



PRIMARY SCHOOL GUIDE 2025-2026

Almeerse Scholen Groep

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Welcome to International School Almere – Primary

Welcome to International School Almere!

This School Guide is intended to inform parents and guardians of primary age students 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 ISAlmere. 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

ISAlmere	The Netherlands	USA & Canada	UK
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 section of our 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.

Our admissions procedure can be found in detail on our website: [Admissions Primary School - International School Almere](#)

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 single-subject teachers and teacher assistants. Single-subject teachers deliver Host Country Language and Culture (HCL-Dutch) and Physical Education (PE).

The class teacher along with the single-subject teachers will monitor your child's individual progress over the coming year.

Our teachers work collaboratively on the planning of all learning that takes place 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. At times, if needed, this could mean combining classes.

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

As a PYP Candidate School, we are committed to meeting the International Baccalaureate (IB) standards, focusing on developing well-rounded, inquisitive, and globally conscious students. Our inquiry-based, student-centered curriculum fosters critical thinking, creativity, and a passion for lifelong learning, preparing students to excel in a dynamic and inclusive educational environment.

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. The International Baccalaureate Learner Profile is the foundation of the positive attributes we aim to develop and use in our school.

Citizenship

In the Primary Years Programme (PYP), developing citizenship skills is a fundamental part of the curriculum. Through the PYP framework, students learn to understand and embrace their roles as global citizens. They explore concepts such as responsibility, fairness, and social justice, and engage in activities that promote empathy, collaboration, and respect for diverse perspectives. By participating in community projects and global initiatives, students cultivate a sense of agency and commitment to contributing positively to their local and global communities. The PYP encourages students to become informed, active, and caring members of society, ready to make a meaningful impact in the world.

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. Great value is placed on our students' home language(s) as well. Our students communicate in many different languages at home. It is school policy to respect and encourage students to be proud of their home language, maintain and continually improve it.

Organization

International School Almere is committed to providing each student with the space to shape their own future, develop holistically and discover personal academic excellence. With a wide and rich outlook on the world, we invite our students to uncover greater possibilities and adopt problem-solving strategies which contribute to a confident and strong sense of self. The primary section of our school falls under the school board, Almeerse Scholen Groep. The secondary section of our schools falls under the school board, Het Baken. The Dutch government provides funding for our school, therefore the school is required to conform to Dutch law.

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.

You can read more in our School Support Profile, Appendix A (page 23).

School fees

School fee 2025-2026

The annual school fees are:

The school fee for enlisting in:	Is:
August/September	€ 4520
October	€ 4144
November	€ 3769
December	€ 3393
January	€ 3017
February	€ 2642
March	€ 2266
April	€ 1891
May/June	€ 1514

The fee must be received before the student starts school in order to guarantee placement. The school fee (or first instalment) is due by 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

Arrival & dismissal

8:15-8:30 arrival

Doors open at 8:15. Students may enter the building between 8:15-8:30. We ask that students arrive with enough time to settle into class before 8:30.

Early Years and Year 1 enter directly into their classrooms through the door on their veranda.
Year 2-Year 6 enter through the main entrance.

8:30 start of lessons

Lessons begin at 8.30 am. School doors open at 8.15 am. Students enter the building alone; a teacher will always be there to greet them.

15:00 dismissal (12:00 on Wednesday)

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 please inform us via 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 in writing via Toddle beforehand.

Holidays and professional development days and afternoons

All holiday and Professional Development Days are listed on our website under the "Primary" section.

Please note:

*First day of school is *Wednesday 27th August 2025*.

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 miss 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

- Please send this form digitally to Ms. Christine via Toddle/messaging.
- 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 circumstance.
- 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 workplace 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

Divorced parents

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

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:

- a. 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.
- b. 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.
- c. 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 in our school setting, it could occur that a student exhibits a behaviour that compromises peace, safety and/or the learning process in such a manner that safety cannot be guaranteed in our school. In this case we follow the policy guidelines according to our school board.

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 is your child's class teacher. If necessary, he/she will direct you further.

Telephone: Our school can be reached via the phone number on our website. Contacting teachers by telephone will only be possible outside of regular school hours. A message can always be relayed to a teacher.

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.

Class parents: Each class is assigned one 'class parents'. This parent supports the class teacher in planning excursions or special events for the class.

Parent portal

The 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.

If not already registered, 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 then 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 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*.

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

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:

Form of reporting	Month in the school year
Progress Meetings	October-November
Written report	February
Written report	June

Parents are always encouraged to seek contact with the class teacher if there are any concerns.

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 schools that fall under our school board.

The inspection focuses on three main questions:

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

If a visit takes place, parents are always informed of the results.

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, to measure progress and inform teaching. Our testing covers:

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

We make every effort to provide a testing experience that is positive for our students.

Absenteeism

Absence reporting

The school must be notified on the first day of a child's absence, via Toddle/Excusals *before 08:30*. 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 sent to Ms. Christine via Toddle/Messaging. 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, an application for leave must be filled out and sent to Ms. Christine via Toddle/Messaging.

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. The leave form to be filled out can be found in Toddle.

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 student's progress and development. 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 arrival 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
2. Second unexcused absence or late arrival - documented
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
4. Fourth unexcused absence or late arrival – parent/guardian asked for a meeting with teacher, documented
5. Fifth unexcused absence or late arrival – parent/guardian asked to a meeting with school leadership, documented
6. Sixth unexcused absence or late arrival – school attendance/truancy officer is informed and will take further action with parent/guardian, documented

Child health

Food

We expect all students to bring a *fruit or vegetable* snack and water that will be consumed late morning in class. Students bring their own healthy lunch/water for lunch and will eat in our Cafetorium all together. Early Years: All students bring one piece of fruit that can be cut for snack. All cut fruit is shared amongst the students.

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 s/he is sick.

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: Youth Health Care (Jeugdgezondheidszorg, JGZ) is a national service intended for all children up to 18 years.

The JGZ 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.

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 ask questions to 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.

Accessing the youth health department of JGZ

The administration is open daily between the hours of 8:30-12:30 via telephone number: 088-0029920

<https://www.jgzalmere.nl/contact-locaties-en-openingstijden>

Via our Inclusion Coordinator, Charlotte Manton, you can receive more information on school doctor, specialist youth nurse and social worker. These professionals can be contacted via the contact details above.

Alternatively, please contact Charlotte Manton (Inclusion Coordinator) and ask to be referred to the service through school.

Child welfare

Responsibility of care

When accompanying your child in school we ask that you take responsibility for their safety. During school hours our staff is responsible for your child's care.

Concerns of safety and child abuse

Child abuse of any kind is against the law in the Netherlands. Physical discipline is considered child abuse and is not allowed. In case of concerns of abuse or the safety of students, the school is obligated to inform parents/carers of the concerns and make a report to an organisation called Veilig Thuis. Veilig Thuis will conduct research into the concern and offer information, advice, support to ensure the safety of the child.

For more information or to seek help or advice please contact Veilig Thuis at <https://veiligthuisflevoland.nl/>

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). Leadership 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 must 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. We ask for your cooperation here.

Food from home - snack and lunch

At our school, all 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

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

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. De Club also facilitates a before school care facility starting from 07:00.

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.

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.

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.

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

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 a donation 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 donate a student book in their home language.

Lost property

Our school has a 'Lost Property', which is kept near the Cafetorium. You are able to check here 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. We ask for extra caution in our parking long.

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. 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).

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

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 students start their secondary education. 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

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 advisors for parents/families (Vertrouwenspersoon)

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

Internal advisors

Internal advisors are Charlotte Manton and Jasmine Sadiqi. They can be contacted through the parent portal Toddle or by face-to-face appointment at school. A consultation can be requested for matters relating to the school/students/environment when you are not able to seek help through the usual lines of communication within the school e.g. class teacher, leadership, inclusion co-ordinator. All consultations are confidential, and support is given in an advisory context.

External advisors

The external confidential advisor 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. Further information is available on the ASG website: <https://www.asg.nl/vertrouwenspersoon>

Contact information

International School Almere

Breskensweg 5, 1324 KE Almere

Telephone number: 036 760 0 750

General e-mail address: info.primary@isalmere.nl

Admission e-mail address: admissions.primary@isalmere.nl

Our school is part of the Almeerse Scholen Groep

Location: Helen Parkhurst

Bongerdstraat 1

1326 AA Almere

036 540 6363

Appendix A: Primary School Support Plan 2025-26

School context and admissions

Almere International School, Primary (ISAlmere) is a Dutch International School in the city of Almere, Flevoland. We provide international education for primary age students, and the language of instruction is English.

ISAlmere is subsidised by the government, and we have strict guidelines to follow regarding which students are admitted into the school. Students between the ages of 4 and 11 years old can qualify for placement at the primary school if one of the following conditions applies:

- 1) The student has a non-Dutch nationality (or: also, a non-Dutch nationality) and is temporarily resident in the region because parent(s) are working in The Netherlands (or in a Dutch border region) for a limited time.
- 2) The student has the Dutch nationality and has lived and gone to school abroad for at least two years because a parent was stationed abroad.
- 3) The student has Dutch nationality and has a parent (with whom the student will be living) that will be stationed abroad within two years and for at least two years. This is to be proven by a written statement of the parent's employer.

Overview of student support at ISAlmere

At ISAlmere we aim to serve our diverse and globally mobile community to the best of our ability. We believe that students develop and learn at their own pace. Some students need extra help, support and guidance to develop and progress to their full potential. As much as possible, students are supported through whole class provision and adaptations in the class setting by their class teachers.

In cases where students need extra support above what the class teacher can offer, the class teacher makes a referral to the inclusion department. The inclusion department works closely with the students, the teachers and their families to establish the needs of the individual learners and endeavours to advise and initiate the appropriate support.

Every student deserves education that matches their needs. This requires support that suits the characteristics and capabilities of the student. Within our school we are able to offer a certain level and type of support. In doing so, we consider the individual educational needs of the child. We focus on creating a safe and stimulating learning environment so that the student can develop optimally.

Every school in Almere has a consultant from Passend Onderwijs Almere. They have a background in education, special needs or school psychology and work with parents and school to determine what suits the student best, and where that help and expertise is possible in Almere. To understand the needs of the student, consultants may have a conversation with teachers, parents/guardians and students, can use a questionnaire and/or make an observation in the classroom. This is always done in agreement with parents/guardians.

The consultant of Passend Onderwijs also joins the Care Advice Team at school. Various professionals come together here, that includes: the internal inclusion coordinator and external specialists from different organizations such as [Youth Health Care Almere](#); school doctor and school social worker. Discussion of students within the Care Advice Team is with permission of parents/guardians. School and families work together to look at which support is most appropriate and what the possibilities are.

More information about how Passend Onderwijs Almere works can be found [here](#).

In some cases, when additional and/or specialised support for the child is required, an individual action plan and/or developmental perspective plan is drawn up. The developmental perspective plan is a mandatory document for students who need extra and specialised support. This describes what the student's educational needs are and how support and guidance can be provided accordingly. In this same document, we describe and give evidence of the student's development and outcomes. The consultant of Passend Onderwijs Almere can be involved in drawing up and evaluating the developmental perspective.

Graduated approach

At ISAlmere primary school we aim to work with a graduated approach. This means that the support structure is cyclical and is characterised by assessment, planning, implementing and reviewing phases. Support provision consists of 3 different waves, which starts with high quality class teaching to more specialised support. Student cases requiring wave 2 and 3 support must be carefully considered if this is available within our school or referral to external services and/or whether an alternative educational setting is necessary.

Provision pyramid

External specialist input,
support or provision needed

Small group targeted
intervention or measures
which are additional to class
provision

Class teaching,
accommodations and
differentiation strategies,
child-centred, personalised
learning opportunities

Wave 3- Specialist
support

Wave 2 - Intervention

Wave 1- High Quality
Teaching

Overview of Waves 1 and 2 support provision at ISAlmere primary

Area of support	Support provision
Language acquisition	<ul style="list-style-type: none"> At ISAlmere primary as a Dutch international school, Dutch language lessons are part of the required provision. English is the language of instruction, therefore Students who are learning English receive specific language learning in-class provision, as well as small group focused intervention. For students who are new to English, an intensive, personalised learning programme is provided.
Speech and language difficulties	<ul style="list-style-type: none"> Enhanced speaking and listening opportunities through class discussions, peer talk partners and group collaboration. Access to language models and scaffolding support in-class lessons. Referral to external speech and language therapy services in English, where possible.
Dyslexia and literacy difficulties	<ul style="list-style-type: none"> Students with an official diagnostic report or students showing related difficulties receive adaptations such as extra time, dyslexia friendly fonts and layouts, reading rulers, writing guidelines as well as use of technology to support learning. Reading and spelling targeted small group intervention.

	<ul style="list-style-type: none"> • Use of structured, systematic, multi-sensory reading and spelling programs, e.g. Nessy reading and spelling.
Dyscalculia and maths difficulties	<ul style="list-style-type: none"> • Students with an official diagnostic report or students showing related difficulties receive adaptations such as extra time, access to materials, as well as technological assistive resources. • Targeted intervention, use of Numicon Breaking Barriers programme.
Social and emotional development	<ul style="list-style-type: none"> • A whole school approach which is integrated into the wider curriculum and approach to learning. Preventative trainings are available for specific topics such as self-management and emotional regulation. • In case of more severe behavioural issues, external support is requested (e.g. youth health service (JGZ)). • Teachers work in collaboration with parents and the inclusion team to establish an appropriate programme of support.
Support with medical, physical and sensory limitations	<ul style="list-style-type: none"> • Accommodations and extra time to perform certain tasks, support with transitioning between spaces, use of elevator, support with organisation, adjusted assignments, adjusted materials, technology, placement in class, seating position, peer support. • The school works together with the youth doctor for advice about students who cannot attend full days or need a reduction in the amount of schoolwork they can complete in a set period of time. • Referral to external occupational/speech and language/physiotherapy therapy sessions, where possible.

Limitations of support

We do our best to provide an inclusive environment and as much individualised support as possible. However, our possibilities are limited. As the only International Primary school in the Flevoland region, as well as the only primary school which has English as the official language of instruction, we are restricted in the extent we are able to work with and access external services. This means there are limited possibilities to seek support and resources when students' needs surpass our school's level of support. Therefore, we have to be cautious when determining the level of provision available.

As a school, we will do our utmost to adapt and shape the education to accommodate most of the student community. We have limitations in what we can offer in terms of learning support in our setting. The school offers mainstream education, which allows for differentiation within a limited range of abilities. Students whose needs are such, that they require more specialised support such as smaller classroom settings, a specific structure or approach, or a personalised learning environment cannot be placed in our school.

It is very important for us to ensure a safe and suitable learning environment for all students and teachers. Some students require support that our school cannot offer. As a school, we look at each student individually to investigate if we can cater for a student's specific needs. This can happen during the admission process, initial trial period or at any other time in their school career with us.

As part of the admissions process, to be able to determine if a child is eligible for placement and if we can provide a suitable educational setting, we take the following into consideration;

- The student must be able to function independently in a group of 22-24 students. Continuous individual guidance not possible.
- The student does not need a therapeutic environment (by therapeutic environment we mean students who need an approach in which the behaviour or health is paramount, such as an extreme need for structure, need for specific pedagogical-social support for serious behavioural problems or behavioural disorders, social anxiety disorders or serious psychological problems).
- The student does not pose a danger to themselves or others in the class and does not interfere with the well-being and progress of other students.
- Students must be able to be supported safely according to an internal medical protocol.
- The cognitive capabilities of the student must be sufficient to successfully develop within the applicable expected levels.

As an international school, with students often arriving from abroad, the possibilities to thoroughly investigate a child's capabilities and the level of support required before admission are sometimes limited. Therefore, we maintain the right to grant a temporary trial period of six weeks to observe the student's functioning and suitability within the classroom setting. Should there be cause for concern, parents/guardians will be informed and supported in finding an alternative solution.

If a student needs more support than the school can offer, another regular school or school for special (primary) education is sought that can offer this care. If the student is placed at another regular school, the duty of care will be transferred to the new school.

Focus for development

To develop English language pedagogies to support students for who are new to English or are learning the language. This will involve whole team professional training and development of the whole school approach.

To develop a social and emotional, whole school preventative programme. This involve will involve whole team professional training in areas such as emotional regulation and executive function.

To develop a dyslexia protocol to utilise the limited resources and support in English available for students with diagnosed dyslexia or literacy difficulties.

To continue to develop possibilities of working with external agencies such as speech and language therapy, occupational therapy and psychological support and assessment in English in Almere.