

CHARTER

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 i) a class or ii) a section or iii) the Board, when acting for and within the APEEEE AISBL (“APEEEE”) and with other parents.

The APEEEE 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.

Parent-representatives act within the framework of this mission and of the present Charter.

Actions by parent-representatives acting for private purposes, and in particular the private relations of parents with other parents in the school, are not covered by this Charter.

At the parent/teacher meetings at the beginning of each school year, the parents of a class designate four parents among themselves who carry out the mission of “**Class Representatives**” for the current year (see Annex I). The class representatives act in accordance with the rules set out in the document “Vademecum for class representative elections”.

Class Representatives can apply to be elected “**Section Representatives**” or “**alternate Section Representatives**”, of a language section (such as EN, FR, IT, ES, etc.), to the APEEEE Board or delegated by the APEEEE Board to the EEBI Education Councils.

Class Representatives are also eligible to serve as **members of the APEEEE Board** elected directly by the General Assembly and to serve as **members of the APEEEE Bureau**.



The **contact details of the Class Representatives** are communicated to the school, to the Section Representatives of the corresponding section and to other Class Representatives of the same section as well as to Class Representatives of the same level in other sections. Contact details are not published on the APEEE website. Contact details of the Class Representatives of a specific class may also be given upon request to a parent of that class. Full lists are not made publicly available.

By signing up as a Class Representative for the APEEE, a parent automatically becomes a voting member of the APEEE Services ASBL and as such will be invited to participate in the annual General Assembly of that organisation. Contact details of all Class Representatives will be communicated to the APEEE Services ASBL for this purpose. If a Class Representative does not wish to be a voting member of the APEEE Services ASBL, it is necessary to inform the APEEE Services at: coordination@apeee-bxl1-services.be.

The **contact details of the Section Representatives and Board members** are published on the APEEE website. This information is also shared with the school and with any parent upon request.

The parents representatives acknowledge having read the [APEEE](#) and [APEEE Services](#) statutes and agree to act solely within the limits defined in those statutes.

1. Confidentiality and personal data protection obligations

The obligations for parent-representatives are as follows:

- 1.1. They are bound to a strict duty of confidentiality as regards all their actions for/within APEEE.
- 1.2. They commit to communicate with kindness and goodwill and will abstain from spreading rumours or committing slander and defamation.
- 1.3. 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.
- 1.4. They know that APEEE has appointed a Data Protection Officer who can be reached through the e-mail address: administration@uccleparents.org.
- 1.5. They commit not to share pictures or images without the permission of the parents.
- 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 in response to requests from the data protection supervisory authority 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.
- 1.8. In case of doubt or questions about data protection or confidentiality obligations, parent-representatives should refer to the APEEE.

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. No use can be granted outside the above-mentioned missions.



3. The defaults

- 3.1. Any breach of this Charter, may lead to the replacement of the parent-representatives, without prejudice to the right of the APEEE to ensure the defence of its interests or those of its members.

Parents declare, by applying for the role of parent-representative of the Class, Section or Board, 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. The processing methods of their personal data are available on the [Privacy Policy of the APEEE AISBL](#).



ANNEX 1

THE MISSIONS OF CLASS AND SECTION REPRESENTATIVES

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 parents.
- 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 delegates sent by the APEEE 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.

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.