

## School Guide ISE Primary 2024-2025

### SCHOOL GUIDE 2024-2025



Pending MR approval

[Home](#)

[Content table](#)

[Welcome](#)

[Word of welcome](#)

[Collaboration](#)

[The International School Eindhoven](#)

[Application procedure](#)

[Our Education](#)

[Educational goals](#)

[Educational outcomes](#)

[Core qualities](#)

[Quality assurance](#)

[Organisation of education and instructional time](#)

[Our teachers](#)

[At school](#)

[School hours](#)

[Household matters](#)

[Before, after, and extracurricular care](#)

[Absence policy and school leave](#)

[At the ISE](#)

[Care, Support & Safety](#)

[Care for young children](#)

[Extra support](#)

[Safety](#)

[For parents & students](#)

[Rights and responsibilities](#)

[Involved parents](#)

[Student monitoring system](#)

[Voluntary parental contribution](#)

[Student activities](#)

[Contact](#)



# Welcome



## Word of welcome

### Welcome to International School Eindhoven!

The International School Eindhoven (ISE) is happy to serve the International community in the region. By striving for excellence in education and by engaging with the international community, the ISE Primary Department seeks to be an asset to Eindhoven and the Noord-Brabant region.

As a top technology region, we recognise that it is essential to be attractive for international knowledge workers. We see our role as a support to the region to attract and retain the international workforce. As well as excellent education, we provide many activities and events to support students and parents alike in their transition to this region.

We are proud to be able to offer excellent facilities, small classes and a highly qualified international faculty. Our student and staffing body is made up of a mixture of cultures and nationalities which we believe creates a welcoming, open community. We believe in developing each child's unique skills to give a sense of other cultures without reducing their own cultural identity. We want to help each child to become a confident world citizen who feels able to make a difference in their own and others' futures. We believe in the importance of building a strong relationship with our parent body to support us in educating our students.

This school guide is updated yearly and serves to inform you about all the ins and outs of the school. It has been prepared by ISE staff and leadership and has been approved by the School Participation council (Medezeggenschapsraad, MR). It is also intended as a reference guide for parents whose children are already enrolled in our school.

We hope that you will enjoy our campus and experience the caring atmosphere at our school first-hand.

Thank you for choosing our school.

Joan Roach, Head of Primary department ISE

### Contact

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### Management of the Primary Departments

Mr. B. Prickarts (Director)  
Mrs. J. Roach (Head International Department)  
Ms. M. Geurts (Head of Dutch Bilingual)  
Ms. H. Spanbroek (Leader for Learning)  
Mr. G. Latham (Leader for Learning)

Ms. J. Godden (Leader for Learning)

### **Authorised supervision**

The Foundation for Primary and Secondary Education in the South of the Netherlands (SILFO) is directed by The Executive Board which is the schools governance body and carries ultimate responsibility for decisions related to the school. The School director on behalf of the Executive Board reports to parents about its activities during the annual parents' meeting. This includes the school's finances and important developments related to the school. Members of the Executive Board can be contacted via the school. The supervision of the Foundation is carried out by the Supervisory Board.



## Collaboration

### **Collaborative Partnership Inclusion Samenwerkingsverband PO Eindhoven**

Commencing inclusion, our school is a member of the collaborative partnership inclusion PO Eindhoven “Samen voor Kinderen” (Together for children). The collaborative partnership consists of every school for primary and special (secondary) education in Eindhoven, Best and Son en Breugel. The Law regarding inclusion requires a collaborative partnership to give shape to a number of substantive, organisational and financial changes. These changes are named in the support plan. In the support plan our collaborative partnership describes how it will give substance to inclusion for all students in Eindhoven, Best and Son en Breugel.

### **External Remedial teaching (RT) or other external support during school hours**

In principle, students will not receive external RT during school hours. You may, however, request this in writing to the Head of Department. Please see the management team for more information.





## The International School Eindhoven

The International School Eindhoven is part of the Stichting Internationaal en Lokaal Funderend Onderwijs (SILFO), an educational foundation with six sites. Three of the sites are Dutch national secondary schools and three of the sites are Dutch primary schools serving the needs of the local community Stedelijk College Eindhoven, the Strabrecht College, De Beneden Beekloop and De Ganzebloem in Geldrop. The International School Eindhoven is on the Oirschotsedijk and consists of the Primary Department and the Secondary Department with a total of 1490 students.

### Our Guiding Statements :

The ISE provides a caring and challenging learning environment which fosters international mindedness. We educate and inspire our students to become creative, resilient and responsible citizens who will thrive and be happy within an ever-changing world.

### Our Guiding Statements in Action :

There are three key strategic directions embedded within our Guiding Statements, which will be central to our success going forward as a school, and which will therefore guide key decision making and action.

Within this context we believe that:

#### **A. Our internationally-minded community is committed to being responsible citizens.**

In this regard, we are expected to:

- Demonstrate respect for human rights
- Understand the relationship between rights and responsibilities within society
- Be **PRINCIPLED** by interacting with honesty, fairness and **OPEN-MINDEDNESS**
- Encourage our community members to appreciate and express **BALANCED** views
- Act in a **CARING**, responsible, and supportive manner
- **COMMUNICATE** in a respectful, courteous and thoughtful manner.
- Develop international mindedness
- Value the language and culture of the Netherlands
- Celebrate and respect our cultural identities
- Foster linguistic development for cultural understanding
- Contribute to and collaborate with the school, Brainport, national and global communities .

#### **B. Our learning environment ensures that students are **KNOWLEDGEABLE**, cared for and sufficiently challenged.**

In this regard, the ISE offers nationally and internationally recognized curriculums to support the diverse learning support team of our students.

Students are expected to:

- Discover the joy of learning
- Learn how to learn, and how they learn best
- Maintain the fluency of their home languages while valuing the acquisition of others
- Attain depth and breadth of academic knowledge and understanding
- Develop the skills that support intellectual and academic success

- Solve problems independently and in cooperation with others
- Understand modern technologies and be able to use them wisely and effectively
- Prepare for the demands of further education
- Learn how knowledge is acquired and justified in each subject area, and what problems there may be with such justifications and the certainty of our knowledge

**Staff are expected to:**

- Deliver the curriculum with an international perspective
- Respond sensitively to the full range of students individual needs
- Challenge and support students to achieve academic potential
- Create opportunities to enable students to develop their talents, skills and discover their passion
- Involve students, staff and parents, as partners in the educational process
- Provide an environment which allows new members to quickly settle and develop a sense of belonging

**Parents are expected to:**

- Work in partnership to support student learning
- Share their knowledge of their child's interest, achievements, and special skills
- Be knowledgeable of the ISE's curriculum and opportunities to support and challenge their child
- Act in a manner consistent with the ISE Code of Conduct
- Take part in electing parent representatives to the School Participating Council (MR)

**C. The ISE community prepares students for an ever-changing world by developing their capacity for creativity.**

We will support the development of students' creativity by:

**Teaching for Creativity:**

- Value, acquire and utilize a variety of tools for learning and teaching which promote inquiry, comprehension and the relationship between concepts
- Provide regular feedback to students which praises and thereby promotes creativity
- Develop critical, reflective thinkers who have the ability to make responsible choices
- Utilise strategies which require collaboration, and focus on creative problem solving, design thinking, and the application and understanding of technologies
- Provide opportunities for the students to take responsibility for their own learning using a variety of strategies. Offer a range of disciplines including those associated with activities outside the classroom and extracurricular opportunities.

**A Culture for Creativity:**

- As educators, value the input of others, be accepting of constructive criticism, and recognize that lesson planning, strategic planning, and problem solving will benefit from the positive exchange of ideas;
- Demonstrate flexibility in working with others and in the use of space, and resources;
- Demonstrate the willingness to share ideas, expertise, and knowledge to inspire students to learn, accept challenges, develop greater depth in their understanding, and to take risks in offering their own views, opinions, strategies, and efforts.
- Create an atmosphere in which students value creativity, reflection and the positive exchange of ideas, and which promote a growth mindset.

## **International Mindedness**

International mindedness is a way of thinking and acting that leads to a deeper and broader understanding of our world.

**In order to become responsible members of our community, we provide opportunities for our students to:**

- Develop an awareness of their own identity in relation to others
- Be confident and happy in their own identity develop intercultural understanding
- Be open to different perspectives and viewpoints and embrace diversity demonstrate respect
- Show empathy and compassion

**In order to promote international mindedness, the ISE is committed to:**

- Building and reinforcing a student's sense of identity while gaining an understanding and respect for their own and other cultures and peoples
- Providing a school environment that welcomes new individuals to the community
- Encouraging and celebrating diversity within the curriculum
- Using teaching and learning opportunities to acknowledge students' cultural backgrounds and experience
- Ensuring that students can communicate effectively, and maintain the fluency of their home language while valuing the acquisition of other languages
- Providing opportunities for students to think critically and open mindedly about the viewpoint of others
- Encouraging students to engage positively, productively and enjoyably with each other
- Promoting a community that collaborates, connects, interacts and communicates effectively
- Ensuring that students are familiar with local, international and global concerns
- Raising the awareness that individuals can make a positive difference to the world and an accompanying acceptance of the responsibility to take action to do so
- Developing caring individuals who recognize universal human rights

## Education

The ISE has developed a broad based international curriculum. In the primary international department we adopt a themed based approach to learning and utilise the design thinking process and enquiry based learning strategies which foster the development of skills, attitudes for learning, inquiry, independence and is internationally focused to meet the needs of our diverse student body. We are currently using a project based learning approach which we have called Global Missions. This is our homegrown framework for teaching students within an authentic, real world context combining elements of both project-based learning and design thinking instruction. Instruction is focused around finding a solution from the United Nations Sustainable Development Goals through which Geography, History, Art, Design Technology, Science and Music are incorporated. This provides the perfect opportunity for students to develop their competencies, reflect upon their learning journey and share it with their community. Students work through a process where they are able to connect their learning and take knowledge, skills and understanding with them to the next step of their journey.

The Secondary School is an IB World School and uses the International Baccalaureate Middle Years Programme (MYP) and Diploma Programme (DP). These curricula are designed for international students. By aligning the three programs and teaching practices, we are creating one continuous curriculum that is focused on developing the independent, global minded learner.

## Personal attention

The advantages of international education are many. Small classes, together with a large mixture of cultures and nationalities, ensure that students settle in quickly. We develop each child's unique skills, giving them a sense of other cultures without reducing their own cultural identity. We help the child to become a confident world citizen who feels that they are able to make a difference in their own and others futures. This is done in partnership with parents.

## Organisation and personnel

Currently we have 2 different structures for the school and there are a number of different rules for the Primary and Secondary departments. At the moment we are working hard to bring both departments closer together in material, organizational, financial and staffing areas. Similarities have been looked at and we are currently in the process of merging different parts.

## ISE and Brainport Eindhoven

Brainport Eindhoven is famed for developing innovative technologies, bringing together a great number of IT companies and organizations in all sorts and sizes that work on the latest technologies and perform ground-breaking research. This high concentration of multinational and start-up companies attracts many expatriates from around the world. We provide excellent education to the children of international knowledge workers and we are the social and cultural centre for parents. We offer a school campus where children from all walks of life feel challenged and supported. By providing strong education opportunities, the ISE supports the region to attract and retain a highly educated workforce. We focus on technological innovation and environmental sustainability (for the students) and provide educational, cultural and sporting opportunities for our students. We aim to help the expatriate families integrate into local life in Eindhoven.

## Finally...

Education, student development and the school as a learning community are at the top of our priority list. If you would like to discuss any of our ideas and aspirations then please feel free to make an appointment to arrange a visit to the school.

## Brief history of the Primary Department



In 1964, the Philips Gloeilampenfabrieken N.V.'s Board of Directors advanced the idea of creating an International School in Eindhoven and a decision was made to start up the Philips International School in September 1966. The school also opened its doors to students whose parents did not work for Philips N.V. and the school opened on 5 September 1966, with 28 students, spread across Dutch, English and French language streams. One year later there were 45 students and by September 1969 there were 65. It was decided to add a German stream for the 1970-1971 school year. That school year saw an enrollment of 109 students representing 22 nationalities.

To accommodate the growing enrolment, on 1 April 1975, the property on which the school was previously located – Humperdincklaan 4 – was prepared for construction and on 16 June 1975, students representing the 20 nationalities attending the school at that time laid the first stones. The construction of a school located on the Humperdincklaan put the school on a new path, which also entailed a name change. As of September 1975, the Regional International School, RIS, became a reality. In September 2013 the school, now called the International School Eindhoven, took up residence at the current location on the Oirschotsedijk.

Since then, the school has grown to be a fully-fledged international school with students representing over 50 nationalities, spread over two departments, a Dutch Bilingual and an International department. As an independent non-denominational school, the school is a VBS (Association for Special Schools) member and is furthermore part of DIPS (Dutch International Primary Schools). The school is also an ECIS member (European Council for International Schools).

## **The school's location**

The school is located in the North of Eindhoven, close to the Ringweg (Ring road) around the city and near the arterial roads to Den Bosch/Weert/Maastricht (A2), Venlo/ Antwerpen (A67) and Tilburg/Breda (A58).

## **The school's size**

The total enrollment as of October 2023 is 738. The overall team in the Primary Department consists of approximately 120 members of staff.



## Application procedure

### Admission

Parents/guardians may apply for placement by going to our website at [www.isecampus.nl](http://www.isecampus.nl) where they can complete the application for admission form online. Placement depends upon the group size as well as on the specific needs of the child and/or age group.

### Acceptance of students

#### What is the intended target audience for the school?

The International Department caters for the needs of students who will be in The Netherlands for a limited period of time.

The International Department provides education through an English medium for students whose parents are able to demonstrate a need for international education.

A student can be admitted to the International Department if they comply with one of the following:

- The student has a non-Dutch nationality and has a parent that is working in The Netherlands for a limited time;
- The student has Dutch nationality and has lived and gone to school abroad for at least two years because a parent was stationed abroad;
- The student has Dutch nationality and has a parent that will be stationed abroad within two years and for at least two years.

Children in the International Department are placed according to the D.I.P.S. regulations. These regulations are available upon request.

The Dutch Bilingual Department caters for:

- Children with a foreign nationality who will be staying in the Netherlands for a longer period of time and need to be prepared for the Dutch educational system.
- Dutch children who, after having stayed abroad, have to be prepared again for the Dutch educational system.
- Dutch children whose parents choose this school as an internationally oriented primary school.

### Registration

Our school uses the applicable admission rules prescribed by law. This means that every four-year old child is entitled to attend school, but this is not mandatory. They are also entitled to visit 1 morning per week, as soon as they are 3 years and 10 months old.

The rule that applies to enrolment is that there must be an available place in the relevant group and that we can cater for the needs of the child. Children who will continue to the Dutch Bilingual Department and will turn 4 in September, October, November or December may continue to group 1. The children who will continue on to the International Department will remain in the Upper Foundation Group until the start of the next academic year. This is due to the difference in education systems.

The Foundation class is divided into two groups, upper foundation and lower foundation. The lower foundation will be for children who are 3 years of age and the upper foundation will be for children that have turned 4 before the end of the school year. We recognize that these children have additional learning needs and should be extended before they enter group 1.

Once the four year olds are registered at the school, the expectation is that they will attend school regularly and not be absent due to a holiday or for some other reason. The holiday periods apply to these children as well.

Education becomes compulsory at age five. At that point the child is obliged to attend school. This obligation becomes effective on the first school day of the month that follows the month in which the child turns five. To go into group 2 (5-6 year olds) your child needs to turn 5 before September 1st (International Department) or January 1st (Dutch Department).

Our school can admit most students that comply with the age requirement and who fall within our support profile, regardless of nationality, religion, or other personal conviction. Siblings of children who are already enrolled at our school are given admission priority. Our school office can provide you with all the information needed for enrollment. The school will be responsible to place your child in the right year group. The school upholds a 6 week probation period before finalising placement. If necessary, tests and/or external examination can be part of the enrollment procedure.

## Admission process

Parents enlist their child at least 10 weeks before the beginning of the school year at the school of their choice. After registration the school has 6 weeks to decide upon admission of the student. This period of time can be extended once by 4 weeks. If the Board has not reached a decision after 10 weeks, then the student is entitled to a temporary placement at the school of registration, until the school has found a suitable place for this student.

If parents do not agree with the school's decision to admit, they can ask for support from an educational consultant. Educational consultants mediate between parents and the school without cost. If that does not work out, parents can go to the (temporary) national committee of arbitration regarding inclusion.

Admissions Procedure:

1. Parents/guardians complete the Registration of Interest within Open Apply.
2. Parents/ guardians receive acknowledgement from the Admissions Office.
3. The appropriate application form will be added to the Open Apply checklist. Parents complete the Checklist items online via Open Apply, including uploading important documents such as school reports, a passport, IEPs, "all previous" school reports psychological assessment results, speech and language reports and any other additional developmental reports
4. Once the completed Checklist items have been received, the Admissions Committee will review the application for admission. As part of this process, the ISE may contact previous schools, if approved by parents. The Admissions Committee will issue a decision on admission and placement and will inform parents of the status of the application within 6 weeks.
5. If the application is accepted, parents will be sent a confirmation of admission and, if needed, additional intake and admissions documents will be sent to parents to complete.
6. If the application for admission is refused, parents will be advised of the intention to refuse, or final decision to refuse, as well as the reason(s) for refusal and be given support to find a more suitable school placement.
7. Students who qualify for admission may be placed on a waiting list if a space is not immediately available. Students are placed on the waiting list in order of receipt of applications. Parents will be informed immediately on their application if there is a waiting list.

We expect you to provide the school with complete documentation concerning your child's educational history (educational report). If this information is not complete or inaccurate, we are not able to place your child at the ISE.

This documentation must at a minimum include the following:

- School reports of the previous 2 years
- Test results
- If applicable, information about special care needs provided by the previous school including copies of individual action plans, test results and (external) examination reports

This documentation should be submitted together with the application and school fee forms before a predetermined date. This procedure is also applicable to brothers and sisters of students already admitted to the school.

## Admission of students with Special Needs

According to the 2014 Education act schools have a duty of care to provide good education for each student who has applied to the school.

In order to provide good education for all children, regular and special schools form regional partnerships. The schools in the partnership make agreements on how to support students and fund learning support needs. Previously, parents of a child needing extra support needed to find a suitable school. However, since the 2014 Education Act the mainstream school that the child is attending is responsible for finding an appropriate educational place to cater for the child's learning support needs.

The school where a child is registered is obliged to first see if the child can receive additional support in the classroom. If the school itself cannot cater for the child's learning support needs, then the school will find an appropriate school for the child.

A school support profile has been written for the ISE primary. This describes exactly what learning support needs can be supported and accommodated at the school.

Our teachers are experts in the field of language learning in English and/or NT2 level Dutch. The presence of special language classes is an additional facility, tailored to our population of students. Due to the large influx of new students, during the academic year, we work with teaching assistants in groups 1 to 3. These teaching assistants can also support if or when a group exceeds the maximum of 22 children. In both the Dutch Bilingual and the International Departments, we have remedial teachers (support teachers) at our disposal who can guide the children either individually or in a small group.

Due to the lingual barrier, the children of the international department cannot make effective use of the support offered by psychologists and / or orthopedagogues in the region. Hence close collaboration with

English-speaking psychologists and / or orthopedagogue elsewhere in the country are facilitated through our Learning Support Team.

The ISE has a comprehensive learning support team to effectively monitor our transient international population.

Specialised teachers within the ISE's standard basic support include:

- A teacher librarian
- Second language teachers
- Foreign language teachers
- Dyslexia specialist
- Maths Coordinator
- Culture Coordinators
- Literacy Coordinators
- Learning Support teachers
- Internal supervisors
- Teaching Assistants
- Learning Support Teaching Assistants
- Neuro-linguistic programming (NLP) / Mindfulness coach
- School video interaction (SVIB) supervisor
- Kids Skills coaches
- ICT specialists
- Gym teacher
- Motor Remedial Teacher (MRT)

## **Acceleration / extending a year**

The school supports the acceleration of students provided they possess sufficiently developed educational and social/emotional maturity. The Dutch Inspectorate of Education expects schools to abide by these principles.

Criteria that apply to 'accelerated advancement' and 'repeating' decisions:

- Requests can originate from parents/guardians as well as teachers.
- Requests are processed by the student support team. The procedure is then discussed with the parents/guardians. Extensive internal investigation will take place, both on an educational and social/emotional plane. If necessary, this is followed up with an external investigation.
- Based on the results, the management of the school makes a decision to accelerate or to repeat.
- This decision is discussed with the parents/guardians.

## **Burgerlijk SOFI Number (BSN number)**

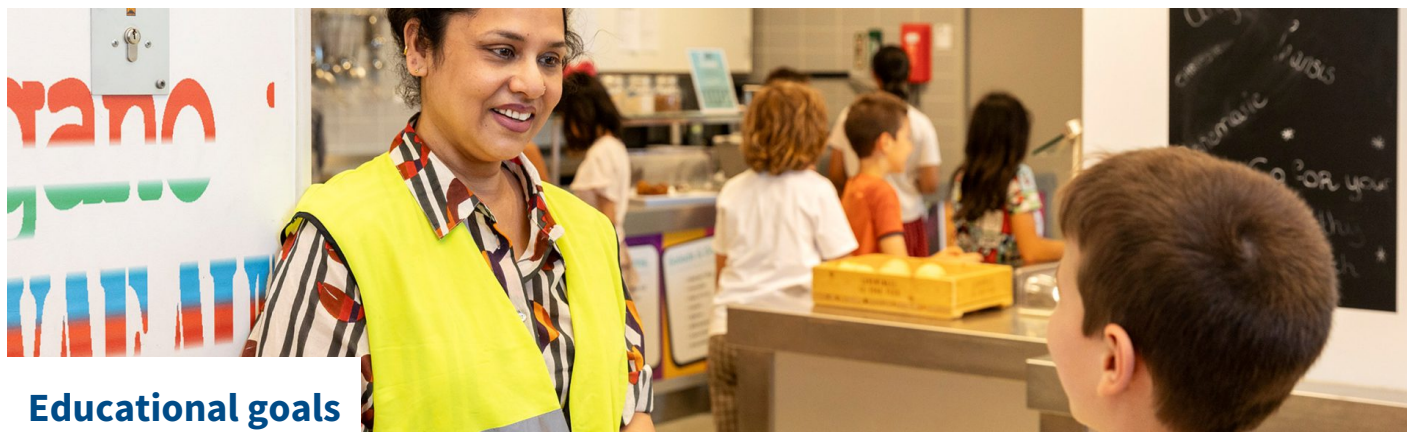
All students are required to have a BSN number (income tax number available at the income tax office). You are required to provide this number to the school.

## **Withdrawal of students**

Withdrawal of students must be performed in writing by using a withdrawal form, obtainable at the reception or from the website. The school's administration would appreciate being informed of your child's departure in a timely manner. The reports and statement of attendance you need can take up to 4 weeks to prepare. School fees are due up to and including the last month that your child attends school. Should you provide less than one month prior notice you are also charged for the subsequent month.







## Educational goals

### International Department

The transition to the ISE Secondary Department is subject to thorough preparation for Group 7 students in the International Department. For most parents of English-language children or parents of children who are in the process of learning English at the ISE Primary Department, the transition to secondary education is of the utmost importance. The school recognises the importance of a solid preparation at the primary education level for future attendance at a secondary school. This is why there is a close link, combined with effective consultation, between the Primary and Secondary Departments during the last year of education in the Primary Department. An information session for parents of students in Group 7 is organised during the school year.

### Transition into Secondary education - International Department

	1-8-2018	1-8-2019	1-8-2021
ISE Secondary Division	65	78	93
Stedelijk College (Bilingual Programme)	-	0	0
Other Dutch Secondary Schools	0	2	0
Schools Abroad	12	8	3
Other	-	-	3
	1-8-2022	1-8-2023	1-8-2024
ISE Secondary Division	85	111	91
Stedelijk College (Bilingual Programme)	0	0	0
Other Dutch Secondary Schools	0	5	1
Schools Abroad	7	11	5
Other	2	3	0



## Educational outcomes

### Educational outcomes

Starting in Group 1, students receive a report card three times per year. The first report, given out in the autumn, covers the social and emotional development of the student. The 2nd report, given out in the spring, and the 3rd, the end of year report, provide information about your child's academic development. Students in our Upper Foundation group receive a social and emotional report during the term that they start at the ISE and an academic report in their final term.



## Core qualities

We encourage students in discovering and developing their talents. We prepare them optimally for further education and for a rapidly changing society, enabling them to make a lasting contribution as responsible global citizens.

The primary school admits children from the age of 4 years and our lower foundation group enrolls children from the age of 3. The school is open to children of all nationalities, denominations and cultures, based on the principle of equality. Because children are taught to respect one another now, they are open to “others” in the future. We are vigilant about discrimination and bullying and will always be ready to take steps to prevent it.

We live in a society with many different political and religious convictions and with people with completely different backgrounds and origins. This is especially evident in our school with its many nationalities. By working together we shape our society and prepare our students for the role they will be playing in this society.

Our core qualities, the principles we as a school stand and strive for and how we distinguish ourselves, are: development-focussed, transparency, security, respect and inter-cultural behavior.

The focus of our school is the development of the students. To best support our students, all those who are connected to the school will continually work on their own development. We are a ‘learning community’.

Transparency is an important aspect to help students, parents and staff members know where they ‘belong’ and where they can go. It is also seen in the way we communicate about the choices we make and how we make them: in cooperation with all those involved in and around the school.

Our small team structure offers students and staff a secure environment, where they both are responsible for an atmosphere of trust and respect.

Respect determines how we act and respond and relate to others. Respectful interaction is all the more significant in a school like ours, which is characterised by a wide variety of cultural, ethnic and religious backgrounds. We see this variety as an added value to our school. We want our students and staff members to see beyond their own cultural and national boundaries and to show international mindedness.

## Core qualities of the Foundation Group

The Upper Foundation group provides a healthy and safe environment where children learn and develop to ensure their school readiness. It gives children the broad range of knowledge and skills to build the right foundation for good future progress through school and life.

In the Foundation group, we seek to provide:

- Quality and consistency in our early years settings, so that every child makes good progress and no child gets left behind;
- A secure foundation through learning and development opportunities which are planned around the needs and interests of each individual child and are assessed and reviewed regularly;
- Partnership working between practitioners and with parents and/or carers;
- Equality of opportunity and anti-discriminatory practice, ensuring that every child is included and supported.

These are our four guiding principles:

- Every child is a unique child, who is constantly learning and can be resilient, capable, confident and self-assured;
- Children learn to be strong and independent through positive relationships;
- Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and/or carers;
- Children develop and learn in different ways and at different rates.





## Quality assurance

### Development of education within the school

The ISE is accredited with the Council of International Schools. To be accredited with this organisation the ISE undertakes a self-study against international school standards every 5 years. The recommendations created during this self-study process provides the school with a set of key action points for improving all facets of the school including, most importantly, the quality of education we provide.

In addition, the ISE uses parent questionnaires and examines student assessment data regularly as a means to provide other recommendations for improvement. All of these data and recommendations are used to make improvement plans at school level. In particular we create a four year plan which is also driven by the mission and vision of the school.

In the International Department, staff received training on the Approaches to Teaching and Learning which explores Enquiry Based Learning, Critical Thinking, Neuroscience and Creativity and other topics. The Literacy and Mathematics Curriculum have also been reviewed and new online digital resources utilised. Across both departments we also focus on catering for the needs of advanced learners.

To write and implement these policy plans, we have appointed a number of Curriculum Leaders. These are teachers who have been allocated hours to fulfill their curriculum roles and often have a supplementary education.

### Improving education - activities

#### Study Days

The school calendar has been organised so that across the school teachers can work collaboratively and take part in professional development workshops during our Study Days. This ensures that the quality of learning and teaching continues to develop. These Study Days are linked to the Annual Plan and the Mission and Vision of the school. Within the Primary Departments we will continue to focus on pedagogical techniques, technology for learning, and advancing students' creativity.

### Improving education - results

In recent years the focus for curriculum development was the development of a curriculum which is authentic and incorporates our student competencies integrating all subjects into a design thinking process. to improve the quality of education.

This included:

- The development of authentic research skills
- Developing writing skills with a focus on creativity, audience and clarity
- Developing a shared vision of differentiation for the varied needs in our groups using the Design for Learning Framework
- Promoting translanguaging to use the student's home language as a resource for learning
- Promoting student agency by providing opportunities for students to develop their competencies, become more independent, taking responsibility for their learning, reflecting upon their learning journey and sharing it with their community
- Developing real authentic learning opportunities to aid the focus on the development of the following skills: a growth mindset, problem solving, decision making, critical thinking, communication and collaboration
- A school wide focus on internet safety, productive technology, and digital literacy

### Relationship with the community

## Cultural Development

The cultural development of our students is considered very important. Projects are completed in cooperation with the library and the Centre for the Arts in Eindhoven. A Cultural Coordinator has been appointed to implement the development of cultural education. The aim is to develop intercultural and global awareness by embedding it in all aspects of our curriculum.

## ECO Schools

In January 2021, the ISE primary and secondary departments, together with the Kinderstad daycare centre and the facility company Vebego, started a project called "Eco schools". Eco-Schools is a global program to encourage students to think and act in a more sustainable manner. Using seven steps, students consider the school environment and work on actions to make it more sustainable. Students for example can design projects for saving energy, reducing waste or cleaning up the school yard. The school has achieved the 'Green Flag', which is the international quality mark for sustainable schools.

## Traffic Examination

It is important that children learn how to respond in traffic. The students have traffic lessons regularly. Once a year a traffic week is organised. Students attend workshops on various aspects of traffic.

Students in Group 7 in both primary departments take a theoretical traffic examination in April, followed by a practical traffic examination.

## Speech Therapy Services

Since the 1st May 2017, an independent speech therapist has been working at the ISE to provide speech and language therapy for students who require additional support. Students who present with speech and language challenges are screened. The test checks for the language development level, listening posture, pronunciation, sentence structure, stuttering or stammering, the position of the tongue/mouth movements and use of the voice. If necessary, treatment of any detected problems follows the screening, or a child will be re-examined at a later stage. Additional information can be obtained at the school.

## Library

The school has its own library providing both fiction and nonfiction books in Dutch, English and a variety of home languages. Students from all classes can borrow books or request information for the various projects that they are studying. The library has multiple books in various languages.

## Quality policy SILFO

The SILFO 2022-2026 strategic vision has been formulated based on the four C's, which shape the various services across the foundation.

### Caring

Attention and caring for each other and society.

### Connecting

Collaborating, actively seeking connections and creating networks.

### Creating

Using all our creativity and inspiration to provide our best education with as many opportunities as possible.

### Celebrating

Celebrating successes and learning from mistakes: education is never finished.

The four C's are defined using a developed set of tools that include measurable, perceptible, and demonstrable quality data. These data are collected, shared, and evaluated in a cyclical process, which includes targeted research, follow-up questions on previously obtained data, gathering feedback, conducting evaluations, engaging in dialogues, and sharing stories. This aligns with

the appreciation framework of the Dutch Education Inspectorate. The quality cycle is embedded in various ways within the foundation's work methods.

## **Management reports**

The foundation has been working with educational quality reports at both foundation and site level since mid-2019. The reports are discussed quarterly with the programme boards, the control department, the quality department and the Executive Board. The content focuses on measurable, as well as noticeable and demonstrable quality results. Noticeable and demonstrable data are presented in the site portfolios. Measurable data from the educational quality reports come from the schools' various student monitoring systems, testing systems and reflection systems, which track progress in students' knowledge and skills. At the site level, continuous learning lines also ensure that education is in line with a continuous development process of students. The student and parent satisfaction survey, teaching quality at school level observations and the accreditation report by the Council of International Schools for the International School are also used to measure educational quality.

## **Quality Dashboard**

The development of educational quality is monitored using a Quality Dashboard that is being implemented across all SILFO schools, based on a Quality Development Cycle aligned with the Control Cycle.

The Quality Dashboard visualises educational quality and will be visible to the board, management, staff and the Supervisory Board through location portfolios. The Quality Dashboard is being designed to be used to monitor the quality of education within the foundation, based on the established vision. It uses the requirements drawn up by the inspectorate by means of Critical Performance Indicators (KPIs) and indicators for noticeable and demonstrable quality, the so-called Critical Quality Indicators (KKIs) that are linked to the school plan objectives. The development is evaluated quarterly with school management and is adopted by the Executive Board. The Dashboard thus also works as a tool for risk analysis.

## **Quality improvements**

Agreements for quality improvement are drawn up and recorded quarterly on the basis of the management reports and the Quality Dashboard. School management, if necessary, perform further analysis at site level and/or adjust site targets, which are included in the Quality Dashboard. The process and the quality tools are evaluated annually, thus ensuring further quality development.

## **Accountability**

The management reports and the quality dashboard are shared and discussed quarterly with the Supervisory Board. Additionally, the location portfolios are presented and discussed annually in a meeting with the Supervisory Board, the Executive Board, and the Joint Participation Council. Quality data are published in the Annual Report and on the Schools on the Map website.



## Organisation of education and instructional time

The ISE primary has two departments: the International Department and the Dutch Bilingual Department. The maximum number of students in each group is 22. By keeping groups to a smaller size the individual attention that can be given to each student is maximised. We maintain the right to (temporarily) deviate from these numbers.

### Literacy

The school follows the New Development Matters in the Early Years Foundation Stage curriculum (for 3-5 year olds) and the Renewed Primary Framework for Literacy from the UK for children in groups 2 to 7.

### Mathematics

Mathematical skills and understanding in the foundation stage are developed through practical activities in sorting, data collecting, measuring, time, space, shape and number. This reflects the Early Years Foundation Stage (EYFS) curriculum.

For groups 2 to 7 the school follows the Primary Framework for Mathematics from the UK which promotes an emphasis on mental calculations and interactive work. Mathematics teaching promotes an understanding of the number system. Students are taught a range of computational skills and a variety of strategies to solve problems and to investigate different methods to identify what works best for them. They also have the opportunity to acquire a range of practical skills in measuring, weighing, using money, constructing graphs and telling the time.

### International Curriculum

Themes are used to teach integrated subjects from Groups FD-7. The subjects covered under this curriculum include History, Geography, Science, Art, Music, and Design Technology. Each unit is approximately 9 weeks long. Teachers are given the flexibility to spend additional time on subjects based on the units and learning objectives. In the lower school, subjects are experienced by the students in an integrated manner and units are flexible in length.

The learning objectives cover knowledge (facts and information), skills (practical abilities), and understanding (deeper awareness of key concepts). These three areas are developed throughout the year groups.

### Global Missions

We have fully implemented a project based learning approach. Global Mission is our homegrown framework for teaching students within an authentic, real world context combining elements of both project-based learning and design thinking instruction. Instruction is focused around finding a solution from the United Nations Sustainable Development Goals through which Geography, History, Art, Design Technology, Science and Music are incorporated. Providing the perfect opportunity for students to develop their competencies, reflect upon their learning journey and share it with their community. Students work through a process where they are able to connect their learning and take knowledge, skills and understanding with them to the next step of their journey.

### Subject area & timings International department

Subject	Minutes per week
Maths (includes problem solving & reasoning and calculation)	225 minutes a week in groups 1-2 300 minutes a week in groups 3-7

Literacy (includes core lessons on reading and writing, phonics, spelling, grammar, handwriting, and small group focus lessons)	310 minutes a week in groups 1-2 320 minutes a week in groups 3-7
IC	225-360 minutes a week
ICT	45 minutes a week
DFL	135 minutes a week
Gym	90 minutes a week
Library	45 minutes a week
Traffic (groups 6 & 7 only)	15 minutes a week





## Our teachers

### Method of replacement

When a teacher is sick, a substitute teacher will, in principle, be hired to replace the teacher. Our school has access to a small number of substitute teachers. Unfortunately, there are too few substitute teachers and this issue also affects our school. To prevent us from having to send children home when there is an insufficient number of teachers, we will attempt to find alternative solutions to this problem within our own school by (possibly) splitting up the group.

Full-time teachers are entitled to a number of days of paid leave per year. These days can be used for professional development, peer visits, visiting other groups etc. We aim to have the same replacement teacher for the group.

Depending on age, older teachers are entitled to make use of a statutory regulation (BAPO – Promoting the Participation of Older Workers in the Workforce) which entitles them to work a half day or full day less each week. A substitute teacher will also be assigned to the group in these instances. Our goal is to use the same substitute teacher each time here as well.

### Guidance and use of PABO/ROC student teachers

Student teachers are entitled to appropriate internship placements and we are therefore interested in offering them the opportunity to develop their future profession. The coordination and guidance provided to these students is arranged by our student teacher/intern coordinator.

The teacher of the group to which the student is assigned guides the student and retains responsibility for the group. As the students advance to more senior years in the PABO (Primary School Teachers Training College) the student's responsibilities are increased. Fourth year students (Teachers in Training) work three days per week and several consecutive weeks during some periods. During these periods they take over the group and try to work as independently as possible. The group teacher remains responsible to ensure that things run smoothly in this case as well. We will inform you when a student is asked to teach a specific group for a consecutive period of time as part of their study programme.

The ISE is working with Trion to develop a programme for student teachers. The aim will be to develop more in-school training for student teachers with a focus on the international aspect of education.

### Professional Development

Professional Development includes everything that team members do to deepen and expand their knowledge, understanding, skills and professional attitude. The focus is to bring and keep the professionalism of teachers up to date. The changing student profile, teaching material that requires continuous adaptation and new insights into methodologies and pedagogy requires constant training.

Interactive Guidance via School Videos is one way of enhancing the expertise of teachers and improving the quality of education. The planning-oriented way of working can be optimised through this method. The ultimate objective is to be able to provide better education to our students. Within this context of enhancing teaching expertise, video recordings may be made during group activities. These video recordings will only be viewed and analysed within the school, with professional guidance.

# At school



## School hours

### School hours

08:25 – 15:30 Monday, Tuesday, Thursday, Friday

08:25 – 12:30 Wednesday

10:00 – 10:30 Break

12:00 – 13:00 Lunch break (not on Wednesday)

Late arrivals to class are very disruptive and we therefore ask that you ensure your children arrives at school on time.

### The Start and End of the School Day

Children are permitted to play on the school playground or can wait together with their parents until the first bell rings at 08.25 hours. The school's playground is supervised as of 08:15 hours. Once the bell rings, the children line up neatly in rows. They are then greeted by their teacher and walked to their classroom. When the second bell rings at 08.30 hours, lessons starts. In case of rain the children wait in the cafeteria area until it is announced that the children can go to their classes. At the end of the day students in UFD - group 4 can be collected from their classroom door. Students in groups 5 - 7 are dismissed from their classrooms.

The school day finishes at 15:30 (12:30 on Wednesdays). Students participating in after-school activities will either go directly to their activity or be escorted there at 15:30. Similarly, students supervised at the BSO will be taken there at this time.

Unless students are traveling to the centre by bus or being picked up by taxi/coach, parents are expected to pick up their child promptly from their class pick up point or the car park at 15:30. Students must be supervised by an adult from this time onwards. Primary students are not allowed to remain on campus unsupervised, even while waiting for older siblings in secondary.

The following rules must be adhered to on the playground:

- The school playground is supervised during the 15 minutes prior to the school's start time and during the breaks.
- The children shall not leave the school playground during school hours and during breaks
- Bicycling on the playground is not allowed.

The following rules must be adhered to when children enter the school:

- The children should wipe their feet.
- The children should enter the school calmly.
- The children are not allowed to enter the school with roller skates, inline skates or roller shoes.
- The children walk calmly, without running, to the coat hooks /lockers to hang up their coats / store their bags and enter their classroom.

To promote quietness in the school and to allow teachers to fully focus on their students or other tasks, accompanying parents should say goodbye to their children in the playground. Only the exchange of urgent, brief information to the teacher is permitted before school. There is more time after school.

Parents of children who arrive persistently late will be required to come to a meeting with the Head of Department to discuss how the matter can be resolved.

Students in groups upper foundation - 4 leaving the school at the end of the school day are accompanied by their teachers. We ask that you wait in the playground until the bell rings if you are picking up your children. In addition, you are requested not to bring any dogs into the school or onto the playground. The school also maintains school rules that govern the students' behavior in the groups and in the school building. Our rules have been developed by the team and the students and are included in the information folder provided to each teacher and substitute teacher.

Many children are brought to school and/or picked up from school by car. This can create unsafe conditions for the students. When driving your car on our campus, we ask that you slow down, drive carefully and strictly adhere to all traffic rules.

## **Facilities and Cafeteria**

Students and parents have access to a school cafeteria which is run by an external catering company. The cafeteria offers daily healthy options ranging from sandwich rolls to warm meals. Parents can set up their child's student card in order to provide credit for them to be able to buy items from the cafeteria more easily. Please note that the cafeteria does not accept cash payment.

## **Lunch Arrangements**

The children are expected to stay at school during the lunch break, except on Wednesday.

Students in Upper Foundation, Groups 1 and 2 are expected to bring a packed lunch to school. Children in groups 3 – 8 can either bring their own lunch to school or buy lunch in the cafeteria. The Lunch Club is a group of volunteer parents who coordinate supervision during the lunch break (12:00 - 13:00). The costs associated with this outsourced arrangement are paid for by the parents/guardians and are included in the school fees. The school promotes healthy eating and requests that each child brings at least one piece of fruit to school each day. We are a nut aware school. Students are not allowed to have nuts in their snacks or lunches and this includes peanut butter and nutella.

## **Holidays**

Holiday schedule 2024 - 2025 can be found [here](#).



## Household matters

### Public Transportation

The ISE is accessible by public transport. Please consult [www.9292.nl](http://www.9292.nl) for the timetable of buses to the International School Eindhoven.

Bus number 610 comes straight from Eindhoven central train/bus station to the ISE with no stops. This runs in the morning and in the afternoon taking into account school schedules (with the exception of school days that deviate from usual school times).

Bus number 10 comes from the Eindhoven central train/bus station to the Achtseweg Zuid (next to the school campus) and runs throughout the day. This bus stop requires a short walk from the road (Achtseweg Zuid) to the school campus.

### Request for visitors

The building and grounds of the ISE Campus are private property and may be entered by students currently registered at the ISE and their parents, employees of the Foundation, others contributing to the schools programme in any legitimate capacity, and those invited or hired to provide services to the school. All others must seek permission to enter, this includes former students and their parents, who must sign in as guests. Former students who wish to spend time at the ISE must seek permission from the Head of Department well in advance. Friends of ISE students who are not ISE students are not permitted to enter the school building or grounds.

Parents who regularly come into school should request a car sticker from the school office.

### Sponsorship

The Stichting Internationaal en Lokaal Funderend Onderwijs (SILFO) has developed a policy describing how the foundation handles sponsorship. SILFO recognises the importance of sponsors in relation to education and the desirability of receiving supportive activities and resources. In this regard, SILFO actively seeks collaboration, functioning as a reliable, independent partner for companies. The social Mission and Vision SILFO 2022-2026 are used as guidelines for entering into potential collaborations, ensuring that the educational process does not become dependent on sponsorship and/or received resources. SILFO adheres to the "[Convenant Scholen voor Primair en Voortgezet Onderwijs en Sponsoring](#)". In addition to the previously mentioned points from the covenant, SILFO implements its own policy. The foundation does not sponsor initiatives by and for organisations with government funds that prioritise the personal interests of an employee over the interests of the school. Furthermore, the foundation does not sponsor any organisation where an employee has any decision-making authority over the destination of the sponsorship funds. Finally, a sponsorship collaboration is only entered into when the sponsors accept the principles of the covenant. The comprehensive sponsorship policy can be read [here](#) (Dutch).

### Use of computers

Information and Communications Technology (ICT) is an important tool in both the society we live in and in the process of teaching and learning. Students use ICT tools to find, explore, analyse, exchange and present information responsibly, creatively and with discrimination. They learn how to employ ICT to enable rapid access to ideas and experiences from a wide range of sources. Each student will receive his/her own school Email address. This will also give them access to the school's network while at school and will enable them to log in to a variety of digital resources provided by the school.

Information and Communications Technology prepares students to participate in a rapidly and constantly changing world in which work and other activities are increasingly transformed by access to varied and developing technology.



The Internet also has its risks. Anyone can publish something on the Internet. There are many sites on the Internet that are not suitable for children. In addition, there are dangers in relation to privacy, by providing personal information such as name, address, telephone number, age, etc.. It is therefore important to formulate clear agreements with the students, both in the classroom and at home in relation to school-related internet/e-mail use.

The school will take every practical measure to ensure that children do not encounter upsetting, offensive or otherwise inappropriate material on the internet. Parents are required to read, discuss and sign the “Acceptable Use” document with their child, which acknowledges their responsibility for use of the internet at home and school.

The following statements are a measure to ensure that our students in all year groups are safe and responsible for their use of computers when at school. These statements are actively encouraged to be a guide for use at home too.

The statements apply to all primary students.

1. I will ask permission before using the internet.
2. I will only use my own login name and password, which is secret.
3. I understand I must not bring software, a USB device or any other form of media to school without permission.
4. I will only email people I know, or who my teacher has approved from my school gmail account.
5. My communication with others will be polite and sensible.
6. I understand I must never give my personal details like my home address or phone number and I will not arrange to meet anyone.
7. If I see anything I am unhappy with or I receive messages I don't like I will tell a teacher immediately.
8. I understand the school and my parents may check my computer files and the internet sites I visit.
9. I understand if I deliberately break the rules, I will not be allowed to use the computer or internet. The Head of
10. Department and my parents will be informed should this occur.
11. I understand that photos I take in the school environment that include other children may not be published in any format, i.e. social networks, even with oral permission from the children involved.

The following key measures have been adopted to help ensure that our students are not exposed to unsuitable material.

- Our internet access has a “firewall” filtering system intended to prevent access to material unsuitable for children.
- Students using the internet during lesson time will be supervised by an adult, who will be particularly vigilant when students are undertaking their own research
- Staff will check that the sites pre-selected for students are appropriate to the age and maturity of the students.
- Students will be taught to use e-mail, social media and the internet safely, learning to take responsibility in order to reduce the risk to themselves and others.
- Students will also be taught to inform a teacher immediately if they encounter any material that makes them feel uncomfortable.

## **Other information**

### **Cycling and road safety**

Parents are responsible for ensuring their child has an appropriate bike, in good technical condition and with working lights, in order to guarantee their child's safety as much as possible. Students who take their bicycles to school must place them in the bicycle parking area that can be reached through the entrance of the Oirschotsedijk. The school cannot be held responsible for damage to bicycles, lost keys, etc. Cycling on the school playground and the curb is forbidden.

### **Images**

Throughout the school year, images (ie photographs and videos) are taken of our students and their activities in and around the class. These can be used for school use, such as social media, the school guides, brochures, website and yearbook. They can also be used for publicity purposes to raise awareness for our school campus. At the beginning of each school year a form is sent out to all parents requesting permission to use such photographs and videos. Unless permission is granted via this form student photos/videos will not be used. For special events, such as press photography, filming or out of normal realm of school activities, we will ask parents individually to sign a photography/video release form.

### **Liability**

Students and parents are responsible for their own personal property. The school is not liable for the theft, loss or damage of such property.

### **Lice protocol**



In consultation with the Public Health Service (GGD), a protocol has been established on identifying and combating head lice.

### **Lost and Found**

We recommend that the student's possessions which are brought to school are marked with the name of the student. Every year many items are left behind at the school: coats, gloves, gym shoes, sports clothing, drinking cups, etc. Often the rightful owner is not found. Clothing that has not been picked up for a period of time will be taken to charity.

### **Necessities**

Your child requires the following items at school:

- A gym bag (available through the school office or parent committee) with shorts, T-shirt and gym shoes for gym lessons.
- A school library bag to carry home library books (this can be purchased in the school office or from the parent committee)
- A school bag containing a lunch box

### **Telephone**

If your child has a mobile telephone, it must be turned off during school hours. The use of a mobile telephone during school hours is not allowed. The school is not liable for loss or damage to these and other audio-visual equipment. Mobile phones are to be handed to the class teacher at the start of the day and can be collected at the end of the day.

### **Transportation policy**

The school's off site policy for transporting students to events and extracurricular activities by parents/guardians and teachers has been developed in consultation with the Parents' Committee and the participation council. (for insurance information, please see section 7.7 of this policy). The policy states that:

- The number of students in the back seat(s) shall not exceed the number of available seat belts.
- Only children 12 years and older and taller than 1.5 metres may be seated beside the driver.



## Before, after, and extracurricular care

### After School Care (Buitenschoolse Opvang - BSO)

From 2006 it has become the law that School Boards of Governors are obliged to arrange care for children both before and after school. This is known in Dutch as the BSO (buitenschoolse opvang). The School Board has chosen the 'estate agent model'. This means that, as a parent, you are able to choose whether to use an after school care facility and also to choose which one.

The School Board has signed an agreement with one organisation that offers BSO services within the school premises. This organisation is obliged to fulfill the legal requirements. This ensures that your child will be well cared for.

For clarification, your task as a parent:

- You need to go in person and meet with the BSO.
- You decide in the course of your meeting with the BSO whether the care offered is suitable.
- You sign the necessary contract.
- You are responsible for payment.

Parents are asked to report any problems to the Management of the school.

For more information, contact:

### Kinderstad

Dr. Anton Philipsweg 13 -  
5026 RK Tilburg

Postbus 769 -  
5000 AT Tilburg

Telephone - 013-536 79 53  
Fax - 013-535 32 11

[www.kinder-stad.nl](http://www.kinder-stad.nl)

General information: [info@kinder-stad.nl](mailto:info@kinder-stad.nl)

### Registration and admission day care and after school care:

[planning@kinder-stad.nl](mailto:planning@kinder-stad.nl) or call 013-583 80 40



## Absence policy and school leave

### Leave and absence regulations

#### Compulsory Education

The Dutch Compulsory Education Act requires parents to ensure that their children attend school. Absence at will is not permitted. The school and the city are required to monitor attendance. An exception to this obligation can be made under certain circumstances. These exceptions and the applicable rules are described below.

When is your child exempted from going to school?

- When the school is closed for holidays or for special reasons, e.g. a study day for school staff.
- If the ministry quarantines the school due to swine fever, bird flu, a specific virus etc.
- If your child is sick (you are required to inform the school as soon as possible).
- If your child is suspended or expelled from school. The director must inform you in writing of this.
- Your child is unable to attend school based on religious grounds or personal convictions. You are required to inform the school of such instances two days ahead of time. The school only approves such leave if it involves official holidays and days of remembrance for the relevant religion.

#### Holiday leave during school hours

Requests to take time off for a holiday during regular school hours is only granted if your child is not able to go on holiday during the regular school holiday periods due to the specific nature of the profession of one of the parents. Such holiday leave can only be granted once per school year and for a maximum of 10 days and this must be the only family holiday for the school year.

Holiday leave cannot be granted during the first two weeks of the school year. Requests for holiday leave should be submitted to the Head of Department. A form is available for this purpose at the school or can be downloaded from the school's website. The Head of Department will inform you in writing of the decision.

The Head of Department is not to grant holiday leave during school hours to accommodate cheap holidays outside of the regular season or in relation to extended visits to the country of origin or simply to take a midweek holiday or an extended weekend away.

#### Leave for 'other important circumstances'

Leave may be requested under certain circumstances. For example:

- Your child is given at most one day off for a family move.
- To attend a family wedding (for relatives who are up to three times removed) your child receives 1 day off or at most 5 days if the wedding takes place outside the city.
- For the 12 ½, 25, 40, 50 and 60-year wedding anniversary of parents or grandparents, 1 day off.
- For a 25 or 40-year working jubilee of (grand) parents at most 1 day off.
- For the arrival of a new family member your child is given at most 1 day off.
- In case of serious illness on the part of parents, grandparents, brothers or sisters, the number of days of leave is determined in consultation with the Head of Department.
- In case of the death of family members and in-laws, the number of days of leave is also determined in consultation with the Head of Department.

Important situations may arise other than the circumstances listed above in which you may wish to request leave for your child. The law then stipulates that this must involve situations that are beyond the control of the parents and/or the child.

The situations listed below are not considered 'other important circumstances' and therefore do not qualify for leave:

- Family visits abroad.
- Holidays during a cheaper period or in relation to special holiday offers.
- An invitation from family members or friends to go on vacation outside the normal school holiday period. Earlier departures or returns in relation to heavy traffic.
- Vacation during school hours due to a lack of availability of booking opportunities.

## **Request for leave decision**

Requests for leave are assessed on an individual basis. A request for leave for 'other important circumstances' must be submitted to the Head of Department as early as possible. Requests for leave can only be submitted using the form available for this purpose. You can obtain copies of this form from the school's reception or website. The Head of Department is authorised to take decisions concerning requests for leave up to a maximum of 10 days. If the request for leave involves more than 10 school days, a decision is taken by the Compulsory Education Officer at the city, after receiving the Head of Department's input.

## **Disagreement with decision rendered**

If your request for leave is rejected and you disagree with this decision, you are entitled to appeal this decision in writing to the Head of Department or the compulsory education officer. They are then required to reconsider their decision. You will be given the opportunity to explain your objection verbally. You will subsequently receive a decision in writing concerning your appeal.

The Head of Department and/or compulsory education officer may obtain advice concerning the issue from the city's Appeal Commission. They can include this advice as part of their considerations. If you disagree with the decision concerning your appeal, you are entitled to register a written appeal with the Arrondissementsrechtbank [district court] – administrative law – under the Algemene Wet Bestuursrecht [General Administration Act] (AWb). You can submit a request for a temporary provision from the presiding judge of the court at the same time. These legal procedures involve costs. It is therefore recommended that you obtain legal advice, if you intend to submit an appeal to the court.

## **Absence without leave**

If your child takes leave without the permission of the Head of Department or the Compulsory Education Officer this is considered as absence without leave. The Head of Department is obliged to report this to the Compulsory Education Officer. The latter decides if this will be recorded as an infraction.

## **Questions about (holiday) leave or compulsory education**

Should you still have questions about leave or other compulsory education-related matters, please contact the school's Head of Department or your city's Compulsory Education Officer.

## **School absence**

Education is of primary importance for the future of your child. This is why it is important for your child to take all of the classes offered by the school.

Although we understand this is not always possible, we would appreciate it if any medical appointments (family doctor, specialist, orthodontist) are as much as possible made outside school hours to keep absences from school to a minimum. These absences need to be reported by the school.

If your child is sick, please report this to the school before 9:00 in the morning. This can be done via telephone or email. This also applies to preschoolers who do not yet have to attend school. You may be asked to provide a doctor's certificate as proof. If your child becomes sick during the school day you will be contacted. You can then come to pick up your child. If your child hurts him/herself or becomes injured, first aid will be administered. The school has several members of staff with a First Aid Diploma as well as a first aid responder (school nurse).

## **Regulations for suspension and/or expulsion**

If the school considers it necessary to suspend or expel a student who regularly exhibits misconduct, the following steps will be followed:

- The intent to suspend or expel the student will be communicated to the parents/guardians in writing.
- The inspector responsible for overseeing education will be consulted.
- A meeting will take place between the school's management, the student and his/her parents/guardians and the board.

Only once these steps have been carried out is the School Board in a position to take a decision, which is communicated to the parents/guardians in writing. A student may only be definitively expelled if the school is able to demonstrate that it has intensively explored opportunities for placing the student at another school during a period of 8 weeks.



## Group-teacher assignments

The school uses the “leerstof-jaarklassensysteem”, an age-based study programme group system. The next page shows the sub-division for the beginning of the 2023-2024 school year. Each June/July parents receive a letter with the new formation for the following year.

## International Department

1A: Ms. M Mrozowska & Ms. H Merisalo

1B: Ms. L Ribas

1C: Ms. B Chapman

2A: Ms. T Register

2B: Ms. I Vasiljeva

2C: Ms M Touw & Ms. D. Ferreira

3A: Ms. E Ayanrinde

3B: Ms. A Fernandez & Ms. P. Singh

3C: Ms. S Vervoort & Ms. C Parrot

3D: Ms. P Singh & Ms. L Luijten

4A: Ms. N van Oort

4B: Ms. R Rosa

4C: Ms. V Machado

4D: Ms. L. Woodgate

4E: Ms. R Hennes

5A: Ms. A Geenen

5B: Ms. C Taylor

5C: Ms. C Kemperman



5D: Ms. T Garavito Badaracco & Ms. J. van Overbeek

6A: Ms. E Jaiswal & Ms. M Lester

6B: Ms. L Menting

6C: Ms. M Andriosopoulou & Mr. A. Smith

6D: Ms. A Lubeek & Ms H Viljoen

6/7E Ms. P Kay & Mr. A Smith

7A: Ms. S Holmes & Ms. J. Godden

7B: Mr. K Vlasblom

7C: Ms. C O’Riordan

7D: Ms. M Peters



## Care for young children

### Healthcare

#### Happy healthy children

What can Youth Health Care do for you and your child?

Growing up healthy and safe comes naturally to most children. As a parent or carer, you want the best for your child, so that he or she can grow up in a safe and stimulating environment. Primary school children develop at a rapid pace. This sometimes raises doubts, questions or concerns. This is when Youth Health Care (JGZ) can help.

#### Youth health care

Our school cooperates with the Youth Health Care (JGZ) team of the GGD Brabant-Zuidoost. This team consists of a youth doctor, youth nurse, assistant, behavioural scientist and a health promotion worker. Youth health care is for all children and their parents: from birth to 18 years of age.

#### What can the JGZ team do for you and your child?

##### Health survey

Is your child in group 2 or 7? Then you will receive an invitation for a health examination. During this examination, staff from the JGZ team will look at your child's physical, psychological and social development. This could include growth, weight, lifestyle, speech and language, but also behaviour and school absenteeism. Perhaps you have questions of your own? You can ask them during the examination.

##### Just talking....

My daughter in grade 3 is not yet fully potty-trained. My 9-year-old son finds it difficult to play with other children. Are my child's tantrums normal and how can I best deal with them? A difficult eater at the table.....

For such questions, you can always contact the JGZ team. Talking to an expert often offers new insights and helps you move forward. They offer a listening ear, provide help and advice and information that helps. If necessary, they will refer you on.

##### Care team

JGZ also participates in the school's care structure; they join the school's care meetings.

#### Additional information

Reliable and up-to-date information on growing up and parenting can be found on the website [www.groeigids.nl](http://www.groeigids.nl). This information was developed by Opvoedinformatie Nederland in cooperation with scientists and experts in the field and has been tested by parents.

You will also find this information in the free Growth Guide app. With this app, you track your child's growth and development in growth curves, receive automatic messages with info and tips, and you can create your own growth path with special moments.

## Vaccinations

All children in the Netherlands are entitled to vaccinations against 12 serious infectious diseases. This is regulated in the national National Vaccination Programme (RVP). From the age of 9, all girls and boys receive an invitation for the group vaccinations BMR/DTP (9 years), HPV (10 years) and Meningococcal ACWY (14 years). The GGD carries out these vaccinations. They do so annually in spring and autumn and at various locations in the region. Is it your child's turn? Then you will automatically receive an invitation from RIVM. More information at [www.ggdbzo.nl/groepsvaccinaties-rvp](http://www.ggdbzo.nl/groepsvaccinaties-rvp) or [www.rijksvaccinatieprogramma.nl](http://www.rijksvaccinatieprogramma.nl).

## Always welcome

Do you have questions or want to make an appointment for a health screening or interview? You can contact the Youth Health team.

- Check the website [www.ggdbzo.nl/mijn-kind](http://www.ggdbzo.nl/mijn-kind)
- Log in with your DigiD to the JGZ portal: <https://jgzportaal.ggdbzo.nl>. Here you have 24/7 online access to data on your child up to 11 years old and can ask your questions.
- Would you rather call? You can do so by calling 088 0031 414 on Monday to Friday between 8.30am and 5pm.

## The GGD does more

- The GGD helps schools with projects on topics such as obesity, stimulants, bullying and sexuality.
- GGD staff provide information sessions and courses for parents, schools and children.
- Every four years, the GGD conducts a major survey on the health of all children aged 0 to 11 and 12 to 17. The results from these surveys allow municipalities and schools, among others, to develop their policies and activities.
- The GGD deals with the prevention, control and detection of infectious diseases.
- Want to know more? Read all the information at [www.ggdbzo.nl/mijn-kind](http://www.ggdbzo.nl/mijn-kind)



## Extra support

### **Arbozorg [Occupational Health & Safety]**

The school works together with an independent occupational physician. He is responsible for auditing adherence to the safety directives applicable to the school.

### **Emergency Response Services (BHV)**

At least seven team members have completed the emergency response (BHV) training and possess extensive First Aid training. They are charged with the development and maintenance of the emergency evacuation plan and the coordination during accidents and disasters. Several other teachers and non-teaching staff have completed a First Aid course and attend a refresher course every 6 months. The school has also employed a full time school nurse.



## Safety

### Confidential Counsellors

Pip Kay - confidante

Chantalle Taylor - vertrouwenspersoon

Barbra Bastiaanssen - student Counsellor

Joan Roach - safeguarding officer

## Safety

### Safeguarding

The ISE places our students' safety and well-being as a high priority, and we have a responsibility to ensure our students' rights and their best interests are met. We will act whenever safeguarding issues have been identified or suspected. We also believe it is important to empower and educate our students on their rights, personal safety and steps they can take if there is a problem.

We ensure that all ISE staff are regularly informed about safeguarding matters and undergo annual child protection for international schools training. All adults who are employed, volunteers or individuals who are regularly on the school campus must go through a criminal check (VOG - verklaring omtrent het gedrag).

The ISE is a Dutch international school and therefore must adhere to legal expectations in the Netherlands. We also adhere to the United Nations Convention on the Rights of the Child (UNCRC). This is a legally-binding international agreement setting out the civil, political, economic, social and cultural rights of every child, regardless of their race, religion or abilities.

Further details about the ISE Child Protection and Safeguarding policy can be found here and is available on [the school website](#).

### Anti-bullying policy

Every child has the right to develop and learn in a safe school environment. The school strives to ensure a safe school environment for all its students and to support this a policy is developed which focuses on prevention, identifying, immediate action and follow up in situations regarding bullying.

Any identification of bullying situations should be immediately reported to the class teacher.

The ISE has an Anti-bullying policy which is available on our [the school website](#).

### General Points

Anti-Bullying units are part of the PHSE curriculum and we use a resource known as 'Jigsaw'

The approach of the ISE in a suspected incident, involves members of staff talking to the victim, the bully and silent bystanders to discuss incidents and offer support. Parents who report bullying will be taken seriously. The school will work with the parents on how to best solve a situation of bullying. This includes providing advice and potential referrals to external specialists.

When repeated behaviours are observed involving the same student, the leadership team is informed and disciplinary measures are discussed.

## Evacuation Procedure

The school has an evacuation plan and trained staff to ensure safety procedures are followed. Each year, the school conducts staff training and evacuation drills. Students are informed about evacuation procedures by their year tutors and through participating in regulated drills.

Details about the ISE Evacuation Plan are available on [the school website](#).

## Parents on Campus

The ISE is an open, friendly space where all members of our community should feel welcome. We aspire to live up to our motto of More Than a School where our community can participate fully in the life of our school.

In order to support a peaceful and safe school environment all members of the community are asked to adhere to the expectations as outlined below and the Parent Code of Conduct which can be found on [the school website](#).

- Show respect for the views, opinions and cultural differences of all those within our community;
- Respect our caring ethos, and the values of our school, by using appropriate language and displaying respectful behaviours towards all members of our school community;
- Make an appointment in advance when there is a need to meet with members of staff;
- Be respectful of meeting times that have been scheduled with members of staff;
- Respect the rules of the road, including parking carefully, giving way to cyclists and avoid parking, waiting or stopping in areas which must be kept clear;
- Refrain from bringing nuts and nut products to school;
- Dogs (other than guide dogs) are not permitted on to the school campus;

The school may feel it is necessary to take action by contacting the appropriate authorities and/or sadly, consider banning the offending adult from entering the school premises should there be a breach of the Parent Code of Conduct.





## Rights and responsibilities

### Complaints procedure

Misunderstandings and mistakes can occur from time to time at any place of work and our school is no different. We encourage you to speak directly (and respectfully) with the person involved in case you have comments, criticism or complaints, but also when you have positive comments, ideas and suggestions. For example, if you have any complaints about a teacher, first speak to that person directly. If you feel that your complaint is ignored you can contact a member of the leadership team, this should be the Head of the appropriate department. Various types of complaints come to mind with different solutions. The best thing to do is to put these openly on the table and not allow them to fester. In case of a very serious complaint that you feel has not been addressed appropriately, you can start an official complaint procedure of the Vereniging Bijzondere Scholen [Association of Special Schools] (VBS). The regulations governing the complaint procedure may be obtained at the school.

At the International school Eindhoven, we take great care of the privacy of our students and employees. This is laid down in the privacy statement of our foundation. These regulations have been adopted with the approval of the MR.

We classify data relating to our students as personal data. The purpose of processing this data is to provide optimal learning and guidance for our students, as well as to facilitate the necessary organization to support this goal. Our privacy policy outlines the specific purposes and principles guiding the processing of this data within our school. Most of the personal data is provided by parents, and it is stored in our secure digital administration system, ParnasSys. Access to this system is restricted to those who require the data to fulfill the purposes of the processing. We do not retain personal data longer than necessary for the purposes for which it is collected.

During lessons, we use various digital learning resources that require a limited set of personal data to, for example, identify students when logging in. We have clear agreements with our suppliers regarding the data they receive from us. Suppliers are only allowed to use the student data with our permission, which prevents any misuse of the information.

Parents have the right to view the student data of and about their child (ren).

### Parents' Committee

We offer many opportunities for parents/guardians to help create a healthy school climate. The Parents' Committee consists of parent/guardian representatives and forms a link between parents/guardians and the school. The Parents' Committee is active in many school matters, such as the organisation of the annual school fairs.

Coffee mornings are organised on a regular basis. These events serve to inform you of the Parent committee's events and are also a great opportunity for you to meet other parents. These mornings may also include lectures, workshops, presentations or the sale of school items and books, etc. of course, coffee is served.

Class Parent. Each class has a class parent. This parent serves as the link between the teacher and parents of the relevant group and assists at various events during the year at the request of the teacher.

### Participation council (MR - medezeggenschapsraad)

The Participation council is a management instrument that can exercise influence on the decisions taken by the School Board. The Participation council consists of eight members, four teachers and four parents/guardians. The tasks and authority of the Participation council are incorporated into a set of regulations. The election of the members of the Participation council occurs, if

needed, once every year. Members may be re-elected.

The meetings of the Participation council are open and you can always attend these meetings as an observer. The names of the participants of the Participation council are:

### **International dept**

#### *Staff members*

Noa van Oort  
(-1 augustus 2027)

Cecile Lambermont  
(-1 augustus 2027)

#### *Parents*

Ralu Nistor-Lustermans (parent int dept)  
(-1 nov 2028)

Karthik Palanisamy  
(-1 nov 2028)

### **Bilingual dept**

#### *Staff members*

Karin Courbois (secretary)  
(-1 aug 2026)

Hein Verhagen  
(-1 aug 2028)

#### *Parents*

Ozgur Tasar (chair)  
(-1 nov 27)

Dana Christensen  
(-1 nov 2028)

## **School insurance**

The school has negotiated a WA [legal liability] insurance policy. Culpable actions on the part of supervising teachers are covered by this policy. In addition to the usual school insurance, the school has also signed a school accident insurance policy. All students and teachers registered at the school and all participating parents/guardians are insured under this policy. The insurance policy is in effect during school hours and/or school events and during direct travel between home-school-home and travel from home or school to another location and back, as identified by authorised school staff. The insurance policy provides limited coverage in case of death, permanent full or partial disability and reimbursement of medical costs.

## **Responsibilities of divorced parents**

As a divorced parent, it is your responsibility to inform management in writing which parent has legal custody of your child(ren) and how visitations are arranged. This information is important in order to avoid misunderstandings when, for example, requesting leave of absence. The school reports will be given to, and all contacts are maintained with, the parent with legal custody. It is his/her responsibility to inform the other parent. The ISE has a protocol for parents who are divorced or who are in the process of divorcing. This protocol describes the access arrangements for the student, who will pick up the student and who to contact in an emergency.



## Involved parents

### Parental/guardian involvement

ISE highly values the home-school partnership. Home-school partnerships help teachers develop strong relationships with their students and motivate parents to cooperate with teachers to improve academic performance. It also creates opportunities for parents to learn basic teaching concepts while learning with their children, and get to know others in the community while contributing to the school by volunteering. Children of parents that are actually involved in their child's education achieve better results at school. Good co-operation requires good communication and a joint involvement in the child's education and development by all parties involved. By stimulating parental involvement we create a better foundation for the children's development. It is also the school's task to stimulate activities that encourage parents to come to the school and be involved.

Activities involving parents and the school include:

- being a class-parent  
lending a helping hand/providing assistance to the school at various events, e.g. Cultural Week, Sinterklaas, Carnival, Christmas celebrations, sports days, etc.
- volunteering in the library
- providing assistance in the classroom e.g. assisting with projects, reading with students, presenting to students as part of an IC theme, etc.
- participating in the thinking and decision-making process via the Participation council (MR), the School Board, or joining the Parents' Committee

#### Communication about the education programme

Proper communication between parents/guardians and teachers is of crucial importance for all students. Contacts are maintained in a variety of ways.

### General

For the Foundation Group and groups 1 and 2 there is virtually daily contact with the teacher during the drop off and pick up of children. It is always possible to make an appointment to discuss in a more quiet setting the behavior and/or progress of your child in these groups.

### Information Evening

At the beginning of the school year parents are invited to a general information session. It is organised by the group teachers. This session enables you to meet your child's teacher and to get insight into the ins and outs of the workings of your child's new group. It also provides you with an opportunity to ask questions. This session is not meant for discussing individual student matters. We organize other parent-teacher meetings for this purpose. You will receive written invitations to attend these meetings.

### Meet the Family Meetings

At the start of the school year new parents are invited to a meeting to meet the class teacher and share information about their child. The aim of the meeting is for the class teacher to get to know the child and their parents and for parents to share their expectations.

### Parent Meetings

Twice a year, the parents of all students will be allocated ten minutes to discuss the progress of their child. This will be after the first and second report. If you feel it necessary to discuss your child with the teacher or the foreign language teacher outside this ten-minute period, it can be arranged. To ensure that the teacher has time, a request for an appointment should be made with the class teacher.

## **Newsletter**

The parent newsletter is published monthly. This contains a wide range of announcements and information. You will also be kept up to date with current information via email and ClassDojo.

The joint leadership team regularly sends out an update to parents with announcements and general information related to specific school events.



## Student monitoring system

A child has a natural tendency for development and is by its very nature inquisitive. We try to balance these tendencies and to stimulate the child in different directions. If a child's development proceeds at a somewhat slower pace we provide help. The school is structured by age groups. Children of the same age are generally grouped together. The school generally tends to make use of smaller groups. Our goal is to take the needs of each individual child into account to the maximum extent possible.

The subjects 'Literacy' and 'Mathematics' constitute the core of our education programme.

At our school, the students are monitored in different areas. We not only look at their cognitive abilities, but also at their social-emotional wellbeing and executive functioning. For instance, in groups 1 and 2 of the Dutch Language Stream, we use 'Look!' and in groups 3-8 it is 'PO Vensters' and 'IEP'.

In the international department, children are monitored using the INCAS assessments by CEM, (the Centre for Evaluation and Monitoring). Children are assessed in the first few weeks after the start of the school year, or when the child has recently started at the ISE. With the INCAS assessment we get a picture of the academic development for language and maths, but also of the overall learning skills. In the International department the students' social and emotional development is monitored by 'Emotional Literacy' from NFER Nelson.

External education guidance bureaus, supports the school and teachers by providing advice, information and guidance to students and their teachers in case of learning and/or behavioural problems. In addition, at the ISE we have a number of teaching assistants, remedial teachers and a motor remedial teacher (MRT) to support the students.

Behaviour, performance in class and/or the results of tests and assessments sometimes provide reasons for taking action. For example, it may be necessary to (temporarily) give a child additional assistance. The school has Learning Support Coordinators responsible for coordinating the assistance required. In cooperation with the group teachers, the Learning Support Coordinators observe students that require additional assistance, advise class teachers and support staff, prepare action plans and can carry out assessments to determine if it is necessary to seek external assistance.

Occasionally we may advise that a child be redirected to some form of special education. Such advice is always preceded by a carefully planned process.

Because we feel it is important that every member of our community feels welcome and safe in our school, we use the positive behaviour approach. We also have an anti-bullying policy that we use in case bullying takes place.

## International Department – Testing and Results

The International Department uses the following standardised assessments to monitor students' skills development:

Groups	UFD	1	2	3	4	5	6	7
Social/Emotional Screening								
Fountas & Pinnell Benchmark Assessment (F&P)								
INCAS Computer Adaptive Assessments								

\* UFD = Upper Foundation

	Applicable for this group		Not applicable for this group
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Interpretation of the standardized scores:

	Standardized Score	Description	Student Requires
A	130+	Extremely High Score	Enrichment Possibilities
B	115 - 129	Moderately High	Mainstream
C	86 - 114	Average	Mainstream
D	70 - 85	Moderately Low Score	Extra Support
E	< 70	Extremely Low Score	Intensive Support Necessary

Student numbers 2023-2024 at the moment of the INCAS assessment in September 2023:

Group 3: 94 students (taken in January 2024)

Group 4: 94 students

Group 5: 84 students

Group 6: 86 students

Group 7: 97 students

Note: these results do not take into account the EAL and EN students



Reading 2324						Reading 2223				
	A	B	C	D	E	A	B	C	D	E
Gr.3	1	10	75	15	0	6	15	51	25	3
Gr.4	7	14	63	14	2	6	24	48	14	8
Gr.5	6	20	67	6	1	1	26	52	14	7
Gr.6	0	16	76	8	0	4	25	62	4	5
Gr.7	6	18	66	8	2	1	14	65	10	10

Gen . Maths 2324						Gen. Maths 2223				
	A	B	C	D	E	A	B	C	D	E
Gr.3	1	26	65	6	0	10	31	58	0	1
Gr.4	5	31	61	2	1	4	24	55	5	11
Gr.5	7	25	60	6	1	4	26	52	11	7
Gr.6	11	17	65	6	1	7	21	62	5	5
Gr.7	3	11	81	5	0	2	12.5	62.5	14	9

Mental Arithmetic 2324						Mental Arithmetic 2223				
	A	B	C	D		A	B	C	D	E
Gr.3	12	24	57	2	2	7	24	65	1	3
Gr.4	15	11	43	3	3	6	23	55	5	11
Gr.5	10	30	58	1	1	8	31	43	5	13
Gr.6	11	31	53	5	0	14	25	47	12	2
Gr.7	4	22	71	3	0	4	17	63	9	7

Developed Ability 2324						Developed Ability 2223				
	A	B	C	D	E	A	B	C	D	E
Gr.3	2	12	68	14	4	4	28	46	11	11
Gr.4	6	19	60	12	3	7	17	48	14	14
Gr.5	8	19	67	2	2	4	24	55	12	5
Gr.6	5	29	59	6	1	11	16	53	9	11
Gr.7	5	28	58	9	1	3	19	66	11	1

Gen . Maths (These results are percentages % ) 2223						Gen . Maths (These results are percentages %) 2122				
	A	B	C	D	E	A	B	C	D	E
Gr.3	10	31	58	0	1	8	19	69	4	0
Gr.4	4	24	55	5	11	8	27	57	6	2
Gr.5	4	26	52	11	7	8	20	52	4	0
Gr.6	7	21	62	5	5	11	19	61	8	1
Gr.7	2	12.5	62.5	14	9	2	19	67	12	0

Reading (These results are percentages %) 2223						Reading (These results are percentages %) 2122				
	A	B	C	D	E	A	B	C	D	E
Gr.3	6	15	51	25	3	6	16	61	17	0
Gr.4	6	24	48	14	8	3	18	56	23	0
Gr.5	1	26	52	14	7	4	24	72	0	0
Gr.6	4	25	62	4	5	1	15	70	11	3
Gr.7	1	14	65	10	10	1	21	71	6	1

Mental Arithmetic (These results are percentages %) 2223						Mental Arithmetic (These results are percentages %) 2122				
	A	B	C	D	E	A	B	C	D	E
Gr.3	7	24	65	1	3	4	27	57	5	7
Gr.4	6	23	55	5	11	9	28	52	4	7
Gr.5	8	31	43	5	13	15	29	54	2	0
Gr.6	14	25	47	12	2	11	35	53	1	0
Gr.7	4	17	63	9	7	1	21	71	6	1

Reading (These results are percentages %) 2223						Reading (These results are percentages %) 2122				
	A	B	C	D	E	A	B	C	D	E
Gr.3	6	15	51	25	3	6	16	61	17	0
Gr.4	6	24	48	14	8	3	18	56	23	0
Gr.5	1	26	52	14	7	4	24	72	0	0
Gr.6	4	25	62	4	5	1	15	70	11	3
Gr.7	1	14	65	10	10	1	21	71	6	1

Gen . Maths (These results are percentages %) 2223						Gen . Maths (These results are percentages %) 2122				
	A	B	C	D	E	A	B	C	D	E
Gr.3	10	31	58	0	1	8	19	69	4	0
Gr.4	4	24	55	5	11	8	27	57	6	2
Gr.5	4	26	52	11	7	8	20	52	4	0
Gr.6	7	21	62	5	5	11	19	61	8	1
Gr.7	2	12.5	62.5	14	9	2	19	67	12	0

Mental Arithmetic (These results are percentages %) 2223						Mental Arithmetic (These results are percentages %) 2122				
	A	B	C	D	E	A	B	C	D	E
Gr.3	7	24	65	1	3	4	27	57	5	7
Gr.4	6	23	55	5	11	9	28	52	4	7
Gr.5	8	31	43	5	13	15	29	54	2	0
Gr.6	14	25	47	12	2	11	35	53	1	0
Gr.7	4	17	63	9	7	1	21	71	6	1

Developed Ability (These results are percentages %) 2223						Developed Ability (These results are percentages %) 2122				
	A	B	C	D	E	A	B	C	D	E
Gr.3	4	28	46	11	11	4	10	61	18	7
Gr.4	7	17	48	14	14	1	24	64	7	4
Gr.5	4	24	55	12	5	8	32	56	4	0
Gr.6	11	16	53	9	11	3	34	59	4	0
Gr.7	3	19	66	11	1	5	34	56	5	0



## School fees

The purpose of the voluntary school fees/sponsorship contribution is to pay for a number of facilities, which are not, or sufficiently, provided for by the government. These include small class sizes, additional teaching assistants, language acquisition support, learning support, various extracurricular activities, school camps, school trips and educational visits. These facilities are necessary to provide high quality education and memorable enriching opportunities that our students will treasure after they have left the school (also see article 7). The ISE Primary School Fees are payable to the Stichting en Internationaal Lokaal Funderend Onderwijs (SILFO).

For students in Primary the proposed school fee is €5945,- per student for the academic year 2024 – 2025.

The Company fee per student is €600 per student.

## Forms of Payment:

### a. Payment by parents

Parents can pay the school fees themselves in EIGHT equal monthly payments. An invoice will be sent by our financial department. Paying the total sum at once is also possible.

### b. Payment by employer

When the employer assumes responsibility for paying the employee's school fees the total sum including the Base Fees, School Related Costs and the Company Fee must be transferred as below.

### Method of Payment:

The School Fee shall be paid in EIGHT equal monthly payments on the first day of each calendar month from October to May.

The parent/guardian or employer shall arrange with SILFO to set up a Direct Debit using the form attached to the School Fee Agreement Form.

For your reference the details of the payee are as follows:

Stichting Internationaal Lokaal Funderend Onderwijs  
Postbus 1310, Eindhoven  
5602 BH  
Netherlands

Bank Account IBAN Number - NL 66 RABO 0113837291

This Direct Debit Form will authorise SILFO to withdraw payments automatically from your account. A Netherlands Bank Account is required for such Direct Debit payment. An administrative fee will be charged for late payments.

School fees when registering during the school year

- If a student registers before the 16th day of a month, the full monthly amount will be due. In case of a student registering after the 15th day of a month, then half the monthly amount for that month will be due.
- If a child enrolls after June 1, then the school fee for the year will be €750

## **Refund when departing during the school year**

If a student's registration is terminated before the 16th day of a month, half the monthly amount for that month will be due. If a student's registration is terminated after the 15th day of a month, the full monthly amount for that month will be due. After May 1, no refund will be given.

## **Payment by employers**

The company fee will not be refunded when paid by the employer. The school fees will be refunded by ratio to the parent.

If you have any queries about school fees, please do not hesitate to contact the school office, either by telephone or in writing.

Telephone: 31-(0) 40-2519437 email: [primary@isecampus.nl](mailto:primary@isecampus.nl)



## Student activities

### Activities

A number of recurring special activities take place at our school every year. There are activities that are directly related to the educational environment and activities that take place outside learning hours, in which students are free to participate: various excursions, special theme afternoons, visits to various companies or institutions, Sinterklaas celebrations, Christmas celebrations, Carnival, school camp, practical traffic test, visit to a playground, school trips, sports day, etc. Many of the above activities are organised by or with the assistance of parents/guardians.

### Extracurricular activities

The type of education at our school is not just limited to preparing and giving lessons within the confines of a building and/or playground. Sometimes we give our lessons outside the confines of the school. In view of the fact that extracurricular activities also entail certain risks, a set of conditions has been established that governs these types of activities. Informing parents/guardians prior to the activity and obtaining their approval is given special attention in this respect. Parents/guardians who entrust their children to the school must feel confident that extracurricular activities are organised in an appropriate and responsible manner.

The risks of accidents during extracurricular activities are generally greater than they are at school. The school has an off-site policy to communicate the expectations that apply to all staff when involved in any visits with students that take place away from the school site. The safety and wellbeing of students is the most important factor and all actions planned or taken must ensure that they are safe and secure at all times. For any off-site visit there will be a designated coordinator who will take the lead. This coordinator will follow the steps outlined in the policy when organising an extracurricular activity.

Proper insurance is key in this regard. The school has negotiated a liability insurance policy. This means that if something should happen to a student, an activity leader appointed by the school can be held liable for this, the school is insured if the accident occurs during school activities. This insurance covers personnel, students, student teachers, parents/guardians and volunteers who are involved during this activity on behalf of the school. In addition there is a supplementary insurance which covers damages that are not covered by the parent/guardian's own (health) insurance.

### Conditions:

- Activities are always conducted under the school's responsibility.
- Final responsibility is never transferred to another organisation or person.
- Activities fit within our educational objectives.
- Activities may be supervised by personnel as well as non-personnel members.
- Leaders will be at least 18 years old and be familiar to the students.
- Leaders of extracurricular activities are aware of the responsibility they carry for another child and take steps to ensure the safety of the students.
- Parents/guardians receive prior notice of extracurricular activities and give their approval.

The assumption is that parents/guardians approve their child's participation in extracurricular activities. Parents/guardians lend their approval to such activities by signing a permission form at the beginning of each school year. Parents of students starting during the course of the year, will receive a permission form in their first week at school.

The option of parents/guardians to refuse to give permission for their child to participate in an extracurricular activity is respected. In other words, their child will not participate in that activity but will remain at school. The school will meet with these parents/guardians to discuss their concerns.





Dhr. M. Stoker  
Ms. P. de Bruijn

### **Confidential Counsellor**

Ms. Pip Kay

### **Arbozorg**

Mr. Robert van Baarle

### **ECIS (European Council of International Schools)**

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Petersfield, Hampshire GU32 3EL  
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E-mail - [ecis@ecis.org](mailto:ecis@ecis.org)

Website - [www.ecis.org](http://www.ecis.org)

### **GGD Zuidoost-Brabant**

Afdeling Jeugdgezondheidszorg  
Postbus 810, 5700 AV Helmond

Tel. - 088-0031422  
Fax - 088-0031199  
E-mail - [telefonistes.jgz@ggdbzo.nl](mailto:telefonistes.jgz@ggdbzo.nl)  
[www.ggdbzo.nl](http://www.ggdbzo.nl)

### **IGBO (Stichting International Georiënteerd Basisonderwijs)**

Dr. Aletta Jacobsschool (Secretariaat)  
Slochterenweg 27, 6835 CD Arnhem

Telefoon - 026-3230729  
Fax - 026-3271038

Meer info hierover via Stichting NOB  
[www.stichtingnob.nl](http://www.stichtingnob.nl)



## **Inspectie basisonderwijs (kantoor Eindhoven)**

Zernikestraat 6, 5612 HZ Eindhoven

telefoon - 040-2197000

E-mail - [info@owinsp.nl](mailto:info@owinsp.nl)

Website - [www.onderwijsinspectie.nl](http://www.onderwijsinspectie.nl)

Vragen over onderwijs 0800-8051 (gratis)

Klachtenmeldingen over seksuele intimidatie, seksueel misbruik, ernstig psychisch of fysiek geweld:  
meldpunt vertrouwensinspecteurs 0900 – 111 3 111 (lokaal tarief )

## **Ministerie van Onderwijs, Cultuur & Wetenschap**

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Website - [www.minocw.nl](http://www.minocw.nl)

## **Vereniging Bijzondere Scholen (VBS) (klachtencommissie)**

Bezuidenhoutseweg 251-253  
2594 AM Den Haag

Telefoon - 070-3315252

Fax - 070-3814281

E-mail - [vbs@vbs.nl](mailto:vbs@vbs.nl)

## **Kinderstad**

Dr. Anton Philipsweg 13, 5026 RK Tilburg  
Postbus 769, 5000 AT Tilburg

Telefoon - 013-5367953

Fax - 013-5353211

Website - [www.kinder-stad.nl](http://www.kinder-stad.nl)

E-mail: Algemene informatie: [info@kinder-stad.nl](mailto:info@kinder-stad.nl)

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