

### Meeting and visit organisation protocol

If the period we have lived through and are still living through has taught us anything, it is that meetings can be organised differently and still be effective. Online meetings or discussions via Teams have proven to be time and space saving, both of which are important for a school like ours. However, we also wanted to bring back some face-to-face meetings.

The purpose of this Protocol is to set out clearly the procedure for meetings and visits to EEB2 in order to clarify the situation for everyone. It is therefore valid not only during the pandemic period but for the whole school year, subject to a change in the health situation (or if there are practical arguments for a different organisation). Due to overcrowding and difficulties in finding available premises, some meetings during school hours may be organised online. Meetings outside school hours can be organized in person.

### Organisation of meetings

Workshops for pupils & APEEE courses for pupils (stages)	In person
CDE meetings	In person
Staff, OIB & APEEE work meetings / Working groups	In person (without excluding the online solution if necessary)
WAB Working group meetings	In person (without excluding the online solution if necessary)
Inspections	In person
Class councils	On line
CA (Board), SAC, CEES, CEPM, CSH meetings	In person (without excluding the online solution if necessary)
Parents' meetings (group meetings)	In person (outside school hours)
Individual parents' meetings	On line (during school hours)
Individual parents' meetings with OIB staff	On line (during school hours) and/or in person (outside school hours)
Recruitment	In person (without excluding the online solution if necessary)
Staff, OIB & APEEE training	In person/On line according to subject/form (case by case)
Interclass & Footfest	In person – 1 parent per team every Wednesday after the All Saints holiday
APEEE C.A (Board) meetings / APEEE Working groups/ Conferences or events organised by the APEEE	In person (outside school hours) / Online (during school hours)
Staff, APEEE or OIB assemblies/parties	In person

### Visits

External persons (ex-students, experts and other guests) visiting the school (including people accompanying Nursery-Primary outings) must be registered in advance on WOL-E by the person organising the visit (Evere staff will soon have a similar system):

[https://eursc.sharepoint.com/sites/wol/Lists/visitor\\_registration/Today.aspx](https://eursc.sharepoint.com/sites/wol/Lists/visitor_registration/Today.aspx)

(Delivery staff remain outside and do not enter the buildings and are therefore not concerned).

The Management