



**Het Baken**  
Almere

# Pupil charter

Five schools, one family

Adopted by the competent authority: 14 November 2024  
Agreed to by the participation council: 22 October 2024



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## A. About this pupil charter

As a member of the participation council, you as a pupil have the right of consent and right of initiative with regard to the adoption or amendment of the pupil charter. (Article 13.3)

### *General*

#### **Meaning**

A pupil charter is a summary of a pupil's rights and obligations.

#### **Purpose**

This pupil charter is intended for all pupils of all Baken schools. It describes the rights and obligations of the pupils. This pupil charter provides guidance for school location-specific policies. Schools are able/allowed to form their own charters. Note that the content of any such charter may not conflict with the content of this charter. The pupil charter works in three ways:

- It prevents problems
- It solves problems
- It provides clarity

Most of the rules that apply at Het Baken Almere are not special 'school rules', they are rules that also apply outside school. These include legal rules; certain things you are required to do or prohibited from doing and which you must adhere to.

Het Baken Almere is an inter-confessional school board with a Protestant Christian and Roman Catholic basis. The Baken schools are open to young people of all religious beliefs and ethnicities. The comprehensive school promotes an environment in which respect for different philosophies and cultures is central.

At our schools, young people from different backgrounds learn to understand and respect each other. We are in the midst of society and want to connect.

Our five schools thus play an important role in raising awareness among a new generation. In this, we work together: "five schools, one family".

All the Baken schools:

Offer young people secondary education in a learning environment with an eye for the individual learner in which they can prepare for their future role in society;

- Contribute to the development of young people into confident citizens who intrinsically internalise the values and norms of our democratic society;
- Take responsibility for the immediate environment and actively connect with the local community.

Whenever a school fails to safeguard these values, pupils must be able to raise this with reference to this charter.

### *Definitions*

The following terms are used in the charter:

#### **Decision-making bodies**

This refers to the board, the school administration and the participation council. The participation council is there at several levels. At foundation level, we work with a participation council and at school level with a sub-council. Pupils can be elected to participate in both bodies.

#### **Competent authority**

The board of the foundation, the body legally responsible for the conduct of affairs.

#### **Central Examinations**

National examinations in secondary education

#### **Data leaks**

A security incident in which personal data are lost or unlawfully processed (stored, modified, transmitted, et cetera).

#### **Sub-council**

A sub-council regulates input into the school and consists of: staff, parents and pupils.

#### **Executive Council**

The board and rectors of the schools of Het Baken Almere

#### **Teacher**

Staff member who teaches

#### **Electronic learning environment**

The technical facilities that facilitate the interaction between: the process of learning, the communication required for that learning and the organisation of that learning.

### **Email and Office 365**

All pupils are provided with an Office 365 licence and a student email account. The email address is required to be used by the pupil. The school uses this channel to communicate with pupils.

### **Code of conduct for company property**

The code of conduct lays down the rules on the use of company property by employees and on the monitoring of and compliance with same.

### **Divisions**

Representation of staff, parents and pupils in various platforms

### **Het Baken Almere**

Foundation for inter-confessional secondary education in Almere

- City College/Vocational College
- Poort Lyceum
- Park Lyceum
- Trinitas Gymnasium
- International School Almere

### **Code of integrity**

Adopted by the competent authority and available on the website of Het Baken Almere

### **Complaints procedure**

In primary education, the school board (competent authority) is obliged to adopt a complaints procedure.

### **Whistleblower scheme**

Scheme for dealing with suspected wrongdoing within Het Baken Almere, foundation for inter-confessional secondary education; provides a clear description of the procedure to be followed when there is a suspicion of wrongdoing (based on reasonable grounds).

### **National complaints committee (LKC)**

External committee that deals with complaints of various kinds (e.g. undesirable behaviour, discrimination, aggression and violence)

**Pupil**

Individual enrolled in a Baken school

**Pupil council/platform**

Representative body of pupils elected from and by pupils

**Participation Council**

Elected council consisting of staff, parents and pupils. The participation council talks to the competent authority about the budget and policy plans of the foundation under which the Baken schools fall.

**Reporting code for domestic violence**

In the Netherlands, more than 100,000 children are victims of child abuse or domestic violence every year. When the school notices signs that something is going on at home with a pupil, we are obliged to investigate these signs and take action if necessary. This reporting code for Child Abuse and Domestic Violence sets out how this is dealt with at the Baken schools.

**Educational support employee**

Staff member working at a Baken school in various support services for the benefit of the education and the pupils.

**Education levels at Het Baken Almere**

Vmbo B,K,(g) TL

Havo

Vwo

International Education

**Teaching staff**

The teachers.

**Educational Support Staff**

All people working for the Baken whose work does not involve teaching

**Parent/carer**

Legal representative of pupils (under 16)

**Anti-bullying coordinator**

An anti-bullying coordinator has been appointed at every Baken school. (See names on the last page of this document)

**Headmaster/principal**

Individual ultimately responsible at a Baken school

**School**

One of the schools of Het Baken Almere, foundation for inter-confessional secondary education

**Team manager/department head/deputy head/adjunct principal**

Manager responsible for an education team under the direction of the headmaster/principal.

**Internal confidential adviser**

Independent officer to whom pupils and parents can address complaints or issues such as: sexual harassment, violence or discrimination. (See names on the last page of this document)

**External confidential adviser**

Independent officer to whom employees (and pupils and parents) can address complaints or issues such as: sexual harassment, violence or discrimination.

Schools must also clearly facilitate this help to their pupils (e.g. share the details of relevant officers at the beginning of the school year).

## B. How does this charter come about?

### *Procedure*

The pupil charter is adopted or amended by the board, with the approval of the Participation Council. Sub-councils at school locations have the right to be consulted on this charter in their capacity as Participation Council.

### *Period of validity*

The pupil charter is adopted annually by the competent authority. It is then submitted to the participation council and all stakeholders for approval. If no amendments are made, the charter will remain valid for one year. If there is no discussion, the pupil charter is automatically re-adopted for another year, but it must be re-approved by the participation

council at its next meeting. If the participation council does not approve the charter, the charter is invalid.

### *Application*

The pupil charter is binding on:

- The pupils
- The teachers
- Educational support staff
- The school administration
- The competent authority
- Parents.

This is subject to statutory powers and regulations.

### *Publication*

The pupil charter is published at the start of each school year and is publicly available for inspection via the site of Het Baken Almere and via the school website, and can be requested from the secretariat. Publication is the responsibility of the competent authority. The competent authority must ensure that the charter is published and presented (to all members of the relevant locations) at each location at the beginning of the school year.

### *School-specific*

This pupil charter applies to all Baken schools. The school-specific section is prepared by the headmaster/principal of the school. Pupils from the sub-council of the schools give their consent to this. The school-specific section must not contradict the Baken-wide pupil charter.

## **C. Rules on education**

### *Teaching*

Pupils have a right that staff with teaching duties make efforts to provide good education. Good education means: education that is provided according to the school's objectives and detailed in the school's pupil charter. Pupils have a right that staff with teaching duties are evaluated annually to ensure the quality of teaching.



### *Homework*

All Baken schools follow the national guidelines on homework. According to those guidelines, pupils may be assigned a maximum of 2 hours of homework per day.

### *Following education*

We expect you, as pupil, to contribute to a positive learning and living environment at our Baken schools.

### *Central examinations*

These are the national central examinations. You will receive the timetable for these from the school. The school examination regulations can be found on the school website of Het Baken Almere.

The general examination regulations of Het Baken Almere can be found on the website:  
[www.hetbaken.nl](http://www.hetbaken.nl)

If you disagree with the decision of your school's examination board, you can file an objection with the examination appeals board. The examination appeals board must respond in writing within 10 working days. The examination appeals board is constituted by the competent authority and consists of a chair, secretary and members.

## **D. Rules within the organisation and building**

### *Appointment of teachers*

The competent authority adopts a procedure for appointing teachers and the school administration every two years. The regulations state that when appointing the school administration, teachers and pupils have a vote (through or mandated by the participation council or sub-council).

### *Freedom of expression*

Everyone has the freedom to express their opinions at school provided the school rules are complied with. Anyone who feels offended by another person can contact any teacher, mentor and/or confidential adviser about this.

### *Freedom of appearance*

Everyone has the right to freedom to determine their appearance. The school can require or prohibit certain clothing only when the clothing does not meet certain efficiency requirements or the standards and values of Het Baken.

### *Pupil council*

Every Baken school has a pupil council. It is the responsibility of the school administration to ensure that this council functions effectively and has continuity, with the school itself deciding how this is implemented in practice.

A Baken-wide pupil council will be established with the aim of strengthening pupil cooperation and highlighting any concerns.

### *Pupil registration and privacy protection*

The pupil's personal details are recorded in the pupil file. The school administration is responsible for maintaining this file. Technical management is carried out by the educational support staff, under the responsibility of the school administration.

Every two years, the competent authority, having heard the participation council, specifies, on the proposal of the school administration, which pupil data will be included in the pupil file. The determination must take place within half a school year of adoption of the pupil charter.

The recording of data and access to the pupil file are subject to statutory provisions regarding the protection of your privacy. This is set out in the document: Privacy statement of Het Baken Almere.

The pupil file can be accessed by:

- The school dean/orthopedagogue
- The school administration

The mentor

Pupil coordinator

If the pupil is a minor, only the parents or equivalent persons have access. Beyond this, no one has access to the pupil file unless expressly authorised by the school administration.

If you disagree with data in your pupil file, you can suggest in writing to the deputy head/team manager/departement head/adjunct principal or the headmaster that corrections be made. You will receive a written response about this.

The school administration shall notify the data subject(s) concerned within five school days whether the desired corrections will be made or not.

If your correction request is not granted, you can submit your proposal in writing to the internal complaints committee.

The members of the internal complaints committee are entitled to see the data they need to assess your case only after your consent. These statutory provisions are set out in the 'Privacy Statement of Het Baken Almere'.

With the exception of statutory requirements, data on a pupil will be destroyed after the pupil leaves the school.

### *School rules*

You can find the school rules in your own school's school guide and pupil charter. Every two years, the sub-council reviews the school rules adopted by the management in the school guide.

The school's pupil charter includes and clearly indicates how to appeal if you disagree with the school rules.

### *Sexual harassment, violence and discrimination*

Het Baken Almere is a school that rejects and opposes racism and discrimination. Article 1 of the Dutch Constitution also applies here; all who are in the Netherlands are treated equally in equal cases. Discrimination because of religion, beliefs, political affiliation, race, gender or on any other ground is not allowed.

Pupils, staff, management and the competent authority say NO to racism.

Het Baken Almere and everyone associated with it is against bullying. Bullying is therefore actively combatted within our organisation. If you see or know that bullying is going on, you must do your best to stop it. You should also contact your mentor or the (internal or external) confidential adviser at your school. The organisation takes appropriate measures to prevent bullying. We involve the bully and the bullied person, parents, fellow pupils and staff to resolve bullying situations and counteract bullying structurally. An anti-bullying coordinator has been appointed at every Baken school. See our website: [www.hetbaken.nl](http://www.hetbaken.nl)

Reports can be made to the internal confidential advisers (for the names, see the last page of this document) and/or to the inspectorate's confidential inspector (see last page of this document).

If domestic violence is suspected, it can be reported to Veilig Thuis. The step-by-step plan for this is included in the reporting code. The phone number in case of suspicion is 0800-2000, available 24/7 free of charge.

*Tobacco, alcohol, drugs, gambling, weapons, fireworks, phones, security and nuisance*

Het Baken Almere maintains a smoke-free building and school grounds, thus following the legislation from the government.

It is forbidden to use alcohol, have it on your person, or trade in alcohol on the school premises of the Baken schools. This also applies to all non-alcoholic varieties of alcoholic drinks.

If the school detects the use of alcohol (including non-alcoholic versions of alcoholic drinks) you will be removed from class for the rest of the day or denied further access.

The use, possession and dealing of drugs is prohibited within the Baken schools. If the school detects drug use inside or outside the school or on the school grounds and you still have classes or other activities at school that day, you will be denied access or removed from class for the rest of the day.

Gambling, betting or participation in games of chance for money or goods in any form is prohibited at the Baken schools, on the school premises and during school activities.

If you are caught gambling or betting, you will be removed from the class or activity for the rest of the day.

Within the Baken schools, it is prohibited to carry or use weapons - that includes knives or fireworks - at school or during school activities. If you break this rule, you will be removed from the class or activity for the rest of the day.

To ensure pupil and staff safety, the board has mandated the schools to open storage lockers unannounced at the schools and check for alcohol, drugs, weapons, fireworks and stolen items.

It is prohibited to use items banned under the Commodities Act, such as snus, and e-cigarettes (vapes, Juul, shisha pen) on the school premises. The school must strictly enforce this rule, and violation may lead to disciplinary action.

Mopeds are allowed on the school grounds of a Baken school only with the engine switched off.

The Baken Almere calls the police in case of offences that are criminal offences (theft, serious insults, threats and so on). In case of culpable behaviour, we will in principle report it.

Het Baken Almere is not liable for loss or theft of your belongings and/or devices.

#### *Mobile phone use.*

All Baken schools comply with applicable laws and regulations regarding the use of mobile phones in school.

The policy is set by the school and will be reviewed in the 2024-2025 school year.

An example of a policy is that mobile phones are not used in class unless the teacher gives explicit permission (or if there is an exception to the policy, e.g. due to medical indication).

#### *Suspension and removal*

The statutory rules surrounding the removal of pupils can be found in Article 27 of the Secondary Education Act and in Articles 13 (suspension) and 14 (expulsion) of the Secondary Education (Organisation of Teaching) Decree.

Het Baken Almere has described the protocol for suspension and removal based on these provisions as follows (see annex).

#### *GSA*

The ambition is for every Baken school to have a GSA.

## **E. Complaints and appeals**

### *Complaints*

Anyone associated with the school can remind others to act according to the rules laid down. If, as a pupil, you feel aggrieved because the rules have not been followed, discuss this with your mentor.

If mediation by the mentor does not succeed, report it to your team manager or the headmaster/principal. If this mediation fails, you can go to the competent authority or the national complaints committee. See also the complaints procedure in the annex.

Internal complaints committee:

### **F. Annexes**

Complaints procedure

Protocol on suspension and removal

Details of confidential advisers



### *Complaints procedure*

Het Baken's most recent complaints procedure can be found on its website:

Below is the flow chart for handling complaints.

Nature of the report or complaint	Report/complaint from parents/pupils and/or staff of the school about the organisation of the school and/or the functioning of teaching staff or educational support staff. E.g. measures taken and/or negligence	Report/complaint by staff member regarding transgressive behaviour by pupils, parents, colleagues or school administration. Report may concern: <ul style="list-style-type: none"> <li>Bullying</li> <li>Aggression and violence</li> <li>Discrimination and racism</li> <li>Sexual harassment</li> </ul>	Report/complaint by pupil or parent regarding transgressive behaviour by fellow pupils and/or school staff. Report may concern: <ul style="list-style-type: none"> <li>Bullying</li> <li>Aggression and violence</li> <li>Discrimination and racism</li> <li>Sexual harassment</li> </ul>	Report/complaint regarding personal problems of a child and/or problems in the home situation <p>For example:</p> <ul style="list-style-type: none"> <li>Behavioural problems</li> <li>Parenting issues</li> <li>Eating disorders</li> <li>Child abuse</li> <li>Domestic violence</li> </ul>
Report received by	Teacher/mentor/educational support employee	External confidential adviser	Teacher/mentor/educational support employee	Teacher/mentor/educational support employee
	School administration (headmaster, principal, deputy head, department head, TM member)	School administration (headmaster, principal, deputy head, department head, TM member)	School administration	School administration
			Anti-bullying coordinator	Orthopedagogue
			Internal confidential adviser	Care coordinator
Complaints handling Mediation Advising Counselling by..	School administration (headmaster, principal, deputy head, department head, TM member)	External confidential adviser	School administration	School administration
		School administration (headmaster, principal, deputy head, department head, TM member)	Complaints procedure	Reporting code
			Anti-bullying coordinator	Counsellor/Orthopedagogue
			Internal confidential adviser	Care coordinator/ZAT team
Decision-making in relation to the complaint by ..	School administration (headmaster/principal)	School administration (headmaster/principal)	School administration (headmaster/principal)	(External) Assistance
	Board/internal complaints committee	Board/internal complaints committee	Board/internal complaints committee	
Finalisation of complaints handling	National complaints committee advises the board	National complaints committee advises the board	National complaints committee advises the board	
			On reasonable suspicion of criminal offences: Confidential inspector from Police/Justice	On reasonable suspicion of criminal offences: Confidential inspector from Police/Justice



**Het Baken**  
Almere

### *Protocol on suspension and removal*

The most recent suspension and removal protocol can be found on Het Baken's website:

[protocol schorsen en verwijderen](#)

#### **Internal confidential adviser**

Stad College	Alma van der Starre	<a href="mailto:a.vanderstarre@hetbaken.nl"><u>a.vanderstarre@hetbaken.nl</u></a>
Park Lyceum	Marcel Tigchelovend	<a href="mailto:m.tigchelovend@hetbaken.nl"><u>m.tigchelovend@hetbaken.nl</u></a>
	Carolien Boverhof	<a href="mailto:c.boverhof@hetbaken.nl"><u>c.boverhof@hetbaken.nl</u></a>
Poort Lyceum	Ed Drees	<a href="mailto:e.drees@hetbaken.nl"><u>e.drees@hetbaken.nl</u></a>
Trinitas Gymnasium	Pim Groot	<a href="mailto:p.groot@hetbaken.nl"><u>p.groot@hetbaken.nl</u></a>
ISA	Gigi Lameris	<a href="mailto:g.lameris@isalmere.nl"><u>g.lameris@isalmere.nl</u></a>
	Arent Remmelink	<a href="mailto:a.remmelink@isalmere.nl"><u>a.remmelink@isalmere.nl</u></a>

#### **Coordinator confidential adviser**

Pim Groot

Alma van der Starre

#### **External confidential adviser**

Bezemer en Schubad

Mevrouw L. (Lumien) Veld

[www.bezemer-schubad.nl](http://www.bezemer-schubad.nl)

#### **Anti-bullying coordinator Bakenscholen**

Mevrouw M. Satimin	(Stad)
Mevrouw A. van Wijk	(Park)
Mevrouw A. Schrage	(Park)
De heer E. Drees	(Poort)
De heer V. van der Heide	(Poort)
De heer M. van West	(Trinitas)
Mevrouw M. van Staveren	(Trinitas)
Mevrouw J. Zuniga Reinares	(ISA)

#### **Veilig Thuis**

0800-2000 (gratis)

[www.ikvermoedhuiselijkgeweld.nl](http://www.ikvermoedhuiselijkgeweld.nl)

#### **Confidential inspector**

<https://www.onderwijsinspectie.nl/onderwerpen/vertrouwensinspecteurs>

Telefoonnummer: 0900-1113111