

School guide 2018-2019



SPILFELLENOORD

Together on the way to a promising future!



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1.1 Fellenoord in short

Continuous line from 0 until 12 year

Primary school Fellenoord is a part of "SPIL centre Fellenoord". A SPIL centre is an extensive school, where all services for children from 0 until 12 year can be found in one roof. Primary school, preschool, daycare and afterschool care are working here closely together. Within, stands centrally a pedagogical periodic plan. We, as cooperating professionals/parties, offer a continuous line for all children from 0 until 12 year. Every child here is unique. We treat each other in a pleasant manner, where peace and structure are basically present.

Peace, structure and clarity

To promote peace and structure, we apply 3 school rules. With these, we want to "impart" the children correct and pleasant manners and to underline the importance that everyone here can personally contribute to it.

Mission

Primary school Fellenoord is an elementary school where children are offered an education in a safe and challenging environment. We do this with capable and concerned teachers and in cooperation with the parents. We have a good professional connection with partners from the district and from the education. Those make sure that the children can optimally develop themselves and discover their talents. Primary school Fellenoord works continuously with its development.

Practical matters for parents

-The school works with a continuous schedule. That means: short afternoon break in which the children stay during noon at school.

-From Monday until Thursday, there are several after school activities, f.e. dance, cooking, music, reading and sports.

Materials:

We use modern lesson methods, and follows the development in this area sharply... every class is equipped with digital schoolboards and personal computers which have the newest educational software

Parent's participation(MR)

Parents are involved as actively as possible. This happens in the participation council(MR), in the parents council(PTA) and during parties and celebrations. Through these, the parents know what their children are learning and doing at school and they can help wherever possible.

1.2 Foreword



This is the school guide for the school year 2018-2019. In this school guide, you can find all what you must know about our school. The education vision and how this is applied in practice, the education results and the welfare of the children at primary school Fellenoord. In addition, it contains a number of practical matters like school time, the school rules and answers of several daily school questions.

The school guide is placed as document on our website: www.kindcentrumfellenoord.nl. There you can read it or download it as you wish. Any interim changes can be eventually read in our newsletter, "het Fellenoortje". It will be mailed to all parents and placed on the website. For the readability, there are several procedures which are to be found separately on the website.

If you still have questions after reading our school guide, you can always go to the teacher of your child, or at the management.

On behalf of all teachers and employees of primary school Fellenoord,

Yvonne van Mierlo-Arts,
Director

2. Names and addresses

2.1 Childcentre information

Basisschool SPIL Fellenoord

Hemelrijken 310

5612 WS Eindhoven

Phone number: 040-2432289

Email: fellenoord@skpo.nl

Website: www.kindcentrumfellenoord.nl

Facebook: www.facebook.com/spilfellenoord

Daycare: Korein

Hemelrijken 310

5612 WS Eindhoven

Phone number: 040-2430462

Email: fellenoord@korein.nl

Website: www.korein.nl

2.2 The administration

The "Stichting Katholiek en Protestants-Christelijk Onderwijs(SKPO)" (Foundation Catholic Protestants-Christian Education) in Eindhoven and its vicinity forms the administration of our



school. The schools(36) of the SKPO are working together with childcare en other partners in a SPIL-centre or Childcentre on a ongoing development dor children from 0 untill 13 years. The SKPO has 33 schools for regular education, 2 schools for children with special needs and 1 school for newcomers. This school is for children who recently arrived in Holland and don't speak Dutch.

The schools form a recognizable schools' group for special primary education with clear common goals. Our ambition worked out in goals for pupils, staff, partners and organization and gives direction to the way we act. We think it's important that our goals en driving are visible through the whole organization. We are connected with eachother and we reinforce eachother.

We think it'simportant to support the children in the best way and to accompany them to the future. Every child has a right to good education. Sometimes, children need some extras. Our education fits every day for every child so that they can be self-concious and take responsibility together to get a good future. We do this with driven professionals together with our partners.Our core values are: development, unicity, responsibility en together. The ways where the different schools give form to their education is a characteristic for the organisation.

Quality assurance of the SKPO

SKPO is an ambitious organization. We have confidence in the children and in eachother and we work with a collective ambition. We are both internal and external for an open dialogue. This request a development which is widely divided and explained, a base that is order and sometimes a bit of courage.

A happy child that enjoys learning is the prove, that our education has a high quality.

SKPO has a professional culture:

- At all of what we do we ask ourselves whether this contributes to our ambition "every child has a right to goed education".
- For us, a professional culture means that we have our ambition clear and make our choices comparing to our ambition.
- That's why youcan see our ambition all over the SKPO.

Every year, all schools measure their quality with 10 indicators. These indicators are connected with our ambitions for education, personal and partners. These indicators gives us valuable information for a continuous dialogue together. You can read more on www.skpo.nl.



2.3 Inspection of the education

Our school falls under the inspection of the education in East Brabant. Via www.onderwijsinspectie.nl is there more information available including the latest Inspection reports of the school.

2.4 The school management, the educational-and education supporting staff

Name	Function	Working days	Email
Yvonne van Mierlo-Arts	Director	Monday – Friday	y.vanmierlo-arts@skpo.nl
Yvonne de Wolf	Internal councillor groepen 3-8	Tuesday, Thursday and Friday	y.dewolf-huisman@skpo.nl
Erica Sanders	Internal councillor Childcare and groepen 1-2	Monday- Wednesday	e.sanders@skpo.nl
Marjo Weekers	teacher Groep 1-2A	Monday, Tuesday, Thursday and Friday	m.weekers-janssen@skpo.nl
Yvonne Rosielle	teacher Groep 1-2A	Wednesday	y.rosielle-klaassen@skpo.nl
Lynn van Gompel	teacher Groep 1-2B	Monday, Tuesday, Wednesday, Thursday and Friday	l.vangompel@skpo.nl
Loes Peters	teacher Groep 3	Monday, Tuesday, Wednesday	l.peters-kalkhoven@skpo.nl
Anita TerBurg	teacher Groep 3	Thursday and Friday	a.terburg-adriaans@skpo.nl
Bert Petronilia	teacher Groep 4	Monday, Tuesday, Wednesday, Thursday and Friday	b.petronilia@skpo.n
Renee van Dam	Teacher groep 5-6	Monday, Tuesday Wednesday, Thursday and Friday	r.vandam@skpo.nl
Yvonne Rosielle	extra care groepen 5-6 and 6-7	Tuesday and Thursday	y.rosielle-klaassen@skpo.nl
Dionne Pruijzers	Teacher groep 6-7	Monday, Tuesday and Wednesday	d.prujzers-dedooy@skpo.nl
Nynke Blankers	Teacher Groep 6-7	Thursday and Friday	n.blankers-vandenbroek@skpo.nl
Harrie Masseling	teacher Groep 8	Monday, Tuesday, Thursday and Friday	h.masseling@skpo.nl



Nynke Blankers	Teacher Groep 8	Wednesday	n.blankers-vandenbroek@skpo.nl
Yvonne Tournoy	Administrative staff	Wednesday	y.tournoy-bijl@skpo.nl
Rick de Wit	Caretaker/Janitor coördination activities after school	Tuesday, Wednesday and Friday	r.dewit@skpo.nl
Jessy Maas	Teaching assistant	Monday enTuesday	j.maas@skpo.nl

2.5 The participation council (MR)

To involve the parents at school and let them think through about the ongoing issues of the school, there is the participation council(MR). The MR is composed of parents and teachers.

This council has right of say: the members may take part about and decide in important subjects such as:

- The educational policy of the school
- The budget
- The fixing of the vacation schedule
- Staying at school for lunch
- Care for the pupils
- Safety and health
- The appointment of a new director

The number of members of the MR are determined by the number of pupils. In our school, the MR has a minimum of 3 parents en 3 teachers:

Member: Wadia Benallouch (parent)
 Member: Mariska Tournoy (parent)
 Member: Sevim Kervanci (parent)
 Member: Ayse Yaman (parent)
 Member/GMR member: Harrie Masseling (teacher)
 Secretary: Erica Sanders (teacher)
 Member: Yvonne Rosielle (teacher)
 Counselling member: Yvonne van Mierlo (director)

3. The school organisation

3.1 School rules

To enhance the work atmosphere, we follow a number of clear school rules: These school rules are displayed in the big hall and in every classroom.



AT OUR SCHOOL, WE TREAT EACH OTHER IN A CORRECT MANNER.
AT OUR SCHOOL, WE TREAT EACH OTHER IN A PLEASANT MANNER.
AT OUR SCHOOL, I CONTRIBUTE MY OWN SHARE TO IMPROVE THE TREATMENT OF EACH OTHER.

Within these rules, we pay extra attention to bully attitude. Under bullying, we mean teasing, remarks, and attitudes which can be experienced as hurtful. We pay structural attention in the class to good behavior with each other during the weekly socio-circle. The children are informed that they have an obligation to report. If there is a case of bullying or being bullied, your child has to report that himself. Eventually, you can do that together with your child. Of course, we also closely monitor this because we find bullying unacceptable.

Besides these general rules, we also observe a number of domestic school rules:

Non-attendance

Tardiness, absence without mention are examples of (unlawful) non-attendance. In the Netherlands, there is a law that states that children are obliged from group 1 until 8 to go to school. Is your child often too late or absent, then he breaks the law.

The school is strict about this:

- Does your child come after the school bell of 8:30 am, then your child is too late. We register this.
- Is your child absent without a valid mention, then the school registers that your child is unlawfully absent.

If it appears that your child is too often registered in our system, then the management will invite you to give an explanation. We mention this too to the compulsory education officer(attendance officer). The attendance officer can also invite you for a conversation and decide to give a fine.

No mobile phone. The children are not allowed to take a mobile phone to school. They can always use the school telephone if it is necessary. If it is –in your opinion- necessary to bring the mobile phone to school, discuss this with the management. Has your child nevertheless the phone with him/her without the management consultation, then you can personally pick the phone up by the management.

Stuff from home. The children are not to take stuff from home to school.

Bicycles

We regularly see children with bicycles (or other means of transport) coming to school. These could be placed at school, in the bicycle stand. Will you please keep in mind that this is at your own risk? The school can't be held responsible for damage or loss.



3.2 School time

Time table

Day	Morning block part 1	Short break	Morning block part 2	Lunch	Long break	Afternoon block
Monday	08.30 – 10.00	10.00 – 10.15	10.15 – 11.45	11.45 – 12.00	12.00 – 12.30	12.30 – 14.30
Tuesday	08.30 – 10.00	10.00 – 10.15	10.15 – 11.45	11.45 – 12.00	12.00 – 12.30	12.30 – 14.30
Wednesday	08.30 – 10.00	10.00 – 10.15	10.15 – 12.15			
Thursday	08.30 – 10.00	10.00 – 10.15	10.15 – 11.45	11.45 – 12.00	12.00 – 12.30	12.30 – 14.30
Friday	08.30 – 10.00	10.00 – 10.15	10.15 – 11.45	11.45 – 12.00	12.00 – 12.30	12.30 – 14.30

The door opens 5 minutes before the start of the classes. The children can go hours to the school playground at 08:15. With rainy weather, the children can go inside, starting 15 minutes before class. Starting at 14:20 hours, the gate shall be open so that you can pick up your child at the school playground.

3.3 Breaks

Short break

Every morning there is a break between 10:00 hrs. and 10:15 hrs.

Before or after this short break, the children can eat and drink their snack. The agreement at school is that all children have to eat and drink something healthy. Chocolate, soda, and sport drinks are not suitable. It is handy to give fruit and bread separately, so that the children can see for themselves what they need. You give your child the bread in a lunchbox and the beverage in good closable cup (has a cover with rubber ring), both labeled with his/her name.

Long break

Childcentre Fellenoord has chosen for a continuous grid. It means that there is one possibility that the children can eat and have break at school. They eat in the class under the supervision of the teacher. This is applicable to all classes. They have 15 minutes to eat.

The teacher can extend the lunchbreak time to his/her liking, like in the preschooler group. A teacher or someone from the supporting staff with teaching qualification will monitor this. When needed, they shall be supported by the janitor or students.

The break is the children's free time. That means that there are no mandatory activities. The school shall provide enough playing possibilities which fit the age of the children. In principle, there is always time to play outside. Only during exceptionally bad weather, there is an inside program.

We want to guarantee that the children have a fun, relaxing and safe break so that they have more energy to start the afternoon program with.

3.4 Opening times Korein Childcare and the after school activities



The childcare is open from 07.30 until 18.30 hours. Registration is necessary. You can find more information en contact information on www.korein.nl.

Yourchild can stay after school to do after school activities. These are on Tuesday, Wednesday, Thursday en Friday. On Wednesday, the children eat the lunch at school, as on the other days. The ending time depends on the activity. You need to know that these after school activities may not be seen as childcare. Sometimes, there are no activites. We will inform you every couple of months. Childcare is guaranteed, also during the holidays.

3.5 Holidays and free days

Autumn vacation:	October 15-19
Christmas vacation:	December 24 – January 4
Spring vacation:	March 4-8
May vacation:	April 22 – May 3
Ascension:	May 30 and 31
Pentecost:	June 10
Summer vacation:	July 7 – August 16

Seminars:

The children are free on the following days:

- Friday, October 5
- Monday, February 11
- Friday, october 10
- Friday, June 14
- Monday, June 17

The school is finished at 12:00 hrs. on:

- Friday, October 12
- Friday, December 21
- Friday, March 1
- Friday, April 19
- Friday, july 5

3.6 Teaching hours

The minimum number of lesson hours of group 1- 8 that must be achieved according to the standard of the education inspection, amounts to 7,520 hours over the whole primary school period. On the school year basis, that is 940 hours. At primary school Fellenoord, we meet these standard hours.

Hours calculation

Monday	8.30-12.00/12.45-14.30	5.25
Tuesday	8.30-12.00/12.45-14.30	5.25
Wednesday	8.30-12.15	3.75
Thursday	8.30-12.00/12.45-14.30	5.25
Friday	8.30-12.00/12.45-14.30	5.25



Total per week		24.75
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* At noon, the 15 minutes eating and 30 minutes playing outside may not be seen as lesson time.

Number of hours per week	24.75
Number of hours per year (24.75x52)	1287.00
Total number of hours on year basis	1287.00
Autumn vacation (Monday, Oct. 15 – Friday, Oct. 19)	24.75
Christmas vacation (Monday, Dec. 24 –Friday, Jan.4)	49.50
Spring vacation (Monday, March 4-Friday, March 8)	24.75
May vacation (Monday April 22 –Friday, May 3)	49.50
Ascension (Thursday, May 30 and Friday, May 31)	10.50
2 nd Pentecost day (Monday, June 10)	5.25
Summer vacation (Monday, July 8 – Friday, Aug. 16)	148.50
Total number of vacation hours according tot he provincial advice	312.75
Total number of hours on yearly basis – vacations provincial advice	974.25
4 seminars 4x5.25	26.25
Free afternoons 5 x 1,75	7.00
Christmas celebration, Thursday evening, Dec. 21 will be compensated with a free afternoon on Friday, Dec. 22	
Total number of lesson hours the children get this year(minimal 940)	941.00

The minimal number of lesson hours of group 1-8 that must be achieved according to the standards of the education inspection , amounts to 7520 hours over the whole primary school period. That is an average of 940 hours per school year.

3.7 Childcentre Fellenoord

Primary school Fellenoord is a part of child centre Fellenoord. A SPIL centre is a community school where all services for children from 0 to 12 year can be found under one roof.

Primary school, kindergarten, daycare and after school care work closely together here with each other.

These are our partners:

- Korein Kinderplein daycare; 0 until 4 year.
- Korein Kinderplein after school care; 4 until 12 year.
- Zuidzorg clinic
- WIJ Eindhoven

The core partners, primary school Fellenoord and Korein Kinderplein have developed a common pedagogical blueprint, with an aim of maintaining the co-operation and to improve it, where needed. So we work together on Pre-and early childhood education [Voor- en Vroegschoolse educatie (VVE)], see also chapter 5.2.



Mission.

The child is most important inside Childcentre Fellenoord. TOGETHER with the parents, we offer a safe and full ambience of work – and learning environment, where every child can develop their own talent. Childcentre Fellenoord is firmly anchored in the district.

Vision regarding the handling and care of children.

There is a continuous trajectory for all children from 0-12 year. Each child is herein unique. We treat each other in a nice way in which peace and structure are basically present.

Vision on dealing with and the involvement of parents.

Parents are primarily responsible for the education of their children. They are as actively as possible involved in the activities which are offered within Childcentre Fellenoord.

Vision for dealing with each other as professionals.

We, as Childcentre partners, work in a transparent environment in which practitioners use each other's qualities. From the joint responsibility, the various partners are a comprehensive educational chain for 0-12 year olds.

Parent information

Your child goes to a Childcentre. Its goal is to stimulate the development of children from 0-12 years as well as possible and, if desired, to provide support to you as parent(s)/guardian(s) in the education of your child.

The importance of your child is paramount in everything we do. That means there is a consultation between various partners in the interest of the development of your child. In the Childcentre, the primary school, the daycare, the youth health care, the general practitioner, through the practice assistant Youth, and the generalist of the WIJ-teams are working closely with each other. If wished, there can be appealed to a psychologist attached to the childcenter. If it is desirable that the development of your child is discussed widely in the healthcare team, then you will always be involved in this. Together with you, there will be a plan of action drafted and implemented. We wish you and your child a pleasant and educative time at the childcenter.

3.8 Parent's contribution

The education is free. However, all kinds of extra activities we organize for your child are not reimbursed by the government. Therefore, we ask a voluntary parent's contribution. You can think about activities around Saint Nicholas(Sinterklaas), Christmas, and Carnival. The parent's contribution this year is set at 15 euro per child. In the start of the schoolyear, you will receive more information about this.

Although the parent's contribution is voluntary, we want to emphasize that it is very important that you pay this. Without this contribution, we can not organize lots of extras.



Contributions:

- | | |
|-----------------------------|--------|
| • School contribution | €15, - |
| • School trip | €15, - |
| • Staying over contribution | €40, - |

Total: €70, -

For the children of groep 8, we organize a “school-goodbye-week”. We ask an extra contribution of €50,--. In april, the parents of the children in groep 8 will receive a letter.

4. The quality of our education

4.1 In this chapter, we inform you about the results and plans which in this school year are implemented, what we have achieved, what we have been through and how the educational development at school is going. Finally, we want to shortly mention what are the most important plans this coming school year.

As we look back last year, we see a number of positive developments.

- The end results are in the last three years (far) above the national average. The results in every group are improved.
- The afterschool activities are further expanded.
- We have improved our music education (and will continue).
- The groups 4-5 and 5-6 work with iPads. We'll expand this.

This coming schoolyear the development of every child will still have the highest priority. A new method for music, expanding using iPads, and the development of the pedagogical education are subjects, which are fitting.

Impulse Music education

The SPIIcentre has been awarded the Culture Participation Fund for the period 2016-2019. Hereby, we can in collaboration with CKE both during or after school time pay extra attention to music education. A subject teacher shall during school time talk with the pedagogical staff/teacher through giving skilled lesson about the subject to create a lesson plan. Once a week, the children from group 3 – 8 can get extra music education from this subject teacher. Thereby, will also be examined if your child has a special talent. If that is the case, we shall consult with you how this talent can further be developed.

4.2 Education results

Children come to school to learn, in lots of areas and in various ways, with and from each other. As a school, we offer the children the possibilities to do so. We stimulate, challenge, encourage and help them. Of course, we also check if our work has results. This chapter is about this.



The education is visualized with a number of quality indicators which the management – the SKPO- uses to guarantee the quality of its schools. The three most important are:

The learning results based on the Cito-final score

Here below shows what the Cito-score was of our school from the last three school years.

School year:	Cito-score our school:	National average:
2016 – 2017	542,3	535,2
2015 – 2016	541,0	534,9

In the schoolyear 2017-2018, 10 pupils have a score as we expected. 3 pupils have a lower score and 3 pupils have a higher score as we expected. With a Cito-score from 533,9 the result is better than de lower limit of 531,5 which applies to our school.

The children went in the school year 2016-2017 to the following forms of secondary education:

VMBO B/K: 2 pupils

VMBO K/T (or K or T): 5 pupils

VMBO T/HAVO: 4 pupils

HAVO/VWO (or HAVO or VWO): 5 pupils

Between results

Besides the end results of group 8, we find it important to have a clear picture of the between results of all groups too. Hereby, we can see in time during the school period where improvements are necessary. Above all, the teachers can learn from each others success. Our between results will be discussed during fixed moments with the internal counsellor on group-and on school level.

Plans for this school year

Every year we work hard to improve the quality of our education. We do this bij evaluating the quality of last year. The main subjects of this year are:

- Improve the quality of the collaboration between the childcare and the school
- Improve the quality of the extra care of every individual child

4.3 Welfare of pupils

We strive to make the children feel comfortable and safe at school. This is a condition that leads to good results. The children of group 6, 7 and 8 fill in a questionnaire every year. The questions are about how they feel, how motivated they are, what they think of their own work attitude and how their relationship with the teacher is. Bullying and being bullied is also discussed. For us, it is important that the welfare of our pupils is good and if not, there must be something done about it. We monitor this continuously.



If a few kids show a remarkable score, this is discussed with the children, parents and teachers and there are several improvements put into, with good results.

4.4 Number of pupils

On 01-10-2017, the school had 120 pupils. In the last period, many children have moved.

4.5 School advices

In group 8, our pupils get the school advice. Is the advice after three years still right? We and the SKPO have done a research about this. It showed that in 2013, 90% of the pupils still have the same level the school has advised them and in 2014, 100%. The following steps were undertaken with success:

- We have a commission for school advice, consisting of the management, the internal Counsellor and the teacher of group 8.
- For formulating of the advice, we use among other things the results of the Cito-tests from all school years, the development of social-emotional area, the learning capacities and the observations of the teachers.
- There will be no preliminary advice in group 7.
- There is a clear yearly planning formulated, wherein it is fixed when you can expect the information and when the children will be registered on secondary education. The parents of group 8 kids receive this procedure in the beginning of the school year

Methods

At our school, only the methods which meet the Dutch attainment goals will be used. Attainment goals indicate what the pupils at the end of the year must know and be able to do. They are the pursued goals which we follow in the development of the curriculum. They guarantee wide and varied courses. In principle, a method will be replaced after 8 years because we want to work with current methods which connects with the society of today and tomorrow.

Language:	Taal Op Maat.(Customized Language)
Math:	Reken Zeker.(Count sure)
Spelling:	Spelling Op Maat.(Customized spelling)
Reading comprehension:	Nieuwsbegrip XL
Technical reading:	Estafette.(relay)
Initial reading:	Veilig leren lezen.(safe learning reading)
Preschool-kindergarten:	Peuterplein/Kleuterplein
Writing:	Pennenstreken.(pen strokes)
geography:	De blauwe planeet.(The blue planet)
Biology:	Natuniek.
History:	Speurtocht.(search, quest)
Traffic:	Klaar Over en de jeugdverkeerskrant.(school crossing patrol and the youth traffic newspaper)
English:	starting group 5, Take It Easy.
Gymnastic:	Basic lesson physical education group 1 - 8 .



Civic education:	Kids week, News comprehension and the kids news.
Social skills:	Principles of groups dynamic education.
Arts:	Projects, performances, crafts, drawing skills, textile skills, Dance splashes and Music and more.
Software:	Ambrasoft and by the subject areas Language, Spelling, Math and all case subjects , the school has supporting software on the computer and on the digiboard.

The society changes fast. A method lasts about an average of 8 years. Then this shall be replaced with a more current method.

4.6 ICT

We work in all groups with a digital school board and with computers. We handle the software which fits and has connection on the methodes we are using. At our school, WiFi is available for parents and visitors.

5. Your child, our joint care

5.1 General

Starting in the day care, the school follows the development of the child until the transition to the secondary education. Hereby, the tests, care discussion and procedure to the secondary education play a big role.

5.2 Collaboration with you

We find it very important to talk with you about the development of your child. Educating and development happen in the total environment of your child, and this is home too and the neighbourhood . Therein, we share the responsibility. In October, we'll invite you for a talk about your child. We find it important that you can tell us how you experience your child. In March, we will invite you for a talk, mostly as a result of the report card. The parents of the children in group 8, get an invitation for a talk about the advisory concerning the placement in the secondary education. If wished for or needed, we shall talk with you interim too. Of course, it is always possible to make an appointment with the teacher of your child. Sometimes there are concerns which must be handled not only at school. We then ask a staff from WIJ-Eindhoven to be present during the conversation. More information about WIJ-Eindhoven can be found at 5.10

5.3 Voor- en Vroegschoolse educatie (VVE)/ Pre-Early childhood education

On June 23, 2011, the education inspection has done a research about the VVE-quality of the primary school and preschool . In the research report, not only the strengths are formulated but also the weaknesses. Together with the preschool, we structuredly work in the deepening of the quality in our offer and of the continuous line of the preschool to the primary school. Our VVE-coordinator guards the development and advises and support where it's needed.



5.4 Internal guidance

The internal counsellor is partly responsible for the pupils' care, post-and retraining of the team, giving shape to the education vision and setting up of pedagogical and didactic approach inside the school. At our school, they are; Erica Sanders and Yvonne de Wolf They mediate too in the contacts with external care providers and the parents. Finally, the internal counsellor can have a role in the school development and make a policy in this field. The internal counsellor works under the ultimate responsibility of the managing board.

5.5 Healthcare team/Youth in focus

If the development of your child does not go smoothly, you can, in consultation with our health care team, get help or guidance. The healthcare team, depending on the situation, is composed of the internal counsellor of the school, a board member, a staff of WIJ-Eindhoven and/or one of our social partners in the neighbourhood. Are there partners involved from the neighbourhood during the consultation, then we call it "Youth in focus". Together, they perform the discussions. If your child is being discussed in the Youth in Focus, you will be informed about it. They can recommend both advice, preventive and direct aid or guidance.

5.6 **Suitable education**

In the context of Suitable Education, the SKPO is a part of the Partnership of Suitable Education Eindhoven(30.07) this partnership is coordinated in Eindhoven, Best, Son en Breugel the collaboration between schools for primary education , special primary school and special education. The law on Suitable Education gives every school the command to look at the needs of every child and match the education with it collaboration with other schools or other bodies can be supportive and offer chances.

On the website of the partnership, www.po-eindhoven.nl , you can find information about Suitable Education in our region and the affiliated school boards and schools.

If a pupil has an educational need which asks for a place inside the special (primary)education, then there is an admissibility statement needed. The admissibility statement is asked at the partnership. The coordinator will examine the request procedurally. If the request criteria are satisfied , the admissibility statement is confirmed and then issued. Before the statement will be issued, the school has consulted the parents of the concerned pupil. If the school (and parents)decide to request an admissibility statement (or to refer the child to another school), there is always a conversation between the referring school, parents, the receiving school for special(primary) education and external experts. The goal of this conversation is to decide the length and content of the admissibility statement.

In the context of Suitable Education, the school has the duty to care for the pupils with extra Need of guidance. That means that the primary school where your child will be signed in,



has the duty to find a Suitable Education if the school itself is inadequate or can not match the guidance need of the child.

All schools in the partnership have drafted a school support profile. In the profile is written what the supporting possibilities are of our school. This profile serves as a base to make a good consideration if we, as a school can consider, put differently, if our school can connect enough to the (school) support need of your child. Our school support profile can be found in the school's website.

5.7 Tests

The tests can be divided into:

Method bound tests:

- For reading, language, math, geography, history, biology and traffic, the tests that are used belong to the method.

Non-method-bound tests:

- The used tests here belong to the pupil tracking system and are mostly developed by the CITO .

Twice a year, there will be non-method-bound tests (CITO) taken in the groups 3-7 In group 2 we'll take a test at the end of the year and in group 8 halfway the schoolyear. These tests are standardized to national data, and give an objective view of the development of each individual child. Here, you can see on group-and school level the possible learning disabilities. Basing on these tests and/or observations, if needed, plans of action will be drafted and executed. On the report evening, you will be informed about the results of your child.

5.8 The pupil tracking system and the education offer

Our pupil tracking system is composed of different parts. We take the method bound tests and the non-method-bound tests, mostly developed by CITO. In the pupil tracking system, we also record the observations of the teachers and we see if there is a specific need. Here, we think about pupils who have difficulties and also those who have it too easy. We want to discover the nature of the need and shall give an adjusted instruction. Where it is needed, we also make adjustments in the program. Beside the progress on learning areas, we keep track of how the children themselves socially-emotionally develop. A child who is not happy, will not learn optimally.

5.9 Dyslexia

The school follows the dyslexia protocol for an adequate approach to the problem in the development of reading and spelling. In the transition to the secondary education, we can transfer summarized data after asking permission from the parents. If for the guidance in the secondary education, a dyslexia statement is wished, the secondary education care will carry the procedure and potential related expenses in consultation with the parents. The dyslexia protocol can be seen through the internal counsellor .

5.10 WIJ Eindhoven

WIJ-Eindhoven is the way in which we want to treat each other in the city. Starting point:

School guide 2018– 2019



The people in Eindhoven can do a lot of things by themselves and want to stay in control of their own life. Even if they need(temporarily) support.

WIJ-teams

Do you have a question? Example on the area of work, living, care, education living together in districts and neighborhood or meeting? Can't you do it on your own or together with others?

Then you can come to us at the WIJ-team in your district. A staff of the WIJ-team will drop by and talk about this with you.

What can WE do for you?

Together with the staff of the WIJ-team, you will talk about what you need and what you can do yourself to find a solution(on your own). And who can help you with it eventually: Family, friends, neighbours or maybe volunteers(together force). Is it not possible to find a solution this way and is there extra professional support needed? Then the staff of WIJ-team offers help and immediately will be your fixed contact person. How the support will turn out, can be different for everyone. But we try in either case to avoid you will be confronted by various organisations.

Specialist support:

But sometimes, it turns out that the support of the fixed contactperson is not enough. And that there is a specialist needed. Your contact person of WIJ stays the same even then.

5.11 GGD

Youth healthcare, a healthy choice for all pupils.



Brabant-Zuidoost



Our school works together with the team Youth healthcare of the GGD. This team is composed of the pediatrician, Youth nurse, assistant and a staff of health enrichment. We will give you a short explanation on what this team can do for the parents/care takers and for the pupils.

Answer to questions:

Does my child develop well? Where does the physical discomfort come from? Is this behavior normal? Education doubts? For these kind of questions, you can come to our team Youth healthcare. They give advice and look together with you if there is further research needed.

Contact moments:

During the primary school period, all the children from group 2 and 7 come in contact on a fixed moment with the staffs of the team Youth healthcare. They look at the physical,



mental, and social development of your child. Think about growth, weight, life style, speech and language, but also to absence and behaviour. You can be present at all contact moments.

Vaccinations

In the year that your child turns 9 years, they get the last two vaccinations against DTP(Diphtheria, Tetanus, Polio) and BMR[Bof(parotitis), Measles, Rubella]. 12 year old girls also get a vaccination against HPV(cervical cancer). The GGD sends invitations for these.

Healthy school

The GGD helps the realization of a safe, healthy and hygienic school. For example, through the prevention of and fight against headlice and bringing awareness about a healthy life style. The GGD does measurements about a healthy living climate and advises the school about it.

About the GGD

From the Law of the Public Health, the GGD is responsible for the youth healthcare of children from 4-19 year. The GGD is committed to trace eventual health problems and risks and as much as possible, prevent it. Through health researches, the GGD(in cooperation with the school) keeps sight of the physical, mental and emotional development of the children. And also the health/condition of your child. The GGD takes good care of all the private information of your child. It is a partner in the Center for Youth and Family.

Do you have questions?

Look at the website www.ggdbzo.nl/ouders

Send an e-mail to: mijnkindendeggd@ggdbzo.nl

always include the given name and family name and date of birth of your child

Or call the GGD Brabant-Zuidoost via: 088 0031 414 on Monday - Friday from 8:30-17 hrs..

6. Rights and duties of the parents, teachers, pupils and the authorized authority

6.1 The compulsory education law

Even if a child is only considered "at school age" starting at the 5th birthday, our school operates a school duty for all the pupils. Thus, the preschoolers from four years too. We gladly see them daily at school. See to it that your child is at school on time. The lessons start at 8:30 hrs. A child who arrives too late, misses part of the lesson and disturbs the group during entry. If your child is too late once, let the teacher know. If your child is often too late, then the school will discuss this with you.

6.2 Sick leave , occasional absence

If your child can't come(non-attendance) to school because of illness, then you must report it on time via the telephone or in writing. That means in the morning between 8:00 hrs. and 8:30 hrs. Is a child absent without us knowing it, then we are going to contact you.



This is to prevent that something happened to a child on his/her way to school without us being aware of it. If the parents (can't) does not react, the warning's address which you had given, will be called. To limit the absences as much as possible, we shall point it out to the parents if their child is absent without any message. In unlawful school non-attendance, we are lawfully obligated to inform the attendance officer of the municipality Eindhoven.

6.3 Structural absence

As soon as a compulsory learner pupil is on three consecutive days absent or four consecutive teaching weeks more than one eighth (1/8) of the lesson time, the director of the school must report it to the attendance officer of the municipality. Schools got in the meantime a more fixed authority. Each separate case of absence, are not reported anymore. The report obligation is limited to alarming non-school attendance. There can be a case of, without violating the three days limit.

6.4 Absence of a teacher

During sickness or leave of a teacher, the management arranges substitute. Occasionally, this doesn't work and we search a solution internally. Example, through combining groups together or to divide the group over a number of other groups. Only in extreme necessity, we send the group home. That always happened the day after. You always get a written message that your child shall stay home the next day, so that you can find the needed measures.

6.5 Leave regulation

For special circumstances, you can ask for extra free day for your child. Think about death cases in the immediate family, about contagious disease in the family, about anniversaries in the family, about wedding of one of the family-or member of the family. A request for leave must always beforehand present at the management of the school. They decide about the request for leave.

In the law, it is written down when you can get extra leave. Sometimes, we also get a request of leave for an extended vacation. Our answer is mostly: no. We are only allowed to give leave when the parents can impossibly go for a vacation during the set school holidays because of their work. The employer must be able to show that. In that kind of situation, we may give leave once a year, for 10 days maximum or 2 school weeks. We don't give free days for example, for winter sport or a visit to the land of birth. Leave for extra vacation is also not possible in the first two weeks of a school year. The law wants to prevent that the children miss the start of the school year and therefore miss the connection with the rest of the group.

6.6 Student teachers

Every year, we have student teachers from "Hogeschool de Kempel" in Helmond and Fontys Pabo in Eindhoven. They are from various learning years who want to be educators. The gym lessons of several groups are given by the students too of the "Fontys



Sporthogeschool". Our motto is; the student teacher of today is the colleague of tomorrow. For the sake of peace and progress of our education, we shall not accept student teachers from another courses.

6.7 Rules for acceptance of pupils

Primary school Fellenoord welcomes you gladly for an interview and a guided tour. For this, you can make an appointment with Yvonne van Mierlo-Arts. She takes care of the registration of the pupils.

If your child is registered and has turned 4 year, he/she kan come to school. Your child must then be potty-trained. That means that your child can go to the toilet on his own. Your child can then come for one morning to join his/her future class to get use to at school before really satrting. We request you to register your child on the same month that he/she turns 3 year (or sooner).

6.8 Deregistration

If a pupil is going to leave the school, the parents must report this to the management. The child will be removed from the school's list. Without the deregistration, the child can not be registered in other school. The new school will get a proof of deregistration and an educational report. This report is available to the parents for inspection.

6.9 Time out and removal

The schools of the SKPO foundation targets fixed procedures for a time out and removal of pupils. It is about exceptional cases. See also the protocol from our website.

Regulations

The decision about removing of pupils rests with the competent authority(article 40 WPO). Before the removal is decided, the competent authority talks with the involved group's teacher. In the context of the referral to the learning obligation law, is through the amendment of the MPs; Huys/Huibers added to article 40 WPO, a definitive removal will finally happened after another primary school of a special education is ready to accept the pupil. When the authorized authority can show that during 8 weeks, he/she has failed to find a shool where the pupil can be referred to, then there is a definitive removal passed. By this way, the lawgever tries to prevent unlawful school absence with pupils who belong in 'between a rock and a hard place'

More information about time out and removal, you can find in <http://www.skpo.nl> and click on parents-your child.

Complaints procedure

Where working is going on, mistakes can be made. In lots of cases, we can repair this throught talking about it. Sometimes, there is a reason to file a complaint. The school distinguishes two kinds of complaints:

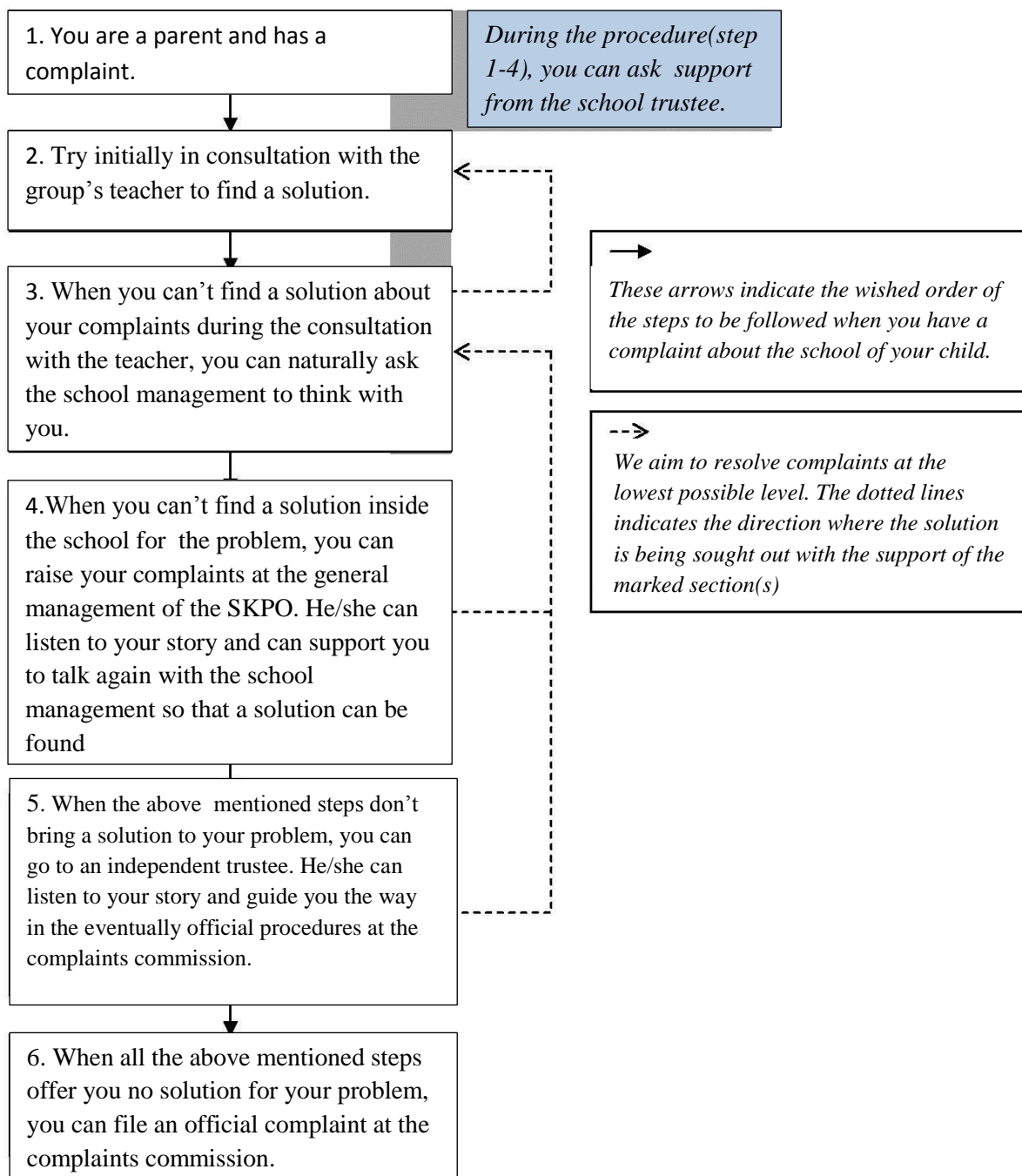
- Complaints about school matters in general
- Complaints on the areas of sexual intimidation and/or unwanted intimacy.



With both kinds of complaints, you follow the complaints regulation which we are going to talk about.

Complaints about school matters in general





Complaints on the area of sexual intimidation and/or unwanted intimacy. Everyone must have the possibility to learn in a safe and pleasant way. Pupils can only function well if they feel safe at school. Sexual intimidation leads to feelings of unsafety. Pupils who are confronted with this, must have somewhere to go with their problem. The agreement inside the protocol, must contribute there. When there is an issue about sexual intimidation, there is a case of crime and an official procedure applies where it must be reported at the police.

What we understand about sexual intimidation



It is an unwanted sexual tinted attention which is express in verbal, physical or non-verbal behavior. This behavior is experienced as unwanted and unpleasant by the one who undergoes it. Sexual intimidating behavior can be intentional or accidental.

We strive for equality inside the school which means the the following behaviors are not tolerated:

- sexually tinted jokes, degrading tendencies towards others, both verbal as non-verbal.
- sexually tinted innuendo, direct or indirect. We also mean here the remarks about or questions about appearance and/or behavior of another
- Touching which is experienced by the other als humiliating.
- rudeness or foul language is in any way not tolerated, not via internet too.

When there is a recognition of the above points, and there no case of a crime, you can use the complaints regulation of the SKPO to find a solution of your problem. For recognition of above points by pupils an/or parents, we refer you to the complaints regulation, just as earlier described. For more information, visit <http://www.skpo.nl> and then choose parents-your child.

Trustee at school level and SKPO-admisnistration level

SKPO appoints for every school a trustee. At our school is that **Marjo Weekers**, the teacher of group 1. You can talk to her at signals and (alleged) complaints. She will help you with the further treatment of your complaints.

You can send her an e-mail too: m.weekers-janssen@skpo.nl In severe cases, she refers you to the external trustee of the SKPO, Mw. Irene Kersten (info@irenekersten.nl – 0611396901). She will take care of the first shelter(talk, listen, advice, appointments) and guide you through eventual further actions.

6.10 Information service to divorced parents

We assume that the divorced parents inform each other about the development of their child and other business which has to do about the school. We find it really important to inform both parents about the development of their child or children. Informations and invitations for PTAs, will be given to the child. If the parent where the child is not present at that moment, appreciate this, he/she can always ask this at school. For a PTA, we invite both parents for a joint talk. Only in special occasions, this is waived.

Further, we refer the parents to our website, where lots of information(such as this school guide) is to be found. You can also find information about school and divorce situations. If you, as a parent would like to receive mails from the school, you can give your e-mail address. You can best do that through sending a message to fellenoord@skpo.nl.



7.1 Organisation of the safety

It's important that everyone feels safe at school. Every day, we take care f.e. by using the school rules. Sometimes, our usual daily care is not enough. There can be a situation which makes that you or your child doesn't feel comfortable or safe.

First, we ask you to discuss this with the teacher. If this is not sufficient, you can go to juffrouw Marjo Weekers, teacher groep 1-2A. She will always listen and give you advice. We advise you to make an appointment: m.weekers-janssen@skpo.nl or 040-2432289 (school). Our safety advisor is meneer Rick de Wit. He takes care that everything is done to improve the safety.

Juffrouw Erica Sanders and some teachers take care that we plan the actions to take care that the health (as far as we are concerned) and safety of everyone is guaranteed.

The coordination is done by juffrouw Yvonne van Mierlo-Arts.

7.2 Bringing and picking up of children

We eagerly stimulate a healthy life style. The surroundings of Fellenoord has a so-called traffic safe school zone. Mostly of the children and parents of the primary school Fellenoord, live on a walking distance from the school. We ask therefore strongly to, eventually walk to school with their child:

- This is a safe way to come to school
- There is minimal space to park your car.

Around the school, there are some streets with lots of traffic. You and/or your child can cross the street through the traffic lights and pedestrian lanes. We pay attention to safe behavior in the traffic and stimulate that at school. We strongly ask you, to pay attention to that at home. The school is not responsible if a child encounters a dangerous situation during going to school or going home.

To make it so safe as possible for your child to go to school or leave the playground, we request you to pick up your child at the playground. The gate is open 10 minutes before the end of the day. You can then wait at the playground. It is not allowed to come at the parking deck of the school. If we see your child there, we shall take action.

The children who take more than 15 minutes to walk to school, may use their bicycle. They can be stored in the racks on the playground. The school is not liable for theft or damage.

Do you like to go to school with the car, park your car at the provided section and take into consideration that the school surrounding is an area where lots of children and parents are present.

7.2 Transport Protocol

Transport of children by car

When the school uses the cars of the parents and/or the teachers in transporting the children, the following conditions are applicable.

Duties of the driver and the owner of the car:



- The car must have safety belts in front and at the back of the car and if needed (child < 1,35m) car seats and booster seats. All children and passengers wear a safety belt during the car ride.
- There may not be more children and passengers present in the car than the safety belts

The driver is obligated to have closed a car insurance with the highest possible coverage it can offer for passengers who are transported in this car. An overview of the legal requirements regarding the transportation of the children in the car can be found in www.3vo.nl

7.3 Valuable objects

It is very annoying if children lose money or valuable stuffs. Above all, this can lead to misunderstanding. Partly, that is why we included this in our school rules (see chapter 3.1) The school can not be taken liable for the lost of valuable objects.

7.4 Found objects

All found objects are kept. Did you lost something, then you can always look at the found objects. Several times a year, we clear everything out.

7.5 Sponsorship

We are open to sponsorship but we handle this with one clear rule: the funds must be eligible for good education. In all cases, there shall be a consultation with the participation council (MR).

7.6 Citizenship and integration

We find the education quality important. This is not to be seen separately from the individual care of pupils. Each child must be able to evolve to its maximum. Education and knowledge are important, but there is more. Primary school Fellenoord finds it significant that everyone is respectful with each other. From this point of view, the school is open for everybody who wants to visit the school. We want to stimulate each other to be responsible for the world in which we live. We teach the children to treat each other, the nature and the environment with respect. From this conviction, we want to stay actively in conversation with the children about norms and values.

Every Thursday, there is a socio-circle in every class. In this circle, we talk about actual themes with the children and they work on improvements which are directed towards their treatment to each other. Together with the parents, we want to work on a strong base. That is, after all, what we are for, as primary school.

For education in citizenship, we handle four points of attention:

1. The school pays attention to the promotion of the social competences of the pupils. The school is in its education open to the society.



2. The basic values of the democratic constitutional state are promoted.
3. The social competences, the focus to the society and the basic values are not only in theory, But the school must give the good example itself. The school is the practice ground where the teachers shows good citizenship

Through active participation in citizenship development and giving it a place in the daily education, we offer immigrant and native pupils a common and shared perspective on the contribution which they as citizens in our multicultural society can offer. In the present methods, the aspects of citizenship are being handled, with this, citizenship is an internal part of our education.

7.7 School insurance

The SKPO has closed the following insurance:

- General liability
- Directors' liability
- School accident insurance (pupils, staff and auxiliaries)
- Annual travel insurance, inclusive passenger insurance (camp, excursions, etc.) benefit of pupils, staff and auxiliaries (helpers)
- School events insurance
- Fire and inventory insurance

The premium of the school accidents-, travel- and events insurance (1 euro) is settled via the parents' contribution. This insurance covers extra costs about physical accidents, therefore no material damage.

7.8 Illness, medicine and allergy

The educational staff can only in limited situations offers medical help. Herefore, we follow a separate protocol. This is stated on our website.

7.9 Treats and sweets

If your child is celebrating his/her birthday, he/she may treat at school. Make sure that the treat is small and preferably not composed of sweets.

7.10 Privacy-statement

Like every primary school, we work with personal information of our pupils en their parents/guardians. We think it's important to explicit who we work. In our privacy-statement we explain how we work with the information of your child(ren). This statement is given to all the eldest children of the family and will be given by registration. You can also find this on the website of the school. We advise you to read this carefully. If you registrate, you give permission for transmission of personal information. The pupils who were already registered, have had a formular, which is filled in and signed by you.



7.11 Clothing

- Each pupil has in principle the freedom to wear what he/she wants. The common decency give here the limit. Is there aand your child(ren). discussion about this, then the management will judge it.
- Discriminating texts on, to or fitted to the clothing and offensive clothing are not allowed at school.
- The wearing of head gear inside the school building is not allowed.

In all cases, the face of a pupil (and of everybody who visit the school) should be completely visible. The school can forbid the wearing of specific clothing or jewelries for safety purposes in the physical education and crafts class. Here applies that the clothing may not lead to danger for the pupil and his/her classmates. Loose clothing is here forbidden.

9. Important addresses:

Basisschool Fellenoord (participant of Childcentre Fellenoord)

Hemelrijken 310
5612 WS Eindhoven
Tel: 040-2432289
Email: fellenoord@skpo.nl
Internet: www.spilfellenoord.nl
Facebook: www.facebook.com/spilfellenoord
Rabobank: IBAN: NL31RABO0184825431

Kinderplein Hemelrijken (participant of Childcentre Fellenoord)

Hemelrijken 310
5612 WS Eindhoven
Tel: 040-2430462
Email: fellenoord@korein.nl
Internet: www.korein.nl

Stichting Katholiek en Protestants-Christelijk Onderwijs Eindhoven e.o. (SKPO)

Vonderweg 12
5616 RM Eindhoven
Tel: 040-2595320
Internet: www.skpo.nl

Leerplichtambtenaar (attendance officer)

Peter Spooren
Tel: 040-2382728
Email: p.spooren@eindhoven.nl

Inspectie van het onderwijs (Inspectorate of the education)

Zernickestraat 6



Postbus 530
5600 AM Eindhoven
Internet: www.owinsp.nl

External trustee

Mw. Irene Kersten
info@irenekersten.nl
0611396901

Attachment 1:

Form “instemming schoolgids” (approbation schoolguide) Medezeggenschapsraad



Formulier "Instemming schoolgids"

School: KC Fellehoord

Adres: Hemelrijken 310, 5612 WS Eindhoven

Brin: 1g BY

Verklaring

Hierbij verklaart de medezeggenschapsraad en het bevoegd gezag van bovengenoemde school in te stemmen met de schoolgids voor het schooljaar 2017 - 2018.

Namens de MR:

Namens het bevoegd gezag:

Naam

Naam

W.L. van de Loo

C. van den Heijkant

Plaats

Plaats

Eindhoven

Eindhoven

Datum

Datum

05 Jul 2017

19 juni 2017

Handtekening

Handtekening

