early secondary. We wondered if there was some more systematic way to train the kids in these things. He said that most kids had had basic training this year but also agreed that a more systematic training could be put in place. ICT courses could work for this, but not every S1-S3 student is enrolled in ICT. He will consider it.
7. **B Test Results:** To find out how we have been faring under the current regime, we asked again if they could give us a sense of the B test results. Laeken and Woluwe parent reps received a report on their B tests in their mid-year Secondary CE meetings, and it had revealed weaknesses. On the other hand, we have seen the preBac averages out of Uccle, and they seem relatively okay. The management does not yet have these results analysed. But they feel that it will be important to understand more about the lacuna moving into next year. It is unclear if the results will be presented to us in the end. [Perhaps worth following up at May Secondary CE.]

The meeting ended. We didn't get through all our points, but we managed quite a few and felt it to be a constructive discussion which moved us closer to the school on several issues.

ANNEX I

Proposed Agenda

1. The plans for providing written guidance on the Distance Learning programme for parents, students and teachers and the role of the HW Policy/DL Working Group.
2. Particular Issues:
 - Need for more harmonised use of TEAMS: particularly for early communication of VC meetings/cancellations; setting assignment/submitting assignments/turning back assignments; scheduling of tests; and general class posts and feedback.
 - Tracking and communication of teacher absences and provision of replacement teachers during DL and rotation learning.
 - How are the online practices of individual teachers followed up? Are there any QA procedures in place when teachers are not in school?
 - A reduction of screen-time, possibly by following more closely ES DL Requirements and by encouraging teachers to assign offline homework. (Use of MS Lens and other apps easing analog-digital conversion can be encouraged.)
 - Consideration of the role of PE, Art, Music and Religion/Ethics classes during DL/Rotation, in particular as they relate to screen time and general student well-being.
 - Exploration and promotion of in-class methods teachers can use to increase class interaction and promote more student involvement, e.g. breakout rooms or group-work in collaborative spaces, particularly among S1-S3 students.
 - Consideration given to tools/methods that teachers can use to lighten the load of books and material that students carry to/from school during rotation learning.

- Broader consideration of how we can promote well-being among the teachers and students in the community within the current framework, e.g. Laeken letter to teachers. (Could we have the same initiative as in primary to discuss “one year on...”, perhaps in religion/morale classes?)
 - Netiquette and technical know-how are still an issue, particular with some of the younger students. Can we produce a clearer guidelines or even envisage one or two lesson modules to treat these? Do the teachers know all the possibilities to regulate TEAMS chats, posts and meetings?
3. How can we better support kids put in quarantine?
 4. Breakdown of results of S4-S6 B-tests and S7 preBacs to determine strengths and weaknesses of current programme. (In addition to overall averages, do the results tell us something about the experience in different sections or subjects?)
 5. Longer-term vision to turn Distance Learning Guidelines into Digital Learning Guidelines
 6. Targeted TEAMS training of subject teachers, possible pilot training project in cooperation with PedUnit.

ANNEX II

Distance Learning and Digital Learning Training for Teachers – April 2021

13-Apr	mardi	TEAMS pour débutants	Jan Cox	16h30-18h30
14-Apr	mercredi	Autres formations: OneNote dans Office365	Victor Pereira	14h00-16h30
14-Apr	mercredi	TEAMS - Niveau 2 « équipes et chaînes »	Jan Cox	14h00-16h00
14-Apr	mercredi	Autres formations SMART NOTEBOOK – NIVEAU 2_	Laurence Brichard	14h00-16h30
14-Apr	mercredi	Autres formations: Being creative with media in nursery and primary: stop-motion-animation	Kathinka BAIST	14h00-16h00
14-Apr	mercredi	TEAMS : Partage d'expérience sur Teams et OneNote	Michel Wurm	14h00-15h30
14-Apr	mercredi	SWAY (Temps 2h)- les aspects techniques FR-EN	Marco Thiltgen	14h00-16h00
15-Apr	jeudi	Autres formations : Enseigner la DDM en P3, en L1 et en L2	Jerôme LEMAISTRE	16h30-18h30
15-Apr	jeudi	Autres formations: Power Point Presentations - Basics (Temps 1h30) EN	Marietta MIKÓ	16h30-18h00

20-Apr	mardi	Autres formations : Troubles du spectre autistique et adaptations pédagogiques - Partie 1	Emilie CASSARD	16h30-18h30
20-Apr	mardi	TEAMS et le Bloc de notes de la classe (aspects techniques)	Jan Cox	16h30-19h00
20-Apr	mardi	TEAMS : Online Test / Exam / Classwork using One Note	Maire Martin	16h30-18h00

20-Apr	mardi	Video-tutorials et création des capsules vidéo - Partage d'expérience	Rodolfo Pérez	16h30-18h30
21-Apr	mercredi	Autres formations : SMART NOTEBOOK – NIVEAU 1	Laurence Brichard	14h00-16h30
21-Apr	mercredi	Sway - un atelier pratique	Rosa Pelarda	14h00-16h00
21-Apr	mercredi	Autres formations: Power Point Presentations - Basics (Temps 1h30) EN	Marietta MIKÓ	14h00-15h30
22-Apr	jeudi	TEAMS - Niveau 3 : pour gérer une équipe dans TEAMS	Jan Cox	16h30-18h30
22-Apr	jeudi	Autres formations: LearningApps Workshop (Temps 1h30) EN	Marietta MIKÓ	16h30-18h00

27-Apr	mardi	Autres formations : Troubles du spectre autistique et adaptations pédagogiques - Partie 2	Emilie CASSARD	16h30-18h30
27-Apr	mardi	TEAMS et le Bloc de notes de la classe (aspects techniques)	Jan Cox	16h30-19h00
28-Apr	mercredi	TEAMS - Niveau 4 : Trucs et astuces	Jan Cox	14h00-16h00
28-Apr	mercredi	TEAMS : Partage d'expérience sur Teams et OneNote	Michel Wurm	14h00-15h30
28-Apr	mercredi	Autres formations: OneNote dans Office365	Joël EISCHEN	14h00-16h30
28-Apr	mercredi	Autres formations SMART NOTEBOOK – NIVEAU 2	Laurence Brichard	14h00-16h30
28-Apr	mercredi	Autres formations: LearningApps Workshop (Temps 1h30) EN	Marietta MIKÓ	14h00-15h30

ANNEX III
Tips for Students

- Règles S1-S2-S3 : <https://drive.google.com/file/d/19LmzMCbd98DKmSrVKeVfkhyXJWONx-T9/view?usp=sharing>
- Prof Absent : <https://drive.google.com/file/d/1nw9KBJfpU0O0pKw7E-KW-id8LxS1-Eo/view?usp=sharing>
- Covid ; https://drive.google.com/file/d/1vho3f3Pn8oGfj52-fe1syJY5eMtATp_d/view?usp=sharing

ERGONOMICS AND WELL BEING (FR)

CE QUE LES PSYCHOLOGUES PROPOSENT A L' EEB1

<https://www.eeb1.com/en/eeb1-psychologists/>

B. ERGONOMIE

1 . **Position au poste de travail :**

Créez un environnement de travail agréable (ne pas travailler dans son lit) ;



QUELQUES CONSEILS : L'écran de visualisation



WRONG SITTING POSTURE

MONITOR

Adjust distance and height: top of the monitor at eye-level and slightly tilted.

ARMS

Relax shoulders, forearms parallel to the floor. Minimal bend at the wrist.

CHAIR

Should have a backrest and armrests, adjust height.

LEGS

Thighs parallel to the floor.

FEET

Parallel to the floor, use a footrest if necessary.



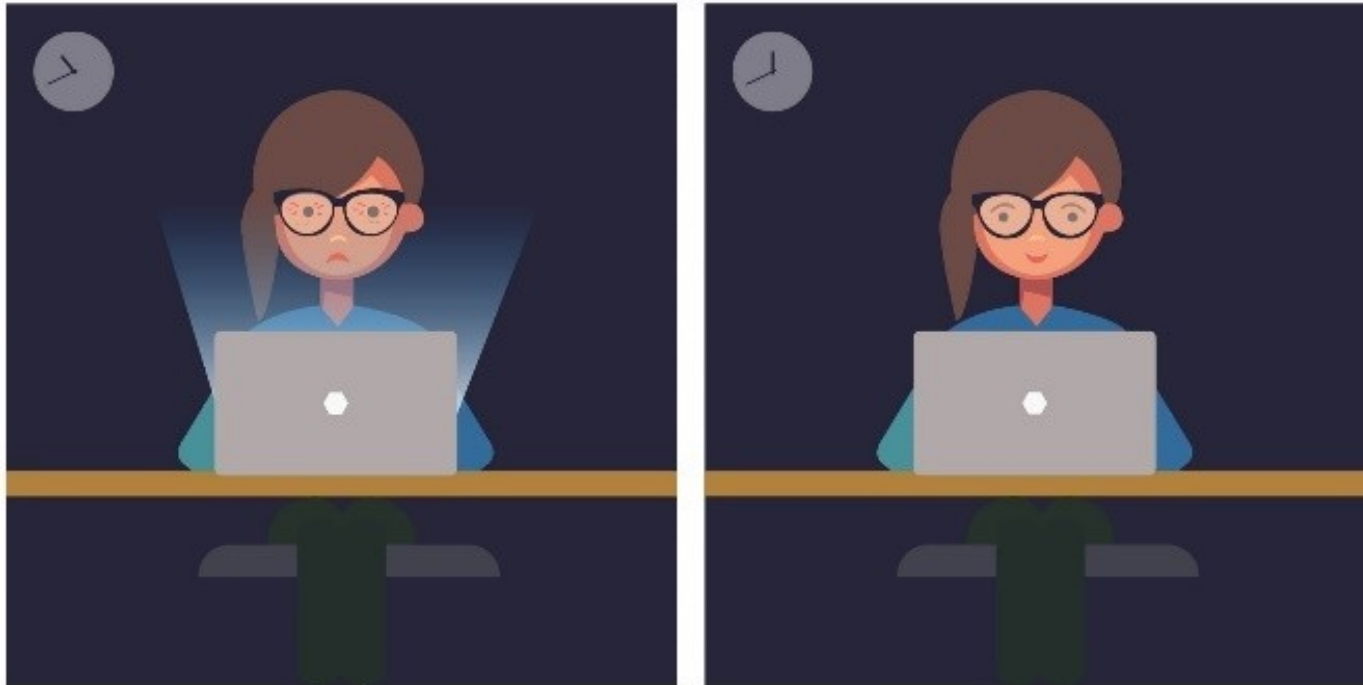
CORRECT SITTING POSITION

Ordinateurs portables



2. Protection de yeux:

Prenez soin de vos yeux, trouvez une application qui vous permet de filtrer la lumière bleue et/ou protégez vos yeux quand vous passez plusieurs heures devant l'écran.



C. BIEN-ÊTRE PHYSIQUE

- Essayez d'avoir un régime alimentaire sain et équilibré, buvez de l'eau, planifiez des pauses repas comme si vous étiez à l'école ;
- Reposez-vous et dormez suffisamment ;
- Planifiez des activités extérieures : vélo, promenade, course, skateboard,...



- Pratiquez de la gymnastique de bureau et des exercices de yoga.

D. BIEN-ETRE MORAL

- Essayez des exercices de pleine conscience ou de méditation (vous trouverez différents exemples sur internet);
- Si cela fonctionne pour vous, trouvez des musiques qui aident à étudier ou à se relaxer ;
- Soyez attentifs aux autres, vous pouvez souhaiter les anniversaires, motiver les autres.
- Ecrivez dans un journal trois choses pour lesquelles vous êtes reconnaissants.



- Dessinez, filmez, photographiez... une façon de garder une trace, mais aussi d'apprendre à se raconter, à mettre des mots sur ses expériences et ses émotions;

3. DIVERTISSEMENT

- Chantez, dansez et écoutez les artistes qui offrent des concerts en direct chaque jour ;
- Visitez des musées virtuels ;
- Lisez (en ligne);
- Ecrivez des lettres à vos familles et amis que vous ne pouvez pas voir pour le moment, vous pouvez aussi faire des dessins ou illustrations;
- Ecoutez des podcasts sur les sujets qui vous intéressent.

ERGONOMICS AND WELL BEING (EN)

Ways to encourage, help and motivate pupils

A. WHAT PSYCHOLOGISTS PROPOSE IN EEB1

<https://www.eeb1.com/en/eeb1-psychologists/>

C. ERGONOMIE

1 . workstation layout.

- create a pleasant study environment, do not work in bed



SOME ADVICE: the display screen



WRONG SITTING POSTURE

MONITOR

Adjust distance and height: top of the monitor at eye-level and slightly tilted.

ARMS

Relax shoulders, forearms parallel to the floor. Minimal bend at the wrist.

CHAIR

Should have a backrest and armrests, adjust height.

LEGS

Thighs parallel to the floor.

FEET

Parallel to the floor, use a footrest if necessary.



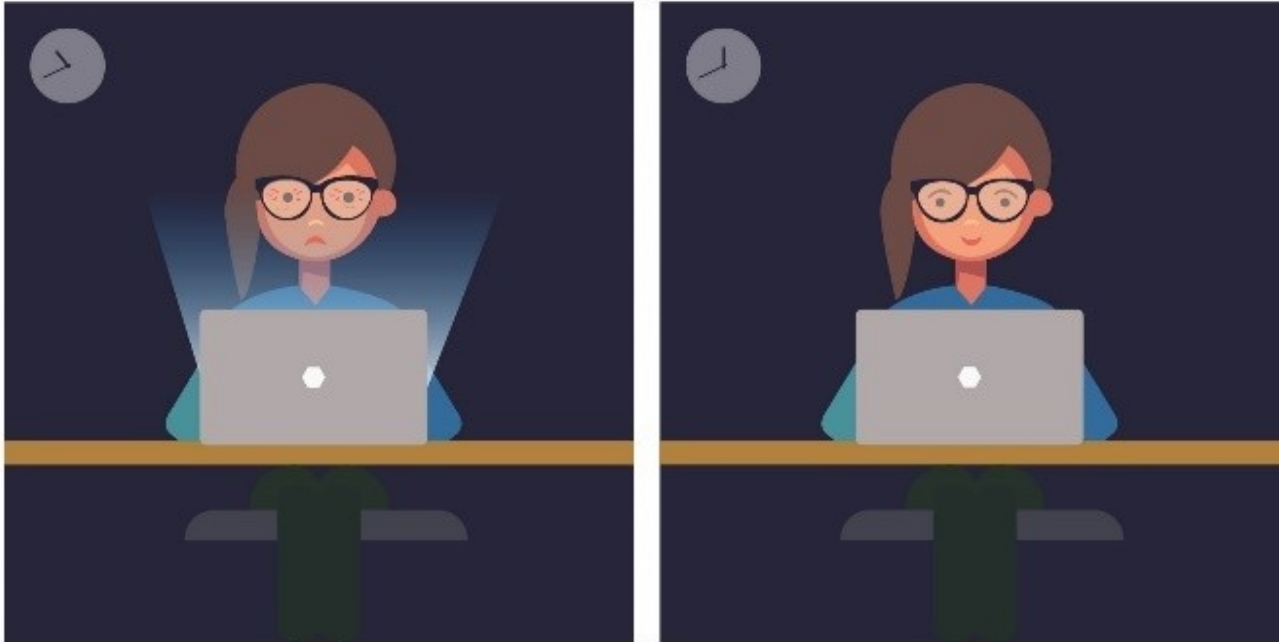
CORRECT SITTING POSITION

Laptop computers



2. Eye protection

- **take care of your eyes**, find an application which allows you to filter the blue light and / or warns you when you have spent too many hours behind your screen



DI. MENTAL WELL-BEING

- try some mindfulness or meditation (you will find different examples on the internet)
- if it works for you, find some music for studying or relaxation
- pay attention to others, you can send birthday wishes or motivational quotes to others
- write (in a journal) every day three things which you are thankful for



- writing, drawing, filming, photographing... a way to keep a record but also to learn how to tell about oneself, to put words on one's experiences and emotions

4. ENTERTAINMENT

- sing, dance, and listen to the artists who offer live performances every day
- visit a virtual museum
- read (online)
- write letters to family and friends who you cannot visit at the moment, you can also make drawings or illustrations
- listen to podcasts about subjects you are interested in

SAMPLE MESSAGES FROM ADVISORS



LOVENS Catherine (UCC) mardi 11:30

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Chers élèves, j'étais très heureuse de croiser certains d'entre vous hier. L'école est vide sans vous. L'équipe de conseillers a concocté quelques petits conseils à appliquer quand vous êtes à la maison. Courage pour aujourd'hui et à demain en pleine forme!

[Afficher plus d'éléments](#)



Ergonomie et bien être pourles cours en ligne 2 FR.... 



Ergonomics and well being for the online course 2 E... 

 Répondre

Chers élèves,

L'équipe des conseillers ont pensé à vous et à votre bien être si important pour traverser cette période sans précédent.

Vous trouvez ci-joint nos conseils «Ergonomie et bien être pour les cours online » .

Je profite de cette occasion pour vous dire que c'est un plaisir et ça nous mets de bonne humeur de vous revoir à l'école les jours que vous êtes IN SITU .

N'hésitez pas à venir nous voir (Platon , 2ème étage, salle R 307), nous écrire à UCC-REPLACEMENT-ADVISOR-S4@eursc.eu ou nous téléphoner à **02/373 88 52**.

On est là pour vous !

Belle journée ensoleillée,

GADALEAN BALE Romana Iulia

Remplaçante de Monsieur Christophe PAULET

UCC-REPLACEMENT-ADVISOR-S4@eursc.eu

Dear students,

The educational adviser's team has been thinking about you and your well-being which is extremely important in this unprecedented period that we go through.

Please see enclosed our advice on "Ergonomics and well-being for online courses".

I take this opportunity to tell you that it gives us a real pleasure to see you in the school during the days of courses IN SITU.

Please do not hesitate to come and see us (Platon, 2nd floor, room R 307), send us an email to

UCC-REPLACEMENT-ADVISOR-S4@eursc.eu or call us on 02/373 88 52.

We are here for you!

GADALEAN BALE Romana Iulia

Remplaçante de Monsieur Christophe PAULET

UCC-REPLACEMENT-ADVISOR-S4@eursc.eu

Dear my students,

Please, find attached some useful advice for online learning prepare by Vie Scolaire.

Chers mes étudiants,

Veillez trouver ci-joint quelques conseils utiles pour l'apprentissage en ligne préparés par Vie Scolaire.

Bien cordialement / Best regards / Mit Freundlichen Grüßen / Z powazaniem,



RIVIERE Frederic (UCC) Wednesday 10:21 AM

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Chers élèves de S6, comme j'ai eu l'occasion de vous le conseiller lors du premier confinement, je vous propose un document traitant de l'ergonomie de vos bureaux à la maison. En effet, il est important de bien organiser son environnement de travail afin que vous ne souffriez pas de mauvaises postures. Vous trouverez également un conseil s'agissant de protéger vos yeux qui risquent de se fatiguer à cause de l'exposition prolongée aux écrans. Enfin, un rappel sur les services qu'offrent notre psychologue scolaire. Je forme le vœu que vous allez tous bien. Les conseils de classe sont demain et très prochainement les bulletins seront en ligne. Comme vous le savez déjà, je suis à votre disposition par les médias que vous choisirez d'emprunter. Je vous souhaite un très agréable journée.

Dear students of S6, as I had the opportunity to advise you during the first confinement, I propose a document dealing with the ergonomics of your home offices. Indeed, it is important to organise your working environment well so that you do not suffer from poor posture. You will also find advice on how to protect your eyes, which can get tired from prolonged exposure to screens. Finally, a reminder of the services offered by our school psychologist. I wish you all the best. Class councils are tomorrow and very soon the newsletters will be online. As you already know, I am at your disposal through the media you choose to borrow. I wish you all a very pleasant day.

[See less](#)



Ergonomie et bien être pourles cours en ligne 2 FR.rtf ...



Ergonomics and well being for the online course 2 E... ...

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