



2019-2020

**ANNUAL
UPDATE**



Foreword: ID Director

Dear Parents/Carers,

Welcome to our *Annual Update* for the 2019-20 school year.

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 Primary School *School Guide*. More information can also be found on our website: www.hsvid.nl

You can also follow us on

Twitter@HSVschoools.

The intention of the *School Guide* and the *Annual Update* is to answer many of the questions that you may have about how the school works. Of course it can never answer all of them. 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 as your first point of reference. 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 have an exciting new development, Lighthouse Special Education—which is situated in our VHS building—will now be under the leadership of the ID team.



I am very much looking forward to working with Lisa Mayhall, the coordinator/Leader for Learning for Lighthouse and Judith Preston, Head of the VHS location.

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

Director
HSV International Primary School

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ID Staffing and Organisation

DIRECTOR HSV INTERNATIONAL PRIMARY SCHOOL

Ms. Lorraine Janet Dean

Address: Nassaulaan 26, 2514 JT The Hague

Telephone: +31 70 318 4950 (Please leave a message if no one is available)

Email: ldean@hsvdenhaag.nl

HEAD OF RECRUITMENT AND ADMISSIONS

Ms. Lorraine Wittenberg (M, Tu, Th, F)

Email: id-admissions@hsvdenhaag.nl

Roles and Staff Working Across the International Department

Cover Teachers Mrs. Helene Janse van Vuren (M, Tu, W) Ms. Clare Keogh (M, Tu) Mrs. Angela Stols (M, Tu) Mrs. Alice Stokes (M, W, F) Ms. Karla Walker (M, Tu, Th, F) Mr. Toby Hammersley (M,Tu, Th) to release teacher work pressure Miss Sanne Lubbers (F) Mrs. Jenny Dunlop Mrs. Marie-Claire Kearney –Klever Ms. Jo Bolton Ms. Catherine Le Page	Additional Educational Assistants Ms. Natalie Mambre Ms. Jane Flin Ms. Milika Boseniyasana
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Maintenance	Mr. Willem Zuur
I.C.T. Co-ordinator	Mr. Andrew Ramanoop
Curriculum co-ordination, teacher release and Leaders for Learning	Miss Katie Hargreaves (Leader for Learning) Mr. Paul Fraser (ICT Leader for Learning) Ms. Flora Dullea (Professional Development and Curriculum Co-ordinator) Ms. Ruth Gray (IPC) VNS Mrs. Sara Vermeulen (IPC) VHS Mr. Dominic Turton (IPC) NSL Ms. Marjon Bakker (IPC) KSS

KONINGIN SOPHIE STRAAT LOCATION (KSS)

Head of School: Ms. Marjon Bakker

Telephone: +31 (0)70 324 3453

Email: mbakker@hsvdenhaag.nl

ID R	Miss. Laura Hitchcock
IDR Assistants	Ms. Pinelopi Charitopoulou
ID1	Ms. Jessica Bryson
ID1 Assistants	Ms. Joan Toebes, Mrs. Denise van Riel
ID2	Miss Catriona Burgess Mrs. Lizelle Thijs (W)
ID3	Ms. Yasmin Hager (BAPO Mon) Ms. Clare Keogh (M)
ID4	Mr. Nick Beattie
ID5	Miss Cassie Seeley
ID6	Mr. Matthew Monaghan
Assistants work pressure release	Mrs. Jayanti Daptardar
Host Country Language Teacher	Mrs. Vivienne Koevoets (M, F) Mrs. Ingrid De Jong (Th)
PE	Mr. Mark van Gasteren (M, Tu)
Handicraft	Mr. Anthony Burford (Th)
Music	Mr. Tim Tomassen (W, Th)
EAL Teachers * This will be reviewed in October and maybe adjusted according to the EAL needs in each school	Mrs. Trish van Putten (M, Th) Mrs. Sarah v/d Wijngaart (W)
Learning Support Teacher	Mrs. Lizelle Thijs (Tu, Th, F)
Pupil Monitoring	Vacancy
Admin Support	Mrs. Regina Schrijvers van Zenden
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 (IDR M) Ms. Wendy Hilton (IDR W)
ID R Classroom Assistants	Mrs. Mithila Patil (IDRM) Mrs. Elaine Bowman (IDRW), BAPO covered by Mrs. Shilpashree Shivadarshan
ID 1	Mrs. Kate van de Veen (M, Tu, W, F) Mr. Paul Fraser (Th) Mrs. Kristen Krijthe (M, Tu) Mrs. Emma Jones (W, Th, Fr)
ID 1 Classroom Assistants	Mrs. Natalie McGinn (ID1KP) (M, Tu, Th) Mrs. Shilpashree Shivadarshan (ID1KP) (W, F) Ms. Angie Hickson (ID1EK)
ID 2	Mrs. Marycatherine Spence Ms. Jackie Harsema
ID3	Mr. Paul Davies Ms. Mary-Anne Weyers (M, Tu, W, Th, BAPO F) Ms. Ruth Gray (F)
ID4	Ms. Judy Bate Mr. Calum Wright
ID5	Mr. Anthony Casey Mr. David Trace
ID6	Ms. Kelly Hasker Ms. Chika Kitaoka
Assistants work pressure release	Mrs. Shilpashree Shivadarshan (Tu, Th) Mrs. Noemi Cacace (M, Tu, W, Th)

VNS CONTINUED

Host Country Language Teachers	Mrs. Suzanne Mulder (M, Th, F) Mrs. Meike Lubbers (Tu, Thu, F)
PE	Ms. Suzanne Vermeer
Handicraft	Ms. Jessie Hills (Tu, W, Th)
Music	Ms. Merit Verbij (M, Tu)
EAL Teachers * This will be reviewed in October and maybe adjusted according to the EAL needs in each school	Mrs. Victoria ter Haar-Speight (M, Th, F) Mrs. Helen van Swaaij (Tu, W, Th) Mrs Trish van Putten (F)
Learning Support Teacher	Ms. Liz Charnock (M, Tu, W, Th) Ms. Jenny Dunlop (Days TBC)
Pupil Monitoring	Ms. Marlous Sanders (Tu, Fr)
Admin Support	Ms. Carmen Ioachim
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

IDR	Miss Manon van Pagee
IDR Assistants	Ms. Natalie Bowman Mrs. Nathalie McGinn (W)
ID1	Ms. Hilary Ball
ID1 Assistant	Miss Janel Trinchitella
ID2	Mrs. Sarah Smit (M, Tu, W, Th) Mr. Sara Vermeulen (F)
ID3	Ms. Janet Goedbloed
ID4	Ms. Nelle van Vreden
ID5	Ms. Daniela Korman
ID6	Ms. Kathy Throw
Assistants work pressure release	Mrs. Rachel Harris (M, W, Th)
Host Country Language Teachers	Mrs. Suzan Oosting (M, Tu, Th, F) Mr. Gido Broer (M pm)
PE	Ms. Ellen v d Kroon (M, Tu) Mr. Mark van Gasteren (W, Th, F)
Handicraft	Miss Mary Rose Pinfold (Tu, W, Th)
Music	Mr. Gido Broer (W,Th,F)
EAL Teacher	Mrs. Cara Howe (M, Th, F)
Learning Support Teacher	Mrs. Aafke Zoutewolle (Tu, W, Th)
Pupil Monitoring	Mrs. Wilma Kletzkine (M, Tu)
Admin Support	Mrs. Els Boer Mrs. Samantha Zwarts (T, W, Th)
Concierge	Ms. Thalie Santema

VAN HEUTSZSTRAAT LOCATION (VHS)

Head of School: Ms. Judith Preston

Telephone: +31 (0)70 205 1141

Email: jpreston@hsvdenhaag.nl

Foundation	Miss Johanna Sol
Foundation Assistant	TBA
ID R	Mrs. Anna McFarlane
ID R Classroom Assistants	Mrs. Veronique Nougues (M, Tu, alternate W) Ms. Eileen Heaney (alternate W, Th, Fr)
ID 1	Mrs. Christina Goudswaard (M, Tu, W) Ms. Louise Abson (Th, F)
ID 1 Classroom Assistant	Ms. Hong Ngo
ID 2	Ms. Kelly Lukoff
ID 3	Miss Lisa Worrall
ID 4	Mr. Dominic Turton
ID 5 & ID6	Mr. Adam Jones Mrs. Jamie Ross (a.m M, Tu, Th, F)
Assistants work pressure release	Ms. Lai Yoke vd Wale-Chow (M,Tu)
Host Country Language Teacher	Miss Sanne Lubbers (M, Tu, Th)
PE	Ms. Carolien van Kilsdonk
Handicraft	Miss Mary Rose Pinfold (F)
Music	Mr. Tom Verburg (F)
EAL Teacher * This will be reviewed in October and maybe adjusted according to the EAL needs in each school	Mrs. Sarah v/d Wijngaart (M, Tu, Th)
Learning Support Teachers	Ms. Jane Flin (M, Tu, Th)
Pupil Monitoring	Ms. Lisa Mayhall (Tu, W, Th, F)
Admin Support	Mrs. Jinyeh da Silva Ms. Joke Korving (Admissions secretary)
Concierge	Mr. Nick van Oostrum

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 with the school office.

Reporting Absence

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.

Telephone Numbers when reporting absences:

KSS 070 324 3453

NSL 070 318 4950

VHS 070 205 1141

VNS 070 328 1441

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 ID1, 2, 3, 4, 5 and 6 start promptly at 08:30.

Younger children in IDR 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 playground, 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 Nassaulaan location.

Families wishing to take their children out of school during term time must in all cases apply to the Director. 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. Parents should think carefully about the learning opportunities their children would be missing.

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

Leave of Absence

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.

Email Communication

- 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 2019-20

First day of school (for ID1 to ID6)

Monday 2nd September 2019

First day of school for IDR

Monday 9th September 2019

Holiday	First Day of Break	Last Day of Break
Prinsjesdag / Prince's Day	Tues 17 th September 2019	
October Holiday	Mon. 21 st October 2019	Fri. 25 th October 2019
Christmas Holiday	Mon. 23 rd Dec 2019	Fri. 3 rd January 2020
Spring Holiday	Mon. 24 th February 2020	Fri. 28 th February 2020
Easter Weekend	Fri. 10 th April 2020	Mon. 13 th April 2020
King's Day	Mon. 27 th April 2020	
Liberation Day	Tues 5 th May 2020	
May Holiday	Mon. 27 th April 2020	Fri. 8 th May 2020
Ascension	Thurs. 21 st May 2020	Fri 22 nd May 2020
Pentecost	Mon. 1 st June 2020	
Summer Holiday	Mon. 20 th July 2020	Fri. 28 th August 2020

Early Closures 2019-20

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

Sinterklaas	Thursday 5th December 2019
Christmas	Friday 20 th December 2019
Spring Holiday	Friday 21 st February 2020
Summer Holiday	Friday 17 th July 2020

School Closures for Study Days

Monday 16th September 2019 (whole school)

Wednesday 9th October 2019*

Wednesday 6th November 2019*

Friday 22nd November 2019 (whole school)

Thursday 30th January 2020 (whole school)

Wednesday 12th February 2020*

Wednesday 25th March 2020*

Monday 15th June 2020 (whole school)

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

School Activities

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 via the School App and can be found on our website:

<http://www.hsvid.nl>

Promote Walk to School Week

Activity	Date
Parent Information Evening	Thursday 12th September 2019
Prinsjesdag / Prince's Day	Tuesday 17th September 2019— No school for all children
Walk to School Week	Wednesday 18th Sept - Friday 20th Sept
International Day of Peace	Friday 20st September 2019
ID6 School Camp	Tuesday 24th— Friday 27th September 2019
Children's Book Week	Wednesday 2nd—Friday 11th October 2019
Study Day	Wednesday 9th October 2019 - No school for children in ID R, 1, 2 and 3 and NA 1, 2, 3 and 4
Book Market NSL	Tuesday 15th October 2019
Book Market VNS	Wednesday 16th October 2019
EU Coding weeks	Monday 7th October—Friday 18th October 2019
Short Report to Parents	Friday 18th October 2019

Start Autumn Holiday	Monday 21st October 2019
Back to School	Monday 28th October 2019
Parent Consultations	Tuesday 5th & Thursday 7th November 2019
Study Day	Wednesday 6th November 2019- No school for children in ID R, 1, 2 and 3 and NA 1, 2, 3 and 4
Sinterklaas	Thursday 5th December 2019 - School Closes 12:30
Christmas Concerts VNS	Tuesday 17th & Thursday 19th December 2019
Christmas Concerts NSL	Monday 16th, Tuesday 17th, Wednesday 18th & Thursday 19th Dec
Christmas Concerts VHS	Wednesday 18th December 2019
Christmas Concert KSS	Thursday 19th December 2019
Festive Dinner	Thursday 19th December 2019
School closes at 12:30 for Christmas Holiday	Friday 20th December 2019
Start Christmas Holiday	Monday 23rd December 2019
First School Day in 2020	Monday 6th January 2020
Voorleesdagen (Read Aloud Days)	Wednesday 22nd January to Friday 31st January 2020
Study Day	Thursday 30th January 2020 - No school for all children

School Activities

Specialist Teacher Visit Week	Monday 3rd to Friday 7th February 2020
Study Day	Wednesday 12th February 2020—No school for children in ID R, 1, 2 and 3 and NA 1, 2, 3 and 4
UNESCO Mother Language Week	Monday 17th February—Friday 21st February 2020
Second Short Report to parents	Friday 21st February 2020
School closes at 12:30 for February Holiday	Friday 21st February 2020
Start February Break	Monday 24th February 2020
Back to School	Monday 2nd March 2020
Science Week	Monday 9th—Friday 13th March 2019
Parent Consultations	Tues.10th & Thurs. 12th March 2020
School Discos	Friday 20th March 2020
Study Day	Wednesday 25th March 2020—No school for children in ID R, 1, 2 and 3 and NA 1, 2, 3 and 4
Spring Concert VHS	Monday 6th April 2020
Spring Concert VNS	Tuesday 7th April 2020
Spring Breakfast	Wednesday 8th April 2020
Spring Concert NSL	Wednesday 8th April 2020
Spring Concert KSS	Thursday 9th April 2020
Good Friday (holiday)	Friday 10th April 2020

Easter Monday (holiday)	Monday 13th April 2020
King's Day Sponsorloop	Tuesday 21st —Friday 24th April 2020
Start Spring Holiday	Monday 27th April 2020
Back to School	Monday 11th May 2020
School Testing	Monday 18th May to Friday 5th June 2020
Ascension (holiday)	Thursday 21st —Friday 22nd May 2020
Games Day IDR and ID1 VNS	Tuesday 26th May 2020
Games Day IDR and ID1 KSS	Tuesday 26th May 2020
Games Day IDR and ID1 NSL	Wednesday 27th May 2020
Games Day IDR and ID1 VHS	Thursday 28th May 2020
Pentecost (holiday)	Monday 1st June 2020
Study Day	Monday 15th June 2020—No school for all children
Sports Day ID4, ID5 and ID6	Wednesday 24th June 2020
Sports Day ID2, and ID3	Wednesday 1st July 2020
Zomerfeest (across all locations)	Friday 3rd July 2020
ID6 Productions	Monday 6th— Thursday 9th July 2020
Final Reports to Parents	Friday 10th July 2020
Last Day of Term	Friday 17th July 2020 (12:30 close)
First Day of School 2020/21	Monday 31st August 2020

Specialist Teacher Week

Specialist Teacher Week will be held the week Monday 3rd to Friday 7th February 2020. You will have the opportunity to watch your child in PE, 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 four days (three nights). The emphasis of the camps is to promote integration of children and staff across the departments and locations. The cost for the 2019 school camp is €180. The camp will be from Tuesday 24th until Friday

Medication at School

27th September 2019.

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

Medication at School

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.

In our school children are not only in the care of their own class teacher but come

Electronic Devices

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.

Divorced or Legally Separated Parents

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.

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 (PAC)

Parent Teacher Council (MR)

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.

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).

Parent Teacher Council (MR)

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.

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 46 of this booklet. There are representative of all sites: Nassaulaan (NSL) Koningin Sophiestraat (KSS), Van Nijenrodestraat (VNS) and VHS (Van Heutszstraat) . 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 works with a number of After School Care providers, known as 'BSO' in Dutch. Most facilities offer childcare from the end of the day until 18:30. In the school holidays and study days, care is offered from around 08:15 until 18:30. The children are collected from school either by bus or on foot at the end of the day. Parents contact these organisations independently and make their own arrangements.

Working parents are eligible to receive a monthly childcare benefit from the Dutch Benefits Office of the Tax and Customs Administration. The amount is calculated based on the combined income and number of hours worked per month.

The childcare providers used by HSV families, include, but are not limited to:

Big Ben Kids

Scheveningsweg 46, 2517KV Den Haag

Website: www.bigbenkids.com

Telephone: +31 (0)70 363 4070 or +31 (0)6 1109 3062

E-mail: scheveningen@bigbenkids.com

DAK Kindercentra

Various locations around the Hague, including one close to NSL - Frank DAK
Schelpkade 43-45, 2514 KB Den Haag

Website : www.dakkindercentra.nl

Telephone: +31 (0)70 750 21 00

E-mail: info@dakkindercentra.nl

Before and After School Care

Madelif

Bezuidenhoutseweg 121, 2594 AD The Hague

Website: www.bsomadelief.nl

Telephone: +31(0)70 383 1411

E-mail: kindercentrummadelif@gmail.com

Villa Bloom

Various locations around The Hague. Used by families attending VNS.

Website: www.villabloom.nl/

Telephone: +31(0)70 820 0542

E-mail: info@villabloom.nl

Triodus

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

Van Nijenrodestraat 20, 2597 RM Den Haag

Website: www.triodus.nl

Telephone: +31 (0)6 5237 4536

E-mail: klantcontact@triodus.nl

Zein International Day Care

The Pines Location (Exclusively for HSV children)

Website: www.zeinchildcare.nl

Head Office: +31 (0)70 326 8263

E-mail: info@zeinchildcare.nl and pauline@zeinchildcare.nl

Zo Kinderopvang

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

Van Nijenrodestraat 2-8, 2597 RM Den Haag

Website: www.zokinderopvang.nl

Telephone: +31(0) 70 328 2301

E-mail: vannijenrode@zokinderopvang.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 2019-20 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.

School Milk

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.

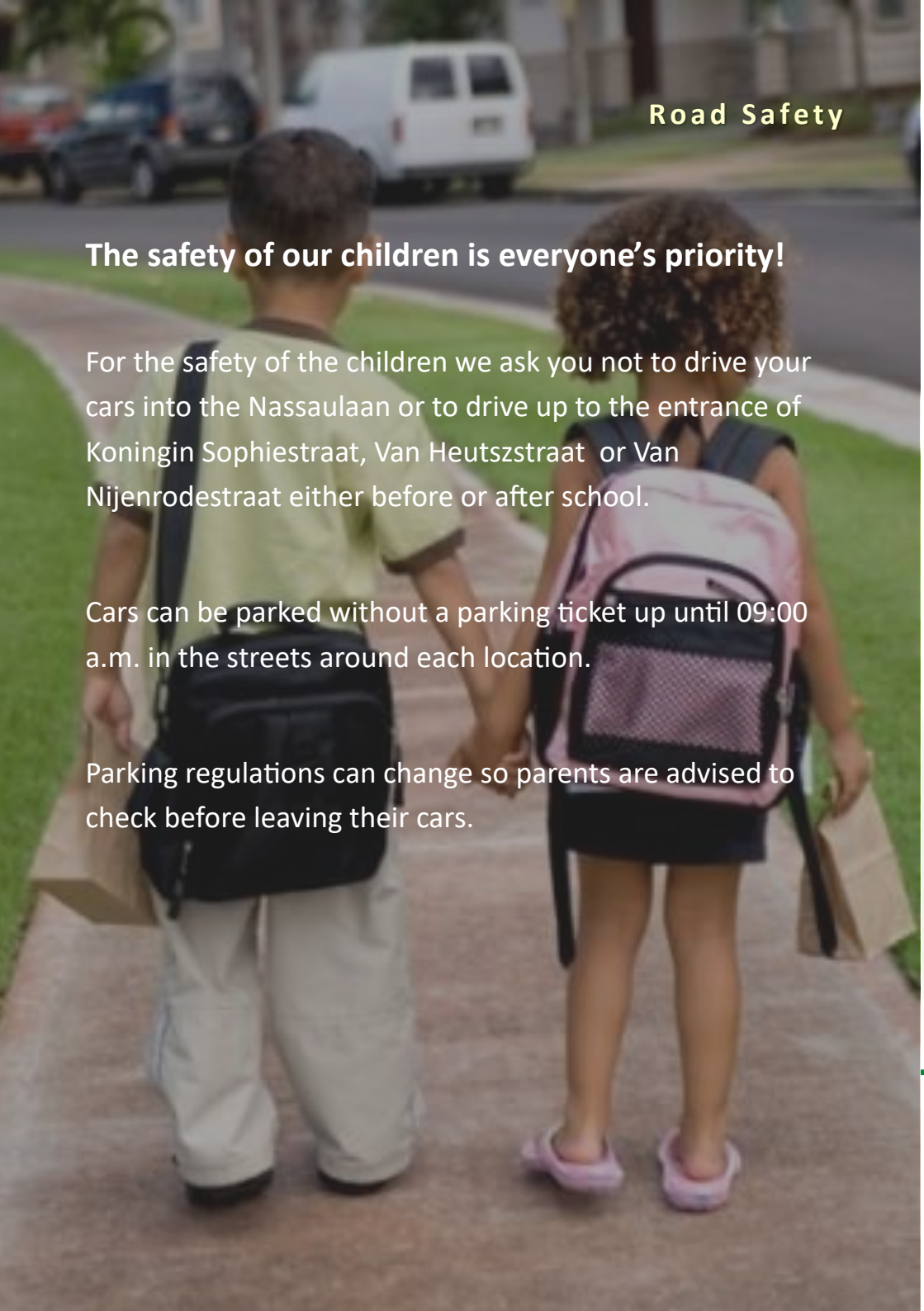
Road Safety

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, Van Heutzstraat or 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.



PE Lessons

In principle children have PE 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 3rd until Friday the 7th February 2020.

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



Book Bags and Sports T-shirts

HSV book bags are available from the school office for €6.50. T-shirts cost €7.50. The first PE bag is free, if lost it costs €3 to replace.

Professional Development

During 2018-19 staff participated in staff development in the following areas:.

- With a big number of new colleagues, a comprehensive programme of Induction was carried out throughout the school year. A lot of time was spent making sure all colleagues were in consensus regarding curricular areas.
- The new school plan was collaboratively completed and shared.
- ICT continued to be a focus over the course of the year. Classes continued coding with Discovery and OSMO. Teachers had training on Google Suite and the use of new Prowise Boards. A number of teachers used VR—Virtual Reality; some colleagues attended the BETT ICT fair in London.
- A new writing assessment, Staffordshire Writing Grid, was implemented for assessing the writing of the pupils.
- The Social Friendship Group continued their work on PSHE. Jigsaw was piloted in a number of classes and introduced to parents.
- Staff attended the White Rose course in the UK and will train the staff next year on use of manipulatives in Mathematics.
- There was a Study Day for KS1 and KS2 teachers on English as an Additional Language. Other workshops were offered on Power of Reading, White Rose Maths, Write Dance and ICT.
- A number of colleagues attended training on Leading and Implementing IPC.
- Both KS1 and KS2 teachers had excellent Study Days on Learning Support from Katherine Fortier.
- First Aid and Fire Safety training was offered in English .
- Teachers who had been trained in our Anti-Bullying Support Group approach had a refresher training and a new cohort was trained.
- HCO (The Hague Centre for Education) gave training to our Lunch Time Supervisors.

-
- A colleague attended a course in Scotland on Visible Learning.
 - A number of colleagues attended the Contact Day for Stichting Children with Special Needs in Leiden.
 - A member of the management team attended the ECIS leadership conference in Lisbon.
 - In February the EAL team went to the Mother Tongue ECIS Conference in London
 - A number of Learning Support colleagues attended a course on Autism
 - As part of a further professional liaison , teachers were released to observe each other while teaching. They worked across locations/departments.
 - Specialized science lessons were introduced by Toby Hammersley, our teacher with responsibility with coordinating this topic. During this time class teachers received work pressure release time. This was very successful.
 - A member of staff attended a course on becoming Cultural Coordinator.
 - Three members of staff attended leadership courses.

During the 2019-20 school year:

- Teachers will continue their work in the use of effective ICT.
- We will review Growth Mindset, learning from mistakes
- Jigsaw, our new PSHE programme will be implemented school wide.
- More planning meetings in smaller groups will be implemented to assist in improved collaboration.
- Special Needs / Learning Support training will be offered again for all new colleagues. We have a new system ParnasSys for good communication.
- IPC will be under the spotlight once again. We will review best practice.

Professional Development

- Study days will be dedicated to IPC, ICT and Outdoor Learning.
- We will explore becoming a more sustainable school and have an Eco Council at each school.
- We will embed the new Writing Assessment Grids.
- We will continue with release time related to teacher and learning development.

School Fees

For the school year 2019-20, the fee is €5250. This fee is broken down as follows:

Salaries including:	€ 4040.00
<ul style="list-style-type: none"> ✦ smaller class sizes, ✦ specialist teachers (PE, handicraft, music DAL, EAL, learning support) ✦ on site supply staff ✦ International recruitment 	
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.)	€ 275.00
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	€ 5250.00

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.

School Fees

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

Inspector Visit

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'.

In June 2019 our new location - VHS - had a Board Inspection. We are awaiting the report which we will publish on the school website.

Inspector Visit

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

ID6 Test Results

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.

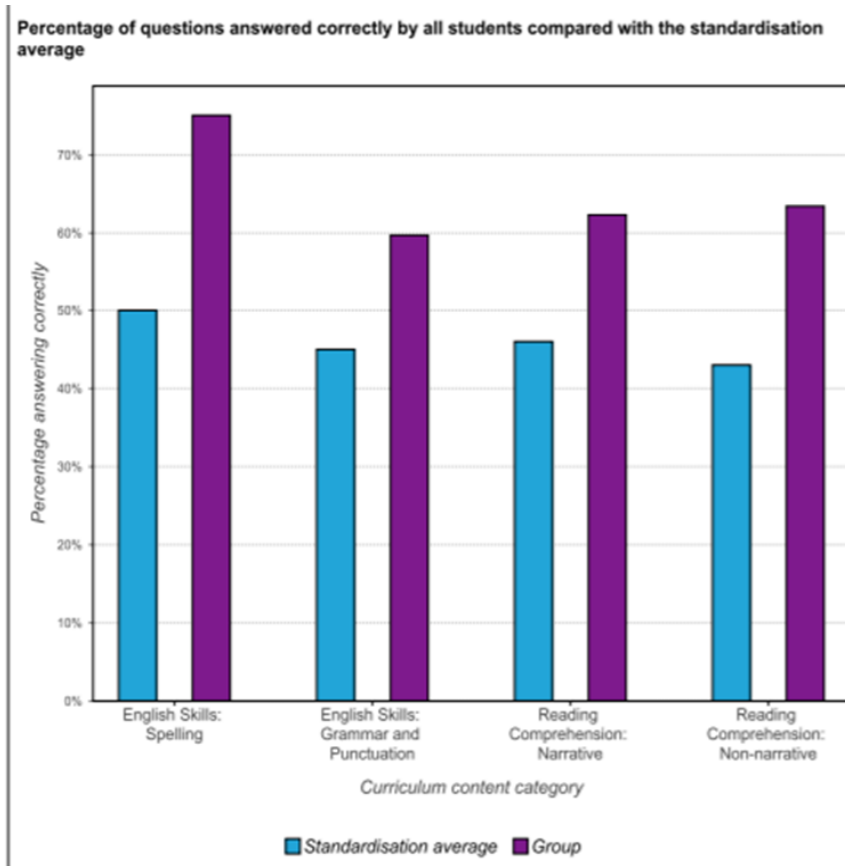
The Dutch inspector uses the ID6 group scores to evaluate our performance as a school over the years to verify that our pupils reach their full potential. Many of our pupils score average or above average on the tests; this is remarkable considering that most of them are not native speakers of English. 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: 84

Dates of testing: 23/05/2019– 29/05/2019



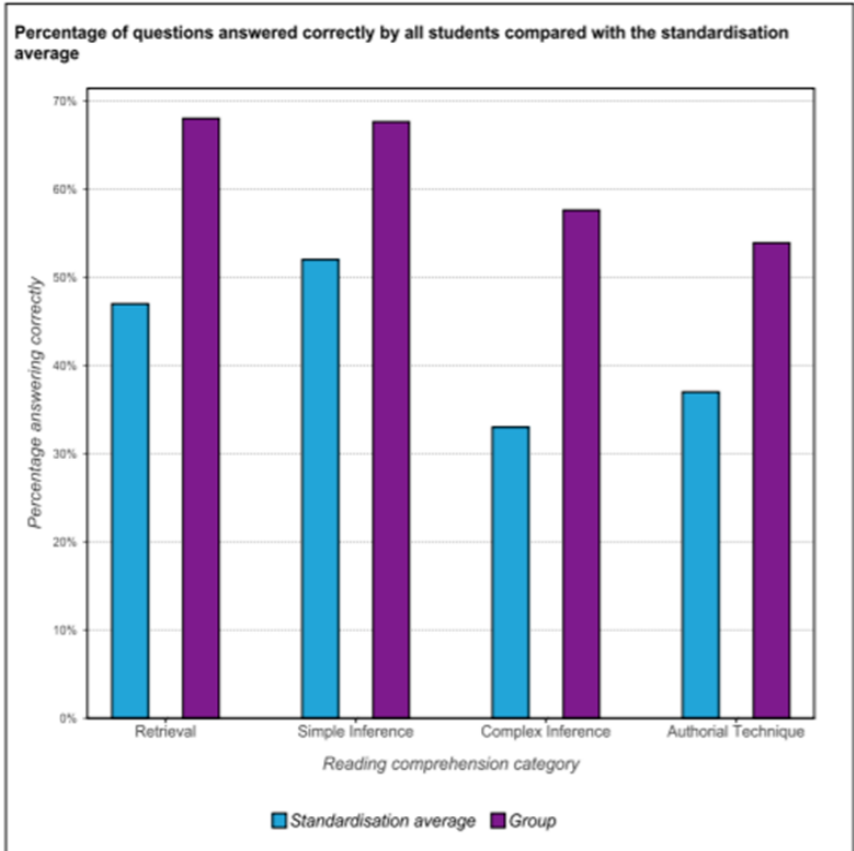
Information contained in the first row compares the schools performance in different Literacy process categories with UK National Norms for Spelling, Grammar and Punctuation, Reading Comprehension: Narrative, Reading Comprehension: Non-Narrative (reading left to right).

ID6 — Progress Test in English

Group: year 6

No. of Students: 84

Dates of testing: 23/05/2019 – 29/05/2019



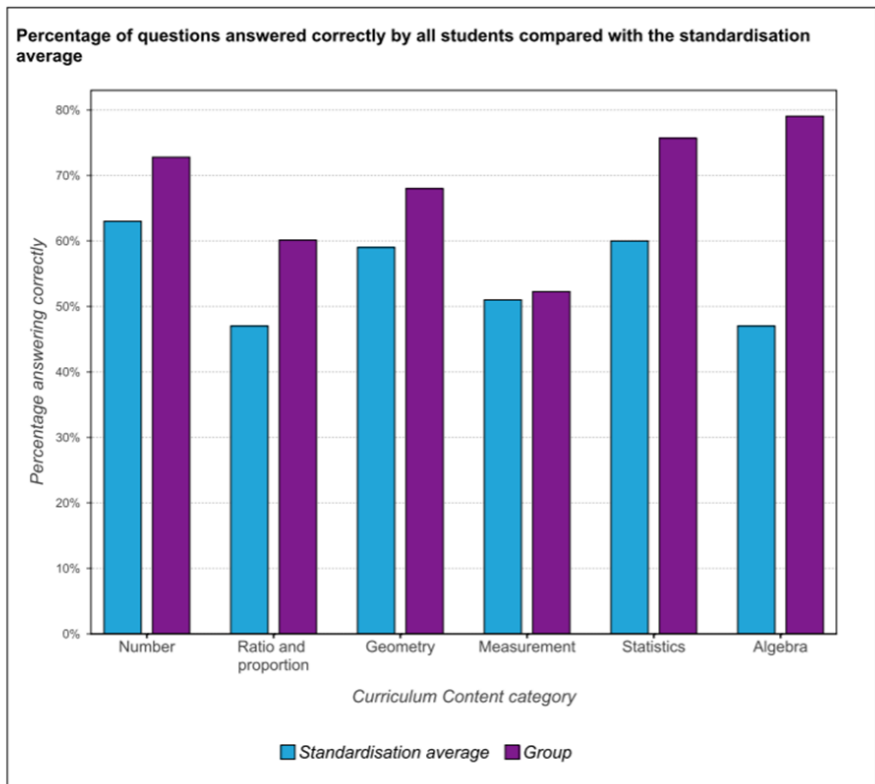
Information contained in the second row compares the schools performance in different Literacy process categories with UK National Norms for Retrieval, Simple Inference, Complex Inference, and Authorial Techniques (reading left to right).

ID6 –Progress Test in Maths

Group: year 6

No. of Students: 84

Dates of testing: 23/05/2019 – 03/06/2019



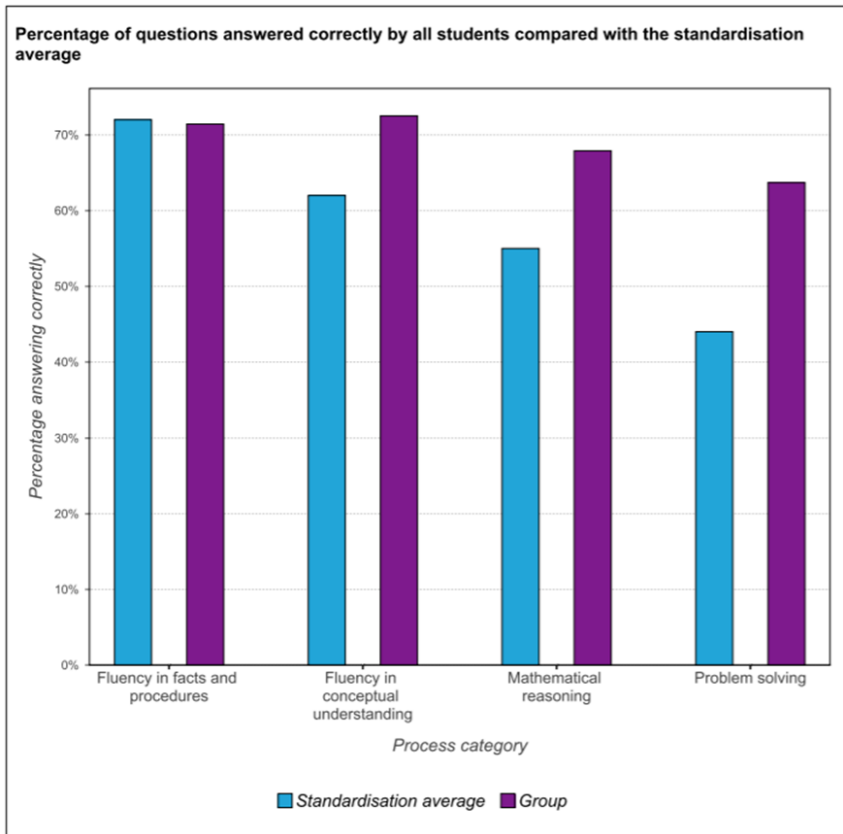
Information contained in the first row compares the schools performance in different Maths curriculum categories with UK national norms for Number, Ratio and Proportion , Geometry, Measurement, Statistics and Algebra (reading left to right).

ID6 –Progress Test in Maths

Group: year 6

No. of Students: 84

Dates of testing: 23/05/2019 – 03/06/2019



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

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

VHS: Mary Rose Pinfold

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

De Landelijke Klachtencommissie Onderwijs (geschillen)

Address: Postbus 85191, 3508 AD Utrecht

Email: info@onderwijsgeschillen.nl

External Inspector Contact

Inspector Primary Education (Inspectie van het Onderwijs)

Mw Daniella Nicolaes

Address: Postbus 2730, 3500 GS Utrecht.

Tel: 088-669 6000

www.onderwijsinspectie.nl

Trust Inspector (Vertouwensinspecteur)

Tel: +31 (0)900 - 111 3111

Samenwerkingsverband Stichting Passend Primair Onderwijs Haaglanden— SPPOH

(Special Educational Needs in The Hague)

Address: Regulusweg 11; 2516 AC te Den Haag

Postadres: Postbus 32341, 2503AA Den Haag

Tel: +31 (0)70-315 6349

e-mail: info@sppoh.nl

HSV ID Contact Information

Koningin Sophiestraat Location (KSS)

Address: Koningin Sophiestraat 24A, 2595TG The Hague
General Number: +31 (0)70 324 3453

Nassaulaan Location (NSL)

Address: Nassaulaan 26, 2514 JT The Hague
General Number: +31 (0)70 318 4950

Van Heutszstraat Location (VHS)

Address: Van Heutszstraat 12, 2593PJ Den Haag
General Number: +31 (0)70 205 1141

Van Nijenrodestraat Location (VNS)

Address: Van Nijenrodestraat 16, 2597RM The Hague
General Number: +31 (0)70 328 1441

Admissions Contact

Tel: + 31 (0)70 318 4951

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

E-mail: admissions@hsvdenhaag.nl

Board and Director Contact

Executive Director

Hans Van der Vlugt

Email: hvdvlugt@hsvdenhaag.nl

Tel: +31 (0)70 328 1441

Director International Department (ID)

Lorraine Janet Dean

Email: ldean@hsvdenhaag.nl

Tel: +31 (0)70 318 4950

Director Dutch Department (NA)

Ingrid Schumacher

Email: ischumacher@hsvdenhaag.nl

Tel +31 (0)70 318 4950

Correspondence to the Board

Van Heutszstraat 12, 2593 PJ Den Haag

Tel: +31 (0)70 383 7730 or +31 (0) 70 385 7685

Email: secretariaat@hsvdenhaag.nl

Members of the Supervisory Board (Raad van Toezicht)

Susan Lammers (chair)

Frederick van Nouhuys

Pieter van Tuyll van Serooskerken

Annette Kil

Clemens Berendsen

Council and Committee Members

ID members of Parent Teacher Council (Medezeggenschapsraad—MR)

Chair: Simon Beazley (NSL-ID Parent Representative)

Vice chair: Luiz Felipe Curado (VNS-ID Parent Representative)

Jonny Stokes (KSS-ID Parent Representative)

Isabel de Bruin Cardoso (VHS Parent Representative)

Suzanne Mulder (VNS Teacher Representative)

Nick Beattie (KSS Teacher Representative)

Sara Vermeulen (NSL Teacher Representative)

Lunchtime Committee (Overblijfcommissie)

Chair: Flora Dullea

Parent Activity Committee KSS (Activiteitencommissie—PAC)

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

Parent Activity Committee NSL (Activiteitencommissie—OAC)

Chair: Patricia de Lyra (ID)

Treasurer: Annemarie Mulkeen

Parent Activity Committee VHS (Activiteitencommissie—PAC)

Chair: rotated between Aurora Oreamuno, Shaimaa Badr and Reem Sarrif

Treasurer: Aurora Oreamuno

Parent Activity Committee VNS (Activiteitencommissie—PAC)

Treasurer: Sonia de Sousa Martins Calado

SCHOOL HOLIDAYS, STUDY DAYS AND EARLY CLOSURES 2019-20

JULY 2019							AUGUST 2019							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	
1	2	3	4	5	6	7				1	2	3	4	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	
29	30	31					26	27	28	29	30	31		
							31							
SEPTEMBER 2019							OCTOBER 2019							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	
						1	1	2	3	4	5	6		
2	3	4	5	6	7	8	7	8	9	10	11	12	13	
9	10	11	12	13	14	15	14	15	16	17	18	19	20	
16	17	18	19	20	21	22	21	22	23	24	25	26	27	
23	24	25	26	27	28	29	28	29	30	31				
43738														
NOVEMBER 2019							DECEMBER 2019							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	
				1	2	3							1	
4	5	6	7	8	9	10	2	3	4	5	6	7	8	
11	12	13	14	15	16	17	9	10	11	12	13	14	15	
18	19	20	21	22	23	24	16	17	18	19	20	21	22	
25	26	27	28	29	30		23	24	25	26	27	28	29	
							30	31						
JANUARY 2020							FEBRUARY 2020							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	
		1	2	3	4	5							1	2
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13	14	15	16	17	18	19	10	11	12	13	14	15	16	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	
27	28	29	30	31			24	25	26	27	28	29		
MARCH 2020							APRIL 2020							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	
						1			1	2	3	4	5	
2	3	4	5	6	7	8	6	7	8	9	10	11	12	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	
23	24	25	26	27	28	29	27	28	29	30				
30	31													
MAY 2020							JUNE 2020							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	
				1	2	3	1	2	3	4	5	6	7	
4	5	6	7	8	9	10	8	9	10	11	12	13	14	
11	12	13	14	15	16	17	15	16	17	18	19	20	21	
18	19	20	21	22	23	24	22	23	24	25	26	27	28	
25	26	27	28	29	30	31	29	30						
30	31													
JULY 2020							AUGUST 2020							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	
		1	2	3	4	5							1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9	
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20	21	22	23	24	25	26	17	18	19	20	21	22	23	
27	28	29	30	31			24	25	26	27	28	29	30	
							31							

Early Closures

Sinterklaas	Friday 5th December 2019
Christmas	Friday 20th December 2019
Spring Holiday	Friday 21st February 2020
Summer Holiday	Friday 17th July 2020

Holidays

Prince's Day	Tuesday 17th September 2019
October Holiday	Monday 21st Oct – Friday 25th Oct 2019
Christmas Holiday	Mon. 23rd Dec 2019 – Fri. 3rd Jan 2020
Spring Holiday	Monday 24th Feb – Friday 28th Feb 2020
Easter – Good Friday	Friday 10th April 2020
Easter Monday	Monday 13th April 2020
King's Day	Monday 27th April 2020
Liberation Day	Tuesday 5th May 2020
May Holiday	Monday 27th April – Friday 8th May
Ascension	Thurs. 21st and Fri. 22nd May 2020
Pentecost	Monday 1st June 2020
Summer Holiday	Mon. 20th July – Fri. 28th August 2020

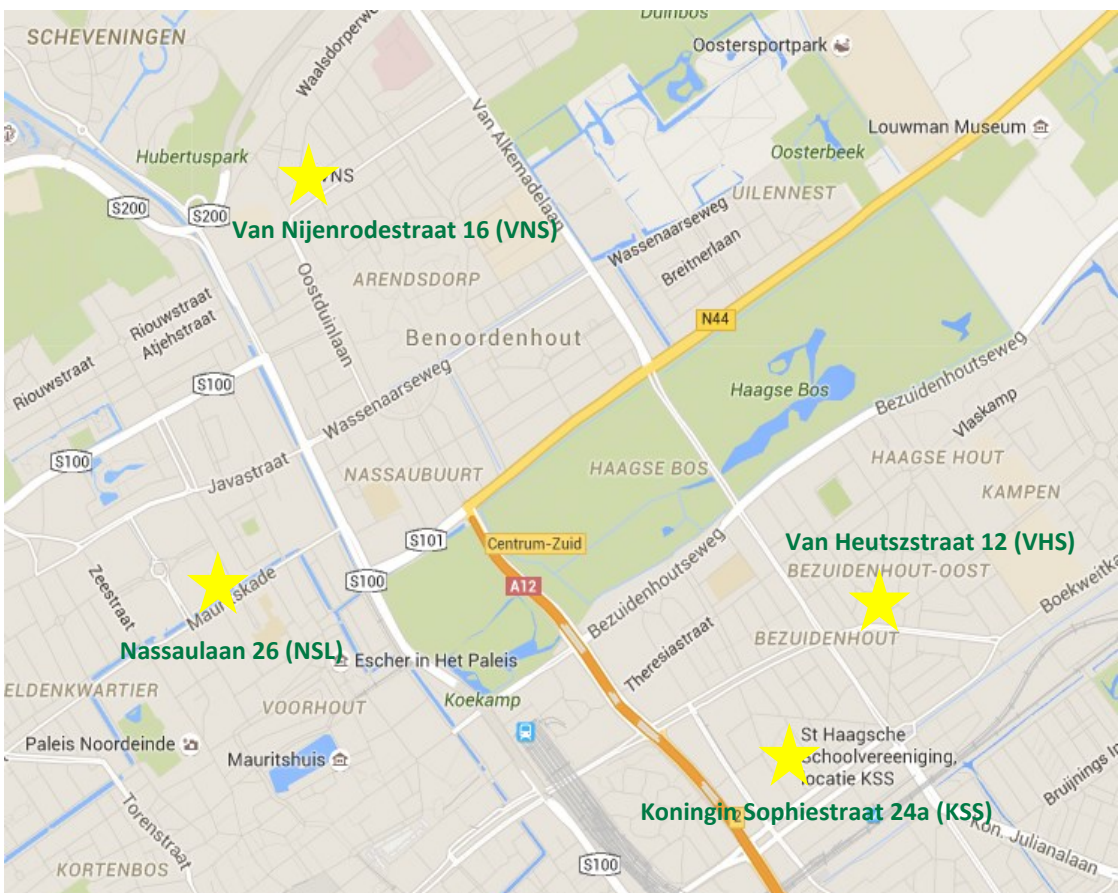
Study Days

Monday 16th September 2019 (whole school)
Wednesday 9th October 2019*
Wednesday 6th November 2019*
Friday 22nd November 2019 (whole school)
Thursday 30th January 2020 (whole school)
Wednesday 12th February 2020*
Wednesday 25th March 2020*
Monday 15th June 2020 (whole school)

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

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



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 INTERNATIONAL PRIMARY SCHOOL



TOGETHER WE GROW...

ONE FAMILY | FOUR LOCATIONS IN THE HAGUE

NSL Location

Nassaulaan 26, 2514 JT

Public transport: Tram 1, tram 9;

Bus 22; bus 24; bus 28

VNS Location

Van Nijenrodestraat 16, 2597 RM

Public transport: Bus 20

Bus 23; tram 9 (5 min walk)

KSS Location

Koningin Sophiestraat 24a, 2595 TG

Public transport: Tram 2, 3, 4 and 6;

Bus 23

VHS Location

Van Heutszstraat 12, 2593 PJ

Public transport: Tram 6,

Bus 23