

HSV INTERNATIONAL PRIMARY SCHOOL

making a world of difference since 1986



ANNUAL
UPDATE
2017/18

ONE SCHOOL, THREE LOCATIONS IN THE HAGUE

hsvid.nl



Nassaulaan 26



Kon. Sopheistraat 24a



Van Nijenrodestraat 16

Foreword: ID Director

Dear Parents/Carers,

Welcome to our Annual Update for the School Guide for the year 2017-2018.

The HSV primary school is a Dutch International Primary School and we work with our Dutch colleagues particularly in relation to the International Primary Curriculum.

This information book is a supplement to our HSV International Department School Guide. More information about the HSV and the International Department can be found in the School Guide and on our website: www.hsvid.nl You can also follow us on **Twitter@HSVschools**.

This book contains lots of practical information related to the International Department of the HSV for the 2017-18 school year.

The intention of the School Guide is to answer many of the questions that you may have about how the school works. Of course it will never answer them all. If you have a question, there are many people in the team to help you. Your child's class teacher will be able to provide many answers. Myself and your



Head of School are also readily available. The MR (the Parent Teacher Council) and Executive Board are school bodies that can also help provide answers to some of your questions.

We are looking forward to working with your child and with you during what we are sure will be a happy and productive year.

Kind regards,

Lorraine Janet Dean

Lorraine Janet Dean
International Department Director

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ID Staffing and Organisation

INTERNATIONAL DEPARTMENT DIRECTOR

Ms. Lorraine Janet Dean

Address: Nassaulaan 26, 2514 JT The Hague

Telephone: +31 70 318 4962 (Please leave a message if no one is available)

Email: ldean@hsvdenhaag.nl

Roles and Staff Working Across the International Department

Cover Teachers	Mrs. Helen Janse van Vuren Mrs. Janine Ric-Hansen Ms. Clare Keogh Miss Mary Rose Pinfold Mrs. Alice Stokes Mrs. Kristen Krijthe Mrs. Louise Abson Mrs. Janet Goedbloed
Leader for Learning, IPC and Curriculum co-ordination	Miss Katie Hargreaves Mr. Paul Fraser Ms. Flora Dullea
Maintenance (all locations; based at NSL)	Mr. Willem Zuur
ICT	Mr. Andrew Ramanoop

KONINGIN SOPHIESTRAAT LOCATION (KSS)

Head of School: Mrs. Lorraine Wittenberg

Telephone: +31 (0)70 3243453

Email: lwittenberg@hsvdenhaag.nl

ID R	Ms. Marjon Bakker
ID R Classroom Assistant	Ms. Pinelopi Charitopoulou
ID 1	Ms. Jessica Bryson
ID 1 Classroom Assistants	Ms. Joan Toebes, Mrs. Denise van Riel
ID 2	Miss Catriona Burgess
ID 3	Ms. Yasmin Hager BAPO Mon Covered by Ms. Clare Keogh
ID 4	Mr. Adam Jones
ID 5	Mr. Nick Beattie
ID 6	Mr. Toby Hammersley (M, Tu, F) Mrs. Alice Stokes (W, Th)
English as an Additional Language (EAL)	Mrs. Trish van Putten (M, Th)
Host Country Language Teacher	Mrs. Vivienne Koevoets (M, Tu, Th)
Gym	Mr. Mark van Gasteren (M, Tu)
Handicraft	Mr. Anthony Burford (Th)
Music	Mr. Tim Tomassen (W, Th)
Learning Support Teacher	Mrs. Anne Criado (Tu, W)
Pupil Monitoring	Ms. Lisa Mayhall (Th)
Secretary	Mrs. Joke Korving
Concierge	Mr. George Cheung

ID Staffing and Organisation

VAN NIJENRODESTRAAT LOCATION (VNS)

Head of School: Ms. Kay Wilson

Telephone: +31 (0)70 3281441

Email: kwilson@hsvdenhaag.nl

ID R	Ms. Molly Barden
	Ms. Judy Bate
ID R Classroom Assistants	Mrs. Elaine Bowman (IDR J)
	Mrs. Lai Yoke v d Wal-Chow (M, Tu, W, IDR M)
	Ms. Stephanie McSweeney (Th, F, IDR M)
ID 1	Mrs. Wendy Hilton
	Mrs. Victoria Ter Haar
	Miss Laura Taddy
ID 1 Classroom Assistants	Mrs. Veronique Nougues - ID1W (M,T, Th, F)
	Mrs. Shilpa Shree - ID1W (W)
	Ms. Eileen Heaney - ID1VL Mrs. Nathalie McGinn Class Assistant Cover - ID1VL
ID 2	Mrs. Kate van de Veen (M,Tu,W) Mrs. Jamie Ross (Th, F)
	Ms. Jackie Harsema
ID3	Ms. Jenny Dunlop
	Ms. Karla Walker
ID4	Ms. Marie Claire Kearney
	Ms. Mary Anne Weyers
ID5	Mr. Anthony Casey
	Ms. Kelly Hasker
ID6	Mr. Matthew Monaghan
	Ms. Ruth Gray BAPO Covered by Mrs. Sarah van der Wijngaart

VNS CONTINUED

English as an Additional Language (EAL)	Mrs. Trish van Putten (W, F) Mrs. Helen van Swaaij (Tu, Th) Mrs. Sarah v/d Wijngaart (M,Tu, Th) Mrs. Cara Howe (F)
Host Country Language Teachers	Mrs. Suzanne Mulder (M, Th, F) Ms. Monique van der Akker (T, Th, F)
Gym	Ms. Suzanne Vermeer
Handicraft	Ms. Jessie Hills (M, Tu, W)
Music	Ms. Merit Verbij (Tu, Th)
Learning Support Teacher	Ms. Liz Charnock, (Tu, W, Th, F)
Pupil Monitoring	Mrs. Lisa Mayhall (Tu, F)
Secretary	Mrs. Jinnyeh da Silva
Concierge	Mr. Rowan Fraser

ID Staffing and Organisation

NASSAULAAN LOCATION (NSL)

Head of School: Ms. Flora Dullea

Telephone: +31 (0)70 318 4950

Email: fdullea@hsvdenhaag.nl

ID R	Miss Manon van Pagee
ID R Classroom Assistant	Miss Natalie Bowman
ID 1	Ms. Judith Preston BAPO Covered by Miss Mary Rose Pinfold
ID 1 Classroom Assistant	Miss Hong Ngo
ID 2	Mrs. Sarah Smit (M Tu, W, Th) M s. Louise Abson (F)
ID 3	Ms. Jill Miller
ID 4	Ms. Amreen Haq
ID 5	Ms. Machaela Haigh
ID 6	Mrs. Sara Vermeulen
English as an Additional Language (EAL)	Mrs. Cara Howe (M, W, Th)
Host Country Language Teachers	Mrs. Suzan Oosting (M, Tu, Th, F) Ms. Titia Boreel (Mon pm)
Gym	Ms. Ellen v d Kroon (M, Tu) Mr. Mark van Gasteren (W, Th, F)
Handicraft	Ms. Tracey McKendrick (Tu, W, Th) covered by Ms. Petra Huisman (Tu) Miss Mary Rose Pinfold (W, Th)
Music	Mr. Tom Verburg (M, W, Th)
Learning Support	Mrs. Anne Criado (M, Th)
Pupil Monitoring	Mrs. Wilma Kletzkine (M, Tu)
Secretary	Mrs. Els Boer (M, Tu, Th, F) Mrs. Davina de Witts (Tu, W, Th)
Concierge	Mr. Mark Atkinson

Staff Availability to Meet with Parents

The class teacher is available to talk on a daily basis after school (when all the parents have collected the children in the class). If you have an urgent matter please discuss this briefly with the teacher before lessons start or make an appointment when the teacher does not have responsibility for the children. The Head of School is generally available on a daily basis. The Director of the ID is available to speak to parents but works across all school locations. It is best to call and make an appointment. The direct number is 070 318 49 62. If no one is available please leave a message.

School Times

From 08:15 in the morning a teacher is on duty on the playground. The bell rings at 08:25 and children 'line up' and are taken to their classrooms by the class teacher. The lessons for the children in ID2, 3, 4, 5 and 6 start promptly at 08:30.

Younger children (IDR and ID1) may also line up when the bell goes at 08:25 and be taken to their classrooms by the class teacher. However, they may also be brought to the classrooms by their parents up until 08:45. Lessons start promptly at 08:45.

After 08:15, when teachers are on duty in the playgrounds, the school is responsible for your children. Please note that children in school and on the playgrounds before this time are still the responsibility of their parents (or carers). During breaks there are teachers on duty.

Teachers, parents and children are requested not to ride their bicycles in the schoolyard between 08:15 and 09:00 and between 14:30 and 15:30 due to safety reasons. After 15:30 parents and children are no longer allowed in the school play

ground, with the exception of children who participate in afterschool activities. On Wednesdays this time is 13:00.

During the lunch break, lunchtime supervisors of the Stichting Overblijfcommissie HSV supervise the pupils.

The school gate opens at 08:15 and is closed at 09:00. The school secretary and the concierges will open the gates for visitors during the day.

Dogs are not allowed in the playgrounds or on school premises. This also includes the bridge for the Nassulaan location.

School must be notified on the first day of the child's absence by telephone before 09:00. You may also write a note which can be given to the class teacher by a brother, sister or friend. It is important that parents always notify the school in case of illness or a sudden visit to dentist or doctor.

Reporting Absence

Telephone Numbers when reporting absences:

KSS 070 324 3453

VNS 070 328 1441

NSL 070 318 4969

Families wishing to take their children out of school during term time must in all cases apply to the Head of School. The Request for Leave of Absence form, which can be found on the school website under “Parent Info “ “Leave of Absence”, must be completed and returned to the Head of School.

At four years of age

Leave of absence is always granted for four-year-old children, as they have not yet reached the age of compulsory schooling. Please however, fill in a Leave of Absence form, hand it to the Head of School and notify the class teacher in advance of the absence.

At five years of age

Five-year-old children may be exempt from school for a maximum of five hours per week. An written application for this should be lodged in advance with the Head of School.

At the age of six and over

Families wishing to take their children out of school during term time must return the completed Request for Leave of Absence form to the Head of School, **eight weeks in advance**, with the exception of medical and dental appointments.

The Director approves leave for up to ten school days. More than ten school days can only be decided by the Attendance Officer of the municipality where the child resides. Leave of absence is generally always granted under the following circumstances, however, we strongly recommend reading the Leave of Absence Annex available on the HSV website before applying to ensure your circumstances are valid:

- Relocation (maximum 1 school day)

- Wedding - blood or marriage to the 3rd degree (in the Netherlands up to 1-2 school days, abroad up to five school days)
Supporting documentation: wedding card or copy of the marriage certificate
- Severe life-threatening disease with no prospect of recovery by blood or marriage to the 3rd degree (no maximum term)
Supporting documentation: medical certificate or letter from a doctor
- Death of blood or marriage (in the 1st degree up to 5 school days; the 2nd degree a maximum of 2 school days; the 3rd and 4th degree up to 1 school day. Abroad: 1st – 4th degree up to 5 school days)
Supporting documentation: funeral card or copy of the death certificate
- 12 ½ , 25-, 40-, 50- and 60- year (wedding) anniversary of parent (s) / guardian (s) or grandparents. Maximum 1 school day

Families may also apply for leave for reasons other than those stated above, but you must do so in writing and on the appropriate form (obtainable from the school office, website or Head of School) eight weeks in advance. Families are entitled to take holiday leave in a situation where a family holiday during the normal school vacation is not possible, but only as a result of the specific nature of the profession of one of the parents. In such a case, a letter must accompany the appropriate form from the employer to support the application.

Please understand that the school's administration is only empowered to grant leave ONCE in any school year for a family. The maximum for any leave authorised

Leave of Absence

by school is ten school days. Outside that time allocation, requests will be channelled directly to the educational authorities.

In separated or divorced families where custody is shared we require that both parents support the request for a leave of absence either by having two signatures on the form or separate written correspondence supporting the request.

Note: Leave of absence is never granted in the first two weeks of a new school year nor for the convenience (or advantageous cost) of flight bookings. Leave of Absence will not be granted the week before or after the May holiday.

Please be reminded that school attendance is compulsory for children over five years of age and that continued absence or arriving late for school is harmful to the progress and development of the student. The school management is obliged by Dutch law to contact the Schools' Attendance Officer (Leerplicht Ambtenaar) in the event of frequent absences or continual lateness and this can result in parents having to pay a fine.

Email Communication

We all use emails as a useful tool for quick communication especially in a complex environment such as ours. We value its use as a part of our communications strategy between staff in school as well as with our families. However it's only a part of our strategy. We do think it is useful to follow some important guidelines:

- Please always consider whether a face-to-face conversation is more effective. We always welcome parents into our school. We like to talk.

- It may not always be possible for you to receive a reply immediately although we will do our best to respond quickly to you.
- The subject line is most important and helps us to prioritise responses to you.
- Recipients cannot detect tone of voice or other signals which mediate messages.
- Please think twice about who you copy in a mail.
- Emails should only be widely distributed when the contents relates to business or administrative matters. There are many situations where it is more appropriate to discuss issues directly with the class teacher or Head of School. Parents have expressed that they do not want to be copied into emails involving complaints that other parents may have.
- Please take care when you are circulating emails. It is very easy to 'grow' the circulation list of an email and not always very helpful in sustaining effective communications.
- We would prefer you not to discuss individuals within the school community by email (children other than your own, parents and staff). A conversation is always the most effective method.

School Holidays 2017-18

First day of school (for ID1 to ID6)

Monday 21st August 2017

First day of school for IDR

Monday 28th August 2017

Holiday	First Day of Break	Last Day of Break
Prinsjesdag / Prince's Day	Tue. 19 th September 2017	
October Holiday	Mon. 16 th October 2017	Fri. 20 th October 2017
Christmas Holiday	Mon. 25 th December 2017	Fri. 5 th January 2018
Spring Holiday	Mon. 26 th February 2018	Fri. 2 nd March 2018
Easter Weekend	Fri. 30 th March 2018	Mon. 2 nd April 2018
King's Day	Fri. 27 th April 2018	
May Holiday	Mon. 30 th April 2018	Fri. 11 th May 2018
Pentecost	Mon. 21 st May 2018	
Summer Holiday	Mon. 16 th July 2018	Fri. 24 th August 2018

Early Closures 2017-18

School will close at 12:30 on the following days:

Sinterklaas	Tuesday 5 th December 2017
Christmas	Friday 22 nd December 2017
Spring Holiday	Friday 23 rd February 2018
Summer Holiday	Friday 13 th July 2018

School Closures for Study Days

Wednesday 4th October 2017*

Friday 13th October 2017 (whole school)

Wednesday 22nd November 2017*

Wednesday 31st January 2018*

Wednesday 21st March 2018*

*** No school for children in ID R, 1, 2 and 3 and NA 1, 2, 3 and 4**

Throughout the year we organise different school activities. Below you will find a schedule of activities. Please note that this overview is not complete and may be subject to change.

For the most up to date information please consult our monthly newsletters and calendar which are sent electronically and can be found on our website:

<http://www.hsvid.nl>

Activity	Date
Parent Information Evening	Thursday 31st August 2017
International Fair	Friday 8th September 2017
Prinsjesdag / Prince's Day	Tuesday 19th September 20167- No school for all children
Walk to School Day	Thursday 21st September 2017
International Day of Peace	Thursday 21st September 2017
Study Day	Wednesday 4th October 2017 - No school for children in ID R, 1, 2 and 3 and NA 1, 2, 3 and 4
Children's Book Week	Monday 9th to Thursday 12th October 2017
Study Day	Friday 13th October 2017—No school for all children
Book Market VNS	Wednesday 11th October 2017
Book Market NSL	Thursday 12th October 2017

School Activities

EU Coding weeks	Saturday 7th October to Sunday 22nd October 2017
First Short Report to Parents	Thursday 12th October 2017
Start Autumn Holiday	Monday 16th October 2017
Back to School	Monday 23rd October 2017
Parent Consultations	Tuesday 31st October & Thursday 2nd November 2017
Study Day	Wednesday 22nd November 2017- No school for children in ID R, 1, 2 and 3 and NA 1, 2, 3 and 4
Sinterklaas	Tuesday 5th December 2017 - School Closes 12:30
Christmas Concerts VNS	Thursday 14th and Tuesday 19th December 2017
Christmas Concerts NSL	Monday 18th (Onderbouw), Tuesday 19th, Wednesday 20th (Middenbouw), Thursday 21st (Bovenbouw) Dec 2017
Christmas Concert KSS	Thursday 21st December 2017
Festive Dinner	Thursday 21st December 2017
School closes at 12:30 for Christmas Holiday	Friday 22nd December 2017
Start Christmas Holiday	Monday 25th December 2017
First School Day in 2017	Monday 8th January 2018

Voorleesdagen (Read aloud Days)	Monday 22nd January to Friday 2nd February 2018
Study Day	Wednesday 31st January 2018 - No school for children in ID R, 1, 2 and 3 and NA 1, 2, 3 and 4
Specialist Teacher Visit Week	Monday 5th to Friday 9th February 2018
Second Short Report to parents	Friday 23rd February 2018
School closes at 12:30 for February Holiday	Friday 23rd February 2018
Start February Break	Monday 26th February 2018
Back to School	Monday 5th March 2018
Parent Consultations	Tuesday 13th & Thursday 15th March 2018
Study Day	Wednesday 21st March 2018 - No school for children in ID R, 1, 2 and 3 and NA 1, 2, 3 and 4
Spring Breakfast	Wednesday 28th March 2018
Spring Concert NSL	Wednesday 28th March 2018
Spring Concert VNS	Thursday 29th March 2018
Spring Concert KSS	Thursday 29th March 2018
Good Friday (holiday)	Friday 30th March 2018
Easter Monday (holiday)	Monday 2nd April 2018

School Activities

King's Day Sponsorloop	Monday 23rd April to Thursday 26th April 2018
King's Day	Friday 27th April 2018
Start Spring Holiday	Monday 30th April 2018
Back to School	Monday 14th May 2018
Pentecost (holiday)	Monday 21st May 2018
School Testing	Wednesday 16th May to Wednesday 30th May 2018
Games Day IDR and ID1 VNS	Tuesday 29th May 2018
Games Day IDR and ID1 KSS	Tuesday 29th May 2018
Games Day IDR and ID1 NSL	Wednesday 30th May 2018
Sports Day ID4, ID5 and ID6	Wednesday 20th June 2018
Zomerfeest VNS and KSS	Friday 22nd June 2018
Zomerfeest NSL	Saturday 23rd June 2018
Sports Day ID2, and ID3	Wednesday 27th June 2018
ID6 Productions	Tuesday 3rd to Thursday 5th July 2018
ID Reports to Parents	Friday 6th July 2018
Musical NA8 NSL	Tuesday 10th July 2018
Last Day of Term	Friday 13th July 2018 (12.30 close)
First Day of School 2018/19	Monday 27th August 2018

Specialist Teacher Week

In this school year this will be held the week beginning Monday 5th February 2017. You will have the opportunity to watch your child in gym, music, handicraft and Dutch.

ID6 Annual School Camp

In the Autumn term the pupils from the ID6 classes and Dutch group 7 attend a school camp for three days (two nights). The emphasis of the camps is to promote integration of children and staff across the departments and locations. The cost for the 2017 school camp is €150. The camp will be from Monday 11th - Wednesday 13th September 2017.

Medication at School

There are students for whom it is essential to have medication in school. Generally we do not object to this but it is essential that there is good communication between the school and home.

It is important that the school is made fully aware of any medical condition in a timely fashion. These conditions can be discussed during the intake or at any point in a child's school life.

If a child needs medication the parents must make an appointment with the Head of School to arrange this. Administering medication is the joint responsibility of parents/carers, the pupil and the school. It is important there is a written record of the task of each party. The school can only offer support within the limitations it has.

Medication at School

In our school children are not only in the care of their own class teacher but come into contact with many teachers. It is in the best interest of the pupil that all members of staff are made aware of a condition. The information will be passed on to all members of the team by the Head of School or the school Monitoring Coordinator. Naturally confidentiality is respected.

Electronic Devices

Mobile phones and other electronic devices may only be brought into school if requested by the teacher for educational reasons or by the parent for a special reason. During school hours mobile phones must be turned off and stored in the child's drawer. The school cannot accept liability for loss of materials that are brought from home.

Divorced or Legally Separated Parents

If parents are divorced or legally separated we will, if requested, provide both parents with school information and reports unless there is a court order stating that we should not.

Parent Activity Committee (OAC)

Each location has an activity committee consisting of interested parents/guardians who work with teachers and parents. They help organise special activities at school e.g. Christmas, Sinterklaas, Book Week, Zomerfeest etc. We would very much like more parents to become involved. If you are interested in joining please ask the Head of School which parents you should talk to. Current committee members are also listed on page 42 of this booklet.

Parent Teacher Council (MR)

MR stands for the Dutch word Medezeggenschaps Raad. This literally means “Right of say Council”. In essence the MR is a co-administration council (a mixture between a traditional Parent Teacher Association and a School Council). It is a requirement by Dutch law to have an MR in every school. The MR has an advisory role.

The MR plays an important role in the communication between parents, staff and Management by taking a critical look at proposals from the Board. The MR can advise or, in some cases, disapprove before a decision is final. The MR is made up of parents and staff from the international department, (the ID) and Dutch department (the NA).

School foundations with more than one school under their responsibility have the legal obligation to include a GMR (General School Council). The issues discussed in the GMR deal specifically with matters that affect the whole of the organisation, such as the budget, annual report, school policies and personnel issues.

Parent Teacher Council (MR)

The MR limits itself to issues at a school level, looking after the interests of the different parties it represents and discussing their needs with Management. It is therefore important to get to know your MR Representatives and let your voice be heard. The members of the MR are listed on the HSV school website and page 42 of this booklet. There are representative of all sites: Nassaulaan (NSL) Koningin Sophiestraat (KSS) and Van Nijenrodestraat (VNS). The minutes and agendas of the meetings are public and hang on the bulletin board at the main entrance of all schools and on the school's webpage.

Before and After School Care

The HSV International Department works with the following after school organisations. Most facilities offer childcare from the end of the day until 18:00. In the school holidays and study days, care is offered from 08:30 until 18:00. The children are collected from school by bus at the end of the day. Parents contact these organisations independently and make their own arrangements.

Zo Kinderopvang

Various locations around The Hague, including one close to VNS:

Van Nijenrodestraat 2-8 , 2597 RM Den Haag

Website: <http://www.zokinderopvang.nl/>

Telephone: +31(0) 70 328 2301

E-mail: vannijenrode@zokinderopvang.nl

TASID

Various locations around Wassenaar and The Hague. Used by families attending VNS and KSS.

Website: <http://www.tasid.nl/>

Telephone: +31(0)70-511 75 23

E-mail: tasid@xs4all.nl

Kinderopvang 2Samen

Various locations around The Hague. Both NSL (2Ruiters) and KSS (2Lakeien) have a centre in close proximity to the school.

Laan van Meerdervoort 70, 2517 AN Den Haag (Head office)

Website: <https://www.2samen.nl>

Telephone: +31(0)70 338 5500

E-mail: info@2samen.nl

Before and After School Care

Triodus

Various locations around the Hague, including one close to VNS - BSO Lancelot:

Van Nijenrodestraat 20, 2597 RM Den Haag

Website: <http://www.triodus.nl>

Telephone: +31 (0)70 06-52374558

E-mail: lancelot@triodus.nl

Zein International Day Care

The Elms location

Website: <http://www.zeinchildcare.nl/>

Head Office: +31 (0)70 3268 263

Day Care Office: +31 (0)70 4445 800

E-mail: info@zeinchildcare.nl

Big Ben Kids

Zoutman Straat 21-23, 2518GL Den Haag

Website: <http://bigbenkids.com>

Telephone: +31 (0)70 363 4070 or +31 (0)6 2732 5236

E-mail: bigbenkids@bigbenkids.com

DAK Kindercentra

Various locations around the Hague, including one close to NSL - Frank DAK

Schelpkade 43-45, 2514 KB Den Haag

Website : <http://www.dakkindercentra.nl/>

Telephone: +31 (0)70 750 21 00

E-mail: info@dakkindercentra.nl

Lunch Break

As it is difficult for many children to return home, the majority stay at school for their lunch break. During the lunch break, lunchtime supervisors supervise the children whilst they eat their lunches in the classroom and play outside (inside if the weather is bad). In 2017-18 parents pay a contribution of € 150.00 per child for the school year for lunchtime supervision. The fee is collected by the Stichting Overblijf commissie HSV at the beginning of the school year.

There is no school canteen so please provide your child with an adequate, healthy lunch.

If you are interested in a role as a lunchtime supervisor please contact your Head of School or the Overblijf Co-ordinator at each of the locations.

Lost Property

In each facility there is a lost property box. Please ask your child's teacher where this is. For everyone's convenience please ensure all items brought to school are clearly labelled with your child's name.

Small and valuable items e.g. keys are kept in the school office. At the end of each term any unclaimed lost property is sent to charity.

Head Lice

Please check your child's hair regularly. If you find head lice please let your child's teacher know and we will send a letter asking parents to be vigilant. In our NSL building volunteer parents organise head lice checks on a monthly basis. If a child is found to have head lice parents are informed and a standard letter sent out to the class. A case of head lice is easily treated and there should be no cause for alarm.

Application forms for school milk are available from the administration offices via www.schoolmelk.nl. Parents pay directly to the school milk company.

School milk will be delivered to school two to three weeks after applying for school milk.

Eating Sweets in School

Eating sweets in school is not allowed. Attention is given to the subject of healthy eating in the school curriculum, therefore we ask parents to take this into consideration when supplying their children with food for snack and lunch times. The same applies to birthday treats.

The safety of our children is everyone's priority!

For the safety of the children we ask you not to drive your cars into the Nassaulaan or to drive up to the entrance of Koningin Sophiestraat and Van Nijenrodestraat either before or after school.

Cars can be parked without a parking ticket up until 09:00 a.m. in the streets around each location.

Parking regulations can change so parents are advised to check before leaving their cars.

Gym Lessons

In principle children have gym or sports lessons twice a week. This might change during special events e.g. Christmas, school camp etc. The lessons are given by specialist teachers. Specialist teachers contribute to your child's report and you can make an appointment with them during the parent consultation week or another time if necessary.

You will have the opportunity to visit specialist lessons during the Specialist Teacher Week in from Monday 5th February until Friday the 9th 2018.

Easy clothing is needed on PE days to permit rapid changing. For gym a HSV T-shirt, shorts and gym shoes are required. PE kit should be kept in the given gym bag, hung on the child's coat peg and taken home each week for washing.



Book Bags

HSV book bags are available from the school office for €5.

During 2016-17 staff participated in staff development in the following areas:.

- Teaching staff were trained in the Google COOL Platform, which has now been implemented school-wide. Internally we also migrated from Microsoft to the Google platform.
- We began the school year with a Week of Mathematics from Janine Blinko, a Mathematics Consultant from the UK, spent 4 days at ID HSV. In September three colleagues went to CLPE in London to attend the first day of the 4 day Power of Reading Course. It was inspirational. This programme had four sessions over 2016 and 2017.
- One of the Host Country Language teachers at VNS has been part of the Culture Schakkel Training and is helping developing the culture programme at VNS.
- A number of colleagues attended the SEN Stichting Children with Special Needs Study Day in Leiden in September 2016. Dave Scott gave the Keynote "Creating the Emotionally Literate Teaching and Learning Environment".
- On 5th October 2016 there was a Study Day for Key Stage 2 teachers on Inspiring Writing in Key Stage 2. This was a terrific day and very inspirational for colleagues. Lots of lovely writing has been done by pupils since. It has close links with the parallel Power of Reading Course.
- In November 2016 there was a Key Stage 1 Study Day on using the White Rose Mathematics and Problem Solving. Then in February 2017 KS2 had a similar training.
- In Nov. 2016 all the ID Educational Assistants and one of the Heads of School attended a International Schools Teaching Assistants Workshop at the International School of Amsterdam facilitated by Estelle Tarry.
- EHBO and Fire Safety training offered in English during the school year.
- During Teacher Visit Week, class teachers had the opportunity to visit at least one specialist teacher at work.

Professional Development

- The management team attended the ECIS leadership conference in Barcelona.
- In May the EAL DIPS Study Day was held at the VNS location. Seven DIPS schools were represented.
- Two EAL Colleagues visited the Blijberg International School in Rotterdam.
- As part of a further professional liaison, teachers were released from teaching to observe each other while teaching. They worked with staff across locations and/or departments.
- Staff continued to work on target setting with pupils.
- Eowyn Crisfield ran a workshop on bilingualism for KS2.
- In February, our EAL team attended the ECIS EAL/mother tongue conference in Copenhagen.
- In March, KS1 had training by CLPE on “The Reader in The Writer”.
- We had a series of staff meetings in science focusing on implementing a weekly stand alone science lesson. TigTag science has been a great resource.
- Three colleagues attended an Outdoor Learning conference in Frankfurt.
- Younger pupils started to use Osmo for coding and older used Code for Life.

During 2017 /18 school year, coding and programming will continue to be a large focus in the curriculum. We will consolidate Power of Reading (PoR), White Rose mathematics and science.

At NSL, the bilingual programme will move on to ID3 and NA4.

Study days will be devoted to ICT: Coding, Google platform and literacy.

School Fees

For the school year 2017-2018 is €4750. This fee is broken down as follows:

Salaries including: <ul style="list-style-type: none">✦ smaller class sizes,✦ specialist teachers (gym, handicraft, music DAL, EAL, learning support)✦ on site supply staff✦ International recruitment	€ 3515.00
Learning resources	€ 200.00
Amortization (writing off on furniture, learning materials and ICT)	€ 150.00
ICT	€ 150.00
Accommodation maintenance and improvements (including security, energy furniture and fittings, cleaning etc.)	€ 300.00
Trips, excursions and special events subsidy	€ 100.00
Additional costs including professional development for staff, assessment and testing, marketing, printing, subscriptions and administration	€ 335.00
TOTAL	€ 4750.00

The school fee is paid in two instalments. The first payment has to be made on May 1st to secure a place for the following year with the second instalment paid by the 1st November.

Please note parents must give four weeks' notice when withdrawing children from the school. If your child starts before 1st of October and leaves after the 1st of May, then the full fee amount has to be paid and no refund will be made.

When moving within the Netherlands or leaving the Netherlands it is a legal requirement to inform the city hall (gemeente).

For payment the following bank details should be used:

Stichting Haagsche Schoolvereniging Den Haag
IBAN: NL08 INGB 0000 193876
BIC: INGBNL2A

The school underwent an inspection in September 2016. The inspection was a success and we maintained the basic arrangement status. This means that the inspector has approved the quality of education and will only visit if the annual documents, including test results and quality assurances, indicate a decline in standards.

According to the Dutch inspectorate the grading of voldoende 4 (good), is regarded as a the highest score. The grading “good”, 4, is only awarded when a school is exceptional.

The full report can be read on the website under ‘Educational Programme’ ‘Inspection report’.

Number	Category	Score
1.1	Educational results	4
Educational process		
2.1	Offer	4
2.2	View on development	4
2.3	Didactic actions	4
School climate and safety		
3.1	School climate	4
3.2	Safety	4
Quality care and ambition		
4.1	Evaluation and improvement	4
4.1	Quality culture	4

In year 1- 6 we measure each child's progress at the end of the year using the British standardised tests Progress in English and Progress in Mathematics. Our pupils are compared to the national average of British pupils of the same age. We obtain an individual score for each child outlining the child's performance and his/her strengths and relative weaknesses. This information is used diagnostically to support each pupil in the best possible way.

We also obtain group scores that compare the success rate of all our pupils in a year in different curriculum areas to the British national average. These group scores help us evaluate the effectiveness of our curriculum and whether we need to make any adjustments.

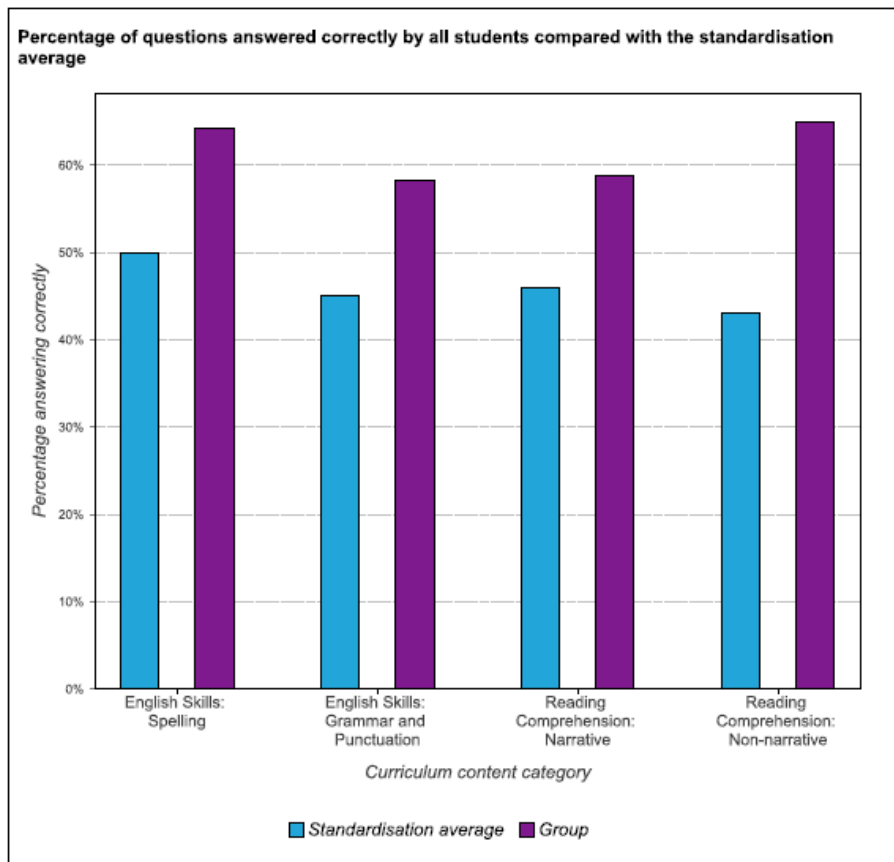
The Dutch inspector uses the ID6 group scores to evaluate our performance as a school over the years to verify that our pupils reach their full potential. Many of our pupils score average or above average on the tests; this is remarkable considering that most of them are not native speakers of English. The ID6 group graphs on the following pages permit a comparison of our pupils to the national results from the UK at a quick glance.

ID6 — Progress Test in English

Group: year 6

No. of Students: 72

Dates of testing: 22/05/2017 – 01/06/2017



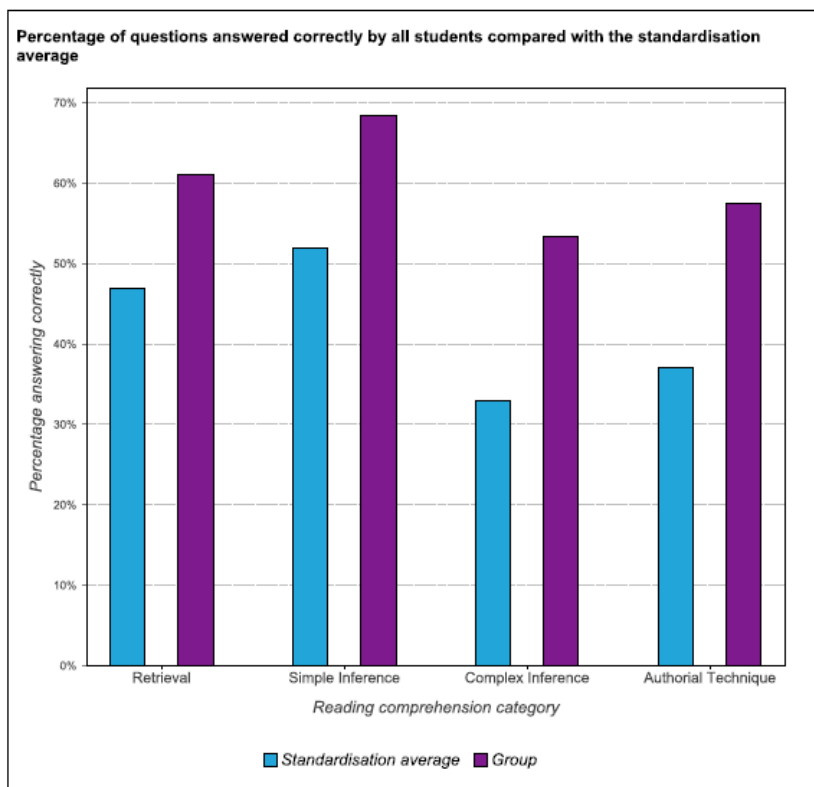
Information contained in the first row compares the schools performance in different Literacy process categories with UK National Norms for Spelling, Grammar and Punctuation, Reading Comprehension: Narrative, Reading Comprehension: Non-Narrative (reading left to right).

ID6 — Progress Test in English

Group: year 6

No. of Students: 72

Dates of testing: 22/05/2017 – 01/06/2017



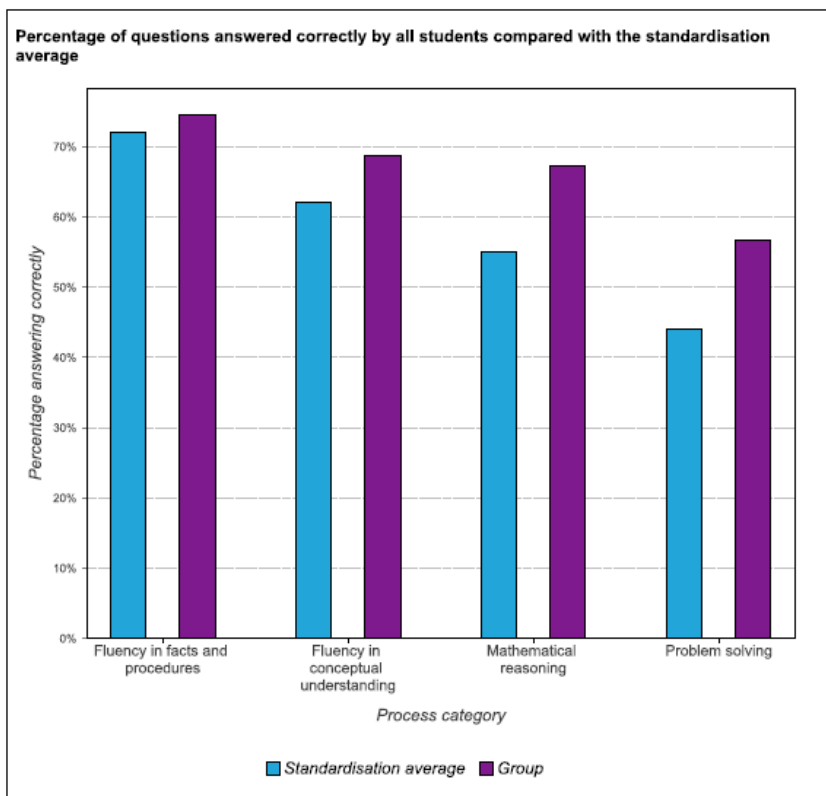
Information contained in the second row compares the schools performance in different Literacy process categories with UK National Norms for Retrieval, Simple Inference, Complex Inference, and Authorial Techniques (reading left to right).

ID6 – Progress Test in Maths

Group: year 6

No. of Students: 70

Dates of testing: 01/06/2017 – 09/06/2017



Information contained in the first row compares the schools performance in different Maths curriculum categories with UK national norms for Fluency in Facts and Procedures, Fluency in Conceptual Understanding, Mathematical Reasoning and Problem Solving (reading left to right).

Complaints Procedure

Mistakes can happen in any workplace, including schools. Since August 1st 1998, schools are required to have a complaints procedure. As a school we feel responsible for the realisation of a safe school with a pleasant educational climate and hope that you will always be able to resolve any issues you may have via the class teachers, Head of Schools, Head of the ID or the Executive Director (representing the Supervisory Board). However, there may be instances when you feel that you need to take your complaint further. In this case there is a contact person (details on the following pages), who will support you through your issue.

In the complaints procedure, there is a distinction between complaints about abuse of authority and other complaints. Abuse of authority can be defined as sexual harassment, discrimination, aggression, violence and bullying. Other complaints can relate to matters such as pupil counselling, application of punitive measures, pupil assessment and school organisation.

With any issue, the first point of contact should go to the person concerned e.g. a class teacher. If you wish to take the matter further, please see the Head of School or International Department Director. If you are still not satisfied, you may then get in touch with the Executive Director, who will work to find a solution on behalf of the Supervisory Board.

If there is a serious incident related to abuse of authority, you may call upon the internal contact person, the external confidential adviser or lodge an official complaint with the complaints committee. Contact details of these parties can be found in the following pages. You can also report directly to the School Inspector. The internal contact person may refer you to an external confidential adviser who will talk further with you about the complaint and support your possible further steps. The external confidential adviser is independent and talks with this person are also strictly confidential. If necessary, the complaint will be officially lodged with the complaint committee.

Internal and External Inspector Contact

The Haagsche Schoolvereniging is associated with the Verenigde Bijzondere Scholen (VBS) and as such affiliated with the national complaint committee. The complaint committee investigates the complaint and advises the Supervisory Board about measures to be taken. The proper authorities decide what to do with the advice and inform all parties.

Internal HSV Trusted Persons for Complaints

KSS: Yasmin Hager

NSL: Wilma Kletzkine

VNS: Judy Bate

External Confidential Adviser for Complaints

Albert van der Zalm

Address: Postbus 53509, 2505 AM Den Haag

Telephone: 070 448 2828 / 06-23814297

Email: a.vander.zalm@hco.nl

National Confidential Adviser for Complaints

Mw. D.H.C. Dane Peeters

Address: Postbus 95572, 2509 CN Den Haag

Telephone : 070 331 52 52

Website: www.gcbo.nl

Email: lkc@vbs.nl

External Inspector Contact

Inspector Primary Education (Inspectie van het Onderwijs)

De heer H.A. Joustra

Address: Postbus 2730, 3500 GS Utrecht.

Tel: 088-669 60 00

www.onderwijsinspectie.nl

Trust Inspector (Vertouwensinspecteur)

Tel: +31 (0)900 - 1113111

Stichting Primair Onderwijs Haaglanden—SPPOH

(Special Educational Needs in The Hague)

Address: Binckhorstlaan 145; 2516 BA t Den Haag.

Tel: +31 (0)70-3156349

e-mail: info@sppoh.nl

HSV ID Contact Information

Nassaulaan Location (NSL)

Address: Nassaulaan 26, 2514 JT The Hague

General Number: +31 (0)70 318 49 50

NSL Head of School: +31 (0)70 318 49 63

Number for reporting absence: +31 (0)70 318 49 69

Koningin Sophiestraat Location (KSS)

Address: Koningin Sophiestraat 24A, 2595 TG The Hague

General Number: +31 (0)70 324 34 53

Number for reporting absence: +31 (0)70 324 34 53

Van Nijenrodestraat Location (VNS)

Address: Van Nijenrodestraat 16, 2597 RM The Hague

General Number: +31 (0)70 328 1441

Number for reporting absence: +31 (0)70 328 1441

Board and Director Contact

Executive Director

Hans Van der Vlugt

Email: hvdvlugt@hsvdenhaag.nl

Director International Department (ID)

Lorraine Janet Dean

Email: ldean@hsvdenhaag.nl

Tel: +31 (0)70 – 318 49 62

Director Dutch Department (NA)

Ingrid Schumacher

Email: ischumacher@hsvdenhaag.nl

Tel +31 (0)70 – 318 49 52

Correspondence to the Board

Address: Tarwekamp 3 , 2592 XG Den Haag

Tel: +31 (0)70 383 7730 or +31 (0) 70 385 76 85

Email: secretariaat@hsvdenhaag.nl

Members of the Supervisory Board (Raad van Toezicht)

Chairman: Dr. Mr. P. A. Pronk

Member: Mr. JF. van Nouhuys

Member: Ms. Drs. JA Guicherit-Dicke

Member: Ms. S. Lammers

Council and Committee Members

ID members of Parent Teacher Council (Medezeggenschapsraad—MR)

Chair: Mr. Edwin Koopman (NSL)

Mrs. Andrea Bols-Vials (NSL)

Mrs. Christina Thomas (KSS)

Mr. Nigel Grant (VNS)

Lunchtime Committee (Overblijfcommissie)

Chair: Flora Dullea

Members: Kinga Saldan (KSS) / Nune El Tarifi (ID NSL) / Shilpashree Shivadarshan (VNS) / Catharina Dekker (NA NSL)

Parent Activity Committee KSS (Activiteitencommissie—OAC)

Chair: We are looking for parents to fill this position.

Treasurer: Mr. Vandu

Parent Activity Committee NSL (Activiteitencommissie—OAC)

Chair: Patricia de Lyra (ID)

Treasurer: Reinier van Winden

Treasurer: Liz Cronin

Parent Activity Committee VNS (Activiteitencommissie—OAC)

Chair and Treasurer: We are looking for parents to fill these positions.

Admissions Contact

Tel: + 31(0)70-318 49 65

Make sure that you leave a message and your call will be returned.

E-mail: admissions@hsvdenhaag.nl



Schools and Departments of the Foundation

HSV International Primary School

(one school, three locations)

NSL (Nassaulaan) - Dutch and International Departments

Nassaulaan 26
2514 JT Den Haag
Email: info@hsvdenhaag.nl Tel: 070-3184950

KSS (Koningin Sophiestraat) - International Department only

Koningin Sophiestraat 24a
2595 TG Den Haag
Email: info@hsvdenhaag.nl Tel: 070-3243453

VNS (Van Nijenrodestraat) - International Department only

Van Nijenrodestraat 16
2597 RM Den Haag
Email: info@hsvdenhaag.nl Tel: 070-3281441

Dutch Primary and Specialist Schools

Basisschool Willemspark—Dutch Primary School (English classes start in year 1)

Frederikstraat 28,
2514 LK, Den Haag
Email: info@willemspark-school.nl Tel: 070-3464038

Het Open Venster—Center for Dutch Speaking Dyslexic Children

Tarwekamp 3
2592 XG Den Haag
Email: secretariaat@hsvdenhaag.nl Tel: 070-3350959

IVIO (Instituut voor Individueel Onderwijs) - Dutch Special Education Primary

Laan van Poot 91
2566 EA Den Haag
E-mail: info@iviodenhaag.nl Tel: 070 3653892

Lighthouse International Special Education

Amalia van Solmsstraat 155
2595 TA Den Haag
Email: infolse@hsvdenhaag.nl Tel: 070-3355698





Nassaulaan 26 (NSL)



Kon. Sophiestraat 24a (KSS)



Van Nijenrodestraat 16 (VNS)



The HSV has a working relationship and is a member of:

- International Primary Curriculum (IPC)
- The European Council of International Schools (ECIS)
- Dutch International Primary Schools (DIPS)
- Dutch Ministry of Education, Culture and Science of the Netherlands
- Affiliated member of Council of International Schools (CIS)



HSV School Holidays, Early Closures and Study Days 2017-18

JULY 2017

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST 2017

M	T	W	T	F	S
	1	2	3	4	5
7	8	9	10	11	12
14	15	16	17	18	19
21	22	23	24	25	26
28	29	30	31		

SEPTEMBER 2017

M	T	W	T	F	S	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 2017

M	T	W	T	F	S
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16	17	18	19	20	21
23	24	25	26	27	28

NOVEMBER 2017

M	T	W	T	F	S	S
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20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2017

M	T	W	T	F	S
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11	12	13	14	15	16
18	19	20	21	22	23
25	26	27	28	29	30

JANUARY 2018

M	T	W	T	F	S	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2018

M	T	W	T	F	S
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19	20	21	22	23	24
26	27	28			

MARCH 2018

M	T	W	T	F	S	S
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12	13	14	15	16	17	18
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APRIL 2018

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23	24	25	26	27	28
30					

MAY 2018

M	T	W	T	F	S	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2018

M	T	W	T	F	S
				1	2
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11	12	13	14	15	16
18	19	20	21	22	23
25	26	27	28	29	30

JULY 2018

M	T	W	T	F	S	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST 2018

M	T	W	T	F	S
		1	2	3	4
6	7	8	9	10	11
13	14	15	16	17	18
20	21	22	23	24	25
27	28	29	30	31	

CALENDAR KEY

- 1st school day
- Early closure (school finishes at 12.30 hrs.)
- Holiday
- Study day for teachers. No school for children in ID R, 1, 2 and 3 and NA 1, 2, 3, 4
- Study day for teachers. No school for ALL children