



# PRIMARY SCHOOL GUIDE

# 2023-2024

Almeerse Scholen Groep

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## Welcome to International School Almere – Primary

This School Guide is intended to inform parents and guardians about our school; the education offered, operational procedures and conditions as well as important practical information.

All parents and guardians are asked to read this guide annually since it is adapted each school year. The conditions described in this guide are applicable to all school events, both within school and events that take place elsewhere.

The information in this school guide is to help support a valuable partnership between parents and the school. This partnership helps to ensure that our students are provided with an optimal learning experience while at IS Almere. Providing this optimal learning experience truly requires a level of teamwork between parents, teachers and school leadership.

Should you have any questions or concerns relating to the education and/or the programme of care that is provided, please do not hesitate to contact the school leadership.

We wish our entire school community a rewarding school year!

Kind regards on behalf of the entire staff,

Erin Wilson  
Head of Primary

## Class classification table

<b>ISAlmere</b>	<b>The Netherlands</b>	<b>USA &amp; Canada</b>	<b>UK</b>
Early Years	Group 1	Pre-School	Early Years
Year 1	Group 2	Kindergarten	Year 1
Year 2	Group 3	Grade 1	Year 2
Year 3	Group 4	Grade 2	Year 3
Year 4	Group 5	Grade 3	Year 4
Year 5	Group 6	Grade 4	Year 5
Year 6	Group 7	Grade 5	Year 6

The Primary School is organised in age-based classes.

- Students may start in the Early Years Programme the day following their fourth birthday. Students who turn four after 1 October will be placed in the Early Years Programme for two years.
- To enter Year 1 a student should be five by 1 October of that year.
- To enter Year 2 a student should be six by 1 October of that year.
- To enter Year 3 a student should be seven by 1 October of that year.
- To enter Year 4 a student should be eight by 1 October of that year.
- To enter Year 5 a student should be nine by 1 October of that year.
- To enter Year 6 a student should be ten by 1 October of that year.

We strive to keep the maximum number of students per class under 22. We may place up to 24 students in one class with support in the class. Our classes are organised around the principles of mixed ability levels, different learning needs, English language level and gender. As classes proceed to the next year level, our team will review the make-up of each year level to ensure that we maintain the optimal learning environment.

## Responsibilities

Each class has a designated teacher. In some cases, the teaching responsibility is shared between two teachers (both working part-time). The class teacher will deliver most of the lessons and is responsible for the learning outcomes of the programme offered.

Our staff also includes specialist teachers and assistants. Specialist teachers deliver Dutch Language and Culture (DAL), English as an additional Language (EAL), a Music specialist, individual and group Learning Support to indicated students (LS) and Physical Education (PE). The class teacher along with the specialist teachers will monitor your child's individual progress over the coming year.

Our teachers work collaboratively on the planning of the offered curriculum and ensure that all students are offered an equal learning experience.

## Teacher leave

Under Dutch labour regulations, a staff member may request leave (one or more days) for a specific reason. If leave is granted, another staff member will take responsibility of the class.

## Professional development

Just as students will never finish learning, neither do our teachers. It is important that they continue to follow educational development and always work on extending their expertise. Our teachers therefore may follow further training not only in The Netherlands but also abroad or online. We also organise professional development tailored to our own needs during professional development days/afternoons. Students are free from school on these days/afternoons. The scheduled days and afternoons may be found on our website.

## Curriculum

Our school uses the International Primary School Curriculum (IPC) as a tool to guide learning. The IPC is a comprehensive and creative curriculum with a clear learning process. This is the last year we will be using the IPC as we have committed ourselves to embark on the journey of becoming authorized to deliver the Primary Years Programme according to the International Baccalaureate.

The principle of the IPC is to focus on a combination of academic, personal and international learning. The personal learning is focused on the IPC personal goals: cooperation, enquiry, communication, adaptability, thoughtfulness, respect, resilience and morality.

The IPC has been designed to support students learn essential knowledge, skills and understanding across a wide range of curriculum subjects. There is an essential focus on providing learning opportunities to students that engage them in their education so that they become devoted students. The IPC strives to develop the personal qualities our students need to be good citizens of the world and to respond to the changing contexts in their future lives. An important component to this curriculum is the development of students' sense of their own nationality and culture while developing a deep respect for the nationalities and cultures of others.



Each thematic unit covered contains learning goals, which are divided into subject, personal and international goals. These key learning goals are covered within the 8 subject areas of: art, geography, history, information and communication technology, language arts, mathematics, literacy and physical education.

In June 2018 we were fully accredited by “Fieldwork Education”.

Considering that literacy and numeracy are essential subject areas that are critical to develop learning, these subjects are taught daily, separately. Our students also receive physical education lessons, Dutch lessons and music lessons.

### **Developing positive behaviour**

Developing positive behaviour is an essential part of learning about being a member of a family, school and community. Learning is a continuous process that requires guidance, coaching and support to reward appropriate behaviour and change inappropriate behaviour. Working together, parents and teachers support students to learn about behaviour and self-discipline according to their age and stage of development.

### **Computer usage**

Students are expected to use school computer equipment including hardware, software, network and internet services to enhance their learning, responsibly and ethically. All students are monitored to ensure that they are working on school-related assignments.

### **Languages**

English is the language of instruction for all students, both for those whose mother tongue is English and for others who participate in the ‘English as an Additional Language’ (EAL) programme. Our students communicate in many different languages at home. It is school policy to respect and encourage students to be proud of their mother tongue language, maintain and continually and improve it.

## Organization

International School Almere is a diverse, international community of students, parents and educators, forging covenants in learning and teaching for the success of all students. Therefore, it fully believes and commits itself to integrate individual diversity and cultures. The Dutch government provides funding for our school, therefore the school is required to conform to Dutch law.

International School Almere is part of Dutch International Primary Schools, DIPS, in The Netherlands and a member of the European Council of International Schools (ECIS).

## Collaborative Partnerships

As our school falls under the legislation of Dutch primary education law, we also fall under the legislation of Passend Onderwijs. This is a collaborative partnership (samenwerkingsverband) that ensures that all students have the possibility to enroll in an educational setting that fits their educational needs. This collaborative partnership supports our school in determining what educational needs a student might have and helps plotting steps to ensure that this educational setting will be realized. This could be at IS Almere, but if the support needs exceed our support profile and possibilities, this could be in a different educational setting.

### Please be aware of the following:

- Students should wear clothes appropriate for school; caps and other head covering articles are not to cover the face
- Cigarettes, alcohol or illegal drugs are not allowed on school premises
- Dangerous items or (toy) weapons are not allowed on school premises
- Mobile telephones are allowed, but need to be turned off during school hours and can only be used after approval by the class teacher

## School fees

### School fees 2023-2024

The school fee for enlisting in:	Is:
August/September	€ 4280
October	€ 3924
November	€ 3568
December	€ 3212
January	€ 2856
February	€ 2500
March	€ 2144
April	€ 1788
May/June	€ 1432

The fee must be received before the student starts school in order to guarantee placement. The school fee (or first instalment) is due by the 1<sup>st</sup> of June each year. If parents choose to pay in instalments, then the fees are a bit higher due to administration costs. The refund agreement can be read on our website.



## School hours

### School hours are as follows:

Monday, Tuesday, Thursday, Friday:-8:30-15:00

Wednesday: 8:30-12:00

Each student's care, education, health, and security are provided for according to the school's educational programme. Following dismissal, teachers are busy planning and preparing their classroom programme and attending important school meetings. It is appreciated that all students are picked up on time. We ask that if you wish to speak to your child's teacher, you make an appointment in advance.

### Arrival & dismissal

#### 8:30 am arrival

Lessons begin at 8.30 am. School doors open at 8.20 am. Students enter the building alone, a teacher will always be there to greet them.

#### 3:00 pm dismissal

At the end of the school day the students are accompanied outside by their classroom teacher. We ask you to wait by the designated area for your child(ren). You will be informed of the exact location.

### Informing teachers of pick-up

When collecting your child(ren) we ask that you inform the teacher that you have done so. For safety reasons the teachers hand the students over to their parents/guardians. Teachers will not hand the students over to other adults without being previously informed. If you have arranged that someone else is to collect your child, please inform your child's teacher and preferably your child(ren) as well. If your plans change during the day we will accept a telephone call, giving us the full name and a description of the person that will collect your child. Older students will also not be allowed to leave school without an adult unless you have informed the class teacher beforehand.

## Holidays and professional development days and afternoons

### Holiday and Professional Development Days: Please see website.

Please note:

\*First day of school is *Tuesday 5<sup>th</sup> September*

All holidays should be planned in the given holiday period.

## Compulsory school attendance

### Do you wish to keep your child at home, or go on holiday at a time when there is no school holiday?

Once your child is 5 years old, he/she must attend school. If you require permission for your child not to attend school, for whatever reason, you must request *Extraordinary Leave of Absence*. There is a special form for this that can be downloaded from our website.

### **Here's what to do**

- Personally hand the completed form in to the class teacher or school leadership.
- This must be at least 8 weeks in advance of the leave requested.

### **Various kinds of requests for leave of absence.**

#### **How does it work?**

There are two types of leave: *Holidays and Noteworthy Circumstances*. They each have their own rules.

#### **Holidays**

If you are requesting holidays, we can approve this *only* if you are in a profession that will not allow you time off during school holidays. You are obliged to supply us with an employer's decision on the matter too.

- Exceptional holidays will only be granted once a year.
- The holiday may only cover a maximum of 2 weeks (10 school days).
- This holiday must not take place in the first 2 weeks of the new school year.

#### **Noteworthy Circumstances**

There are occasions of noteworthy circumstance for which you may want to request leave of absence. For instance, moving home, religious duties, attending a marriage ceremony or perhaps a special anniversary of the grandparents, or even serious illness/death of a close relative.

- Holidays are not granted as leave for a noteworthy circumstances.
- If you wish to keep your child off school for more than 10 days this must be officially requested from the School Attendance Officer (leerplichtambtenaar), via school leadership.

#### **Compliance check**

School attendance laws are dictated at a national level. School leadership or the School Board have no influence on these laws. The School Attendance Officer will check for compliance and if leave is granted for unapproved circumstances the school board can be fined. We are therefore obliged to inform the School Attendance Officer of any extraordinary unexcused absences. Parents can also be fined for non-compliance.

#### **More information**

You can read more on extraordinary leave of absence, compulsory education and extra judicial school absences via the website of gemeente Almere. You can always ask school leadership when questions arise.

## **School and gym attire**

### **School Attire**

It is expected that students will dress for school with appropriate consideration and respect for the differing cultures and beliefs within the school community. A learning community is similar to a work place and clothing needs to be safe and allow for active movement. All students should dress appropriately for the weather, paying close attention to coats and shoes as well. We kindly ask you to provide your child with indoor shoes (no soft shoes, but gym shoes) to be used in the classroom. Outdoor shoes are not allowed in the classroom; this way we keep the classroom floor clean. Please attach name labels to your child's belongings. All students have a coat hook where their outdoor wear can be hung.

#### **Please choose clothing that:**

- is easy to fasten / undo / put on / take off (especially younger students)
- can get dirty / wet

- allows students to move freely and actively

We do have spare clothing if a child should need a change of clothes while at school. Please remember that these clothes need to be returned to school (clean) if a child has worn a set of spare clothing home. Each child should be capable of dressing and undressing.

## Gym attire

### Gym classes (Early Years & Year 1 classes):

- Students are required to change clothes for gym lessons
- Students will be asked to remove any loose jewelry or extra clothing such as sweaters
- Students are to wear gym shoes with non-marking hard soles which will be kept at school
- If a student does not have non-marking hard soled gym shoes, they will be asked to participate barefoot
- Wearing only socks or tights is not permitted for safety reasons

### Gym classes (Year 2-6 classes):

- Students are required to change clothes for gym lessons
- Gym shoes with non-marking hard soles
- Separate shorts and t-shirt (appropriate to sweat in)
- Towel
- Gym bag to store clothing in

These gym clothes and shoes are obliged to use because of hygienic and safety reasons. Your child's class teacher will inform you of your child's gym schedule.

## Divorced parents

The school strives to keep both parents informed regarding their child's education.

Sometimes divorces are not amicable and the school becomes involved at some point. For the sake of the school (and of course the child) we prefer to avoid any involvement.

How does the school operate when both parents have equal custody after a divorce but the child lives with just one parent?

In principle, both parents have the right to all and any information about their child's educational development.

Below is a summary of our conditions and agreements made:

- Both parents may request information on their child's educational development. The school will issue all information requested unless this was to prove detrimental to the child.
- The school will generally communicate with that parent where the child abides – this is usually the one contacted about unimportant school matters. This parent then has the task of informing the ex-partner and deciding any decisions together. The school will accept any decision given via this parent. The school will assume that all information has been shared with the other parent.
- Of course, there are at times important school matters to be discussed – for instance, the choice of secondary education, or parental approval for research into learning or behavioural difficulties in the child. The school will always request permission from both parents in such cases and approval from only that parent where the child lives will not suffice.

d. As long as both parents require informing, we are open to making this possible. We will try to keep matters as structured as possible and to our mutual satisfaction.

When or if matters are taken into the hands of the law, we will abide by the decisions made by the courts.

## Suspension or expulsion

### **Your child has been suspended or is to be expelled. What next?**

Although extremely rare, if an extreme circumstance occurs where a student misbehaves the decision could be made to suspend the child from attending school for a short period. Unfortunately, it can occur that a student's behaviour manifests in such a way that suspension or even expulsion are called for. This could be behaviour that compromises peace, safety and/or the learning process in such a manner that safety cannot be guaranteed in our school. The Law on Primary Education has rules covering.

## Communication

Your role as a parent of a student at International School Almere-Primary requires frequent and active communication with your child's teacher, and at times with other staff. Sometimes it may be difficult to know exactly who you should share information with or ask questions of.

**In most cases, your first point of contact will be your child's teacher.** If necessary, he/she will direct you further.

- 1) **Telephone:** You will be informed of our school telephone number at the start of the year. Contacting teachers will only be possible outside of regular school hours.
- 2) **Parent Portal:** All school written communication is sent via the *parent portal (Toddle)* It is therefore important that you inform us if you have problems that prevent you from receiving emails or your email address has changed.
- 3) **Student learning:** Quite often completed student projects will be sent home once a topic or learning area has been completed. However, please be aware that some activities are kept at school to be placed in your child's learning notebook or used in classroom learning displays. You may always request to see evidence of your child's learning projects.
- 4) **Class parents:** Each class is assigned one or two 'class parents'. These parents support the class teacher in planning excursions or special events for the class. It is possible that the class parents send out messages via the parent portal.

## Parent portal

A web portal called "*Toddle*" is used for all school communication. You will be able to access important information sent from school via this online site. It is very important that you are registered and regularly check the portal.

You will receive an email from *Toddle* containing a link to the registration page. Once on the registration page, enter the email that is on file with our school then set yourself a password. You will receive an email with the activation link.

*Do check that the link has not been sent to your junk or spam folder. You must first activate the link before logging in.*

Your child(ren) has/have been added to your account already by school administration. You can adjust the privacy settings to specify whether the details of your child will be limited or completely visible. You will be registered and able to log in after completing the necessary steps.

### **Caution!**

You can only register with the email address that is on file with *Toddle* and receive information only if you are fully registered. According to telecommunications law, you must give formal consent to receive email. You do this through the *Toddle*.

Do you want to add more email addresses? Then send an email to: [c.groen@ipsalmere.asg.nl](mailto:c.groen@ipsalmere.asg.nl) with the subject heading 'parent portal registration' and mention your child's name.

The following information can also be accessed via the parent portal: current news, calendar, group overview of your child (ren), tracking your contact information, appointments for parent/teacher meetings, reporting illnesses and recoveries.

We feel it is important to keep in contact with our families.

## Progress feedback

### **School reports**

There are two periods during the school year when each child will receive a report.

### **Parent-teacher meetings**

A parent-teacher meeting is arranged with the parents of every student to review school reports. The parents of all new students are invited after 4 weeks to discuss how the student has settled into his/her new school. Additional meetings can be arranged at any time of the year, at either the parent's or the teacher's request. The three planned meetings are:

<b>Form of reporting</b>	<b>Month in the school year</b>
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Progress Meetings	November
Written report	February
Written report	June

Parents are always encouraged to seek contact with the class teacher if there are any concerns at any times. Please do not wait for the scheduled parent meetings.

## School inspection and examinations

At the request of the Ministry of Education, Culture and Science, the Education Inspectorate periodically carries out an evaluation of the Dutch Internationally-Orientated Primary Schools in the Netherlands.

The inspection focuses on three main questions:

- Is the teaching-learning process of a sufficiently high standard?
- Does the International Department achieve sufficiently high results?
- Are the school conditions in line for the school to achieve sufficiently high results?

Grading is carried out on a scale of 1 to 4, where 1 is poor and 4 is good. Results of the evaluations are published on the internet: <http://www.owinsp.nl/>

### Testing

Standardised testing is a way of assessing students within an age group to check their progress in relation to students of the same age. Our school uses standardised testing as a tool to monitor the quality and coverage of our curriculum and to measure progress. Our testing covers:

- Literacy
- Numeracy
- Spelling, and
- Non-verbal reasoning

We make every effort to provide a testing experience that is not stressful for our students.

Typically, all students will progress to *International School Almere-Secondary*. If the school believes an alternative form of education would best benefit your child, you will be informed in a timely manner. Teachers of Year 6 and the secondary school teachers will meet to discuss the transition of the students to the secondary school. Academic achievements, development, social, and emotional issues are discussed.

## Absenteeism

### Absence reporting

The school must be notified on the first day of a child's absence, preferably digitally (via the parent portal), by telephone or via email *before 09:00*. It is important that parents always notify the school in case of illness or a sudden visit to dentist or doctor. The school is required by law to record the reason for any student absence.

### Applications for leave of absence

Leave for vacation, family visit/trips or other activities need to be agreed upon by school leadership. An application for leave must be filled out and approved prior to the absence. Please note that it is compulsory under Dutch law for students who are 5 years and older to go to school five days a week. This application for leave can be downloaded from the school website, completed and given to your child's teacher or school

leadership. After consideration, a copy of the application will be returned to you indicating whether the leave is approved or denied. We ask that leave is applied for well in advance.

### **Four year olds**

Leave of absence will always be granted to four-year-old students, as they have not yet reached the age of compulsory schooling. Please, however, notify the class teacher of the absence by way of the proper leave application form.

### **Five year olds**

Five-year-old students may be exempt from school for a maximum of five hours per week. Leave application for this should be requested in advance with the school leadership.

### **Five year olds and above**

Families wishing to take their students out of school during term time must apply for leave of absence by way of a leave application form. Requests should be received in advance. We ask you to visit our website for detailed information regarding leave of absence.

Leave can be considered for the following reasons:

- must visit a doctor or dentist or moving house
- must attend a funeral, some religious occasions or special anniversary (as specified in the compulsory schooling laws)

The maximum for any leave authorized by school is ten school days. Outside that time allocation, requests will be handled directly by the educational authorities of Almere.

**Important:** leave of absence is never granted in the first two weeks of a new school year.

Please be reminded that school attendance is compulsory for students starting at five years of age and that continued absence from school is harmful to the progress and development of the student. School leadership is obliged by Dutch law to contact the school attendance/truancy officer in the event of irregular absences from school and this can result in parents being fined.

### **Our school adheres to the following Student Absenteeism & Late Arrival Protocol**

- It is vital that students are on time and attend school regularly. Absenteeism and late arrivals negatively impact student learning. The purpose of this protocol is to monitor absenteeism and tardiness in order to maintain students being given the optimal opportunity to learn.
- As a Dutch International Primary School we adhere to all truancy regulations set out by the City Council of Almere. Information is found here: <http://www.almere.nl/leerplicht>
- When a student is late or absent for an unexcused reason:
  1. First unexcused absence or late arrival - documented in Esis (educational digital documentation system)
  2. Second unexcused absence or late arrival - documented in Esis
  3. Third unexcused absence or late arrival - teacher mails parent/guardian to inform of absences via the *parent portal*, cc'ing school leadership on this communication and documented in Esis
  4. Fourth unexcused absence or late arrival – parent/guardian asked for a meeting with teacher,

- documented in esis
5. Fifth unexcused absence or late arrival – parent/guardian asked to a meeting with school leadership, documented in esis
  6. Sixth unexcused absence or late arrival – school attendance/truancy officer is informed and will take further action with parent/guardian, documented in esis

## Child health

### Food

We expect all students to bring a *fruit or vegetable* snack and water that will be consumed late morning, and a healthy lunch/water. Students bring their own healthy lunch/water and will eat in our Cafetorium.

### Illness

Ensuring the health and safety of our students is our number one concern at all times. The following policies are a combined result of the requirements of Dutch law and recommendations from medical professionals.

Regardless of the contents of our policies and guidelines, the most important factor in reducing the spread of infectious disease in our school is that of parent responsibility.

Students who are sick are not to attend school until they are well again. This is a matter of mutual responsibility amongst all parents. We ask parents to remember that it is not just the school, but also other parents who expect you to keep your child at home if they are sick. Sick students also infect staff members, possibly leading to the whole class missing their teacher(s) for an extended period. This is obviously something we aim to avoid.

### School policy and guidelines on illness

If your child cannot attend school due to ANY health condition, we request that you inform the school exactly what the condition is via the parent portal. If a child is with fever we ask that your child is kept home. We strive to minimize the spread of illness.

### Students requiring medication

In most situations where a child still needs medication, they are not yet ready to return to school. However, if it is the case that your child is ready to attend school but still requires medication, please make sure that you ***give the medication directly to the teacher.***

We will also ask you to fill in a declaration - Permission to give Medical Treatment. Please ensure that medication is not left in your child's schoolbag but is in the class teacher's possession.

### Students with allergies

On the school application form you are required to inform us of any allergies that your child has. Please also directly inform your child's teacher of any allergies and possible complications that may occur. If there is medication for the allergy, please make sure that the instructions are written clearly in English and labelled with your child's name.

### School doctor/nurse: GGD (Gemeentelijke GezondheidsDienst) Flevoland

The GGD aims to promote and protect the health of the inhabitants of Flevoland. It is important for you to know what the department for youth health care can mean for students and school.



## **Preventative health check for Year 1 and Year 6**

(Preventief Gezondheidsonderzoek; PGO)

Each school year all students in Year 1 and Year 6 will be offered a Preventative Health Check. The physical and social/emotional development of the child will be observed. All students receive an invitation for this. The health checks are performed by specialist youth nurses and most often take place at school. If concerns arise an extra examination can be performed by a pediatrician (with parent/guardian's permission). Extra examinations usually take place at Gezondheidscentrum (Health Centre) de Archipel or at the GGD location, Boomgaardweg 4, Almere.

## **Vaccinations**

All students are vaccinated for DTP and BMR during the year that he/she turns 9 years old. You will receive postal notification of this. There are also notifications placed in the local newspapers informing all that these group vaccinations will be taking place.

## **Consultations**

Besides the Preventative Health Checks there is also the possibility for the school to consult, advise or question the pediatrician or nurse if there are concerns about a student. This will only occur with your permission and it is possible that a check or consultation is scheduled with a pediatrician or social worker. This is valid for all students from Early Years up to Year 6.

## **Availability of the youth health department of GGD**

The administration is open daily between the hours of 8:30-12:30 via telephone number: 088- 0029920. The pediatrician for our school is: Dr. Lilian van der Ven. The specialist youth nurse for our school is: Gerbrich Telderman.

## **Child welfare**

### **Responsibility of care**

When accompanying your child in school we ask that you take responsibility for their safety. During school hours the classroom teacher or specialist teacher is responsible for your child's care.

### **Toys from home**

A child often wants to bring a toy from home to share with friends, or for personal comfort/security. Please discuss this individually with your child's teacher. It is generally okay and is sometimes even encouraged. We ask that students refrain from bringing fighting-related toys or cards depicting aggressive/fighting characters, as these are not allowed at school.

Please help your child understand that toys brought to school may get lost or broken, and that sharing the toy with other students will usually be expected.

## **Accidents and emergencies**

Certain members of staff are trained in First Aid/Emergency Response and able to handle most accidents that might happen during school hours. There is always a trained First Aid/Emergency Response staff member in school. For minor incidents/accidents you will be verbally informed. Significant accidents automatically result in an 'Accident Report Form' being completed by staff, and monitored by school leadership.

In the case of an extreme injury or accident, an ambulance will be called immediately and the ambulance service determines which hospital will be utilised.

Should such an incident occur, every effort will be made to inform the child's parent/guardian immediately after appropriate action has been taken to ensure the child's safety and comfort. If we cannot reach you we will contact the child's other 'emergency contact' as listed on the school application form.

Sometimes in The Netherlands the authorities predict very bad weather conditions (Code Red). IPSAlmere has a policy regarding this with in the headlines the safety of all students. Management will decide upon every situation what the best solution is. We will communicate this on that day/incident to the parents.

### **Your child's birthday**

A birthday is of course a very special day! At school, your child's birthday will be acknowledged and celebrated in his/her class.

If you choose to do so, you may send your child to school with a small edible treat to share with the class.

These treats should be small, individually wrapped and easy to hand out. We have chosen against any small gifts being handed out. This is in line with being environmentally conscious and to also provide a more consistent and equal approach for our whole school community.

### **Food from home - snack and lunch**

At our school, all of our students have a fruit or vegetable snack and lunch at school. These moments offer an important opportunity for our students to enjoy healthy food and socialize.

As a school, we encourage our students to make healthy choices by reinforcing a healthy eating policy. This helps provide our students with the knowledge to know what good nutrition is and that it is vital to their needs. Good nutrition is important at school for good focus and learning. Parents play a pivotal role in advocating for *fresh and healthy foods*.

During snack time, fruits and vegetables to be eaten. We ask that all students bring their snack and lunch to school in the mornings.

Lunch is not permitted to be delivered during the school day unless it was forgotten at home. If students prefer a warm lunch, we ask parents to use specialized stay-warm containers that are brought by students in the morning.

Our school has a Cafetorium with a kitchen. At this stage we are exploring the option to expand the catering service to our primary students.

### **Bullying policy**

The school's utmost priority is that all students feel safe in school. We have a bullying policy that can be referred to should matters indicate the need.

## Insurance matters

Students are insured against accidents during school hours and one hour before and after school. Parents helping out with school activities, and teachers, are also insured. This insurance covers the cost of medical care in-so-far-as it is not covered by private family insurance. The insurance does not extend to damage to clothes, spectacles, bicycles, etc. or injuries inflicted by students on one another. We therefore recommend that you follow the normal procedure in The Netherlands and take out personal liability insurance, if you have not already done so. The school is not liable for the loss of any student's property. Parents can be held liable by the school for damage to the school building or inventory by their students.

## Preschool and after school care

### Pre-school

In the Netherlands a child can start school immediately upon turning four years old.

A pre-school facility is run by Partou. This facility is located in the Letterland Building on A.Roland Holststraat, 1321 RX, Almere. Partou offers a learning program (Early Years Foundation Stage age 2 – 4 years) that allows your child to transition into the primary school smoothly. Being enlisted in the pre-school facility does not automatically mean that your child has a place at the primary school. There is a separate admissions procedure to enter the primary international school. If you are interested in enlisting your child into this facility please contact Partou [www.partou.nl](http://www.partou.nl)

T.06 2785 7402.

### Day care possibilities

For English speaking day care centers we will refer you to organisations in the Amsterdam area.

For example: [http://www.compananny.nl/templates/dispatcher.asp?page\\_id=1697](http://www.compananny.nl/templates/dispatcher.asp?page_id=1697)

### After school care

After school care is open for students from 4 to 11 years from 15:00 (end of school time) until 18:30 You have to enlist separately with Partou . You can visit their website: [www.partou.nl](http://www.partou.nl) De Club also facilitates a before school care facility starting from 07:00.

### After-school activities

We are currently exploring options to work with an after-school activity organizer. Our community will be updated as we know more.

### Emergency procedures

International School Almere-Primary maintains comprehensive safety and emergency procedures. These procedures are practised regularly to enable staff and students to respond quickly in the event of an actual emergency.

## Parent Support Group

All parents are invited to join the Parent Support Group (PSG). This active community of parents is involved with many different activities outside of school. The group meets regularly for coffee mornings and social outings and plans different celebrations. This group of parents can be a valuable source of information for new parents, a meeting point where friendships are born and a great way to be more involved in our unique international community. Please look out for announcements via the newsletter/parent portal for planned activities.

## School and parental involvement

The school finds it of major importance to inform parents about the daily routine at school. We take the opportunity to invite parents into our school to share the learning on many different occasions throughout the school year.

In addition, we inform parents regarding upcoming learning via our Parent Portal, Toddle.

## Importance of parental involvement

Our relationship with parents is based upon mutual trust and respect. We strive to create positive and fun learning experiences for your child(ren) and take responsibility for their education. To support this we have an open-door policy and we will do our very best to keep you informed. If you have questions about the school, you can always ask the class teacher or school leadership. During school hours, the teachers take responsibility for the students; school leadership takes overall daily responsibility. The board (ASG) has four Cluster Directors each responsible for about 15 schools. This Cluster Director has the overall responsibility for the whole school.

## Parent Committee / Participation Council (PSG/ MR)

Our school has a parent support group (PSG) consisting of parents/guardians. Members of staff/leadership attend meetings of the PSG in an advisory capacity.

**The PSG's main role is:** organizing and running social events. Parent support is appreciated in many areas:

- reading activities
- specific expertise
- group projects / units of inquiry
- library activities
- logistic assistance (car, bicycle)
- sports activities
- parties/social events

- head lice checks
- special celebrations

## Participation Council

The Participation council (MR) is made up of representatives of parents/guardians (3) and staff (3). The Participation Council deals with a wide variety of subjects that are confirmed in the official 'Participation Council Regulations'. It advises school leadership on various matters concerning the school. Suggestions concerning regulations and other appropriate matters may be brought to the notice of Participation Council members. You can easily contact the Participation Council by e-mail: [primary.participationcouncil@isalmere.nl](mailto:primary.participationcouncil@isalmere.nl)

## Library and learning resources

Our school library is diverse and well stocked for the reading pleasure of our students and topic based research projects. Students visit the library once a week on an assigned day but have access to the library throughout the week.

Students from Early Years to Year 2 may check out two books to take home. Year 3 to Year 6 may check out up to five books; two for in school reading and two to take home and one for guided reading when required. Students should return their books at the following library session but students may re-issue the books as many times as necessary.

Teachers will continue to remind students before their library day to return their books. If after one month the books are still not returned, and have not been found in the library or in their classroom, then a parent reminder will be sent via the parent portal. After 6 weeks if the book is not returned, and has still not been found in the library or in their classroom, then a second reminder will be sent via the parent portal. If the book is still not returned after the second reminder, where payment or replacement is requested, it will be considered a lost book. This means the books from that point forward shall no longer be under the child's name and they can continue to take out books from the library.

To ensure that our library inventory stays current and up to date and in order to offer the best selection possible, we do ask that after the second lost book that parents pay a flat fee of 8 euro (amount is based on the average price of a student's book) or donate a student's book in their home language.

We also have books on child development and moving from and to another location, which are available for our parents to loan.

One day per week is set aside for parents to issue books they are interested in and want to read with their child(ren). The books will be under their name, not their child's, as our students have limits on the number of books loaned. Please check in the library for the set date and times, and to create your personal library bookmark.

## Lost property

Our school has a 'Lost Property' box, which is kept in a storage closet near the school entrance. You are able to check this box for any items that may belong to you or your child at certain times when all the items will be displayed in the main hall. Should your child be missing something, you may always ask the school concierge to have a look in the box. We strongly encourage labelling your child's belongings with a nametag.

## Parking

Please use the parking spaces to park your car and abide by traffic safety laws.

## Smoking

Our school has a 'No Smoking' policy throughout the school and playground at all times.

## Camera and media sharing agreement

At our school, we attach great importance to privacy and security. That is why we handle all personal data that we process in a safe and responsible manner.

We have taken measures to work safely and carefully. For example, the school administration systems are set up in such a way that the student data can be processed safely. Agreements have been made about this with the suppliers. This also applies to the educational software that is used. Our computer systems are protected with various technical measures. In addition, we have drawn up rules for the use and purchase of ICT resources and software.

In relation to security and the privacy of students and our team, it is strictly forbidden to make video recordings in the classroom without the knowledge or the explicit permission of the teacher and leadership of the school. Taking pictures during events is permitted provided they are not published on publicly accessible websites without permission of school leadership or parents of the relevant students.

It is possible that videos and photographs are made in school by staff members for observational purposes. The use of these recordings will be limited to internal school use only and are shared with parents on our school blog. If these pictures/videos are used outside the school you will be informed accordingly. Parents/guardians may always object to the use of the videos/photographs being taken or used and are asked to submit this objection in writing to their child's teacher. Photos and films are not allowed to be shared via social media without consent of photographed persons or their guardian(s).

Students and parents are not allowed to record and distribute images of (online) lessons without permission.

More information about privacy can be found in the privacy statement of our school board, Almeerse Scholen Groep.

If you have any questions about the handling of personal data, you can always contact our Data Protection Officer via [fg@asg.nl](mailto:fg@asg.nl)

## Supplies

The school supplies students with all the necessary school supplies.

### **Use of private materials**

Should a student bring materials from home (additional school supplies/toys etc.), the school cannot accept liability for loss or damage to materials brought from home.

## First day of school

Students only need to bring a snack/drink and a lunch/drink on the first day of school. All school supplies are provided. We also use indoor shoes to keep the floor as clean as possible. This could be the gym shoes of your child or special shoes you provide; soft shoes are not allowed.

## Secondary school

Students from the age of 11 enter a Secondary International School. International School Almere-Primary advises on your child's next educational setting, based on our knowledge of your child's educational development and social skills.

## Complaints procedure

### **You have a complaint**

Do you have a complaint about our teaching methods, or are you unsatisfied about something? We encourage members of our school community to actively pursue 'face-to-face' contact with the relevant person. The teacher is usually the first contact for parents. If this contact is not sufficient, we advise that you approach school leadership for an appointment. The relevant party the complaint is concerning is usually asked to attend a set-up meeting too.

### **Did an appointment with the school leadership not help?**

Then you should make an official written complaint to the Board (College van Bestuur van de Almeerse Scholen Groep). See the Complaints Procedure (Klachtenregeling) for the roles of board members and the Complaints Committee [www.asg.nl/klachten](http://www.asg.nl/klachten)

### ***The more important points are listed below***

#### **Presenting your complaint**

You may present your complaint in writing to the Board within one year of the relevant incident. They will then investigate your complaint and hear both parties involved. If a hearing does not satisfactorily resolve the complaint, you could then decide to have it forwarded to the Complaints Committee.

#### **Complaints Committee's Tasks**

This committee investigates complaints and hears both sides. They then advise the Board on whether the complaint is justified or not and, if it is, what is required to be done.

#### **Complaints about sexual harassment and other forms of physical or psychological violence**

Every school has a trusted confidant with whom one can speak when there is a question of sexual harassment and/or violence. Where necessary, this person can then refer you to an external confidant for more professional help, including help with a written complaint to the Board.

#### **How your complaint will be treated**

You will in principle, hear from the Board at the earliest opportunity, whether your complaint is considered grounded and/or what measures are being/will be applied.

## Confidential Counsellors for parents/families (Vertrouwenspersoon)

In case of complaints, concerns or problems related to the school setting, parents/families can consult an external confidential counsellor.

### **What does the external confidential adviser do?**

The external confidential adviser is independent and appointed by the education board, ASG. If the problem cannot be solved internally at school and within the board, there is a role for the confidential advisor.

ASG work together with Centrum Confidential Persons Plus ( CVP+ Centrum vertrouwenspersoon) to provide external counsellors. Contact is confidential and no steps will be taken from CVP+ without your approval. The external counsellors for parents and employees can be reached via 070-2600032 or via [info@cvp-plus.nl](mailto:info@cvp-plus.nl). Further information is available on the ASG website: <https://www.asg.nl/vertrouwenspersoon>



## Contact address

*International School Almere*

*Breskensweg 5, 1324 KE Almere*

Telephone number: 036 760 0 750

General e-mail address: [info.primary@isalmere.nl](mailto:info.primary@isalmere.nl)

Admission e-mail address: [admissions.primary@isalmere.nl](mailto:admissions.primary@isalmere.nl)