



# The International School of The Hague



## Secondary School Guide

**2009-2010**

**Principal Primary**  
**Principal Secondary**

**Mr. G.A. Scott**  
**Mr. P. Kotrc**



# **The International School of The Hague**

## **Secondary School Guide 2009-2010**

### **Secondary School**

#### **Visiting Address**

Wijndaelerduin 1  
2554 BX Den Haag  
Tel: 070 328 1450  
Fax: 070 328 2049  
Email:  
[ish.secondary@ishthehague.nl](mailto:ish.secondary@ishthehague.nl)  
Web: [www.ishthehague.nl](http://www.ishthehague.nl)

#### **Mailing Address**

PO Box 52047  
2505 CA Den Haag

#### **Admissions**

Tel: 070 328 1450  
Fax: 070 328 2049  
Email: [admissions@ishthehague.nl](mailto:admissions@ishthehague.nl)

#### **Finance Office**

Tel 070 328 1450  
Fax 070 328 2049  
Email: [fees@ishthehague.nl](mailto:fees@ishthehague.nl)

### **Primary School**

#### **Visiting Address**

Wijndaelerduin 1  
2554 BX Den Haag  
Tel: 070 338 4567  
Fax: 070 328 2049  
[ish.primary@ishthehague.nl](mailto:ish.primary@ishthehague.nl)  
Web: [www.ishthehague.nl](http://www.ishthehague.nl)

#### **Mailing Address**

PO Box 52047  
2505 CA Den Haag

#### **Library**

Tel 070 328 1450  
Fax 070 328 2049  
[ish.library@ishthehague.nl](mailto:ish.library@ishthehague.nl)

#### **Recruitment**

Tel 070 328 1450  
Fax 070 328 2049  
[ish.recruitment@ishthehague.nl](mailto:ish.recruitment@ishthehague.nl)

For certain issues our Finance Office will refer you to our central office in Wassenaar.

#### **BANK ACCOUNT DETAILS**

ING Bank 66.94.61.741

Stichting Rijnlands Lyceum Wassenaar inz. ISH

IBAN NL85 INGB 0669461741 BIC INGBNL2A

All payments should clearly display the name of the student(s) and the debtor number.



### **From the Principal of Secondary**

The ISH Secondary School Guide provides the information necessary to understand how our organisation functions and which principles it is based upon. In addition, it presents data in order to give an insight into qualitative aspects of the school. It is a document reflecting the dynamic nature of ISH and thus changing from year to year.

We appreciate any feedback from students, parents or colleagues to improve the guide further.

For developments during the school year and news from all parts of our community, please refer to the bi-weekly newsletter on our website [www.ishthehague.nl](http://www.ishthehague.nl).

Sincerely,

Peter Kotrc  
Secondary Principal

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# 1 Philosophy

## 1.1 The Philosophy of the ISH

The International School of The Hague aims to provide top quality international education for children and young people aged four to eighteen. The school offers internationally recognised curricula – the International Primary Curriculum (IPC), the Middle Years Programme (MYP) and the Diploma Programme (DP) of the International Baccalaureate. The school encourages academic success and supports its students in all areas of their work and development. The ISH is a caring and friendly environment in which young people can grow and develop all their potential. The philosophy and aims of the ISH are contained in the school's mission statement. The ISH mission statement, along with the student charter, is displayed throughout the school.

## 1.2 Mission Statement

*'Learning is at the heart of The International School of The Hague'.*

**We seek to:**

- develop our students full potential
- be a community school based on honesty, fairness and respect
- foster global awareness and an understanding of international interdependence
- prepare students to be lifelong learners
- promote a healthy and well-balanced lifestyle
- make an active contribution to global, international and local communities

**We believe that this is best achieved by:**

- pursuing academic success
- developing physical and creative ability
- using international curricula
- working in partnership with our students and their families
- valuing the language and culture of The Netherlands as a rich learning resource
- fostering and encouraging international-mindedness
- responding sensitively to the full range of students educational needs
- recognising the importance of Mother Tongue languages and supporting their development
- encouraging students to take part in a range of activities outside the formal curriculum
- interacting with global, international and local communities through the exchange of resources and knowledge

## 1.3 Context Statement

*The International School of The Hague* is subsidised by the Dutch Ministry of Education and supported by the Municipality of The Hague, as well as by local international interests.

*The International School of The Hague* is accountable to the inspectors of the Dutch Ministry of Education.

*The International School of The Hague* is part of the foundation, Stichting Het Rijnlands Lyceum (RL).

*The International School of The Hague* is an IB World School.

## 1.4 School Inspector

Inspectie van het Onderwijs (Inspector of Education) [www.onderwijsinspectie.nl](http://www.onderwijsinspectie.nl)



## 1.5 Academic Honesty

*"To be a community based on honesty"* is one of the mission statements of ISH. ISH students of all ages are expected to maintain the highest standards of honesty in their academic work.

Cheating is defined as using a source or the work or help of another without acknowledgement and using any forbidden materials in a test or examination situation or in course work and extended essays. Cheating of any kind, whether in homework, class tests or examinations is not tolerated.

Malpractice or attempted malpractice will have serious consequences for students of all ages, including the possibility of cancellation of work and grades.

Plagiarism is considered a serious form of malpractice. It is addressed in the mentor program and in subjects. A software tool (Turnitin) that identifies undue copying of material from the internet is available.

## 2 The International School of The Hague

### 2.1 Dutch International Secondary Schools (DISS)

The ISH is a member of the group of Dutch International Secondary Schools (DISS). The DISS cater for the needs of students who are not Dutch, as well as for those Dutch students whose education is, at least in part, obtained abroad. The Dutch authorities contribute to the costs of these international schools, each of which must be closely connected to a standard Dutch school.

In 1983 the first Dutch international school was established in The Hague and this developed into The International School of The Hague in 1991.

### 2.2 Stichting (or Foundation) Het Rijnlands Lyceum

The International School of The Hague is part of the foundation, Stichting Het Rijnlands Lyceum (RL). The other schools which are also part of the foundation are Rijnlands Lyceum in Oegstgeest, Rijnlands Lyceum in Sassenheim, Rijnlands Lyceum in Wassenaar.

#### Stichting Het Rijnlands Lyceum

Address: Backershagenlaan 5, 2243 AB Wassenaar  
 Tel: 071 573 0910  
 Fax: 071 531 2167  
 Website: [www.rijnlandslyceum.nl](http://www.rijnlandslyceum.nl)

#### Rijnlands Lyceum Oegstgeest

Address:	Apollolaan 1, 2341 BA Oegstgeest (P.O. Box 61, 2340 AB Oegstgeest)	
	Dutch Department	International Department
Tel	071 519 3500	Tel 071 519 3555
Fax	071 519 3501	Fax 071 519 3550
Web	<a href="http://www.rlo.nl">www.rlo.nl</a>	Web <a href="http://www.isrlo.nl">www.isrlo.nl</a>

#### Rijnlands Lyceum Sassenheim

Van Alkemadelaan 2, 2171 DH Sassenheim (P.O. Box 79, 2170 AB Sassenheim)  
 Tel 0252 243 070  
 Fax 0252 243 074  
 Web [www.rijnlands.nl](http://www.rijnlands.nl)

## Rijnlands Lyceum Wassenaar

Backershagenlaan 5, 2243 AB Wassenaar

Tel 070 511 0400

Fax 070 514 0042

Web [www.rijnlw.nl](http://www.rijnlw.nl)

## The ISH

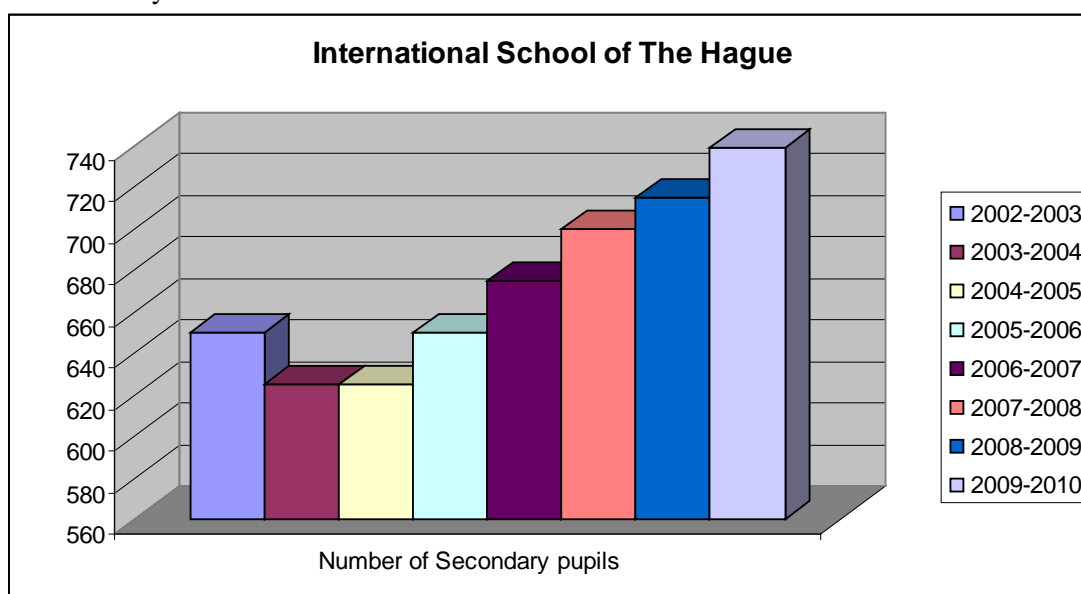
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### Rijnlands Education Worldwide

Currently there are eight overseas facilities in Aberdeen, Cobham (United Kingdom), Davos (Switzerland), Dubai, Abu Dhabi, Mirdif (United Arab Emirates) and Muscat (Oman), providing Dutch education abroad, embedded in International Schools.

### 2.3 The School Population

In the school year 2009/2010, the ISH has 1179 students: 739 in Secondary and 440 in Primary School.



### 2.4 ISH Development

#### School Plan

The ISH has an active and dynamic school development plan. The School Plan of the International School of The Hague is currently being re-written within the framework of the new Strategic Policy Plan of the Rijnlands Lyceum Foundation ("Focus 2012"). It outlines school developments in learning and teaching, ICT, staffing policy, organisation, facilities and finance. It is an active, working document used and updated by staff and management.

International curricula followed throughout the ISH are the tools for pursuing our focus on learning: the International Primary Curriculum (IPC); the International Baccalaureate Middle Years (IB MYP) and Diploma Programmes (IB DP).

#### The ISH - A Community School

- We endeavour to be a community school where the local and international community meets and learns.
- We want students, parents, employer companies and organisations, stakeholders, school neighbours, charities and local partners to benefit from our community service.
- We encourage community contact and service to extend beyond the school premises



so that ideally learning and meeting take place both inside and outside the school.

- We are an inclusive school in our IB Middle Years Programme: we welcome young people of differing abilities and seek to accommodate special needs whenever possible.
- We want our international families to become acquainted with Dutch language and society and to appreciate its values and culture.
- We liaise with our employer organisations in order to keep ahead of their requirements and thereby to better serve the international community.
- We encourage our students to foster an awareness of the privileges and responsibilities that come with being educated towards global citizenship.

## **2.5 Facilities and Extra-Curricular Activities**

### **After School Activities**

After School Activities include variety of clubs. The After School Activities Bulletin Board offers information on timing and venues for all clubs and activities and offers students the opportunity to register. The school website also contains this information.

### **Canteen**

The ISH has a school canteen. A range of nourishing food and drink is available all day. To view the menu see [www.andreplace.nl](http://www.andreplace.nl)

### **Charity fundraising activities**

At the ISH we aim to educate our students to be aware of global issues and the responsibilities that come with being future global citizens. Wherever appropriate, curricular content of various subjects is aimed towards furthering the success of the charity initiatives undertaken.

Students (per mentor group) choose their own charity. These are the options chosen for this school year:

Haar Wensen  
Stichting AAP  
Cliniclowns  
Year 9: Foundation HoPe  
Year 10-11: Warchild.  
the whole school supports Dance4life.

### **Drama**

Drama is established as a subject within the curriculum. The ISH produces a school play each year. Drama clubs are run by the Director of Drama after school.

### **ICT Rooms**

The computer classrooms may be used by teachers to give lessons in different subjects and also by students, who are working on their own projects. Student use of the rooms is at teacher discretion and/or when the rooms are available. The rooms are supervised throughout the day.

### **ISH Music Centre**

Music is established as a subject within the curriculum. ISH students may have private lessons after school in a wide variety of instruments, or in singing. The ISH Music Centre also serves staff, parents and students from other schools, who would like to learn a musical instrument. A large team of qualified instructors is directed by the ISH Music Centre. See for more information [www.ishthehague.nl](http://www.ishthehague.nl) under [extra activities/music](#).

### **Library/Media Resource Center**

The ISH library is a fully automated resource centre staffed by a professionally qualified librarian and assistants. Resource materials include videos, multimedia CD-ROM disks, periodicals and, of course, books. Stock includes books and resources in all the main languages taught in the school.

### **Model United Nations**

Model United Nations (MUN) simulates the activities of the United Nations – its Security Council General Assembly and its committees. Participants assume the roles of diplomatic representatives of member states to the UN and consider items from the UN's current agenda. Preparing to represent a selected country allows the student to develop study and communication skills through a wide variety of activities.

Since December 1991, the ISH has been an organising and participating school in THIMUN - The Hague International Model United Nations. This is the largest student MUN conference in the world.

The ISH also participates in MiniMUN in The Hague and other THIMUN-affiliated conferences.

Since December 1991, the ISH has organised its own conference, Model United Nations International School of The Hague (MUNISH), which is included in the annual calendar of MUN conferences. MUNISH takes place this year in beginning November. For more information, refer to [www.munish.nl](http://www.munish.nl)

### **Recreational Trips (non-compulsory)**

As well as the study trips organised in relation to school work, the ISH also offers more recreational trips. These non-compulsory trips are detailed on [www.ishthehague.nl](http://www.ishthehague.nl) under [extra activities/non-compulsory trips](#).

### **School Bookstore**

The school book shop is located near the Admissions Office on the first floor. It is staffed by parents and it stocks, in addition to books, stationery and other school equipment.

### **School Bus Services**

For the latest information please refer to [www.ishthehague.nl](http://www.ishthehague.nl) under [about the school/transportation](#)

### **School Parties**

The Student Council organises parties for the whole student body. Parties are in the ISH building at Hallowe'en in October, a Winter Party in December and for Valentine's Day in February. Younger students have other celebrations, such as Winter Holiday Brunch, just before the students break up for the Winter Holiday. Official School parties are those held in the building and are supervised by ISH staff.

### **School Study Trips and Exchanges**

Many study trips are organised for ISH students. These are intended to support study, give students a wider understanding of their subjects and generally enrich their educational and social experience. For the latest information on trips, please refer to [www.ishthehague.nl](http://www.ishthehague.nl) for the year concerned under trips.

In addition to the above and other trips, there are also excursions for year groups to visit exhibitions, museums and places of interest in The Netherlands.

## Sports

A wide variety of curricular and after school sports activities is offered for students. This includes basketball, hockey volleyball, rugby, soccer and dance. Matches are played against both Dutch schools and other international schools.

## The ISH

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The ISH offers a Youth Club for students in Years 7 and 8. At Youth Club, many kinds of sports are offered, as well as special courses and trips to specific facilities for activities such as climbing, ice skating or skiing/snowboarding.

### 2.6 Sponsoring and Fundraising

The schools seek material and/or financial support from companies and organisations. Income from these sources is a welcome addition to government subsidies and other funds (such as school fees) and enables schools to distinguish themselves in aspects that increase the attractiveness of the schools for parents and students. This type of additional fundraising fits in with the private character of the Rijnlands group of schools.

## 3 Curriculum and Choice of Subjects

### 3.1 Years 7, 8, 9, 10 and 11, IB Middle Years Programme (IB MYP)

Students in Years 7, 8, 9, 10 and 11 follow the International Baccalaureate Middle Years Programme. This is a five-year middle school programme. Students are taught a broad and balanced curriculum organised into eight subject groups and underpinned by the five Areas of Interaction.

The five Areas of Interaction: Approaches to Learning, Community and Service, Human Ingenuity, Environments, Health and Social Education, are taught through the subjects and through projects, special programmes and activities. In addition, all MYP students complete a Community & Service Programme in each of the five years. Year 11 students complete a Personal Project. Completion of both the Personal Project and Community and Service are compulsory components of the MYP Certificate Programme.

Subjects studied are:

- Compulsory subjects for all years are English, Drama, Mathematics, Dutch, Language B, Science and Physical Education. In addition:
    - For Year 7 MYP: French or Spanish or German or EAL, Geography, History, Visual Arts, Computer Technology, Music.
    - For Year 8 MYP: French or Spanish or German or EAL, Geography, History, Design Technology, Computer Technology, Visual Arts, Music.
    - For Year 9 MYP: French or Spanish or German or EAL, Geography, History, Physics, Chemistry, Biology, Visual Arts, Design Technology, Computer Technology, Music.
  - Subject choices which follow are:
    - For Years 10 and 11 MYP: Visual Arts, Music, Biology, Physics, Chemistry, Humanities (Business and Economics), Geography, History, French, German, Spanish ,
- The school organises tutors to offer Mother Tongue instruction in a number of languages.

### 3.2 Years 12 and 13, IB Diploma Programme

In Years 12 and 13 the ISH offers the two-year course leading to the Diploma of the International Baccalaureate (IB). The IB Diploma is a university entrance qualification

recognised throughout the world. To obtain the IB Diploma students must complete studies in subject group areas as follows:

- Group 1: Language A1 (mother tongue)
- Group 2: Language A2 or B (second or foreign language)
- Group 3: Individuals and Societies
- Group 4: Experimental Sciences
- Group 5: Mathematics
- Group 6: Arts and Electives  
(Art, Music, Theatre Arts, an additional language, Science or Humanities subject)

In addition students must complete a course in Theory of Knowledge (TOK), write an Extended Essay, follow a programme of Creativity Action Service (CAS) and also complete a PE programme.

### **3.3 Policy: Small Class Groups**

In situations where a subject is requested by a small number of students, lessons may be offered at an extra fee. A small group is considered a class of less than five students. Subjects likely to involve small groups are first or mother tongue languages. See further below.

### **3.4 Policy: Mother Tongue Languages**

The ISH considers it important for students to maintain a high level of competence in their own language. The school, therefore, encourages and facilitates the study of the student's Mother Tongue language in addition to the core school curriculum. Our Mother Tongue Coordinator will assist in finding teachers and is responsible for staffing and maintaining consistency of standards in mother tongue study. These lessons will be funded by the parents.

**3.5 Overview of Lesson Hours per Subject**

Subjects offered and time allocation are reviewed annually and may change. The list only reflects the academic offers for the current school year.

**Years 12 and 13**

Grade Subject Group	Year 12		Year 13	
	HL	SL	HL	SL
Language A1 (mother tongue / best language)	5*	3	5*	3
Language B / A2 (second language)	5	3	5	3
Mathematics	5	4	5	4
Science	5	4	5	4
Humanities	5	3	5	3
Creative and Elective Subjects	5	3	5	3
Theory of Knowledge	2	2		
Physical Education	2		1	
Mentor Hour	1		1	

HL=Higher level, SL = Standard level

\* If in small groups : 4 lesson hours

## Curriculum

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Subject	Yr. 7	Yr. 8	Yr. 9	Yr 10, 11
Language A				
English	4	4	4	4
Dutch	3	3	3	3
French/ Spanish/ German/ other Mother Tongue Language	3	3	3	3
Language B				
English	4	4	4	4
Dutch	3	3	3	3
French or Spanish or German	3	3	3	3
Humanities				
Geography	2	2	2	3
History	2	2	2	3
Business and Economics				3
Sciences				
Integrated Science	3	3		
Biology			2	3
Chemistry			2	3
Physics			2	3
Mathematics	4	4	4	4
Arts				
Performing Arts: Drama	2	2	2	3
Performing Arts: Music	2	2	2	3
Visual arts	2	2	2	3
Technology				
Computer Technology	2	2	2	
Design Technology		2	2	
Technology				2
Physical Education	3	3	2	3
Mentor Hour	2	1	1	1
EBRC	3	3	3	1
Subject	Yr. 7	Yr. 8	Yr. 9	Yr 10, 11



## 4 Admissions and Guidance

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### 4.1 Admissions Procedure

Admission to the ISH is after interview and after placement tests for students in years 8-13. Years 7 through to 11 are open to students of a wide range of ability, who can indicate that they are able to follow the ISH curriculum and can be placed in a year grade appropriate to their age. Entry into Years 12 and 13 is for students who can demonstrate academic ability and who are capable of following a course leading to entry into university or higher education.

### 4.2 Admissions Policy Expanded

Students qualify for places if they are:

- ~ Children from countries outside of the Netherlands who are part of the mobile international community (OC & W – Ministry of Education, Culture, and Science - regulations define this as those who are working in the NL for a ‘certain period of time’);
- ~ Children from Dutch families who have been internationally mobile (OC&W regulations define this as those who have spent ‘at least’ two years in a school abroad; we would interpret this as being immediately prior to application here for all applications apart from Pre-reception and Reception)

#### *Application process and waiting lists*

For those who qualify for admission to the school under our admissions policy it is possible to join our waiting lists. The waiting lists are in prioritised sections, each section with children placed in order of receipt of applications. No applications will be considered more than two years prior to the entry date.

#### *Priority section 1.*

Siblings of children already at the school and children of new teaching staff

#### *Priority section 2.*

Children from our sponsoring companies (Shell, EPO and Buitenlandse Zaken)

#### *Priority section 3.*

Children coming directly from outside the country

#### *Priority section 4.*

Children transferring from another international school in the Netherlands \*

#### *Priority section 5.*

Other qualifying children (children who meet the Admissions Policy but do not fall into sections 1-4)

The allocation of available school places for the next school year in Years 7 – 13 for sections 1 to 4 will be made after 15 April annually, and for section 5 after 31 May annually.

In each section applications will be placed in order of receipt. Children will be admitted when the places are allocated, and when there are no children on the list ahead of them in any higher sections.

It would not normally be our practice to admit students directly from Dutch national schools as we would not then be providing continuity of education.

\* Admission of children in section 4 will only be done during a school year, (rather than at the start of a school year) if there are exceptional circumstances.

#### 4.3 Promotion Policy

At the ISH, students in IB MYP Years 7-11 represent a wide range of ability levels and this area of the school is not selective. The IB DP, offered in Years 12-13, is only suitable for students of proven academic ability with the potential to proceed to higher education. This area of the school is selective.

### Admission

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#### **Promotion policy during the IB Middle Years Programme - Years 7-11**

Academic and social progress through the ISH from Years 7-11 should, in principle, be continuous and in line with the philosophies of the IB MYP whereby each student is guided to achieve to the best of his/her ability. The ISH takes account of both achievement as indicated in the MYP criteria and the student's approaches to learning.

Generally, students in Years 7- 10 are considered to have completed a year successfully when they achieve a minimum total of at least 32 points from the eight subject groups. In the case of students who do not follow a language A taught at school, a minimum total of at least 28 points is expected.

On completion of Year 11, two formal documents are awarded by the IB to students in addition to their school report: the MYP Record of Achievement and the MYP Certificate. All students who complete Year 11 obtain a MYP Record of Achievement. There are specific criteria for the award of the MYP Certificate.

The MYP Record of Achievement gives a final grade (1-7) for each individual subject in which students have been registered at the beginning of Year 11. The MYP Certificate is issued to students:

- who have been registered, and have gained at least a grade 2 in at least one subject per subject group of the MYP
- who have gained at least a grade 3 for the Personal Project
- who have participated in the programme for at least the final two years, i.e. Years 10 and 11
- who have met the school's requirement for Community and Service, i.e. acquired a minimum of 15 credits for the year
- who have gained a total of at least 36 points from the eight subject groups and the Personal Project, out of a possible maximum of 63

If more than one subject has been entered in a given subject group, only the single best grade will count towards the IB MYP Certificate, although all subject results appear on the IB MYP Record of Achievement. (e.g. In the case of a candidate receiving a 6 for Biology and a 5 for Chemistry, only the grade 6 counts towards the IB MYP Certificate.) For more information concerning the IB MYP Record of Achievement or Certificate, please contact our IB MYP Coordinator.

The ISH accepts students of all abilities in Years 7-11 and recognises that some students might not be able to achieve the grades indicated above for a variety of reasons. The school supports these students and has a flexible approach to learners' needs. Therefore, the ISH only requires students to repeat a year if it is considered of likely academic or personal benefit to the student. The decision to repeat a year is never taken as a punitive measure.

#### **Promotion policy to the IB Diploma Programme - Years 12-13**

Students will be considered for the IB DP if in their ISH March report they

- have met the minimum academic requirements of the MYP Certificate, that is a total of 36 points; a minimum of 3 for the Personal Project

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- are on track with the ISH IB MYP Community and Service requirement for Year 11
- have a good record of attendance, work habit and behaviour
- have a feasible package of chosen subjects approved by the school.

Placement in a particular subject and level will depend on the student meeting the following subject requirements:

*All grades are minimum requirements. Higher grades are welcome.*

### Group 1: Languages A1

You need to take Language A in MYP:

Grade 5 for HL, Grade 4 for SL

### Group 2: Languages A2 and B

An 'x' means that you can take that course in IB DP, e.g. a 6 in Dutch B standard entitles you to

*take Dutch B HL or Dutch B SL as an IB DP subject:*

### Group 3 : Humanities

### Group 4: Sciences

### and Group 6: The Arts and Electives

Grade 5 for a HL, Grade 4 for a SL

Course in MYP	Grade in MYP	A2 HL/SL	B HL	B SL
Language A	4	x		
Language B advanced	6	x	x	x
	5		x	x
	4			x
Language B standard	6		x	x
	5		x	x
	4			x
Language B foundation	6			x
	5			x


### Group 5: Maths

MYP subject	MYP grade	DP course		
		Maths HL	Maths stand. SL	Maths Studies SL
Extended maths	5	x	x	x
	4		x	x
	3			x
Standard Maths	6	x	x	x
	5		x	x
	4			x

**Promotion policy for students whose mother tongue is not taught as part of the IB MYP at the ISH**, a total of 32 points from seven subject groups (at least a grade 2 per subject group, no Language A) and the Personal Project (at least a grade 3) will be necessary for consideration in the IB DP. The placement criteria for individual subjects and levels, as well as the exceptions listed above apply. A number of languages can be taken as self-taught Language A1 in the IB DP programme. It is beneficial if a student has taken lessons in Year 11 in his or her mother tongue within

or outside of school. However, this is not mandatory. For more information on mother tongue languages, please contact our Mother Tongue Coordinator, Ms. Ponsteen, at [r.ponsteen@ishthehague.nl](mailto:r.ponsteen@ishthehague.nl).

## Admission

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**Promotion policy for new students** applying from other schools acceptance onto the IB Diploma Programme will be based on placement tests. An appropriate and equivalent academic school record is required.

**Promotion to IB DP Year 13** depends upon satisfaction of all of the following requirements:

- successful Year 12 final year grade, i.e. a minimum of 24 points with 12 points or more in Higher Level subjects. A final year grade consists of 20% winter exam result, 30% coursework and 50% June exam result.
- satisfactory progress in the Extended Essay
- completion of 100 hours of CAS work and reflection in regards to the CAS learning outcomes
- all coursework up-to-date
- a good record of behaviour, attendance and punctuality

A student, who has not completed Year 12 successfully, may be required to either re-sit a maximum of two of the internal June examinations, complete all outstanding coursework, CAS activities or Extended Essay work or repeat the year. A student can repeat the year once.

For issues regarding IB and educational matters in Years 12 and 13, please contact the Deputy Head Upper School. For administrative queries about the IB DP, please contact the IB Coordinator.

## 4.4 Monitoring progress and reports

### IB MYP Assessment Criteria

During MYP years students are assessed in each subject according to certain criteria. For full information, please refer to [www.ishthehague.nl](http://www.ishthehague.nl) under [IB MYP assessment](#).

### Reporting

Reports are sent to parents three times a year and twice in Year 13. Criterion-related reports give full assessment information for each individual subject with Teacher and Mentor comments. Parents/guardians can further monitor their MYP student's progress through the MYP Records of Achievement kept in student portfolios and through communication with the mentor. Student in years 7-10 take home their portfolios twice in the year, in November and May.

### Overview of Reporting

	IB MYP Students	IB DP Students
	Ongoing interim reports for individual subjects	Ongoing interim reports for individual subjects
<b>November/December</b>	Progress Report	Progress Report
<b>February</b>		Year 12 January exams grade sheet Year 13 Mock exam grade sheet
<b>March</b>	Year 7 -11 Report	
<b>June</b>	Report	Report (Year 12)

At key points in the year, teachers discuss together the progress of each individual student in Report Meetings.

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**General Approaches to Learning** apply to all Secondary Students.

- Ability to complete assignments appropriately
- Ability to meet deadlines
- Organisation and preparation for class
- Active participation in class
- Cooperation in class
- Ability to work independently
- Ability to seek out and accept help/criticism, when appropriate
- Behaviour and respect to others

G	Good
S	Satisfactory
NI	Needs Improvement

#### **Parent / Teacher / Student Conferences**

Parents and students are invited to attend Parent / Teacher / Student Conferences (often called PTS conferences) in December and March/April of each year. At these meetings, they have the opportunity to discuss student progress with subject Teachers and Mentors. Parents receive a written invitation to these meetings. Students schedule appointments with Teachers beforehand.

### **4.5 Guidance of Students**

#### **Guidance System**

The guidance system at the ISH aims to give all students maximum support and opportunity to develop. Each student has a mentor who is the key person in the guidance and support system and the first person to be contacted by parents. Along with the mentors and subject teachers the following members of staff are involved in the guidance of students:

- the Year Leaders
- the Deputy Heads of Upper and Middle School
- the Careers Counsellors
- the Coordinators and staff of the Learning Support Centre
- the School Counsellor
- the Mentor Programme Coordinator

#### **Role of Year Leader, Deputy Heads and Mentor**

The mentor is the first contact person for students and parents. He/she guides the whole mentor group and individual students within it. He/she works under the close supervision of and reports regularly to the Year Leader.

The Deputy Heads oversee mentors and support the Year Leader for each particular year group.

The Year Leader oversees the academic progress and overall well-being of all the students in the year group and advises on individual situations.

Year Leaders report to the Deputy Head. The Deputy Heads meet regularly and

formally with the Year Leaders to discuss all aspects of school life and to initiate new developments.

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### **Careers Advice**

The careers counsellors provide students with information about courses and professions. They make this information available to students, their parents and also teachers. They advise students on choices of subjects and assist them with the important decisions which need to be made. In order to meet the different needs of students in the middle school and those seeking guidance for tertiary education after the IB Diploma, the ISH has two careers counsellors who are specialised in different areas of guidance.

Ms. J. Austin is responsible for the UCAS applications procedure for IB DP students wishing to study in the UK. Mr. R.van Vliet oversees all other applications procedures, registration for Open Days and information regarding all types of Higher Education in The Netherlands and abroad, with Ms. A. Foster dealing with the USA.

The careers counsellors maintain good contacts with educational establishments and companies. They organise careers fairs within the school and visits to university open days.

### **Learning Support Centre**

The Learning Support Centre (LSC) serves to cater for the needs of students who have difficulty following the main curriculum. Within this framework, we seek to support students with a range of special educational and social/emotional needs.

If LSC staff encounter student needs that cannot be met internally, external referral(s) will be made.

### **School Counsellor**

The counsellor for the ISH may be contacted directly by students or may be referred by their mentor, Year Leader or Deputy Head. Teachers will always discuss students with their mentors before referring them to the counsellor. Meetings of the School Counsellor with students are confidential. Exceptional situations will be shared with the Principal, again on a strictly confidential basis.

Parents/guardians may, at their request, also book meeting times with the Counsellor.



## 5 Academic Results

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### 5.1 Academic Results Upper School

Students gaining the International Baccalaureate Diploma in May 2009: 93%

Number of candidates registered in the session	87
Number of diploma and retake candidates (5 resits) registered in the session	87
Number of candidates who passed the diploma:	81
Average points obtained by candidates who passed the diploma:	31
Highest diploma points awarded to a candidate:	40
Average grade obtained at the school by candidates who passed the diploma:	4.94
Total number of candidates excluded from statistics:	2
Number of subject entries in the session	656

### IB DP Exam Results May 2009 per subject:

Subject results - grade distribution	Nr. Candidates	Average grade (school)	Average grade (World-Wide)
<b>Subject Group 1: Languages A1</b>			
CHINESE A1 SL	1	4	5.57
CROATIAN A1 self taught SL	1	5	5.25
DUTCH A1 HL	6	5.5	4.85
DUTCH A1 SL	11	5	5.38
ENGLISH A1 HL	36	4.69	4.7
ENGLISH A1 SL	21	5.14	4.94
FRENCH A1 SL	7	4.71	5.29
GERMAN A1 HL	2	4.5	5.37
ITALIAN A1 SL	1	0	5.1
LITHUANIAN A1 self taught SL	2	5.5	5.23
MALAY A1 self taught SL	1	4	5.7
PORTUGUESE A1 SL	1	5	5.36
RUSSIAN A1 HL	1	3	5.21
SPANISH A1 HL	4	4.5	4.7
VIETNAMESE A1 self taught SL	3	6.33	6.57
<b>Subject Group 2: Languages A2 and B</b>	<b>Nr. Candidates</b>		

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DUTCH A2 HL		8	5.13		5.21
DUTCH A2 SL		1	5		5.4
DUTCH B HL		6	6.4		5.65
DUTCH B SL		11	5.27		5.28
ENGLISH A2 HL		13	5.62		5.31
ENGLISH B HL		11	6.09		5.57
FRENCH B HL		1	7		5.22
FRENCH B SL		5	6		4.72
GERMAN B HL		5	5.6		5.84
RUSSIAN B HL		1	7		6.45
SPANISH B HL		9	6.56		5.46
SPANISH B SL		6	5.17		4.69
Subject Group 3: Humanities					
BUS.& MAN. HL ENGLISH		26	5.31		4.53
BUS.& MAN. SL ENGLISH		10	4.8		4.55
ECONOMICS HL ENGLISH		17	5.41		5.09
ECONOMICS SL ENGLISH		13	5.38		5.18
GEOGRAPHY HL ENGLISH		8	4.5		5.12
GEOGRAPHY SL ENGLISH		1	6		4.39
HISTORY SL ENGLISH		11	5.27		4.68
HIST.EUROPE HL ENGLISH		19	4.89		4.98
ITGS SL ENGLISH		4	3.75		4.18
Subject Group 4: Sciences					
BIOLOGY HL ENGLISH		11	4.64		4.18
BIOLOGY SL ENGLISH		35	4.2		4.21
CHEMISTRY HL ENGLISH		8	4.63		4.4
CHEMISTRY SL ENGLISH		9	4.89		4.01
PHYSICS HL ENGLISH		14	5.36		4.63
PHYSICS SL ENGLISH		22	3.77		4.09
Subject Group 5: Maths					
MATH.STUDIES SL ENGLISH		28	4.36		4.61
MATHEMATICS HL ENGLISH		22	4.55		4.4
MATHEMATICS SL ENGLISH		32	4.28		4.45
Subject Group 6: The Arts and Electives					
MUSIC HL ENGLISH		6	5.33		4.69
THEATRE HL ENGLISH		2	5		4.39
THEATRE SL ENGLISH		1	6		4.54
VISUAL ARTS OPTION A HL ENGLISH		15	4.93		4.87
VISUAL ARTS OPTION A SL ENGLISH		4	4.75		4.46

### Subject results - grade distribution

Subject	Number of Candidates	Grade							Highest grade	Lowest grade
		A	B	C	D	E	P	N		
Subject Group 9										
THEORY KNOWL. TK in ENGLISH	82	0	2 3	5 5	4	0	0	0	B	D

### Subject results - grade distribution

Subject	Number of Candidates	Grade							Highest grade	Lowest grade	
		A	B	C	D	E	P	N			
Subject Group 1											
DUTCH A1 EE	2	2	0	0	0	0	0	0	A	A	
ENGLISH A1 EE	9	1	4	4	0	0	0	0	A	C	
FRENCH A1 EE	2	0	1	1	0	0	0	0	B	C	
GERMAN A1 EE	1	0	1	0	0	0	0	0	B	B	
RUSSIAN A1 EE	1	0	1	0	0	0	0	0	B	B	
SPANISH A1 EE	2	1	0	1	0	0	0	0	A	C	
Subject Group 2											
ENGLISH B EE	3	0	1	2	0	0	0	0	B	C	
FRENCH B EE	1	0	0	0	1	0	0	0	D	D	
GERMAN B EE	1	0	1	0	0	0	0	0	B	B	
Subject Group 3											
BUS.& MAN. EE in ENGLISH	11	0	0	3	8	0	0	0	C	D	
ECONOMICS EE in ENGLISH	5	0	3	2	0	0	0	0	B	C	
GEOGRAPHY EE in ENGLISH	2	0	1	1	0	0	0	0	B	C	
HISTORY EE in ENGLISH	13	2	8	3	0	0	0	0	A	C	
HISTORY EE in SPANISH	1	0	1	0	0	0	0	0	B	B	
ITGS EE in ENGLISH	1	0	0	0	1	0	0	0	D	D	
PHILOSOPHY EE in ENGLISH	1	0	0	0	1	0	0	0	D	D	

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PSYCHOLOGY EE in ENGLISH	2	0	0	0	2	0	0	0	D	D
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### Subject Group 4

BIOLOGY EE in ENGLISH	4	0	2	2	0	0	0	0	B	C
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CHEMISTRY EE in ENGLISH	3	1	1	1	0	0	0	0	A	C
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PHYSICS EE in ENGLISH	3	1	0	2	0	0	0	0	A	C
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### Subject Group 5

MATHEMATICS EE in ENGLISH	1	0	0	1	0	0	0	0	C	C
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### Subject Group 6

MUSIC EE in ENGLISH	4	2	0	2	0	0	0	0	A	C
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VISUAL ARTS EE in ENGLISH	8	3	3	2	0	0	0	0	A	C
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## 5.2 Academic Results Middle School

For 94 candidates, the student percentage successful in meeting the requirements for the award of the Middle Years Programme (MYP) Certificate was 84%.

Subject	No of candidates	Average grade (school)	Average grade (world-wide)
<b>Subject group 1</b>			
DUTCH A	46	4.54	4.54
ENGLISH A	77	4.74	4.91
FRENCH A	84	5.00	5.06
GERMAN A	7	5.43	5.18
PORTUGUESE	1	3.00	5.00
SPANISH A	8	4.13	4.70
<b>Subject group 2</b>			
DUTCH B	18	3.94	4.67
ADV. DUTCH B	18	4.50	4.78
DUTCH B FOUND.	12	3.92	4.39
ENGLISH B	8	5.63	5.23
ADV. ENGL. B	9	5.22	5.07
FRENCH B	18	4.78	4.72
GERMAN B	4	5.00	4.85
SPANISH B	13	5.38	4.86
<b>Subject group 3</b>			
GEOGRAPHY	20	4.75	5.02

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HISTORY	57	4.68	5.11
HUMANITIES	55	4.75	4.74
Subject group 4			
BIOLOGY	64	4.39	4.25
CHEMISTRY	41	4.49	4.32
PHYSICS	46	5.07	4.56
Subject group 5			
EXTENDED MATH.	48	4.50	4.69
MATHEMATICS	46	4.24	4.34
Subject group 6			
DRAMA	28	4.82	4.97
MUSIC	14	5.29	4.71
VISUAL ARTS	58	4.93	4.91
Subject group 7			
PE	94	4.96	4.62
Subject group 8			
COMP TECH.	94	3.76	4.49
Subject group 9			
PERSONAL PROJECT ENGLISH	85	4.65	5.04
PERSONAL PROJECT FRENCH	2	4.00	5.04
PERSONAL PROJECT SPANISH	3	3..67	5.04

## 6 Organisation

### 6.1 Organisation: STUDENTS

#### Contribution from Students

The contribution of students is considered particularly important. Students can influence the development and organisation of the school through the following channels:

- Student Council
- Participation Council (MR)
- evaluations conducted within their year groups
- interviews with Mentors and discussion during their mentor hour

In the C&S or CAS programme, Secondary school students contribute further to the communities. See for more information [www.ishthehague.nl](http://www.ishthehague.nl)

#### Student Charter

The ISH Student Charter was finalised after consultation with students and staff. The Student Charter defines the rights and responsibilities of students at the ISH. The charter is displayed in the school building.

ISH Students have the right to:

- Good education from professionally trained and enthusiastic staff
- Receive fair and equal treatment from all staff

- Receive guidance on learning, assessment and assignments
- Punctuality from staff
- Limits to the numbers of assessed tasks per day and a reasonable maximum per week
- Good and positive support from all members of the school community
- Pleasant school atmosphere: respect toward different cultures, races, nationalities, religions and abilities
- Proper facilities: adequate furniture, clean toilets, computers and classroom resources

ISH students have a responsibility to:

- Be punctual and appropriately dressed
- Be organised within school and prepared for all classes
- Be sensitive to other people's differences - their beliefs and values; have respect for one another and staff, appreciating cultural and individual differences
- Have respect for the school environment, both inside and outside the building
- Work to the best of their ability and not interfere with the learning of others
- Be helpful to others
- Be welcoming to newcomers and visitors to the school
- Represent the school in an appropriate manner at all times
- Adhere to the school rules and accepted norms of behaviour

### **Student Council**

The ISH Student Council is made up of elected members of Years 10 to 13. The Student Council coordinates the election of representatives of each year group and works with them to organise school parties and other activities. The Student Council presents the views of students to the School Leadership in regular weekly meetings with the Deputy Head Upper School and by contacting the Principal directly.

**For details on the student council, please refer to [www.ishthehague.nl](http://www.ishthehague.nl).**

## **6.2 Organisation: PARENTS**

### **Contribution from Parents**

Parents may contribute to the work of the school in many ways. The specific groups and committees that exist for this purpose are:

- the Parents' Association (PA),
- the Participation Council (MR) '*Medezeggenschapsraad*',

### **Contact with Parents**

We consider good contact with parents to be very important.

- a Welcome Morning is held for new parents at the beginning of each school year.
- an Introduction Afternoon ("Meet the teacher") is held for all parents in September of each school year. On this occasion parents receive information about the curriculum of the year groups, the school as a whole and the surrounding community. Informal meetings for each year group form part of this afternoon. The aim is for parents to meet each other and the staff most involved with the education and guidance of their children, i.e. the Deputy Heads, Year Leaders and mentors.
- parent/teacher/student conferences are held in December and March/April.
- parents may contact the school at any time by email or telephone. For student concerns the first port of call in most instances is the mentor.
- parents are asked to schedule appointments with teachers via email.



- staff, especially Mentors, Year Leaders and Deputy Heads, will contact parents when they consider it helpful and necessary.
- appointments can be made by parents to see staff in school.
- regular monthly meetings of the Year group Parent representatives and the Deputy Heads Middle and Upper School

### **Parents' Association**

Parents/guardians of students at the ISH are automatically members of the Parents' Association. The Parents' Association plays an important role in the life of the school by fostering and coordinating parental involvement. Some aspects of school life are organised entirely by the parents, e.g. the school bookstore. The work of the Parents' Association is directed by elected officers and interested parents who meet monthly. Representatives of the School Leadership Team attend these meetings regularly.

**For details on the PA, please refer to [www.ishthehague.nl](http://www.ishthehague.nl) .**

### **Complaints Regulation Secondary Education**

The first contact for a complaint is the appropriate person(s) within the school organisation. In addition, complaints may be submitted to the proper authorities, i.e., the director of the *Stichting Het Rijnlands Lyceum* and the *Landelijke Klachten Commissie* (National Complaints Committee) of the '*Vereniging van Bijzonder Scholen*'. Complaints regulations may be obtained from the schools' administration offices.

## **6.3 Organisation: STAFF**

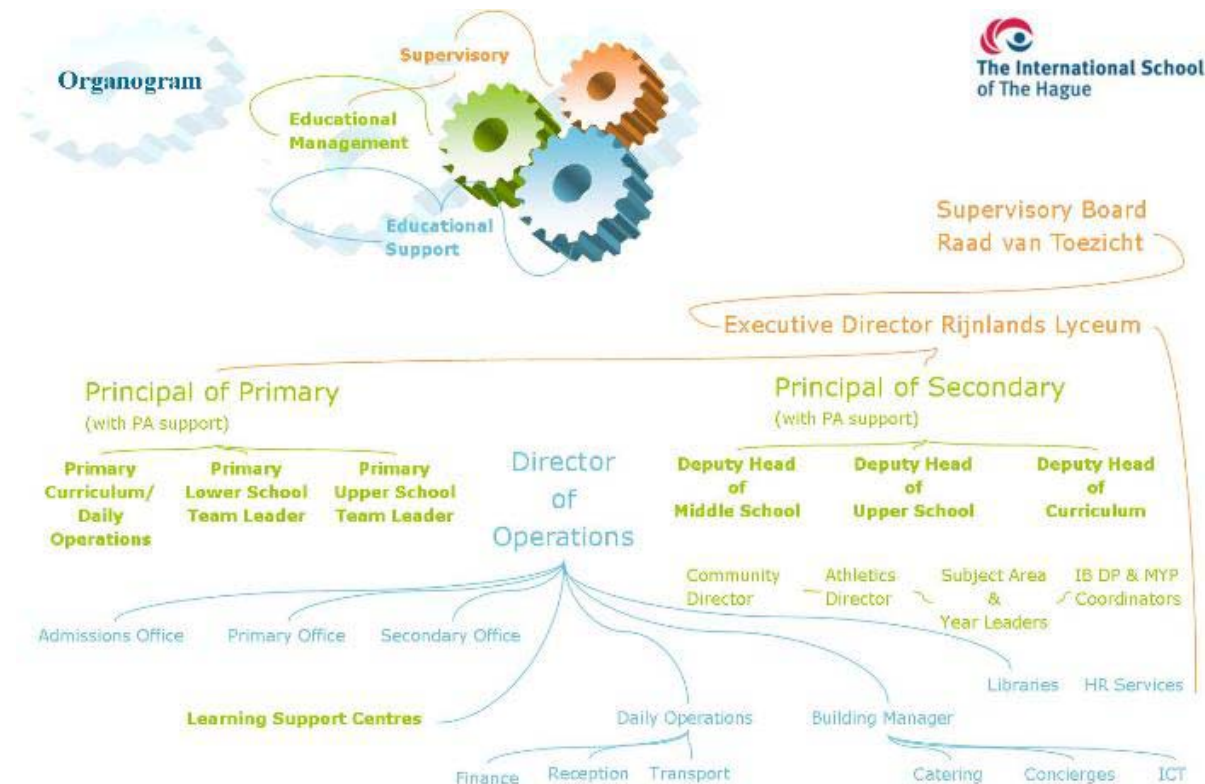
**[A full overview of staff is available on \[www.ishthehague.nl\]\(http://www.ishthehague.nl\) under the Secondary staff list.](#)**

### **Leadership**

The Rijnlands Lyceum (RL) foundation is a semi-public organisation headed by an Executive Director as the competent authority (the Board) and supervised by a Supervisory Board.

For the organisation and management of the Rijnlands schools, a simple structure with as few management levels as possible has been chosen.

For more details on the Rijnlands Lyceum Foundation, view [www.rijnlandslyceum.nl](http://www.rijnlandslyceum.nl)



The Senior Leadership Team (SLT) involves:

**Secondary Principal** Mr. P. Kotrc  
**Primary Principal** Mr. G. A. Scott  
**Director of Operations** Mr. P. Wijsman

*The Principal of Primary, is responsible for the ISH Primary and leads the Primary Leadership Team comprising three Team Leaders.*

*The Principal of Secondary, is responsible for the ISH Secondary and leads the Secondary Leadership Team comprising three Deputies.*

*The Director of Operations, is responsible for both Primary and Secondary issues regarding finance, organisation and support staff.*

The Secondary Leadership Team (SecLT) involves:

**Secondary Principal** Mr. P. Kotrc  
**Deputy Head Middle School** Ms. M. Hoogcarspel  
**Deputy Head Upper School** Ms. K. Fox  
**Deputy Head Curriculum** Mr. J. Shaw

*Deputy Heads lead all staff responsible for carrying out education and education related tasks. They are responsible for the academic progress and guidance of their students; the performance and professional development of the staff and are involved in educational development and innovation.*

*The Deputy Head Curriculum has responsibility for learning throughout the school and will both initiate and evaluate all curriculum development.*

Teaching staff involves **Subject Area Leaders, Year Leaders, Mentors, Coordinators** of IB DP, IB MYP, Self-Taught Language, Subject, CAS and C&S, **the Athletics Director, Careers/Community and Global Issues Director and the Learning Support Centre (LSC).**

## Organisation

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### **Non-teaching Staff**

The administrative and secretarial support (including student administration, keeping up-to-date of study results, PR and communication), other educational support (including teaching assistants, library resource centre) and technical support (including cleaning, maintenance, photocopying, catering) are organised locally on site.

### **Supervisory Board**

As sounding board for management and for accountability, there is a supervisory body, the Supervisory Board.

### **Recruitment Policy**

Our requirement is for experienced teachers, with academic and teaching qualifications, and an international background. It is expected that teachers will have taught outside the Netherlands. The main criteria for selection, therefore, are;

- university degree and teaching qualification
- successful classroom teaching experience
- knowledge of international curricula
- international teaching experience/teaching outside the Netherlands (apart from Dutch department posts)
- English to native or near native speaker level

We have teachers from all over the world, but because of difficulty in obtaining work permits, preference is given to applicants with European Union residency status. It is the policy of ISH that staff recruitment is carried out on the basis of fair and open competition and that selection is based on merit, subject to the requirements of the post available.

## **6.4 Organisation: SCHOOL(ING)**

A team of **confidential persons** has been set up where students, parents or staff may seek advice on matters requiring a great degree of confidentiality. For contact details and a full Secondary School staff list, please refer to [www.ishthehague.nl](http://www.ishthehague.nl).

### **Participation Councils**

Each school has a participation council (MR). In a school environment, it is important that the various parties (students, staff and parents) are able to advise on, or have a say in, certain matters. The participation of the schools has been set up in accordance with the guidelines of the law on participation, Wet Medezeggenschap Onderwijs (WMO). For matters of mutual importance, there is a general participation council (GMR), in which each participation council (MR) of the Rijnlands Lycea is represented. The GMR advises management with and without being asked and takes a viewpoint with regard to decisions which management submits to the GMR for approval in accordance with the WMO or CAO (collective employment agreement).

**For details on the MR, please refer to [www.ishthehague.nl](http://www.ishthehague.nl).**

### School Publications

Most documents are available on our website or that of the Rijnlands Lyceum Foundation  
[www.rijnlandslyceum.nl](http://www.rijnlandslyceum.nl)

### Organisation

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Publication	Of interest to ....	Source and availability
Internet website	All	<a href="http://www.ishthehague.nl">www.ishthehague.nl</a>
Intranet website	Students and staff	<a href="http://www.ishweb.nl">www.ishweb.nl</a>
shMAG	Students	Student <i>monthly</i> feature magazine
Thoughtfox	Students	Student creative writing magazine <i>periodical issue</i>
NEWSISH	Students	Student news magazine <i>periodical issue</i>
Policy Handbook	All	<a href="http://www.ishthehague.nl">www.ishthehague.nl</a> under profile <i>Updated regularly</i>
Secondary School Guide	All	<a href="http://www.ishthehague.nl">www.ishthehague.nl</a> under profile <i>annual issue</i>
Information Booklets:	IB MYP years 7-11 IB DP Curriculum	<a href="http://www.ishthehague.nl">www.ishthehague.nl</a> under IB MYP <a href="http://www.ishthehague.nl">www.ishthehague.nl</a> under IB DP
Student handbooks:	Years 7, 8 and 9 Years 10/11 IB MYP Years 12/13 IB DP	<a href="http://www.ishthehague.nl">www.ishthehague.nl</a> under Yrs 7/8/9 <a href="http://www.ishthehague.nl">www.ishthehague.nl</a> under Yrs 10/11 <a href="http://www.ishthehague.nl">www.ishthehague.nl</a> under Yrs 12/13
Year Book	Students	Created by students, available from the ISH Library, <i>annual issue</i>
School Agenda	Students (Compulsory for Years 7-11)	Issued to students at the <i>start of the school year</i>
Staff Newsletter	Staff, Board, MR, RLW, RLO, RLS	Per e-mail, <i>weekly issue</i>
School Plan	Staff, Board, MR, PA and Inspector	Four year cycle
Staff Guide	Staff	Staff drive, <i>annual issue</i>
Secondary Newsletter	All	<a href="http://www.ishthehague.nl">www.ishthehague.nl</a> under news

### School Rules

The ISH is a school community comprising many different nationalities, cultures and creeds. It is a central rule of the school that students at all times show tolerance and respect for the race, culture, creed and nationality of other students. School rules are reviewed regularly by staff, students and parents. They are issued to all students at the beginning of the school year and to new students as they join the school during the year.

- The ISH is a school community made up of many different nationalities and religions. Students will show tolerance and respect for the race, religion and nationality of other students at all times. Students who do not maintain the ISH standards of tolerance may forfeit their place in the school.
- We expect students to live up to accepted standards of behaviour in and outside the classroom, on school trips, at social or representative functions and in the immediate vicinity of the school building before and/or after school hours.
- Students must show care and respect for both the school property and neighbouring premises. There should be no littering. Offenders will be punished. Students, who damage or deface property in any way, including graffiti writing, will pay for any damage they cause.
- Students are expected to maintain standards of proper behaviour towards staff and

each other. The use of offensive language and/or actions cannot be tolerated.

- While inside the school building, students must refrain from inappropriate behaviour, such as running, playing ball, rough play, and any other behaviour that could compromise the safety of others or the smooth conduct of lessons.
- No offensive or dangerous instruments may be brought onto the school premises. Such objects will be confiscated.
- Taking property without the owner's consent is theft. Stealing will be taken most seriously and dealt with accordingly. Punishment may include expulsion from the school.
- No eating is allowed in the school building apart from in the canteen and for 10/11 in 10/11 area and for IB students in the IB area. No cutlery, trays, etc may leave the canteen.
- Smoking by students is not allowed anywhere inside or close to the school premises. The no-smoking rule applies also on all school trips and at functions elsewhere organised by the school.
- Alcohol may not be brought onto the school premises by any student at any time. Alcohol will not be available at school parties on school premises.
- The use of mobile phones and pagers is not allowed during the school day. Mobile phones and pagers must be turned off during the school day. Unauthorised filming of individuals or the premises is not allowed. iPOD's are not allowed in lessons.
- It is strictly forbidden to introduce or use drugs anywhere on the school premises. This rule also applies during all school activities, such as school parties or school trips, which take place elsewhere. Violations of this rule will lead to immediate suspension and possible expulsion from the school.
- Students in Years 7, 8, 9, 10 and 11 may not leave the school grounds during school time without authorisation by Mentors or Year Leaders.
- Unless officially participating in an after-school activity, students should leave the school premises by 17.00.



#### **School Rules: Guidelines for use of the Canteen**

- The canteen is an area for eating and drinking only. If you are not eating or drinking, please leave the canteen area.
- When you have finished eating or drinking, please clear away your plates, cups, cutlery and trays by putting them on the trolley provided. All rubbish should be put in the bin.



- When you leave the table, please push in your chair.
- Once you have paid for your food, go straight to a seat so that the catering system can continue to flow smoothly.
- Do not shout or run in the canteen.

### **School Rules in the classroom**

The purpose of Classroom rules is to allow teachers and students to focus on the lessons. As a school community we support the following rules, as they have proven useful to allow lesson time to be used for learning rather than discipline.

- Listen to your teacher or classmates and do not talk unless asked to do so by the teacher.
- Show respect to staff and other students, e.g. do not use unacceptable language and be polite.
- Show respect to the property of the school and of other students, eg. do not damage tables, do not take pens/books that do not belong to you, etc. Please treat other parts of the school, e.g. classroom, canteen, gyms and library, with the same respect.
- Do not litter in classrooms and in corridors.
- Be ready to start a lesson when the bell goes: have your subject books, etc. ready and stop talking with your friends.
- Please do not eat in classrooms unless the teacher allows you to. Do not eat in the corridors at all.
- Please only drink water in classrooms.
- Please do not chew chewing gum
- Please do not wear caps or hats in lessons.
- Use the toilet during breaks.

### **School procedures for cancelled lessons**

If a teacher is absent, either through illness or, for example, because he or she is attending a conference or workshop, work is set for classes not given. Students in Years 7, 8, 9, 10 and 11 complete this work under the supervision of another teacher, when possible. Students in Years 12 and 13 complete their set work in the library, school study areas or IB area.

When possible, other members of staff take lessons for absent colleagues. In addition, the ISH employs cover teachers to supervise classes in the absence of the regular teacher. Supplies of appropriate work in all subjects are available to be set in the absence of teachers. When a long period of absence is anticipated, a substitute teacher is sought immediately.

### **School Policies**

The ISH has established a set of explicit school policies that form a basis for all its practices concerned with teaching, learning and guidance. Whole school policies address amongst others: academic honesty; staff attendance at conferences; early examinations; re-sitting examinations; field trips; homework; ICT; and teaching practices. In addition policies exist for each department, the library and all aspects of guidance. Copies of all policies may be consulted in the administration office and in the library of the school.

## **6.5 Daily School Procedures**

### **Behaviour**

Students at the ISH are expected to maintain appropriate standards of behaviour. They show respect for the school community and for visitors. They also treat the building



with care, do not fight and do not indulge in inappropriate displays of affection. For further information see School Rules and Student Charter.

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### Confidential Information

It is the school's practice to display photographs of school activities and events on its website and within school publications, which may also include press releases and advertising. Parents, who wish that their child NOT be featured in such material, are requested to make a written request to the Secondary Principal.

Parents accept that it is the school's legal duty to provide requested information to Government Ministries. This is usually age and nationality information only.

### Daily Schedule: Lessons and Break

#### LESSON TIMES 2009-2010

period	1	08.30 - 09.15
	2	09.15 - 10.00
	break 1	10.00 - 10.20
	3	10.20 - 11.05
lunch 1	4	11.05 - 11.50
	5	11.50 - 12.35
	6	12.35 - 13.20
lunch 2	7	13.20 - 14.05
	break 2	14.05 - 14.20
on alternate Tuesdays:	8	14.20 - 15.05
School closes at 14:05	9	15.05 - 15.50
	10	15.50 - 16.35

#### IB DP Individualised Study Time

In addition to taught lesson hours a Higher Level course will also contain 16 hours of individualised study time over the academic year. A Standard Level course will contain 11 hours of individualised study time over the academic year (except Sciences and Mathematics which have more periods scheduled). Teachers and students will identify tasks that are course related and help the individual student to improve certain areas of their performance in the subject. Given the nature of the task, students may work independently, in groups or meet with the teacher to complete the work. It is the student's responsibility to allocate some of his/her free periods over the day to do the work and to be available after period 10 for meetings, if necessary.

#### Breaks

Students in Years 7 – 11 may spend the breaks in the canteen, International Plaza or for years 7/8/9 only behind the building on school premises. Refreshments are available in the canteen. Students in Years 11/12 and 13 will have dedicated areas in which they may spend breaks. The Library/Media Resource Centre is also open during breaks. In the breaks students should not be in the classrooms or corridors, except by special arrangement with staff.

### Dress Code

Students may express their own views and personality through the way they dress, but they should dress in a manner that is not offensive to other members of the school

community. Hats and hoods may not be worn in class or formal situations unless permitted by the teacher. This does not apply to clothing worn for religious reasons.

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### **Food and Drink**

Students should consume food and drinks only in the areas designated for this purpose – namely the canteen. Year 12 – 13 students are allowed to eat snacks in their designated areas. They should not chew gum anywhere inside the school building. Students are encouraged to drink water in all areas of the school except laboratories and computer areas.

### **Illness during the School day**

If a student in Years 7 - 11 becomes ill during the school day, he/she should go to the school administration for staff to contact a parent/guardian. Permission to go home may only be given by the Mentor, the Year Leader, the Deputy Head or the Principal of Secondary. After permission has been granted, students sign out at school reception.

Students in Years 12 and 13, who become ill during the school day, need not go to school administration, but must sign out before going home.

### **Late Arrival at School**

If a student is late for school due to a doctor's appointment, etc., he/she must report to the school reception on arrival to sign in before joining lessons. A parental note should accompany a student who is late because of an external appointment. Persistent unexcused lateness will be followed up. Students in Years 12 and 13 should sign in at school reception and proceed directly to class.

### **Library/Media Resource Centre**

The library collection includes books, magazines, videos, DVDs, audio-visual materials, CD-ROMs and computers. The collection comprises mainly materials in the languages taught in school: English, Dutch, French, German and Spanish. All library materials can be found by using our modern computer catalogue system. For more details please refer to [www.ishthehague.nl](http://www.ishthehague.nl) [Secondary school libraryISH](#).

### **Medical Appointments**

Any student, who must leave school during the school day for medical or similar appointments, should bring a note of explanation to the school administration beforehand or upon arrival at school (in the case of an early morning appointment). In addition, students sign in/out at school reception.

### **School Campus**

Students in Years 7 to 11 may not leave the school grounds between lessons or during breaks. Students in Years 12 and 13 may leave the school grounds when they are not in lessons.

All students are expected to behave as representatives of the school when off campus and refrain from smoking in the surrounding areas of the school.

### **School holidays and closure**

These dates are in accordance with the parameters set by the Ministry of Education and the municipality of The Hague. The Secondary calendar dates were correct at time of printing. Throughout the year there may be additions or changes. Please refer to the school's website calendar for the most up to date information.

## Secondary holidays 2009-2010

Secondary school closed, staff study	31-08-09
Secondary school closed, staff study	01-09-09
Autumn break	19-10-2009 - 23-10-2009
Winter break	21-12-2009 - 01-01-2010
Secondary school closed, staff study	04-01-10
Spring break	22-02-2010 - 26-02-2010
Easter break	02-04-2010 - 05-04-2010
May holiday	30-04-2010 - 07-05-2010
Ascension holiday	13-05-2010 - 14-05-2010
Whitsun holiday	24-05-2010
Secondary school closed, staff study	01-07-10
Secondary school closed, staff study	02-07-10
Summer break	05-07-2010 - 20-08-2010

## School Trips

Students are expected to take part in curriculum related study or similar day trips arranged in school time. School expectations of student behaviour apply on all trips. Information letters and permission slips distributed prior to events outline the purpose and cost involved. By signing the permission slip, the parent/guardian gives permission for the student to undertake all activities involved in the trip and acknowledges that the fee paid is non-refundable unless explicitly stated. The parent/guardian also accepts that school is not responsible for any property stolen on the trip, as well as anything lost or damaged by the student. Parents/guardians are responsible for ensuring the student gets to and from the point of departure.

Information meetings are scheduled prior to trips lasting more than one school day (see Calendar). If a student cannot participate in a school trip, he/she should bring a letter, signed by parent/guardian, indicating the reason. This letter should be presented to school administration within one week of communication about the trip having been issued. If a student does not participate in a compulsory school trip, he/she is expected to attend school, presenting him/herself to the school administration upon arrival.

## Special Leave from School

If a student must be absent for reasons other than brief illness, doctor, hospital, dentist or orthodontist appointments, a "Request for Special Leave" form should be completed and returned to the administration office at least four weeks prior to the requested leave date. The student is required to ask teachers for assignments to be completed during his/her absence. The ISH reserves the right to deny a request for special. ISH is bound to Dutch regulations (*leerplicht*) in this respect.

## Student Absences

On the first day of a student's absence, parents/guardians should inform the school, preferably by email ([ish.secondary@ishthehague.nl](mailto:ish.secondary@ishthehague.nl)) or telephone by 9 am. School must also be kept informed of the anticipated length of the absence. When the student returns to school, he/she should bring a note of explanation within three working days, signed and dated by a parent/guardian to be given to the school administration.

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## Student Property and Belongings

Students are responsible for looking after their own belongings. The school accepts no responsibility for lost or stolen property. Valuables must not be brought to school. Bicycles must be securely locked and are left at their owner's risk. Coats should be left in lockers. Mobile telephones are not to be used during the school day (see School Rules).

## Withdrawing from School

According to the *Standard Terms and Conditions*, a minimum of sixty (60) days' notice must be given to the School Administration before withdrawing from school. Notice of withdrawal should be given to the school on the appropriate form. Withdrawal forms are available on the school web site, [www.ishtehague.nl](http://www.ishtehague.nl) and from School Administration. Unless full notice is given, fees will continue to be charged and the deposit will not be returned.





## 7 Financial Matters

### 7.1 Annual School Fees

The ISH is officially recognised by the Dutch Ministry of Education, which contributes funds to the school. These government funds, or subsidies, cover approximately half of the actual costs of the ISH. Parents are required to pay fees to cover all remaining expenses. Fees are charged annually in advance and can also be paid in four instalments. The school publishes standard terms and conditions for the payment of fees. These are issued to all parents. School fees for the school year, 2009/2010 are thoroughly detailed on [www.ishthehague.nl](http://www.ishthehague.nl) in the [about the school section under downloadable forms](#). The annual fee is dependent on the student's circumstances, i.e. joining the school after or prior to August 1, 2009, part of a sponsoring company or organisation and/or part of a small study group with a specialist subject. There are also some additional costs for curriculum related school trips, detailed on the downloadable form applicable to the student. Other non-compulsory trips are arranged during the year as an extra activity. Please note that ISH annual school fees are not a voluntary *ouderbijdrage*, as applicable in Dutch national schools.

### 7.2 Registration and Deposit Fee

There is a non-refundable registration fee of €300 and a deposit fee of €1000. The deposit will be refunded, upon request, when the student leaves the School having returned all books, cleared any outstanding debts and as long as due notice has been given.

### 7.3 Assessment Fees IB MYP and Examination Fees IB DP

Students in year 11 who are registered for the award of the MYP Certificate and the Record of Achievement are charged a fee of €175 (subject to change). This fee is based on the current rates applied by the IB for the documents awarded and the external subject moderation fees. Students who change their subject at their (or their parents') request after registration has been completed will be charged at the current rate set by the IB (approximately €10, per alteration).

Examination fees, payable by students sitting examinations for the IB DP, are charged at the current rates applied by the IB. Parents will receive a separate invoice for examination fees. IB DP fees for 2009-2010 are €750 and for 2010-2011 €775.

Students changing subjects at their (or their parents') request after registration will be charged at the current rate set by the IB (approximately 40 €per change). Students missing examinations, or not completing the examination course will only be refunded if the school can obtain a refund from the IB. This is usually only possible in the case of a medical problem, supported by a doctor's certificate, issued on the day of the exam missed.

### 7.4 Policy on Scholarships and Financial Support on Fees

It is not the Schools Policy to give financial support to any student at the point of joining the school. The fees have to be accepted as being affordable for a student to be granted entry.

Please note that the School will also not admit students where there are outstanding debts to other schools, or evidence of a poor payment record.

In the case of a family with an enrolled student/students suffering unexpected hardship (e.g. unemployment or bereavement) making the fees absolutely impossible to pay, the School will consider giving financial support up to the end of a stage of education, at which point in time alternative education should be arranged.

For the purpose of this policy a stage of education is seen as being the end of years 2, 6, 11 and 13.

Applications should initially be made to the Principal. In considering the application supporting financial information will be requested, such as a statement of incomings and outgoings, and bank statements.

Any support given will be against tuition fees only, not school trips, examination fees, resources, or other costs.

### 7.5 Accident Insurance

The school has a collective accident insurance policy for students which provides maximum cover as follows:

- |   |         |
|---|---------|
| • in case of fatal injury                     | € 4,540 |
| • in case of permanent injury to a maximum of | €68,070 |
| • medical and hospital costs                  | € 2,270 |
| • dental cover                                | € 2,270 |

This insurance covers only such injuries as are not covered by the student's own health insurance policy. It applies to injuries incurred on the way to school (by the most direct route), in the school and in the course of school activities such as school excursions and study trips.

Damage to property such as spectacles, clothes or bicycles is not covered by this insurance.

Students who take part in school trips are recommended to have private insurance.

### 7.6 Lockers

The cost of a locker is:

- €20 hire for one school year

Students are provided with a school locker, costs are invoiced with the school fees.

The ISH administration reserves the right to search lockers, unannounced, at any time.

If the locker card key is lost, a charge of €25, - will be made for a replacement.

