



# HSV International Primary School

ANNUAL  
UPDATE  
2016/17



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## Foreword: ID Director

Dear Parents/Carers,

Welcome to our Annual Update for the School Guide for the year 2016-2017.

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.hsvdenhaag.nl](http://www.hsvdenhaag.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 2016-17 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



Location Leader 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

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](mailto:ldean@hsvdenhaag.nl)

### Roles and Staff Working Across the International Department

<b>Cover Teachers</b>	Mrs. Helen Jones (M, Tu, F). Ms. Janine Ric-Hansen (M, Tu) Ms. Clare Keogh (M, Tu) Miss. Mary Rose Pinfold Mrs. Alice Stokes (M, F) Mrs. Kristen Krijthe (M, Tu) Mrs. Louise Abson (Th) Mr. Anthony Burford (Th) Mrs. Jemmah Conallin (TA Cover)
<b>Leader for Learning IPC and Curriculum co-ordination</b>	TBA
<b>Curriculum coordinator and cover</b>	Ms. Flora Dullea; Cover TBA
<b>Maintenance (all locations; based at NSL)</b>	Mr. Willem Zuur
<b>ICT</b>	Mrs. Amy Teske; Vacancy

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## KONINGIN SOPHIESTRAAT LOCATION (KSS)

Location Leader: Lorraine Wittenberg

Telephone: +31 (0)70 3243453

Email: [lwittenberg@hsvdenhaag.nl](mailto:lwittenberg@hsvdenhaag.nl)

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

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## ID Staffing and Organisation

### VAN NIJENRODESTRAAT LOCATION (VNS)

Location Leader: Kay Wilson

Telephone: +31 (0)70 3281441

Email: [kwilson@hsvdenhaag.nl](mailto:kwilson@hsvdenhaag.nl)

<b>ID R</b>	Ms. Cyrille Vermaat
	Mrs. Laura Verbeek-Taddy
<b>ID R Classroom Assistants</b>	Mrs. Elaine Bowman (IDR C)
	Mrs. Lai Yoke v d Wal-Chow (M, Tu, W, IDR L)
	Ms. Stephanie McSweeney (Th,, F, IDR L)
<b>ID 1</b>	Mrs. Linnea Masson
	Mrs. Victoria ter Haar (M, Tu, F)
	Ms. Caroline Harris (W, Th)
<b>ID 1 Classroom Assistants</b>	Mrs. Veronique Nougues (M,T, Th, F, ID1L )
	Mrs. Shilpa Shree (W, ID1L)
	Ms. Eileen Heaney (ID1J ) Mrs. Nathalie McGinn Class Assistant Cover (ID1J)
<b>ID 2</b>	Mrs. Kate van der Veen (M,T, W) Mrs. Jamie Ross (Th, F)
	Mrs. Claire Smith (M, Tu, W, Fr) Mrs. Helen Jones (Th)
<b>ID3</b>	Mrs. Helene Janse van Vuren
	Ms. Karla Walker
<b>ID4</b>	Ms. Ruth Gray BAPO Covered by Mrs. Sarah van der Wijngaart
	Ms. Mary Anne Weyers
<b>ID5</b>	Mr. Paul Fraser
	Ms. Amreen Haq
<b>ID6</b>	Mr. Matthew Monaghan
	Ms. Katie Hargreaves



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## VNS CONTINUED

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

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## ID Staffing and Organisation

### NASSAULAAN LOCATION (NSL)

Location Leader: Flora Dullea

Telephone: +31 (0)70 318 4950

Email: [fdullea@hsvdenhaag.nl](mailto:fdullea@hsvdenhaag.nl)

<b>ID R</b>	Ms. Jenny Richardson
<b>ID R Classroom Assistant</b>	Miss Natalie Bowman
<b>ID 1</b>	Miss Catriona Burgess
<b>ID 1 Classroom Assistant</b>	Miss Hong Ngo
<b>ID 2</b>	Mrs. Sarah Smit (M Tu, W, Th) M s. Louise Abson (F)
<b>ID 3</b>	Ms. Jill Miller
<b>ID 4</b>	Ms. Catherine Eastwood
<b>ID 5</b>	Ms. Machaela Haigh
<b>ID 6</b>	Mrs. Sara Vermeulen
<b>English as an Additional Language (EAL)</b>	Mrs. Cara Howe (M, W, Th)
<b>Host Country Language Teachers</b>	Mrs. Suzan Oosting (M, Tu, Th, F) Miss Hong Ngo (Mon pm)
<b>Gym</b>	Ms. Ellen v d Kroon (M, Tu) Mr. Mark van Gasteren (W, Th, F)
<b>Handicraft</b>	Ms. Tracey McKendrick (Tu, W, Th)
<b>Music</b>	Mr. Tom Verburg (M, W, Th)
<b>Learning Support</b>	Mrs. Anne Criado (M, Th)
<b>Pupil Monitoring</b>	Mrs. Wilma Kletzkine (M, Tu)
<b>Secretary</b>	Mrs. Els Boer (M, Tu, Th, F) Mrs. Davina de Witts (Tu, W, Th)
<b>Concierge</b>	Mrs. Sylvia van Duyn (M, Tu, Th, Fr)

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## 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 Location Leader 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.

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## 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

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## School Times

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.

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## Reporting Absence

### Telephone Numbers when reporting absences:

**KSS 070 324 3453**

**VNS 070 328 1441**

**NSL 070 318 4969**

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## Leave of Absence

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

### **Four year olds**

Leave of absence is always granted for four-year-old children, as they have not yet reached the age of compulsory schooling. Please however, notify the class teacher in advance of the absence.

### **Five year olds**

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 location leader.

### **Six year olds and above**

Families wishing to take their children out of school during term time must return the completed Request for Leave of Absence form to the Location Leader, **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)

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- 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 Location Leader) 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

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## 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.

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## The Use of Email

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 is more effective. We always welcome parents into our school. We like to talk.

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## The Use of Email

- 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 Location Leader. 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.



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## School Holidays 2016/17

**First day of school (for ID 1 to ID 6)      Monday 22nd August 2016**

**First day of school for IDR                      Monday 29th August 2016**

Holiday	First Day of Break	Last Day of Break
Prinsjesdag / Prince's Day	Tuesday 20th Sept. 2016	
October Holiday	Monday 17th Oct. 2016	Friday 21 <sup>st</sup> Oct. 2016
Christmas Holiday	Friday 23rd Dec. 2016	Friday 6th Jan. 2017
Spring Holiday	Monday 27th Feb. 2017	Friday 3rd March 2017
Easter Weekend	Friday 14th April 2017	Monday 17th April 2017
May Holiday (Liberation Day and Kings Day)	Monday 24th April 2017	Friday 5th May 2017
Ascension (two day holiday)	Thursday 25 <sup>th</sup> May 2017	Friday 26th May 2017
Pentecost	Monday 5 <sup>th</sup> June 2017	
Summer Holiday	Monday 10th July 2017	Friday 18th August 2017

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## Early Closures 2016/17

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

Monday 5th December 2016	<b>Sinterklaas</b>
Thursday 22nd December 2016	<b>Christmas</b>
Friday 24th February 2017	<b>Spring Holiday</b>
Friday 7th July 2017	<b>Summer Holiday</b>

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## School Closures for Study Days

Please note that during the academic year 2016-17, study days will only affect children in ID R, 1, 2 and 3 and NA 1, 2, 3 and 4. There are no whole school study days.

Wednesday 5th October 2016  
Wednesday 23rd November 2016  
Wednesday 1st February 2017  
Wednesday 29th March 2017

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## 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 and can be found on our website:

<http://www.hsvdenhaag.nl>

Activity	Date
<b>Parent Information Evening</b>	Thursday 1st September 2016
<b>International Fair</b>	Friday 9th September 2016
<b>Prinsjesdag / Prince's Day</b>	Tuesday 20th September 2016 - No school for all children
<b>Walk to School Day</b>	Thursday 15th September 2016
<b>International Day of Peace</b>	Wednesday 21st September 2016
<b>School Camp NA7 and ID6</b>	Tuesday 27th September to Friday 30th September 2016
<b>Study Day</b>	Wednesday 5th October 2016 - No school for children in ID R, 1, 2 and 3 and NA 1, 2, 3 and 4
<b>Children's Book Week</b>	Monday 10th to Friday 14th October 2016
<b>Book Market VNS</b>	Wednesday 12th October 2016
<b>Book Market NSL</b>	Friday 14th October 2016

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## School Activities

<b>First Short Report to Parents</b>	Friday 14th October 2016
<b>EU Coding week</b>	Saturday 15th October to Sunday 23rd October 2016
<b>Start Autumn Holiday</b>	Monday 17th October 2016
<b>Back to School</b>	Monday 24th October 2016
<b>Parent Consultations</b>	Tuesday 1st & Thursday 3rd November 2016
<b>Study Day</b>	Wednesday 23rd November 2016 - No school for children in ID R, 1, 2 and 3 and NA 1, 2, 3 and 4
<b>Sinterklaas</b>	Monday 5th December 2016 - School Closes 12:30
<b>Christmas Concerts VNS</b>	Thursday 15th and Tuesday 20th December 2016
<b>Christmas Concerts NSL</b>	Monday 19th (Onderbouw), Tuesday 20th (Middenbouw), Wednesday 21st (Middenbouw), Thursday 22nd (Bovenbouw) December 2016
<b>Christmas Concert KSS</b>	Tuesday 20th December 2016
<b>Festive Dinner</b>	Tuesday 20th December 2016
<b>School closes at 12:30 for Christmas Holiday</b>	<u>Thursday 22nd December 2016</u>
<b>Start Christmas Holiday</b>	Friday 23rd December 2016

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<b>First School Day in 2017</b>	Monday 9th January 2017
<b>Voorleesdagen (Read aloud Days )</b>	Wednesday 25th January to Friday 3rd February 2017
<b>Study Day</b>	Wednesday 1st February 2017 - No school for children in ID R, 1, 2 and 3 and NA 1, 2, 3 and 4
<b>Specialist Teacher Visit Week</b>	Monday 6th to Friday 10th February 2017
<b>Second Short Report to parents</b>	Friday 24th February 2017
<b>School closes at 12:30 for February Holiday</b>	Friday 24th February 2017
<b>Start February Break</b>	Monday 27th February 2016
<b>Back to School</b>	Monday 6th March 2016
<b>Parent Consultations</b>	Tuesday 14th & Thursday 16th March 2017
<b>Study Day</b>	Wednesday 29th March 2017 - No school for children in ID R, 1, 2 and 3 and NA 1, 2, 3 and 4
<b>Spring Concert KSS</b>	Tuesday 11th April 2017
<b>Spring Breakfast</b>	Wednesday 12th April 2017
<b>Spring Concert NSL</b>	Wednesday 12th April 2017
<b>Spring Concert VNS</b>	Thursday 13th April 2017
<b>Good Friday (holiday)</b>	Friday 14th April 2017

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## School Activities

<b>King's Day Sponsorloop</b>	Tuesday 18th April to Friday 21st April 2017
<b>Easter Monday (holiday)</b>	Monday 17th April 2017
<b>Start Spring Holiday</b>	Monday 24th April 2017
<b>Back to School</b>	Monday 8th May 2017
<b>Hemelvaart/Ascension 2017 (holiday)</b>	Thursday 25th and Friday 26th May 2017
<b>Games Day IDR and ID1 VNS</b>	Tuesday 30h May 2017
<b>Games Day IDR and ID1 NSL</b>	Wednesday 31st May 2017
<b>Games Day IDR and ID1 KSS</b>	Thursday 1st June 2017
<b>School Testing</b>	Monday 22nd May to Friday 2nd June 2017
<b>Sports Day ID4, ID5 and ID6</b>	Wednesday 14th June 2017
<b>Sports Day ID2, and ID3</b>	Wednesday 21st June 2017
<b>Zomerfeest VNS and KSS</b>	Friday 23rd June 2017
<b>Zomerfeest NSL</b>	Saturday 24th June 2017
<b>ID 6 Production KSS</b>	Tuesday 27th June 2017
<b>ID 6 Production VNS</b>	Wednesday 28th June 2017
<b>ID 6 Production NSL</b>	Thursday 29th June 2017
<b>ID Reports to Parents</b>	Friday 30th June 2017
<b>Musical NA8 NSL</b>	Tuesday 4th July 2017
<b>Last Day of Term</b>	Friday 7th July 2017 (12.30 close)
<b>First Day of School 2017/18</b>	Monday 21st August 2017

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## Specialist Teacher Week

In this school year this will be held the week beginning Monday 8th February 2016. You will have the opportunity to watch your child in gym, music, handicraft and Dutch.

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## 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 2016 school camp is €160.

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## 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 Location Leader 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.

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## **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 Location Leader or the school Monitoring Coordinator. Naturally confidentiality is respected.

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## **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.

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## **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.



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## 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 Location Leader which parents you should talk to. Current committee members are also listed on page 42 of this booklet.

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## 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.

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## 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.

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## 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](mailto: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](mailto:tasid@xs4all.nl)

### **Kinderopvang 2Samen**

Various locations around The Hague. Both NSL (2Ridders) 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](mailto:info@2samen.nl)

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## 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](mailto:lancelot@triodus.nl)

### Zein International Day Care

Various locations around The Hague.

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](mailto: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](mailto: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](mailto:info@dakkindercentra.nl)

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## 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 2015/16 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 Location Leader or the Overblijf Co-ordinator at each of the locations.

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## 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.

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## 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.

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## School Milk

Application forms for school milk are available from the administration offices via [www.schoolmelk.nl](http://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.

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## 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 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.

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## 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 6th February until Friday the 10th 2017.

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.



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## Book Bags

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



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## Professional Development

During 2015 –16 staff participated in staff development in the following areas:.

- All NA and ID Staff attended the Dutch International Primary School's Conference in Zeist. The theme was Leadership.
- Technology including the use of iPads, iPad Apps. A group of colleagues attended the Google Summit in Groningen to learn lots of Google tips and tricks, advanced Google docs, Google classroom etc.
- Working with the IPC personal goals, and finalising a school policy on social relationships and anti-bullying. A number of teachers had training on Zand Erover approach to deal with bullying, should it occur. Colleagues looked at improving the quality of circle time for pupils.
- Teachers had training on the updated UK mathematics curriculum with a UK specialist, Janine Blinko. The ID Calculations policy was reviewed.
- Key Stage 1 had a Science day given by specialist from the UK entitled, We are going on a Science Hunt. Some teachers were able to attend science in-service training in London. They gave a super Study day for colleagues in Key Stage 2. This science group investigated science curricula in conjunction with staff looking at what would best serve the needs of our school.
- Many meetings focused on the improvement of quality of learning across the curriculum, especially with higher levels of questioning in all lessons, especially Mathematics and Literacy. Developing a Growth Mindset was explored in Staff meetings as were setting success criteria for pupils. Additional staff meetings were held on assessment, maths calculations policy and the use of poetry and drama in literacy.
- Key Stage 1 staff participated in study days on bi-lingualism and multi-lingualism from Eowyn Crisfield. Key Stage 2 colleagues had a day on teaching and learning for more able pupils by a speaker from the National Association for Able Children in Education (NACE).

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## Professional Development

- The Directors and Location Leaders had the opportunity to attend the European Council of International Schools (ECIS) Leadership Conference, which was held in Rome. A number of teachers and Location Leaders attended the ECIS Educators Conference in Barcelona.
- Two colleagues attended the Growth Mindset Conference in Manchester. The speaker, Carol Dwek, is one of the world's leading researchers in the field of motivation and the concept of developing a growth mindset, based at Stanford University.
- A DIPS (Dutch International Primary Schools) EAL Day was hosted at VNS for all EAL teachers in DIPS.
- Staff have had the opportunity to visit each other's classrooms and share good practice.

During 2016/17 school year, science will continue to be a large focus in the curriculum. We will continue to focus on ICT, coding and programming. Study days will be devoted to Literacy-Inspiring Writing, Phonics and addressing special needs of children. We will develop the work begun on social friendships.

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## School Fees

For the school year 2016-2017 is €4750. This fee is broken down as follows:

<b>Salaries including:</b>	<b>€ 3515.00</b>
<ul style="list-style-type: none"> <li>✦ smaller class sizes,</li> <li>✦ specialist teachers (gym, handicraft, music DAL, EAL, learning support)</li> <li>✦ on site supply staff</li> <li>✦ International recruitment</li> </ul>	
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
<b>TOTAL</b>	<b>€ 4750.00</b>

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. No refunds are given for children leaving after May 1st. 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

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## Inspector Visit

The school underwent an inspection in February 2012. 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 3 (satisfactory), is regarded as a high score. The grading "good", 4, is only awarded when a school is exceptional.

<b>Quality aspect 1.</b>	<b>Results</b>	<b>Score</b>
1.1	Pupil achievements at the end of primary school are at least at the level to be expected based on the characteristics of the pupil population.	3
1.2	Pupil achievements in English and mathematics during the school period are at least at the level to be expected based on the characteristics of the pupil population.	3
<b>Quality aspect 7.</b>	<b>Pupil monitoring</b>	
7.1	The school uses a cohesive system of standardised instruments and procedures to monitor pupil achievement and development.	3
<b>Quality aspect 8.</b>	<b>Pupil support</b>	
8.1	The school identifies early which pupils are in need of support.	3
8.2	Based on an analysis of the collected data the school determines the nature of the support for pupils in need of support.	3
8.3	The school carries out the support in a systematic manner.	3
8.4	The school regularly evaluates the effect of the pupil support.	3
<b>Quality aspect 9</b>	<b>Quality care</b>	
9.1	The school understands the educational needs of the pupil population.	3
9.2	The school evaluates student achievements yearly.	3
9.3	The school regularly evaluates the educational process.	3
9.4	The school systematically works on improvement activities.	3
9.5	The school ensures the quality of the educational process.	4
9.6	The school answers to stakeholders with regard to the achieved quality of education.	3

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## 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.

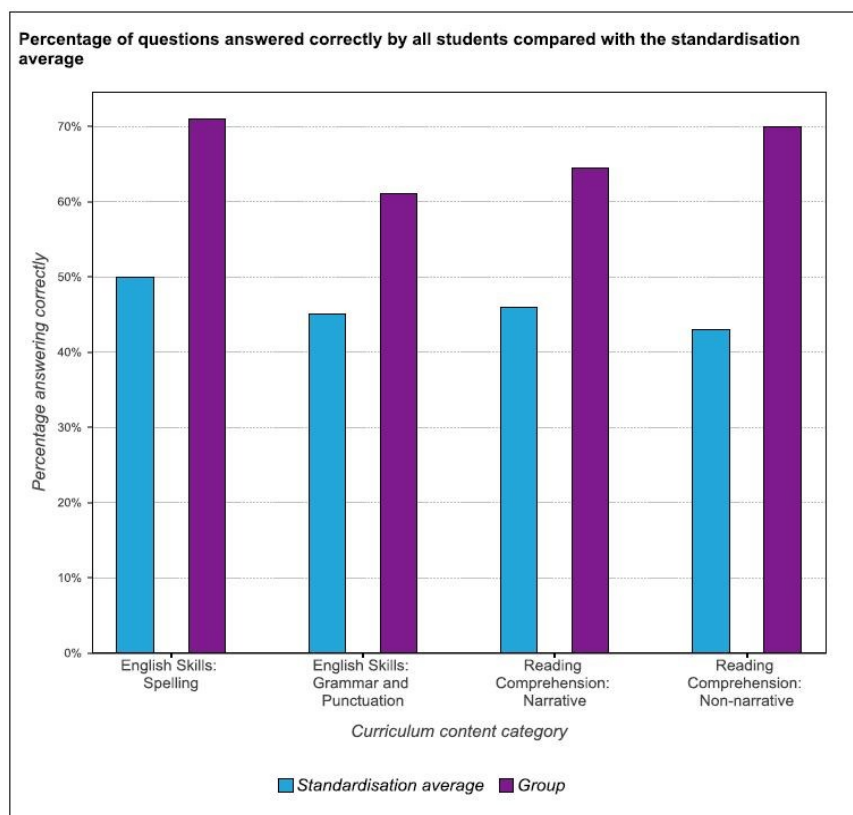
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## ID6 — Progress Test in English

Group: year 6

No. of Students: 46

Dates of testing: 24/05/2016 – 27/05/2016



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).

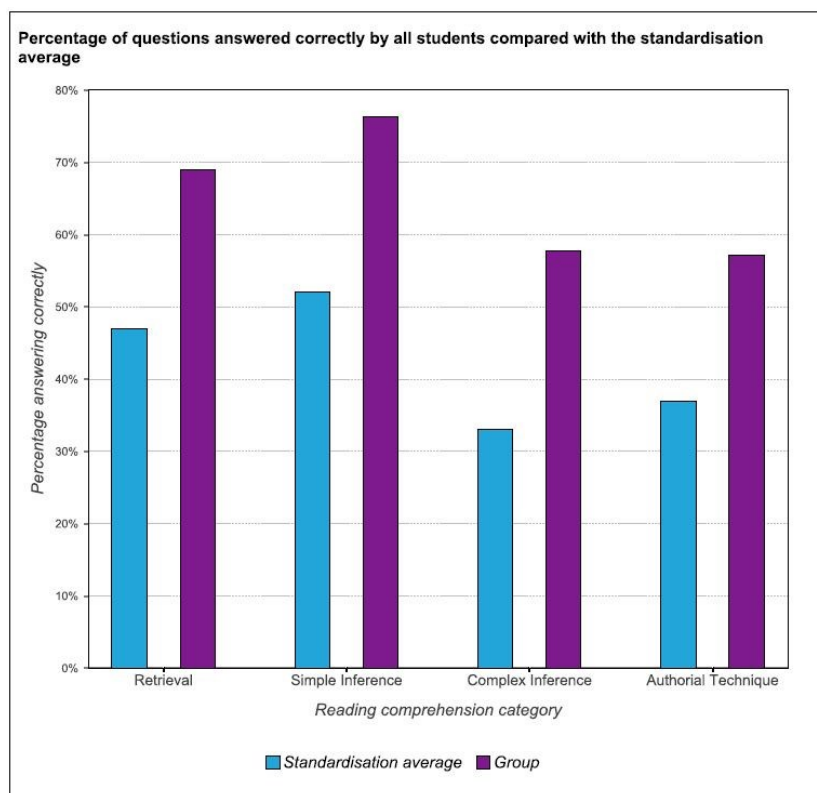
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## ID6 — Progress Test in English

Group: year 6

No. of Students: 46

Dates of testing: 24/05/2016 – 27/05/2016



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).



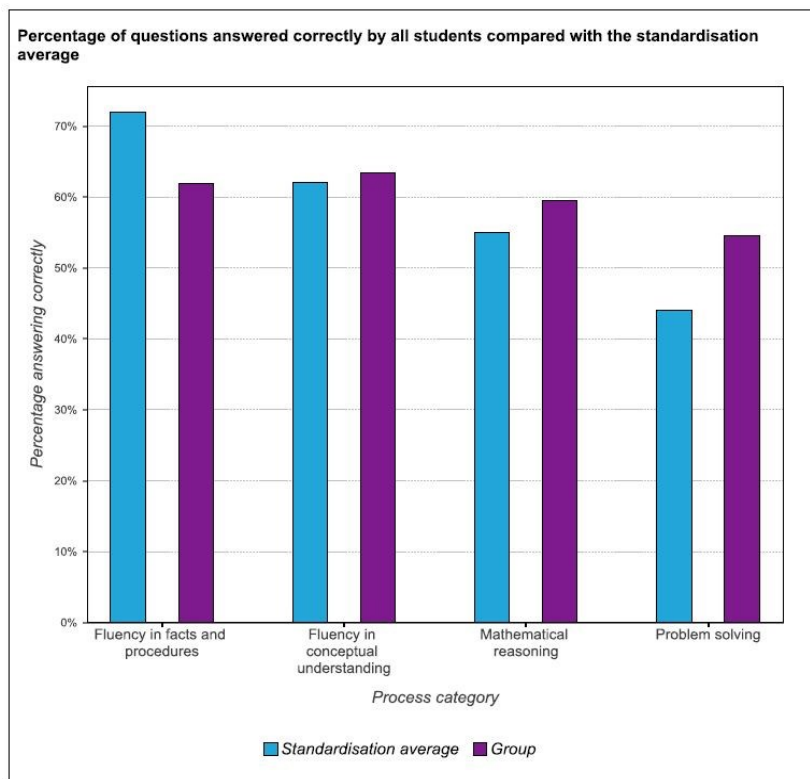
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## ID6 – Progress Test in Maths

Group: year 6

No. of Students: 46

Dates of testing: 23/05/2016 – 26/05/2016



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 Resourcing and Problem Solving (reading left to right).

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## 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, Location Leaders, 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 Location Leader 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.

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## 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 Contact Persons for Complaints

KSS: Yasmin Hager

NSL: Catriona Burgess

VNS: Claire Smith

### 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](mailto: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](http://www.gcbo.nl)

Email: [lkc@vbs.nl](mailto:lkc@vbs.nl)

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## External Inspector Contact

### **Inspector Primary Education**

De heer H.A. Joustra

Address: Postbus 2730, 3500 GS Utrecht.

Tel: +31 (0)88 6696060

[www.onderwijsinspectie.nl](http://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](mailto:info@sppoh.nl)

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## HSV ID Contact Information

### **Nassaulaan Location (NSL)**

Address: Nassaulaan 26, 2514 JT The Hague  
General Number: +31 (0)70 318 49 50  
Fax Number: +31 (0)70 346 33 78  
NSL Location Leader: +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  
Fax Number: +31 (0)70 324 66 09  
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

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## Board and Director Contact

### Executive Director

Willy Grijze

Email: [wgrijze@hsvdenhaag.nl](mailto:wgrijze@hsvdenhaag.nl)

### Director International Department (ID)

Lorraine Janet Dean

Email: [ldean@hsvdenhaag.nl](mailto:ldean@hsvdenhaag.nl) Tel: +31 (0)70 – 318 49 62

### Director Dutch Department (NA)

Frans de Jong

Email: [fdejong@hsvdenhaag.nl](mailto:fdejong@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](mailto: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

Member: Vacancy

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## Council and Committee Members

### **ID members of Parent Teacher Council (Medezeggenschapsraad—MR)**

Chair: Mr. Edwin Koopman (NSL ID Parent)

MR KSS: Mrs. Christina Thomas

MR VNS: Mr. Jon Moorhouse

Secretary: Rotating

### **Lunchtime Committee (Overblijfcommissie)**

Chair: Flora Dullea

Members: Kinga Saldan (KSS) / Nune El Tarifi (ID NSL) / TBC (VNS) /

Catharina Dekker (NA NSL)

### **Parent Activity Committee KSS (Activiteitencommissie—OAC)**

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

Treasurer: Sharon Schoen (will be rotated in September 2016)

### **Parent Activity Committee NSL (Activiteitencommissie—OAC)**

Chair: Patricia de Lyra (ID) / Merel Calis-van der Sloot (NA)

Treasurer: Marnie Vorderman

### **Parent Activity Committee VNS (Activiteitencommissie—OAC)**

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

Treasurer: Tanya Janjic

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## Admissions Contact

Tel: + 31(0)70-318 49 65 (Make sure that you leave a message and your call will be returned)

E-mail: [ad-admissions@hsvdenhaag.nl](mailto:ad-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](mailto:info@hsvdenhaag.nl) Tel: 070-3184950

#### **KSS (Koningin Sophiestraat) - International Department only**

Koningin Sophiestraat 24a  
2595 TG Den Haag  
Email: [info@hsvdenhaag.nl](mailto:info@hsvdenhaag.nl) Tel: 070-3243453

#### **VNS (Van Nijenrodestraat) - International Department only**

Van Nijenrodestraat 16  
2597 RM Den Haag  
Email: [info@hsvdenhaag.nl](mailto:info@hsvdenhaag.nl) Tel: 070-3281441

### Dutch Primary and Specialist Schools

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

Address: Frederikstraat 28,  
2514 LK, Den Haag  
Email: [info@willemspark-school.nl](mailto: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](mailto: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@ivioden Haag.nl](mailto:info@ivioden Haag.nl) Tel: 070 3653892

#### **Lighthouse International Special Education**

Amalia van Solmsstraat 155  
2595 TA Den Haag  
Email: [info@hsvdenhaag.nl](mailto:info@hsvdenhaag.nl) Tel: 070-3355698

[www.hsvdenhaag.nl](http://www.hsvdenhaag.nl)

Twitter: @HSVschools







Nassaulaan 26 (NSL)



Van Nijenrodestraat 16 (VNS)



Kon. Sophiestraat 24a (KSS)



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)



2016-2017 HSV School Holidays, Early Closures and Study Days



**July 2016**

S	M	T	W	T	F	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 2016**

S	M	T	W	T	F	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			

**September 2016**

S	M	T	W	T	F	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	

**October 2016**

S	M	T	W	T	F	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					

**November 2016**

S	M	T	W	T	F	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			

**December 2016**

S	M	T	W	T	F	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

**January 2017**

S	M	T	W	T	F	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				

**February 2017**

S	M	T	W	T	F	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				

**March 2017**

S	M	T	W	T	F	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	

**April 2017**

S	M	T	W	T	F	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						

**May 2017**

S	M	T	W	T	F	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			

**June 2017**

S	M	T	W	T	F	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	

**July 2017**

S	M	T	W	T	F	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**

S	M	T	W	T	F	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		

**September 2017**

S	M	T	W	T	F	S
27	28	29	30	31	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

- 1st school day
- Lessons end at 12.30 hrs. that day
- Holiday
- Study day for teachers. No school for children in ID R, 1, 2 and 3 and NA 1, 2, 3 and 4