



(IPSAImere)

# SCHOOL GUIDE 2017-2018



Almeerse Scholen Groep



## Contents

<b>Contents</b>	<b>2</b>
<b>Welcome to IPSAlmere!</b>	<b>4</b>
<b>Our Staff</b>	<b>5</b>
<b>Our school's mission and vision</b>	<b>6</b>
<b>Class classification table</b>	<b>7</b>
<b>Responsibilities</b>	<b>8</b>
<b>Teacher leave</b>	<b>8</b>
<b>Professional development</b>	<b>8</b>
<b>Curriculum</b>	<b>9</b>
<b>Organisation</b>	<b>10</b>
<b>School fees</b>	<b>11</b>
<b>School hours</b>	<b>12</b>
<b>Holidays and Study Days</b>	<b>13</b>
<b>Compulsary school attendance</b>	<b>13</b>
<b>School and Gym Attire</b>	<b>14</b>
<b>Introduction to 'Medical Matters and the Use of Medication/Drugs in School'</b>	<b>15</b>
<b>Divorced Parents</b>	<b>15</b>
<b>Suspension or Expulsion</b>	<b>16</b>
<b>Communication</b>	<b>17</b>
<b>Parent portal</b>	<b>18</b>
<b>Progress feedback</b>	<b><a href="#">18</a></b>
<b>School Inspection and Examination</b>	<b>18</b>
<b>Absenteeism</b>	<b>20</b>
<b>Food policy</b>	<b>21</b>
<b>Child welfare</b>	<b>22</b>
<b>Insurance matters</b>	<b>23</b>
<b>Preschool and After School Care</b>	<b><a href="#">24</a></b>
<b>After-school activities</b>	<b>25</b>
<b>Emergency procedures</b>	<b>26</b>



<b><i>International Department Parent Group</i></b>	<b>26</b>
<b><i>School and parental involvement</i></b>	<b>25</b>
<b><i>Library and learning resources</i></b>	<b>26</b>
<b><i>Lost property</i></b>	<b><a href="#">27</a></b>
<b><i>Kitchen usage</i></b>	<b>27</b>
<b><i>Parking</i></b>	<b>27</b>
<b><i>Smoking Rule</i></b>	<b>27</b>
<b><i>Camera and social media agreement</i></b>	<b>27</b>
<b><i>Supplies</i></b>	<b>27</b>
<b><i>First day of School</i></b>	<b><a href="#">28</a></b>
<b><i>Secondary school</i></b>	<b><a href="#">28</a></b>
<b><i>Complaint procedure</i></b>	<b>28</b>
<b><i>Contact Address</i></b>	<b>28</b>



## Welcome to International Primary School Almere!

You have joined a school that aims to inspire a passion for learning and empower children to develop to their full potential.

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 IPSAlmere. 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 or a school board member.

We wish our entire school community a rewarding school year!

Kind regards on behalf of the entire staff,

Erin Wilson & Paul Stubbé  
Head(s) of School



## Our Staff

<b>Teaching Staff</b>		
<b>2017-2018</b>		
EYA	Andrea McCreary (Mon-Fri)	
EYB	Kylie Soutar (Mon-Fri)	
Year 1A	Lorna Kirkpatrick (Mon-Tue)	Liza-Mari van den Berg (Wed-Fri)
Year 1B	Mary Kate Hamlin (Mon-Fri)	
Year 2A	Mary Anne Backer (Mon)	Sonya Cordingley (Tue-Fri)
Year 2B	Neil Solomon (Mon-Thur)	Mary Anne Backer (Fri)
Year 3A	Theresa Shivers (Mon-Fri)	
Year 3B	Carly Bridgeman (Mon-Fri)	
Year 4A	Kate Jacobs (Mon-Fri)	
Year 4B	Jolene Crowther (Mon-Fri)	
Year 5A	Michelle Crisman (Mon-Fri)	
Year 5B	Sarah Price (Mon-Wed)	Rocio Cabrera (Thur, Fri)
Year 6A	Gina van der Vliet (Mon-Fri)	
Year 6B	Jana Summers (Mon-Thur)	Neil Soloman (Fri)
<b>Specialist Teaching Staff</b>		
Dutch as an additional Language Teacher (DAL)	Trudy Reijns (Mon-Fri)	
English as an additional Language Teacher (EAL)	Stephanie Knight (Mon, Tue, Thur)	Mary Anne Backer (Tue,Wed,Thur)
Music Teacher	Anika Gerrits (Tue, Thur)	
Physical Education Teacher	Joandy Roelofsen (Mon, Wed, Thur)	
Leader for Learning lower school	Lorna Kirkpatrick (Wed,Thur,Fri)	
Leader for Learning upper school	Sarah Price (Thur,Fri)	
<b>Learning Support Staff</b>		
Learning Support Coordinator	Sofia Mouma (Mon, Tue, Thur)	Inge Duijts (Mon, Tue, Thur)
Learning Support Teacher	Jane Flin (Mon, Tue, Thur)	Charlotte Manton (Mon, Tue,Thur)
<b>Support Staff</b>		
Classroom Assistant / Library ass.	Connie Koorevaar (Mon-Fri)	
Early Years Assistant	Louise Dickens (Mon-Fri)	
Cover Assistant	Kirstie Parisien (Mon-Fri)	Neil Soloman (Mon-Thur)
<b>Non-teaching Staff</b>		
Concierge	Stojan Kojic (Mon-Fri)	
School Business Manager	Christine Groen (Mon-Fri)	
<b>Leadership</b>		
Head of School	Erin Wilson (Mon, Tue, Thur)	Paul Stubbé (Wed, Fri)



## Our school's mission and vision

### Mission

We inspire a passion for learning and empower children to develop to their full potential.

### Vision

As a team we create an enjoyable and motivating environment where everyone is able to learn. We share practices, learn from each other, have clear lines of communication and high expectations. We believe that being International Minded is central to our school. We celebrate this by learning about, respecting and understanding a broad variety of cultures. This is achieved through the guidance of teachers who are equipped with cultural knowledge and sensitivity. Our school community is passionate about learning and developing students' talents.

### We achieve our goals by:

- Offering a high quality curriculum
- Providing a child-centred environment where independence is stimulated and encouraged
- Offering a stimulating learning environment whereby structure, creativity and enjoyment play a leading role
- Differentiated education, where the individual needs of students are taken into account
- Offering teaching strategies and classroom practices that encourage learning in a fun and stimulating way
- Encouraging cooperation between children, teachers and parents based on trust, honesty and tolerance
- Celebrating diversity through respect and appreciation of the different cultures and backgrounds present in the school
- Learning about life and culture in the Netherlands, as well as promoting an international mind-set
- Limiting class sizes to 22-24 students. When numbers go above 22, considerations are made for more student support in the class
- Dutch language classes with a focus on culture and communication
- Special music lesson for each group



## Class classification table

<b>IPSAImere</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. Only in exceptional circumstances will students be placed out of their age group. This is after careful consultation with parents, the learning support coordinator, teachers and school leadership.

- 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 the majority 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 developments 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. Days devoted to staff professional development are referred to as 'study days'. Students are free from school on these days. The scheduled study days 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.

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 learners. 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.

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

### Personal goals

Our school works with personal goals which are in line with the International Primary Curriculum. Instead of focusing on rules and things that students should not do, we prefer to focus on the qualities we wish to help our students develop. The following 8 qualities are valued in our school:

1. Thoughtfulness
2. Morality
3. Cooperation
4. Communication
5. Adaptability
6. Resilience
7. Respect
8. Enquiry

### 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

The use school computer equipment including hardware, software, network and internet services are used to enhance student learning. Students are expected to use the equipment 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, celebrate and encourage students to maintain and improve their mother tongue.

## Organisation

The IPSAlmere is a diverse, international community of students, parents and educators, forging covenants in learning and teaching for the success of all learners. Therefore it fully believes and commits itself to integrate individual diversity and cultures.

We are located in a Dutch school ("Letterland") and we work closely with them. The Dutch government provides funding for this school and also for the IPSAlmere; therefore the school is required to conform to Dutch law.

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

## School buildings

IPSAlmere occupies two buildings. The whole Dutch school, our Early Years classes and Years 1,4,5,6 and the Dutch classrooms are found in the main building Letterland. Year 2 and Year 3 are located in 'Het Rijm' building, situated next to the main building.

## School fees

### School fees 2017-2018

The school fee for enlisting in:	Is:
August/September	€ 3,960
October	€ 3,565
November	€ 3,170
December	€ 2,775
January	€ 2,380
February	€ 1,985
March	€ 1,590
April	€ 1,195
May	€ 800
June, July	€ 405

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.



## School hours

### School hours are as follows:

#### Monday, Tuesday, Thursday and Friday:

08:30 – 12:00 class

12:00 – 13:15 lunch break

13:00 – 15:15 class

#### Wednesday:

08.30 - 12.00 class

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

We require that all students arrive by 8.30 am *at the latest*. This is for the benefit of all students. Late arrivals disturb the classroom programme. School doors open at 8.20 am. You are welcome to escort your child(ren) to the classroom. We ask parents to leave the school building by 8.30 am.

#### 3:15 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 entrance/exit door for your children. Your child's class teacher will inform you of this location.

### Informing teachers

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 children will also not be allowed to leave school without an adult unless you have informed the class teacher beforehand.



## Holidays and Study Days

<b>Holidays</b>	<b>First Day</b>	<b>Last Day</b>
Autumn Holiday	23-10-2017	27-10-2018
Winter Holiday	18-12-2016	05-01-2016
Spring Holiday	26-02-2018	02-03-2018
Easter Holiday	30-03-2018	02-04-2018
May Holiday	27-04-2018	11-05-2017
Pentecost Holiday	21-05-2018	
Summer holiday	23-07-2018	31-08-2018

### Study days:

Students are free from school / professional development for staff:

06-10-2017	Friday
13-10-2017	Friday
23-02-2018	Friday
25-06-2018	Monday
20-07-2018	Friday (dismissal at 12:00 hours)

Please note:

All dates are reflected in the *parent portal* for future reference. All family 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 [here](#).

### 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 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. 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 by non-compliance.

### **More information**

Read more on extraordinary leave of absence, compulsory education and extrajudicial school absences [here](#).

## **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 class room. Outdoor shoes are not allowed in the class room; this way we keep the class room 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 children )
- 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 (reception, Early Years & Year 1 classes):**

- Early Years and Year 1 classes will not change clothes for gym
- Students will be asked to remove any loose jewellery 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 cloths 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.

Click on this [link](#) for more information.

## 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 this and we will list them here with a short explanation.

Click on this [link](#) to read more about Suspension or Expulsion

## Communication

Your role as a parent of a student at IPSALMERE 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:** If you wish to directly contact a teacher by telephone, the office or school leadership, please dial the main line: +31(0) 36-536 72 40. Contacting teachers will only be possible outside of regular school hours.
- 2) **Parent Portal:** All school written communication is sent via the *parent portal*. It is therefore important that you inform us if you have problems that prevent you from receiving emails or your email address has changed. Via the parent portal you are able to view a school calendar with updated events. You can also email a member of staff via the parent portal.
- 3) **Notices displayed:** Each class uses the door to the classroom to post important notices to communicate information such as class routines, schedules, weekly plans, special events coming up, etc. Please check regularly for new notices!



You will also find other 'community' notice boards around the school that may be of interest to you. If you wish to place a notice yourself, please first ask school leadership. (Any unapproved notices will be removed).

- 4) **Learning News:** A learning related newsletter will be sent out, roughly every 6 weeks. In this newsletter we will reflect on the various lessons that are occurring currently within our school. You will also be able to read about other current events. A Learning Bulletin is sent out at the start of all terms to inform parents of the particular learning that will be taking place.
- 5) **Student learning:** Quite often completed student projects will be sent home with the child on Fridays. However, please be aware that some activities are kept at school to be placed in your child's portfolio or used in classroom learning displays. You may always request to see evidence of your child's learning projects.
- 6) **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 "*Mijnschoolinfo*" is used for all school communication. You will be able to access the school newsletter and other 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 *Mijnschoolinfo* 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. You will also receive a comprehensive manual of *Mijnschoolinfo*.

*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 *Mijnschoolinfo* 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 *Mijnschoolinfo*.

Do you want to add more email addresses? Then send an email to [christine.groen@ipsalmer.asg-almere.nl](mailto:christine.groen@ipsalmer.asg-almere.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:

Form of reporting	Month in the school year
Parent consultation	September
Written report	February
Written report	July

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/Examining

Standardised testing is a way of assessing students within an age group to check their progress in relation to children 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.

In Year 6, students sit the Anglia exam. This is an internationally recognised certificate regarding your child's level of English.

Typically, all students will progress to *The International Secondary School Almere*. 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 children 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.

### Four year olds

Leave of absence will always be granted to four-year-old children, 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 children 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 children 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 children 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 (Details on page 25 are listed under the main heading of After School Activities!!)

We expect all students to bring a *healthy* snack/drink that will be consumed late morning, and a lunch/drink. During lunch, we have supervisors in each classroom taking care of the students while they eat. Part of the lunch break is spent playing outdoors (weather permitting). Look for more information on page 25.

### Sickness

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.

Children 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 children 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 sickness

If your child cannot attend school due to ANY health condition, we request that you inform the school exactly what the condition is.

Click on this [link](#) to read more about school policy on sickness.

### Children 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.

### **Children 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 and inform the teacher accordingly. Very important is that all parents keep the parent portal updated with medical/contact information for their child.

### **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 children and school.

### **Preventative Health Check for Year 1 and Year 6**

(Preventief Gezondheidsonderzoek; PGO)

Each school year all children 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 children 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 children 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.

### **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.

### **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 children will usually be expected. The school can not accept responsibility for lost or broken items.

### **Entrance Doors**

Please ensure that the school doors are securely closed when entering or leaving the building. The doors to the school remain locked during the school day. Should you need to enter, please ring the doorbell at the main entrance.

### **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. We ask that edible treats or gifts are not brought into school. This is in line with our focus to promote healthy eating and being environmentally conscious.

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

At our school, all of our students have a 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, we encourage that fruits and vegetables are eaten. Our school does not have facilities to serve warm lunches. We ask that all students bring their snack and lunch to school in the mornings. Lunches are not permitted to be delivered during the school day unless it was forgotten at home. This is to minimize traffic in and out of school. If students prefer a warm lunch, we ask parents to use specialized stay-warm containers that are brought by children in the morning.

## **Insurance matters**

Children 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 children 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 children.

Click on this [link](#) to read about Insurance and Liability

## Preschool and After School Care

### Pre-school

In the Netherlands a child can start school immediately upon turning four years old. From the age of 2.5 children will be able to attend our pre-school facility as of October 2, 2018. This facility will be open to all Internationally orientated parents. We will supply a learning program in this pre-school facility (age 2.5 – 4 years) based on the Early Years Foundation Stage. Being enlisted in the pre-school facility does not automatically mean that the child has a place at the primary school. There is a separate procedure to be allowed to join the primary school. If you are interested in enlisting your child into this facility please contact IPSAlmere. The pre-school facility is run in cooperation with the Dutch organization, Partou.

If you want day-care throughout the week then there are companies in the vicinity of the school.

### Day care possibilities

For English speaking day care centers we 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)

### Pre-school and after school care

As of August 2007 primary schools must provide a possibility to have after school care in the building. For our school, the facility is named 'De Club' (The Club) and is part of the 'Small Steps' organisation.

After school care is open for children from 4 to 11 years from 15:15 (end of school time) until 18:30 You have to enlist separately with Small Steps. You can visit their website: <http://www.smallsteps.info> or phone them: 0031(0)206206411 . De Club also facilitates a preschool facility starting from 07:00.

IPSAlmere will start an after-school care programme in cooperation with Partou in the later part of 2017.

## After-school activities

IPSAlmere is proud to offer our own after school activities. For information about these activities, contact our Activities Coordinator, Nicole Gerritsen [n.gerritsen@ipsalmere.asg.n](mailto:n.gerritsen@ipsalmere.asg.n) or see our website for more information.



## Emergency procedures

International Primary School Almere 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.

## School and parental involvement:

The school finds it of major importance to inform parents about the daily routine at school. At the beginning of the school year a class information evening takes place. On this evening you will receive information from the class teacher in regards to the daily routines, timetables, curriculum, homework, class rules and expectations. There is of course also the opportunity to ask questions. We take the opportunity to invite parents in to our school to share the learning on many different occasions throughout the school year.

In addition, we inform parents regarding upcoming learning via our 'Learning Bulletins' and reflect on the learning that has taken place via our 'Learning News' that is published every +/- 6 weeks.

### 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 Cluster Director has the overall responsibility for the whole school.

## Parent Support Group

All parents are welcome to offer support to our school via the Parent Support Group (PSG). This active community of parents is involved with many different activities involving our 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 Council (Medezeggenschapsraad or MR):

The school council (MR) is made up of representatives of parents/guardians (3) and staff (3). The School Council deals with a wide variety of subjects that are confirmed in the official 'School 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 School Council members. You can easily contact the School Council by e-mail: [schoolcouncil@ipsalmere.asg-almere.nl](mailto:schoolcouncil@ipsalmere.asg-almere.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 will 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 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 children's book) or donate a children's book in their home language.

## 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.

## Kitchen usage

Our kitchen areas are for the use of staff only.

## 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

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 are made in school by staff members for observational purposes. The use of these recordings will be limited to internal school use only. 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).

## 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.

## Secondary school

Students from the age of 11 are allowed to enter a Secondary International School. IPSAlmere advises on your child's next schooling location based on our knowledge of your child's educational development and social skills. The two international secondary schools that most of our students transfer to are:

### **International School Almere**

Heliumweg 61  
1362 JA Almere  
Phone: 036 7600750  
Fax: 036 7600759

e-mail: [info@edu.isalmere.nl](mailto:info@edu.isalmere.nl)

<http://www.internationalschoolalmere.nl/>

## 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 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.





## ***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.

Click [here](#) to read more about the complaint procedure.

## Contact Address

### **International Primary School Almere (location in Letterland primary school)**

**A. Roland Holstraat 58**

**1321 RX Almere**

**The Netherlands.**

Telephone number: +31-(0)36-5367240

General e-mail address International Department: [info@ipsalmere.nl](mailto:info@ipsalmere.nl)

Admission e-mail address: [ipsalmere@yahoo.com](mailto:ipsalmere@yahoo.com)



We hope to meet you at school and wish your child(ren) a wonderful learning experience in our school!

Erin Wilson (Head of school)

Paul Stubbé (Head of school)

