



Eerde

School and

Boarding Guide

2023- 2024

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Introduction

Dear Parent and Student,

We are delighted to welcome you to Eerde IBS this year. With more than thirty nationalities under one roof, learning at Eerde IBS will allow you to experience the exceptional atmosphere of an international world in a quiet corner of The Netherlands.

Learning at Eerde IBS is fun, full and challenging. Our students represent different backgrounds, religions, values and cultures. Our daily language is English. A common language fosters a strong sense of inclusion. While our students can naturally keep using their mother tongues, ensuring no one feels excluded is key to creating a flourishing community.

This A-Z guide is intended to be a companion to help both students and parents get used to learning at Eerde IBS. It tells you how the school day is structured, how much homework you can expect, how to get to and from Eerde IBS, what to wear and how we expect you to behave. There's some fun stuff in here too, like our field trips and extra-curricular activities. Please take the time to read all the information carefully.

The rights and responsibilities of students are set out in detail in the "Eerde IBS Code of Honour" which we ask students, parents and guardians to read carefully and to agree to in writing. Our aim is to communicate transparently about how together we create and develop a community in which we can live and study in harmony, with respect for the values and ideas that make Eerde IBS special.

Mrs. Niki Holterman
Director
Eerde International Boarding School The Netherlands

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Eerde International Boarding School

Learn, live and develop

Eerde International Boarding Netherlands prepares children (aged 6-19) for life-long independent learning in an inspiring and safe environment. Eerde is a place where children and young people can learn, live and develop; where only the very best education is good enough.

Our Mission Statement

At Eerde, our mission is to help students develop into successful, engaged and responsible young adults with strong global connections; in possession of life-long learning skills and friendships forged for life. We strive to provide our young people with the opportunity to develop academically, athletically, artistically and ethically and to achieve their full potential. Through offering a nurturing environment, in which inquiry based and experiential learning, personal development and diversity are valued, we aim to develop students who have the confidence, ambition and skills they need to make a positive difference.

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Our Guiding Statements - We are.....



Confident

We develop confidence in our abilities and ideas, in order to work towards achieving our dreams and future aspirations.

We celebrate success and we feel proud of ourselves, each other and our school



Reflective

We identify our strengths and our areas for improvement

We reflect on our actions, our behaviour and our treatment of others



Critical

We examine evidence and use reason to arrive at conclusions.

We question assumptions, traditions, and conventional wisdom

We challenge and innovate, always striving to be independent thinkers



Cooperative

We value our community and strive to work together to help each other fulfil our potential as a school and as individuals

We understand that our community extends beyond the walls of our school to the local community and wider world



Caring

We think of others and care about others' needs. We are friendly, collaborative and build positive relationships

We take care of ourselves and value healthy lifestyles and choices



Balanced

We value personal and social development, as well as academic development

We strive to achieve a healthy balance between those areas of our lives that we value and those we need to develop



Responsible

We are ambassadors for our family, our friends, our school and our community

We consider our impact on the planet and society and strive to be responsible global citizens



Diverse

We seek to understand each other, recognising our similarities and celebrating our differences

We recognise that different values, traditions and customs can all be right, striving for a culture of mutual respect and tolerance

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General School Information

Academic School Calendar

The school calendar shows all the important projects, dates and events in our school community for the entire school year.

The full Academic Calendar can be found here:

<https://eerde.com/about/policies-and-documents/>

During the year there are 5 school vacations:

- Autumn vacation: 1 week (mid-October)
- Christmas vacation: 3 weeks
- Spring vacation: 1 week (mid-February)
- Easter vacation: 2 weeks
- Summer vacation: 7 weeks (End of June till mid of August)

NOTE : *On some holidays there are IB and IGCSE exams.* Please also note that during vacations both boarding houses are closed.

Daily Schedule

Every day starts at 8:30 hrs. with students arriving at school and are required to go straight to tutor class until 8:40 for registration and notices. Students are grouped into year levels, with each tutor class group consisting of between 5 and 15 students. Students are expected at their designated tutor before 8:30 hrs. Students arriving late will be marked late and those who don't attend tutor class will be marked absent.

Classes begin at 8:40 hrs. and finish at 15:00 or 15:45hrs. depending on the schedule. This is with the exception of Friday, when they finish at 14:05 hrs. On Friday some IB1 and IB2 students will finish at 15:00 hrs depending on their individual timetable. Students are required to be present on campus for the entire school day, except during school outings/trips, in extraordinary circumstances or if they have after school commitments. Students cannot return to the Boarding house until 15:00 hrs.

Lessons

Lessons are 45 minutes long and run according to the schedule below:

From	Till	Activity
8:20	8:30	Students arrive at school
8:30	8:40	Tutor class
8:40	9:25	Period 1
9:25	10:10	Period 2
10:10	10:25	Morning break
10:25	11:10	Period 3
11:10	11:55	Period 4
11:55	12:35	Lunch
12:35	13:20	Period 5
13:20	14:05	Period 6
14:05	14:15	Break
14:15	15:00	Period 7
15:00	15:45	Period 8
15:15	17:00	Extracurricular activities and meeting time



Absence and Lateness

Eerde students are obliged to follow the required amount of teaching time set by Dutch law. The school calendar is based on this requirement. Dutch law requires a legitimate reason (such as illness, doctors' appointment or funeral) for absence. Vacations or social events are not considered legitimate reasons, so all vacations must coincide with official school vacations. Any request for time out of school must be submitted in writing to the Academic Director and/ Director at least 4 weeks before the planned absence.

Eerde considers an absence to be the failure to attend classes, exams, or library hours. Moreover, late arrivals can disrupt lessons and the concentration of class members. Therefore, a late arrival by 10 minutes or more is also deemed as an absence.

Being awarded the International Baccalaureate Diploma Program is also contingent upon fulfilling attendance requirements. Therefore, IBDP students with an attendance below 90% cannot be awarded the IB Diploma.

Types of Absence & Procedure for Reporting

Effective learning demands that students arrive on time and attend all scheduled classes. School attendance is mandatory throughout each term unless students are ill or have official justification recognised by the school. Additional days of holiday will not be granted. Any absence due to a student leaving campus without prior approval of the Academic Director and/ or Director will be counted as unauthorised and may be treated as a serious violation of the Code of Conduct.

Type of Absence	Procedure for notification
Sickness/ Illness – prior to school day	Parent/ guardian/ boarding parent to contact Administration Office before 8.00am
Sickness/ Illness during school day	Student to inform member of staff. Member of staff to inform parents/guardians or boarding team. Arrangements made for student to be collected by parent or guardian or return to boarding and record kept on system
Unavoidable medical/ dental appointment	Parents/guardians/boarding parents to contact Administration Office as far in advance of the appointment as possible with date, time and length of appointment
Bereavement, hospitalisation, or convalescent leave	Parents/guardians to contact Academic Director to discuss the situation and agree appropriate action





External educational appointment such as external exam or university interview	Parents/guardians to contact Academic Director to discuss the situation and agree appropriate action
Approved activity – such as competing at a national level in sporting or artistic pursuit	Parents/guardians to contact Academic Director to discuss the situation and agree appropriate action
Religious observance	Parents/guardians to contact Academic Director to discuss the situation and agree appropriate action
Other legitimate, important and unavoidable absence	Parents/guardians to contact Academic Director to discuss the situation and agree appropriate action

If a student is absent from class they are responsible for making up the content they have missed.

Where a student is required to take a prolonged period of leave for a legitimate and agreed reason, the school will do all it can to assist in ensuring they have access to study materials and support. However should significant curriculum learning be lost it may be appropriate for the student to repeat the academic year.

Exam Absence

Exams have to be made up, if possible. It is at the discretion of teachers as to if and when missed exams are to be repeated. It may be that a student is required to take a missed exam from the first teaching period or study block after his/her return and without prior notification.

Sports Absence

A medical certificate is required for sports absences to be submitted to the Course Coordinator. The Course Coordinator informs the respective class and sports teacher. In case of a sports absence, the student is required to be present and, according to his/her capabilities and dispensation, to take part in the regular lessons, or to assist the sports teacher.

Recording Absence

Teachers or Study Hall Supervisors take a register at the start of every tutor session, lesson, exam or library session, entering absence and lateness. This is recorded in our school management system – Managebac.

Whether an absence is excused or unexcused, Managebac will keep a record of how many lessons a student has missed or been late for over the course of the term.

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If during an academic year any student has 10% or more absence in the total number of lessons, it could be possible that this academic year cannot be assessed and the school year must therefore be repeated.

Student lateness and absence records may be shared with the Dutch Authorities or prospective future schools and universities if requested.

Missing Students

If a student goes missing from school or boarding or does not show up to school or boarding when expected, a protocol is in place to locate the student as quickly and safely as possible. This includes contacting the student directly, contacting parents or guardians, searching the school buildings and local area. If the student cannot be located and the school is not assured of their safety, then the police will be contacted.

It is vitally important that the school always has up to date contact information for parents and students – please see the section on Communication.

Regulations for School Holidays

Students are not permitted to take holidays during term time, unless in very exceptional circumstances which have been agreed with the school.

We ask that students do not start the school term late or finish the school term early as a result of travel or holiday plans.

You will be informed well in advance about holiday dates and start/finish times by Eerde IBS.

For boarding students arrangements must be made for departure and arrival at school. These include ensuring that travel plans are safe and have been agreed by the school and parents/guardians. Please see the Boarding section of this guide for further information.

Student Health, Safety and Wellbeing

Safeguarding and Child Protection

The health, safety and wellbeing of students at Eerde is of paramount importance. Everyone involved with Eerde IBS has a commitment to safeguarding young people.

Children are not able to learn or develop effectively if their physical and/ or mental health is being negatively impacted. Therefore, our obligation is to ensure that every child is able to develop physically, mentally and socially in a safe and secure environment, where everyone is respected equally and a high level of care and support is offered inside and outside the classroom.

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Eerde's commitment to safeguarding includes equipping students with the tools they need to understand their own rights, recognise danger or injustice and to keep themselves as safe as possible. This includes learning and awareness raising about the following topics:

- Sexual health and healthy relationships
- Drug and alcohol education
- Online/ e-safety
- Healthy living and mental wellbeing

Eerde's Safeguarding and Child Protection Policy sets out the measures the school takes to ensure a high level of safeguarding and child protection.

Key things to note are as follows:

- Eerde works within the Dutch legal framework as set out by the Meldcode, Veilig Thuis and School en Veiligheid and Dutch educational inspection and vertrouwensinspecteur.
- Eerde also works in conjunction with international accreditation and partner agencies and may call upon international law enforcement where necessary
- All staff at Eerde receive mandatory Safeguarding and Child Protection training on an annual basis
- Eerde has in place Safer Recruitment procedures to ensure that all staff are checked and vetted ahead of starting at the school
- Any report of a concern about a child is taken very seriously and procedures are in place to record, report, monitor and follow up immediately and on a continued basis

Reporting a concern about a child or a child protection issue

ANYONE who has a concern about a child should take action immediately.

If you believe that a child is at risk of any form of abuse, whether sexual, physical or emotional; is suffering neglect; may be a danger to themselves or to others; you have concerns about an adult working at or connected to the school; or if anything else is concerning you about the safety and security of a young person please contact the school as soon as you are able.

Our designated staff members for Safeguarding are:

Academic Director & Designated Safeguarding Lead	Ms. Amy Ramsey	aramsey@eerdeibs.nl
Deputy IGCSE Coordinator & Deputy Safeguarding Lead	Mrs. Gerdien Ort	gort@eerdeibs.nl
Head of Student Support & Deputy Safeguarding Lead	Mrs. Merel Dickson-Meinen	mdickson@eerdeibs.nl

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Boarding Parent for Safeguarding & Deputy Safeguarding Lead	Mr. Aniel Khoenkhoen	akhoenkhoen@eerdeibs.nl
School Director	Mrs. Niki Holterman	nholterman@eerdeibs.nl

Our preference would always be that you speak with the school directly, but if you do not feel able to do so please contact: Vertrouwensinspecteur (confidential inspector) 0031 900 111 3 111 <https://www.onderwijsinspectie.nl/onderwerpen/vertrouwensinspecteurs>

Students who are worried about themselves or someone else

If you are a student and you have ANY worries at all about yourself or the safety and happiness of another student you MUST SPEAK OUT.

You can talk to any member of staff, at any time and they will help you get the help that you need. If there is a particular teacher who you feel comfortable talking to, your tutor or a member of the boarding team or support staff, they are all trained to listen to you and offer support.

If you don't want to talk to someone in school, which we would always prefer, then there are a number of contact options available:

Confidential Counsellor/ Independent Listener (Vertrouwenspersoon)

Jan De Haaj (Breintje Beer) - Independent Listener

Jan De Haaj works at Breintje Beer), who we use for counselling services, but he is also a confidential person you can talk to if you don't feel comfortable talking to someone in school. You can contact him on:

This number: 0644690211

Or this email: contact@breintjebeer.nl

If he feels that you might be in serious danger, Jan may need to tell someone else about your problem - but he will explain this to you when he speaks with you.

Or there are a number of other websites and helplines available, giving independent advice to young people on a range of issues:

- This website has details of helplines and websites for young people all over the world and in 100s of languages
www.childhelplineinternational.org
- This website and phone line are based in the Netherlands and offer a confidential advice service for young people on anything which is worrying you
www.kindertelefoon.nl - 0800-0432
- Mental health support and counselling for young people and adults

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www.mindkorrelatie.nl & www.mindyoung.nl

- Support and advice for the LGBTQ community
www.switchboard.coc.nl
- Safe at home in the Netherlands - for anyone experiencing domestic abuse, violence or other forms of abuse at home
www.veiligthuis.nl
- Drug and alcohol information and advice
www.jellinek.nl
- Website and helpline for the prevention of suicide
www.113.nl - 113 or 0800-0113

Staff and Safeguarding

It is important to have in place guidelines to prevent misunderstandings and false allegations against staff members. Eerde IBS has in place a Staff Code of Conduct and staff undertake training in order to understand how to behave in a way which protects themselves as well as students. Some of the measures include:

- Physical contact between staff and students is always avoided unless in certain circumstances:
 - Providing first aid or emergency assistance
 - Preventing a child from harming themselves, someone else or property
 - Consoling a child who is in a state of severe distress
 - PE or sports – demonstrating form and positioning may require a minimal amount of physical contact
 - Music – demonstrating the use of instruments may require a minimal amount of physical contact
 - **Hugs, kisses, hand holding etc are not permitted at any time**
- Staff should **not** be in contact with students on social media platforms or via personal email or phone number
- Staff should **not** socialise with students outside school unless on a school sanctioned activity
- Individual discussions between teaching or boarding staff and students should be conducted either with an open door, within a transparent space, or with a third uninvolved person presents in the room

ANYONE who has a concern about a member of staff should take action immediately.

All concerns should be reported as per the instructions in this section to the school or Dutch Authorities.

Procedures are in place to deal with allegations against staff and any report will be taken very seriously and investigated appropriately.

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School Counseling Service

Eerde IBS offers a school counselling service, provided by trained psychologists, provided by a professional agency.

The aim of the school counselling service is to help students to have a more effective education and socialisation within the school and boarding community.

Possible counselling topics include coping with changes, transition, self-esteem, friendship and relationship issues, study skill, stress management, fears or worries, academic progress, conflict resolution, social skills, adjustment to school or culture.

Counselling is based on a trusting relationship between counsellor and student; the Counsellor will keep information confidential with some possible exceptions (please see section below on confidentiality).

Parental consent is needed for students under 18. Students are entitled to use the School Counselling service when:

- The parents have signed the consent form if their child is under 18.
Please note that when a child is under 16 the parents are entitled to request a report on the content of the talks; when a child is over 16, parents are allowed to be informed about the content if the child agrees to sharing the content.
- Students who are older than 18 are entitled to decide themselves to use the service of the confidential counsellor.
- Sessions with a counsellor do have an additional cost. Please see the fee booklet.

NOTE: in some cases the school will opt to offer counselling without parental permission if they believe a student is at risk or is in real and immediate need.

Confidentiality

Students are encouraged to speak openly with any member of staff or the School Counsellor about any problems or concerns they may have. In certain circumstances though, information cannot be kept confidential and must be shared with either key school staff or external agencies. Circumstances in which information cannot be kept confidential are as follows:

- A young person is at risk of harm
- A young person is at risk of causing harm to themselves or another person
- A disclosure is made of abuse (physical, emotional, and sexual) or neglect
- A threat is made to the security of the school
- Records are required by a court of law (such as counselling records) or as part of a police investigation





Medical Matters

Medical Conditions

It is important that the school knows of any medical conditions before a student joins the school or as soon as a condition is diagnosed. This helps us to provide the best care possible for the student while they are with us.

Students with medical conditions will have in place an Individual Health Care Plan, which will be agreed with parents and medical professionals as required. Key details of the plan will be shared with those members of staff who need to know any particular precautions, preventative measures or action to take in the event of an emergency. For more information on the Dutch Healthcare system please refer to www.gpinfo.nl/1-dutch-healthcare.

Medication

It is equally important that we receive up to date information about any medications being taken by students, even if they do not take them during the school day. In the event of an emergency, information such as this may be crucial to pass to medical professionals.

If a student needs to take medication while they are on school premises, or needs to carry medication for occasional/ emergency use, the school must be informed so that a plan can be put in place for how this will be managed and the correct parental consent and medical certification can be obtained. A member of staff will be allocated to supervise the taking of medication – the level of supervision will be agreed on an individual basis based on the age of the student, level of responsibility, type of medication and condition being treated.

Medications held by the school are kept in a locked cabinet or locked medicines fridge and records are kept of administration. All medications MUST be labelled in English or Dutch or have a certified translation approved by a doctor.

Over the counter medication is available, at the discretion of the school. Records are kept of any medications provided and this will be communicated to parents if necessary. Please inform the school if you do not wish your child to receive any over the counter medications.

A number of school staff undertake regular training in the administration of medication. In certain circumstances a member of staff may be required to receive special training in order to administer specific medication. Where this is the case, this can be arranged, but additional costs may be the responsibility of the parent or guardian.

First Aid and Medical Facilities at School

A number of staff are trained in first aid, so that a first aider is always available on site in the event of an emergency.

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If a student feels unwell or requires first aid during the school day they should tell a member of staff, who will direct them to the member of staff on duty to respond to first aid and illness. The school will then assess whether the student needs to return home or to boarding and make the necessary arrangements.

A room can be made available for use as a medical room if needed. The school also holds basic first aid supplies in various key locations around the school, including a defibrillator.

Infectious Illness

If a student has a serious infectious illness which may be transmitted to other students or members of staff, we ask parents to keep their child at home until they have had an opportunity to discuss the illness with the school. In most cases a child will be too unwell to attend school anyway, but we must ensure the safety of all at the school.

For students in boarding steps will be taken to isolate the student in order to prevent transmission to other students and staff members as much as possible.

Examples of infectious conditions are as follows:

Mild infectious illness – OK to attend school, but inform school	Severe/ highly infectious illness – remain at home or boarding	
Athletes Foot	Chicken Pox	Meningitis
Cold Sores	Coronavirus	Mumps
Common Cold	Diarrhoea and Vomiting	Rotavirus
Conjunctivitis	Glandular Fever	Rubella
Head Lice	Hand Foot and Mouth Disease	Scabies
	Impetigo	Scarlet Fever
	Influenza	Whooping Cough
	Measles	Threadworm
	Ringworm	Covid - 19





Emergencies, Safety and Security

Emergency

Eerde has in place an Emergency Plan which covers a range of possible incidents and how the school would respond in each case to ensure the safety of staff and students as much as possible. There are three main categories for emergencies affecting the whole school:

Emergency requiring an evacuation – where everyone leave the premises as safely as possible

Emergency requiring a lock down – where everyone stays where they are as safely as possible

Emergency requiring school closure – where everyone is asked to stay at home and not come to school

For all of the above instances a plan is in place which outlines the responsibilities of staff members, students and anyone visiting the school. The plan outlines how to deal with the initial response to the emergency, what emergency action should be taken and how to manage the recovery phase after the emergency situation is under control.

Evacuation- and lockdown drills take place in all buildings on a regular basis and staff and students are briefed on their responsibilities at the start of term. The most important thing in an emergency is that you **FOLLOW THE INSTRUCTIONS OF STAFF MEMBERS AND REMAIN CALM.**

Anyone on school premises who becomes aware of an emergency situation should **RAISE THE ALARM IMMEDIATELY.**

In the event of an emergency parents will be informed as soon as the initial response is coordinated, and it is safe to do so.

Safety

Eerde has in place a Health and Safety policy which outlines how we look after the school premises in order to prevent accidents and injury. This includes risk assessing any potential hazards and ensuring measures are in place to limit risks.

If anyone on school premises becomes aware of something which looks like it could be dangerous, they must inform a member of staff immediately.

Examples of possible hazards include:

- Slippery surfaces such as water on the floor
- Broken items such as doors, windows, seating, tables etc
- Exposed electrical wires or dangerous electrical items
- Obstructions to doors or fire exits
- Uneven or broken flooring, such as a loose floor tile or hole in the ground

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Safety on School Trips and Activities

Before a school trip takes place, staff conducting the trip are required to make a plan to keep everyone safe while on the trip or activity. This involves looking at anything which may pose a risk to staff and students and ensuring everything has been done to protect everyone against these risks.

Therefore, it is very important that students follow the instructions of their trip or activity leader at all times, do not leave the group and remain in designated areas when told to do so.

If a student does not follow the guidelines on a school trip, they may be asked to return home, costs for arranging this and any necessary supervision of them will be invoiced to the parents and they will not be allowed to attend future trips.

Visitors and Intruders

The school gates, which give access to the school grounds, remain locked during the day to prevent intruders and uninvited visitors.

All visitors to the school are required to sign in on arrival and remain with a designated member of staff, unless they have been through a criminal record checking process and induction to the school.

IF ANYONE SUSPECTS THAT SOMEONE IS ON SCHOOL PREMISES WHO SHOULD NOT BE THERE, THEY SHOULD TELL A MEMBER OF STAFF IMMEDIATELY.

Video Surveillance

For security reasons and to protect persons and/or items the school has in place video surveillance. The use of the surveillance systems is subject to the federal law of data protection.

Areas where video surveillance is in place:

- Outside areas of school
- Communal areas of Boarding Houses

It is Eerde's policy to never install video surveillance in:

- Toilets/ bathrooms
- Changing rooms
- Bedrooms
- Anywhere where students, staff or visitors may reasonably require privacy

Where video surveillance is in place signage is in place to reflect this. A plan of CCTV cameras can also be obtained from the Safety Manager at any time.

The video images are protected from any unauthorised access by appropriate technical and organisational measures (data protection).





The following persons have access to the playback of data: - School Director - Academic Director - Course Coordinators - Director of Operations - Boarding Parents - Site Manager - ICT
Each inspection must be documented, and the reason for the inspection must be recorded.

Expectations in the Eerde IBS community

Anti-Discrimination

Eerde IBS is a multicultural community that embraces diversity across cultures, religions, ethnicities, gender and sexuality. We want to provide our students with an open, supportive and safe environment. A feeling of safety and acceptance is crucial to enabling students to discover and fulfil their ambitions. We do not tolerate Discrimination and have specific procedures for this in our Behaviour Policies.

Behaviour Expectations

The staff and faculty of Eerde International Boarding School are committed to creating a safe, positive and challenging learning environment which empowers students with the knowledge, skills and confidence to fulfil their aspirations and to act to be better in their communities. Students are encouraged to demonstrate responsible behaviour and growth in their capacity for self-control and self-management while showing respect for themselves, others, the environment and property. We believe in a consistent and fair code of conduct and effective classroom management. When problems arise, we will work positively to find solutions.

We view our students as responsible youngsters who are committed to our Guiding Statements and to:

- Learning – showing up to class on time, engaging with their learning, allowing others to learn and completing classwork, homework and assignments on time
- Respect – respectful of themselves and others, of difference and diversity and of the Eerde community
- Caring – not causing harm to other people or themselves verbally, physically or emotionally
- Considerate – showing respect for the school and school property, the environment and the rules of Eerde IBS

Classroom rules and consequences are established in the first week of school. These rules set out the expectations of respect and responsibility.

The *A-B-C Code of Conduct* can be found in Appendix 1 of this handbook. It outlines behaviours which Eerde considers to be unacceptable.

NOTE: Most college applications, including UCAS and the Common Application, request “Disciplinary History” on both the application and the Secondary School Report forms.

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The Behaviour guidelines for Boarding are currently under review by the community, however the interim policy and The Eerde IBS Behaviour and Conduct Policy can be found here: <https://eerde.com/about/policies-and-documents/>

Bullying

One of the principles of Eerde International Boarding School (Eerde) is that our students can feel safe, confident and enjoy their journey of becoming lifelong learners. As such, Eerde does not tolerate bullying and we make it clear that the school is a place where the students are important and respected, seen, challenged and heard.

Bullying of all types is not acceptable whether it be physical, verbal, digital/virtual or emotional. Anyone who witnesses bullying has an obligation to report it to a member of staff and anyone who feels they are being bullied should speak to a member of staff they feel comfortable with so the situation can be addressed.

Conflicts are handled in constructive discussions and with mutual respect. Solutions are found together. Mutual respect is a key concept in our school philosophy. As a result we use Restorative Justice as our approach to resolving any relationship difficulties.

The Eerde IBS Anti-Bullying Policy can be found here:

<https://eerde.com/about/policies-and-documents/>

Drugs, Alcohol, Tobacco and Electronic Cigarettes

Drug and alcohol education is delivered through the tutor programme at Eerde, it encourages students to be aware of the risks and take their own safety and wellbeing seriously. For students suffering from addiction or substance misuse issues the school will aim to support and help as much as possible. However, we must consider the wellbeing of the whole community.

Therefore, at Eerde IBS we do not accept the use or possession of illegal drugs or substances, alcohol, electronic cigarettes or any tobacco products. Students who possess, have used or use these items at school are immediately referred to the Course Coordinator, Academic Director or School Director for corrective action. Any student found to be possessing, consuming or providing tobacco or alcoholic beverages on campus or during school-led activities off-campus may be suspended and face expulsion. Students under the influence of or providing alcoholic beverages will also be subject to expulsion.

Eerde may choose to confirm suspicion of substance use in rare cases. If this route of action is taken tests may include: breath analyser, urine test, hair sample test. We also reserve the right to conduct room searches and search lockers and belongings if it is suspected that dangerous items or substances are in a student's possession.

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Weapons

The safety of students at Eerde IBS has top priority. Weapons, replica weapons and items resembling weapons as well as fireworks are prohibited on school grounds and activities/outings organised by the school. Objects of this category are confiscated immediately and the student will be subject to disciplinary action.

Dress code

Our dress code is simple: "Students should dress in accordance with their tastes and preferences while showing awareness of their role as ambassadors of Eerde IBS. The outfit is to adhere to the rules of health and safety, while striving to respect the culture and social sensitivities of other members of the community".

Dress code for Physical Education and field trips

During Physical Education (PE) lessons, students must wear the sportswear provided by Eerde. On field trips and other school activities, students may be given alternative instructions or guidelines on what to wear, to ensure that their attire is appropriate to the occasion. Students must follow these guidelines.

Formal school events (e.g. Christmas dinner, Prom) require formal attire. This means a dark suit and tie for male staff and students; formal dresses/clothing (not a party dress) for female staff and students. Students will be informed accordingly and timely.

On the weekends and after the school day, staff and students may dress more casually.

Personal Hygiene

Personal hygiene is an important aspect of protecting the health of oneself and others. It is also important for mental health and wellbeing to care for and respect yourself. Therefore, we encourage all students to come to school in clothes which are clean and tidy and with a good level of personal hygiene.

If a student has any issues which may affect their ability to maintain a good level of personal hygiene, we ask parents to inform the school so that the school may support the child however possible.

Where a child does not have a good level of personal hygiene it may also indicate a safeguarding or welfare concern. In order to ensure the wellbeing of our students a staff member may speak sensitively to a child or their parents to discuss any issues arising.





Language

Eerde IBS is a multicultural community in which all members communicate in English.

The official language of instruction is in English and we expect all students to communicate in English at all times.

This is emphasised especially:

- During classes
- In the study hall
- During meal times
- During activities
- During Study Block (supervised study time)
- On excursions

Meals

Since a good meal is essential for health, we put great effort into selecting the best products and cooking the best meals for our day and boarding students. All meals are served in the dining area, located in the basement of the castle.

We ask all students to arrive punctually for meals, leave their coats, hats, caps and bags in the cloakroom and put their mobile phones and other electronic devices in their locker.

We encourage all students to converse and communicate in English during meals, demonstrate respectful table manners and clear the table together. No food or drinks are allowed to be taken outside the dining area. Inside the school building, the art building or sport hall, fruit is available, and students can refill their own water bottle to stay hydrated.

Attendance at the main meals (breakfast, lunch and dinner) is mandatory for boarding students from Monday-Friday. It is mandatory for day students to attend lunch from Monday-Friday.

Main Meal Schedule

Main meals are served on weekdays at the following times:

Breakfast (Boarding)	7:30 - 07:55
Break	10:10 - 10:25
Lunch	11:55 - 12:35
Tea break (Boarding)	15:45 - 16:05
Dinner (Boarding)	17:30 - 18:15

Lunch duty

During weekdays all students will be expected to do lunch duty. This includes doing chores and duties such as cleaning the floor, tables and doing the dishes after lunch. Every week a different grade will have lunch duty. The rota will be made available every term and will be communicated with the students.

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Mobile phones and Electronic Devices

Students are not permitted to use phones/media players during the school day unless specific permission is given by the teacher for their class. Mobile phones must be put away during class time, for example in the personal locker provided.

Boarding students may not make or receive phone calls during meals, study room (study block) periods or after lights out unless with specific permission from the Boarding Parent on duty.

In order to prevent an excessive use of electronic devices, teachers and boarding parents can limit or prohibit the use of such devices in the classroom or boarding houses. They can also issue rules for individual students including taking the devices away from students for specific times.

Should these rules not be respected, the devices will be confiscated and given to the Administrative Office. Students can reclaim these items at the Administrative Office between 16:00 pm – 17:00 pm weekdays only.

Eerde IBS does not accept liability for theft, damage or loss of cell phones and other electronic devices.

Photography and Film

Taking pictures or filming persons without their explicit consent as well as the publishing of pictures and film of persons without their explicit consent is forbidden for students. This includes the posting of such content on personal social media sites on the internet.

Intimate Displays of Affection

In our multicultural setting, public intimate displays of affection must be avoided as they may cause offence and misunderstanding to other members of the community.

If students are asked respectfully to display their affection in public with more restraint, they must comply.

Eerde IBS Student Representative Committee

As the name suggests, our Eerde IBS Representative Committee represents the interest of our day school- and boarding students and stimulates interaction within the community. Every student is encouraged to come forward as a candidate to contribute to the Eerde IBS community in an engaging, positive way. The committee consists of at least 6 elected student members who meet with the Supervisory Board, School Director, Academic Director, and other key school staff on a regular basis to discuss possible issues and organise activities. You can find the names of the members of the Eerde IBS Representative Committee displayed on TV screens in the school building and boarding houses.

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Communication

All staff at Eerde IBS are staff committed to establishing and maintaining good communication with parents/guardians. The school communicates with parents/guardians through once every two week newsletters, the Eerde IBS website (www.eerde.nl) and regular meetings between teachers and/or boarding parents and parents/guardians as well as parent meetings with the Director. A parent/guardian is invited to stay in close contact with the tutor and/or boarding mentor of their own child.

Please see Appendix 2 *Contact List* for a full list of staff contacts.

Parent and School Contact

There is a great need to maintain a good level of contact between home and school. There are a number of ways in which we do this:

We will communicate with parents through:

- **School Reports** - every term parents will receive a report detailing their child's academic progress. During the first term, there will be an extra mid term report card.
- **Parent Teacher Meetings** - every term parents will be invited to meet with their child's teachers and Boarding staff - this may be in person or virtually
- **Managebac** - we will put information here about homework, the timetable and behaviour issues. parents can also check their child's attendance and punctuality
- **Parent Newsletter** - every 2 weeks we will send parents an email with a newsletter detailing key information about the school and updates on school events and activities
- **Newsflashes** - from time to time we will send newsflashes out with key information such as school closures, changes to the schedule or important information
- **Phone calls** - if there is a specific need to contact parents we may call them. Please ensure we always have up to date phone numbers for parents and emergency contacts
- **Emails** - we may also email parents regarding their child. Again, it is important that we always have an up to date email for parents
- **Boarding Parent Online Coffee Mornings** - These are once a month and parents are welcome to drop in for a virtual coffee and a discussion about any items that are relevant to their child's boarding life.
- **Parental Policy Consultation** - Parents may be involved with providing feedback on the development of certain policies. This happens on an ad hoc basis depending on which policies are being developed at any given time.

We will contact parents if we have concerns around areas such as: behaviour, welfare, health, attendance, social development, academic development

We ask that parents contact us regarding:

- **Absence from school** - we need to know prior to 8.00am if a child is not going to attend school. Please call the school phone number or email info@eerdeibs.nl

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- **Absence from boarding** - we require parental permission for a child to be absent from Boarding - even if this is just going to be a late arrival on a Sunday. Please call the school number or email boarding@eerdeibs.nl

PLEASE NOTE: if we cannot locate a child we have a duty to contact the police and report them as missing - so it is very important parents keep us informed.

- **Concerns about your child's educational progress** - if you have any questions or concerns around your child's educational progress then please contact the Course Coordinator or their Tutor
- **Concerns about your child's welfare or well-being** - if you have any concerns or questions about your child's welfare, such as their physical or mental health, social or emotional needs or progress please talk to either their Tutor, Boarding Mentor or contact a member of our Safeguarding Team (The CSS)
- **General enquiries** about anything else can be directed to the school administration on info@eerdeibs.nl during office hours

PLEASE NOTE: boarding enquiries over the weekend or during the evenings should be directed to boarding@eerdeibs.nl

General Worries and Concerns - Students

As a student you may have worries or concerns that you need to discuss with others in order to receive help or advice. There are plenty of people at Eerde IBS to assist you and many lines of communication to the outside world if you feel that the people in school cannot help you.

If you find yourself in a dispute or conflict situation or you may just want someone to talk to, you can always approach your tutor, the boarding parents, the Academic Director, your Course Coordinator or any member of the CSS Team to ask for advice or assistance. Our students should never resort to violence or aggression to solve problems.

Complaints Procedure

If the complaint is relatively minor, the parent or student may initially raise it with the teacher in question or with the tutor or boarding mentor. If after this, the matter is not satisfactorily resolved, the parent or student should contact the Academic Director or Operations Manager (boarding matters) to discuss it further. If the complaint is more serious, parents or students may contact the School Director.

Where a complaint cannot be resolved informally through discussion, the complaint may be referred to the Supervisory Board. If the complaint is still unable to be resolved, then the complaint will be heard by an independent hearing panel.

Parents/guardians (and students) can be assured that all concerns and complaints will be treated seriously and confidentially. Eerde IBS is here for your child and you can be assured that your child will not be penalised for a complaint that you or your child have raised in good faith.

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NOTE: the complaints procedure does not apply to an appeal against a permanent exclusion. This will be dealt with under the school's exclusion policy.

Timeframe

All complaints will be handled seriously and with sensitivity. They will be acknowledged as soon as possible but no later than within five working days. It is in everyone's interest to resolve a complaint as speedily as possible. Eerde IBS's target is to aim to find resolutions to complaints within 28 working days where possible.

Type of Complaint	Who to report to
Anything regarding learning, lessons, curriculum, teaching staff, behaviour, welfare or safeguarding	Academic Director - Amy Ramsey aramsey@eerdeibs.nl
Anything regarding boarding accommodation, boarding life, boarding staff, food and beverage or activities	Director of Operations - Christel Brandwagt cbrandwagt@eerdeibs.nl
Anything regarding the school grounds or buildings	Facilities Manager - Jarno Kruidhof jkruidhof@eerdeibs.nl
Issues with school staff or administration	HR Manager - Pamela Glancy pglancy@eerdeibs.nl
Issues with the Admissions process	School Director - Niki Holterman nholterman@eerdeibs.nl
All other issues or anything of a more serious nature	School Director - Niki Holterman nholterman@eerdeibs.nl
Any complaints about School Director which cannot be raised with him/her directly	Supervisory Board - Chair - Wim Boomkamp jwboomkamp@gmail.com

The Eerde IBS Complaints Policy can be found here:

<https://www.eerde.nl/about-eerde/policies-and-documents/>

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Additional School Policies

Key Documents

We would like to draw your attention to the following key documents which provide an overview of the school. They can be found on the Eerde website:

<https://eerde.com/about/policies-and-documents/>

- **Eerde Code of Honour** - we ask all students to read and sign this, to commit to our community expectations and ensure they are aware of our rules
- **Our Vision, Values and Culture** - this document explains our Guiding Statements, strategic objectives and our philosophy with regard to high quality learning and internationalism
- **School Calendar** - with key dates for the year
- **After School Activities Information** - detailing the extra-curricular activities offered this term
- **Online Platforms - Quick Start Guide** - this explains how to access our school digital platforms, including Managebac, where you are able to view your child's timetable, homework calendar, report cards, attendance and behaviour information
- **Safeguarding for Parents** - this outlines key information about the key contacts at school to speak to if you have concerns about your child's safety or wellbeing
- **Safeguarding Policy** - this goes into further detail about our safeguarding procedures
- **Complaints Policy**
- **Equality Policy**

Privacy

It is vital for students to feel that their privacy is protected in respect to personal data. The Eerde IBS data protection officer (DPO) ensures that our use of personal data is limited and that respect is shared with you in our form booklet. If you have any questions about the use of your personal data, please contact the DPO at dpo@eerdeibs.nl

The Dutch law on GDPR is in force. All students are to assure that they respect the data protection rights and privacy of all members of the Eerde IBS community. Only with explicit permission of the specific individual one is allowed to share data (photos, videos and/or voice records, personal and/or private information) with others through any (social) media.

Pets

Pets are not permitted on the premises of the school and inside the school buildings, this applies for students and visitors.

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There are three dogs (“Emotional Support Dogs”) living on campus during the week. These dogs have special permission from Natuurmonumenten and no student needs to have contact with them if they would prefer not to. Please notify the school if you have a specific allergy.

Transport

Cars

Some students come to Eerde IBS by private car. If you wish to drive a private car, you should obtain parental permission, sign our protocol relating to car use and park your car at the rear of the parking area. Concerning carrying student passengers in the car, see rules for boarding students below.

Boarding students who wish to come to Eerde IBS by private car, should obtain parental permission and sign our protocol relating to car use. This includes clauses regarding the right to carry passengers. Please note that:

- Private cars can only be used during the weekend for commutes (Friday and Sunday) from Eerde to home and home to Eerde.
- Each student passenger must obtain permission from their parents/guardians.
- During the week, you must hand your car keys over to the Boarding Team.
- All private cars should be parked at the rear of the parking area.

Bicycle

Bring your bike! Biking is the easiest way to get to activities and to the nearby town of Ommen and the railway station. If you don't have your own bike, we keep a limited stock of “boarding bikes” which are shared with other students, however we encourage you to bring your own bike whilst you are here. If you need help with this, please contact the boarding parents. We have a bike shed to keep all bikes safe and dry. In the winter we ask you to only cycle to Ommen during the day as the cycle path to Ommen is too dark after sunset.

Eerde IBS does not accept liability concerning theft, damage or loss of bicycle.

School Mini Vans

Eerde IBS has 2 mini vans (seating 1 driver and 8 students) and 1 car (seating 1 driver and 4 students). This allows us to offer transportation. A fee will be charged for this service. For more information on the transport options from the home address contact: info@eerdeibs.nl.

We also offer regular rides to Ommen and the railway station

Please note that:

- You can request public transport and taxi service: this needs to be requested specifically.
- A travel card (“OV card”, NOTE: requires a Dutch debit card) for public transport assures you are able to use all public transport in The Netherlands. Boarding parents will be able to assist you in acquiring this travel card.

NOTE: We strive to meet individual transport needs, but additional costs will apply.

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For students who wish to take public transport to school, Ommen railway station is just a few kilometres away. A public bus connects Ommen railway station with Eerde IBS. Biking is the easiest way to get to activities and to the nearby town of Ommen and its railway station.

Personal property / Lost and Found

Everyone at Eerde IBS is expected to respect the personal belongings of others. This means never tamper with another person's belongings, not even for a joke.

Most lost property is collected and handed out to students during regular meetings. If items are genuinely lost, students should report the loss to their tutor or boarding parent who will take reasonable steps to help them find the items.

All left items that are found in the corridors or elsewhere (e.g. in classrooms and at wardrobes) will be taken to the Facilities Manager at the end of the day.

All left items that are found on campus have to be taken to Mrs. Saskia de Bruin, office administrator during regular school hours.

Students can claim lost items from the office administrator during regular school breaks.

Items that are not claimed before the main holidays (winter, Easter and summer) will be given to charitable organisations.

Eerde IBS does not accept responsibility for any items or valuables lost or stolen from campus.

Wardrobe and Lockers

Jackets and bags must not be placed in the corridors and on the floor. Instead, the installed wardrobes and lockers have to be used.

All students are allocated a locker on campus. We expect our students to use their lockers for all personal belongings (schoolbooks, clothes, etc.)

Day students are advised not to bring unnecessary or valuable items to school and, if so, must store them at the Administration Office. The school denies responsibility for any items or valuables lost or stolen from campus.





Learning and Lessons

Education offered at Eerde

At Eerde IBS, personalised learning is key. We selected different educational programmes carefully to devise a coherent curriculum that has both cumulative and stand-alone learning objectives. This section addresses the underlying logic of each program and how they relate to each other.

In primary, students start with the International Primary Curriculum (IPC). Through topic-based learning students' approach and investigate one theme from different perspectives.

Assessment focuses on continuous improvement. Through a system known as "positive marking", students receive feedback in their portfolios, which gives them insight into their learning progress. Skills are categorised as being at beginning, developing, mastering and innovating level. All students work on the same objectives, but perform level-appropriate tasks, always with the aim of improving.

The IPC program follows a rigorous assessment for improving learning approach, measured against international benchmarks. To evaluate numeracy and literacy skills, we have added the Cambridge International Assessment & Education programs for our key subjects Mathematics and English. At the end of each year, parents receive a detailed report on their child's progress in these two subjects. At the end of primary students will sit a checkpoint exam for Math and English.

The same learning curve applies in Lower Secondary. The equivalent for IPC is now called International Middle Years Curriculum (IMYC) but falls under the same educational umbrella. IMYC follows a concept-based approach.

Mathematics and English remain part of the Cambridge Exam Board and assessment and reporting principles remain the same.

In Upper Secondary we complete the shift towards Cambridge programs, but continue to use the concept-based learning to which international students are accustomed. We developed the compulsory subject Global Perspectives for two reasons:

- To offer concept-based learning.
- To bridge the gap between IGCSE (Upper Secondary) and the IB Diploma Program.

In Global Perspectives students focus on themes that are addressed in other subjects. Global Perspectives brings together all the knowledge they are acquiring and functions as a unifying thread that helps students weave together the knowledge acquired in each class. The IGCSE program closes with formal assessment.

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In the International Baccalaureate Diploma Program (IBDP), students receive further preparation for the next educational step, which is generally to university. We do this by building on previously acquired skills. The IBDP is distinguished by three core elements:

- Theory of Knowledge (TOK)
- Extended Essay and
- Creativity, Activity and Service (CAS)

Global Perspectives prepares students for the IBDP core. Our IGCSE program provides a foundation for both the skills and content of the IBDP.

Specialisation

As students' education advances, specialisation becomes more important. The first step towards choosing a specialisation is taken in IGCSE, when students may select subjects rather than following a mandatory curriculum. In IGCSE we advise a maximum of 9 subjects. Specialisation continues in the IBDP and students will sit examinations in 6 subjects. They will still have an equal amount of total instruction time, but with more time per subject to achieve a more immersive learning experience and cover more ground with specific disciplines.

Assessment

Assessment and reporting are integral to all teaching and learning at Eerde IBS. The assessment process is key to our goal of thoughtfully and effectively guiding students through the key elements of the learning process. They require teachers to identify, gather and interpret information about student achievement to provide feedback on the learning process.

All students across the school are assessed for learning using a variety of assessment strategies and tools that include both summative and formative approaches. Diagnostic assessment tools are also used to determine the particular needs of students.

Over the course of an academic year students in the Upper School can expect to receive a number of summative assessments during allocated assessment weeks in class time and at the end of every term a test week is held which replicates exam conditions, thus preparing students for the formal examinations at the end of IGCSE and IBDP.

Assessment and reporting form one element of the school strategic plan and are subject to annual review. They are monitored by the appropriate program coordinators to ensure that they are responsive to external and internal requirements. Parents/guardians can closely follow the progress of their child in their personal domain of Managebac. We invite parents/guardians to a reflective talk about the development, progress and behaviour of their child 3 times a year during "Parents/Teachers" meetings.

These meetings can be held by "Google Meet" if parents/guardians are unable to attend in person.

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Homework

At Eerde IBS we provide homework that reinforces the learning process. Teachers at Eerde IBS assign homework that is relevant, exciting and directly connected to learning goals and assessment outcomes.

Students can expect homework every night. The amount of homework depends on the student's grade level. The table below outlines the amount of time students in each grade level can expect to spend on homework each night.

NOTE: Homework assignments can be found on ManageBac.

Approximate amount of Homework by grade

Grade	Amount of Homework
Prep- Grade 2 -early years & lower primary	Negligible
Grade 3 - Grade 5 - upper primary	30 minutes per night
Grade 6 - Grade 8 - lower secondary	60 minutes per night
Grade 9 - Grade 10 - upper secondary	90 minutes per night
Grade 11 - Grade 12 - IB Diploma Program	180 minutes per night

Learning Support

The Learning Support Centre aims to enhance or deepen the students' learning experience so that they reach their full potential. Students receive coaching in how to increase their ownership of their learning. The kind of support available includes:

- ESL/English tutoring (for non-native speakers)
- Mathematics tutoring
- Help with time management, study and organisational skills
- Help with interpreting task requirements
- Assistance in developing research techniques, learning how to validate outcomes and present results
- Exam preparation support
- Support for students with special education needs
- Extension and enrichment program for talented and gifted students

We always make sure that parents remain informed and give consent about any learning support their child(ren) receives. Please note that additional costs apply when an intensified enrichment learning is offered.

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Extracurricular activities and field trips

Extracurricular activities - After School Activities (ASA)

We have a program of extracurricular activities every afternoon from 15:00-17:00 on Monday to Thursday. These extracurricular activities are offered by teachers, by boarding staff or by external experts. The activities are hugely diverse but fit within one or more of the categories Creativity, Activity and Service.

Day students are expected to participate in at least one activity per week; Boarding students in at least two activities per week.

Students in Boarding

Welcome to boarding!

It can be a daunting prospect moving, often halfway around the world, to a new place, new school, full of new people. We can promise a warm welcome and it will not be long before we are a "second" family.

Boarding Community

Dutch and international students from around the world can live, work and socialise together, sharing all aspects of school and Boarding House life. The rich cultural diversity that our students from over 30 different countries bring to our community is a cause for celebration.

Young adults leave Eerde IBS confident in their ability to communicate readily and easily with those from different cultures and backgrounds and to take their place in an interconnected, globalised world.

Boarding parents

The Boarding Parents on duty are your first point of contact for all issues relating to your welfare. All boarding parents are considerate and caring people who are always there for boarding students, whether they need someone to talk to or help them organise their daily planning. Our number one goal is to create a home away from home for all. All boarding parents are qualified, including first aid training in case of emergencies, and have several years of experience in their position as boarding parents.

Boarding Mentors

Our boarding parents are on-site to guide boarding students with anything students might encounter during the evenings, nights and weekends. Boarding parents ensure that students stick to the day schedule, that students are aware of the meal times, etc. The role of the boarding parent is diverse and extremely important to your life as a boarding student at Eerde IBS.

Each student will be assigned to a 'House Family' which is a group of 10 or so other students that is paired with one of the Boarding Parents as a Boarding Mentor. In this role the student

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will receive a closer level of support as well as building bonds with their house family. Boarding mentors seek to;

- Meet with their Mentors once per term and with the house family once every two weeks.
- Offering guidance and support to enable students to broaden their perspective and open their minds, enhance their wellbeing.
- Support their personal development needs and offer practical tips, suggestions or ideas enabling them to reach their full potential.
- Stimulating empowerment to enable a student to deal with future adult tasks (own administration, health insurance issues, enrolment procedures at universities, organisation skills, travel arrangements, etc.)

Rooms

Room allocation

Rooms are allocated to sex and age at the start of each academic year, or when a new boarding student arrives. As an international school, we stimulate international community integration by motivating boarding students to learn from each other as roommates. We do offer single rooms (extra costs apply and only if available) however, we encourage students to stay in a twin room. We do not distinguish between race, national origin, religion or sexual orientation.

When moving into a room, an inventory form shall be completed and signed. Furniture may not be removed from the room or moved around without the permission of the boarding parents. The student will be charged for missing or broken furniture or damage to the room.

Room decorations

You are invited to personalise your room to assure you have a home away from home feeling. For that purpose, you may use “blue tack, or Tesa Powerstrips” to hang posters, etc. on the walls. When decorating your room, please respect these guidelines:

- Material you use is to be fireproof. Boarding parents will therefore check your room decorations for safety reasons during regular room checks.
- Posters and decorations deemed to be sexually explicit, racist, controversial or vulgar are not allowed.
- You are not allowed to drill/make holes, using nails or screws in the walls/furniture, windows or doors without consent from the Director of Operations.
- Your door towards the hall is not to be decorated because that side is considered a fire hazard.
- Please do not use stickers and tape on the wooden furniture/walls.

Room Key

All boarding students receive their own personal room key upon arrival. The fee for a replacement key is EUR 25.

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Room tidiness & cleanliness

Students are expected to maintain a high level of tidiness, cleanliness and order throughout the boarding house, particularly with regards to their own room. Beds should be made, clothes hung up or stored correctly, personal items put away and floors left clean to assist cleaning staff. As well as paying attention to cleanliness and hygiene, you are expected to be able to organise your own belongings in readiness for school. Storage of food and drinks in your own room is a privilege and one that can be lost if it creates unhygienic/unhealthy situations and so a hazard to the health of our student body. Room inspections take place on a regular basis with at least one thorough inspection a week. This can involve checking all hiding places where clothes and things are often hastily moved out of sight. Restrictions are placed on students who continuously fail to respect the relevant boarding house standards with regards to room tidiness and cleanliness.

Cleaning, a joint effort.

Keeping the boarding houses liveable, neat and clean is a joint effort. Our cleaning staff support you in keeping your room clean. You are expected to make your bed every day, open the curtains and air your room. You should also keep your room organised and free of clutter. Please note: that our cleaning staff will only clean rooms that are neatly organised. If you fail to keep your room tidy, you will be expected to do the cleaning yourself. If you've never done this before, our boarding staff will show you how. Repeated problems will be dealt with as a behavioural issue.

Appliances

To enhance safety, we have strict guidelines regarding items you can keep in your room. We allow the following standard electronic devices: hairdryer, electric razor and one small refrigerator (max. 45 litre) per room, provided they are CE marked. Data transmitters, water kettles, tvs, computer consoles, fans or extension cords are not permitted, you can borrow these from our own stock. Please contact the boarding parent to discuss any appliances you would like to use/add.

Private space / Single-sex dorm policy

Your room is your own private space. We respect one another's privacy. That means no staff and no student will enter a room without knocking or permission.

Bedrooms in the boarding houses are segregated by sex; specific sections of boarding houses are allocated for females and males and access control measures are in place to achieve this. Students of the opposite sex may visit one another's rooms during daytime hours, but only with the door left open so the boarding team may supervise. In the evenings students are required to stay in their section of boarding.

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Communal rooms

Our communal spaces are well furnished, cosily decorated and filled with items for free time pursuits. Each student is welcome to use these spaces freely. We expect students to deal respectfully with the communal spaces e.g. kitchen, sitting room, entertainment room, fitness area, etc. This includes returning crockery and cutlery to the kitchen after use, avoiding littering or tidying the laundry space after use.

Daily Schedule

Attendance check

Every morning at breakfast and every dinner time we will check your attendance. During school days your teachers will also register your attendance as well during study block in the evening. At roomtime a boarding parent will check if you are in your room. If we cannot locate a student we follow our procedure for students going missing, which may involve calling parents and contacting the police.

Monday to Friday

Access to the Boarding houses during school hours

Our boarding houses are closed during the school day (from 8:25 till 15:00 hrs., Friday till 14:00 hrs.). This means students need to take all stationery, books, homework, sport clothes and other materials to school. Boarding students are not allowed to go back to the boarding house during school hours. Exceptions can be made, but students must first obtain permission from the school office.

Study Block

You will study, complete your homework, preparation and assignments in the Castle each evening during Study Block. Our study hours sessions are compulsory. Boarding students grade 6 through 11 will attend supervised study in the Castle, grade 12 (IB2) students can study in their rooms. Quiet is to be maintained. There is to be no movement from place to place during the evening study hours. Parents/guardians should note that students may not receive telephone calls during evening study hours. The Study Block times are as follows;

Monday - Thursday - 18:15 to 19.45 (Coordinators and / or teachers are at hand to support students).

Weekends

Our weekend runs between Friday 14:05 hrs. and Sunday 20:30 hrs. The weekend routine is more relaxed. Routine timings depend on the events and activities planned, taking into consideration workload and exams. The weekend events, outings and activities are offered to all boarding students. Some activities enrich the school learning program; examples are

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museum trips, music festivals, concerts, hikes, sailing, camping, go-karting, etc. Additional costs may apply.

Bedtimes

After bedtime boarding students are expected to stay in their rooms, to switch off their mobile devices and not listen to music. Bedtimes for boarding students may vary according to age:

- Age 11 to 13 = 21:00 hrs.
- Age 14 = 21:30 hrs.
- Age 15 = 22:00 hrs.
- Age 16 and over = 22:30 hrs.

On Friday and Saturday bedtimes start one hour later.

Students must be in the house at least 30 minutes prior to the official bedtime in order to be in bed at the specified times and no later than 22:00 hrs.

Activities

Eerde IBS offers a range of activities, sports and events in the evening and during weekends from board game nights to water skiing or cultural trips. We encourage you to participate in everything Eerde IBS has to offer as part of the social cohesion we try to establish among boarding students. Please note that some activities require you to obtain parental permission.

Naturally, we encourage you to continue your hobbies and club memberships while in boarding. We therefore cater (individual) transport and expert coaching (additional costs apply). We also have our own gym and sports facilities on campus for your use.

Eating together

Breakfast

A good start can make all the difference! A nutritious breakfast plays an important role at Eerde IBS. Each morning, we have breakfast together in the dining area. This includes a variety of healthy options such as fruits, bread, cereals, eggs, milk, juices and more. Boarding students are obliged to be at breakfast from 7:30 hrs. up to 8:00 hrs.

Dining Room duty

We stimulate boarding students to prepare themselves for living independently. This includes doing chores and duties such as cleaning the tables and doing the dishes after dinner. You can find our weekly roster on the bulletin board.

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Weekend meals

On Saturday and Sunday morning, students have access to the castle's kitchen to prepare their own international brunch together. Attendance of the main meals during the weekend is mandatory for boarding students.

Main Meal Schedule

Main meals are served on weekdays at the following times:

Breakfast	07:30 hrs. till 08:00 hrs.
Monday - Thursday Dinner	17.30 hrs. till 18:15 hrs.

Boarding meals during the weekends (Saturday and Sunday):

Brunch	09:00 hrs. till 11:00 hrs.
Dinner	18:00 hrs. till 18:30 hrs.

During all other times the dining area is generally closed. Water and fruit will be available during these times in the school building, the art building or sport hall.

Electronic devices, bags, backpacks, binders and other school materials, newspapers and coats are not to be brought to the dining area. Devices used during these times will be confiscated and can be claimed at the time set by the boarding parents.

Laundry

Our boarding houses are equipped with washing machines and dryers. As a boarding student you are responsible for doing your own laundry. You will have to bring your own detergent. Boarding parents will help you get started by showing you how to use the laundry facilities. Each boarding house has a sign-up list for the week. You can sign-up on the day and time that you would like to use the laundry facilities.

Bedding, e.g. duvet covers, pillowcases, mattress covers provided by Eerde IBS will be washed by an external company every two weeks on Thursdays.

Finance / Valuables

Finance

Students living in The Netherlands must have a Dutch bank account. Please note that a parent or guardian must be present to open an account for a student aged under 18. We cannot fulfil this role for you as we are not your child's legal guardians.

Students should keep no more than EUR 30 in cash in their room and never bring more than necessary to school. Hand in large amounts of cash, bank cards, credit cards, pocket money and tickets to Boarding Parents for safekeeping in our safe - all is logged with wet ink signatures.

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Passports

All passports need to be handed in to Boarding Parents on arrival to Eerde. If students keep their passports and lose them we do not have the staffing capacity to help them apply for a new passport.

Valuables

Your valuables are your responsibility. Take care of them, making sure not to leave anything unattended. If you so wish, you can hand them in to the boarding parents.

Eerde IBS does not accept liability for theft, damage or loss of valuables or other personal belongings.

What to bring?

You will find a list of items to bring with you to Boarding in Appendix 3 *Boarding Students – What to Bring*.

Transport

We offer regular rides to Ommen and the railway station.

Please note that:

- You can request public transport tickets and/or taxi service; this needs to be requested specifically and 5 days (if possible) in advance.
- A travel card (“OV card”, NOTE: requires a Dutch debit card) for public transport assures you are able to use all public transport in The Netherlands. Boarding parents will be able to assist you in acquiring this travel card.

NOTE: We strive to meet individual transport needs, but additional costs will apply.

Medical

Ill in boarding

When you feel unwell when waking up, notify the boarding parent about any health issues before 7:30 hrs., though preferably directly. If you share a room with a roommate, please ask them to inform the boarding parent a.s.a.p. Boarding parents determine whether you need any additional care, organise medical appointments if necessary and assess whether or not it is advisable that you stay in boarding. You can have your meals in your room, although we will encourage you to attend meals. We will notify your parents of any serious health issues. If you are unwell you should:

- Inform a boarding parent before 7:30 hrs. or ask your roommate to do so, indicating what you are suffering from. Notify the boarding parents of any special care you may require.

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- If necessary, schedule a medical appointment in consultation with the boarding parents.
- Stay in your room, a boarding parent will check you on a regular basis.
- If you have symptoms of a potentially infectious condition we will ask you to self isolate until it is medically appropriate to re-enter our community.

Medication

Medication brought in by you is to be administered by the boarding parents. All medicines are stored in a locked cabinet in the boarding parents' office. Students who wish to administer medicines themselves, even over-the-counter painkillers, etc., must obtain permission from a medical professional, but all medication needs to be stored in the Boarding office and cannot be on your person. Medicines labelled in a language other than Dutch or English require a certified translation approved by the students' doctor prior to arrival at Eerde IBS.

We provide assistance once parental permission is given. This assistance includes arranging medication storage, and dispersal of medication to allow supervised self-administration, transport (either by a pharmacist or an authorised staff member), getting medication from a local licensed pharmacy.

We will send each parent/guardian the Medical Consent Form and the Care and Indemnity Agreement attached by mail, with the request to complete and sign it before returning.

NOTE: Eerde IBS cannot be held responsible for medical complications resulting from non-compliance with the above paragraph and if doing so places others at risk it could result in suspension in line with our behaviour policy..

Medical appointments

The boarding team works with local medical services, and supports boarding students with appointments, acquiring the necessary medication and transport to local medical services in Ommen and/or Zwolle and/or Hardenberg.

Parents should ensure their child's medical record at Eerde IBS is accurate and up to date.

NOTE: Eerde IBS cannot be held responsible for complications resulting from inaccurate medical information.

Insurance

Please provide the administration with a copy of your own medical insurance card or document. This will allow the school to charge medical expenses to the insurer, if applicable.

Holiday Arrangements for Boarding Students

Students must arrive at boarding the **day before classes start** after a school break. Student arrival times should be scheduled **between 12:00 (noon) and 21:00 hrs**. If you are unable to arrive during these times, please contact the Director of Operations.

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In advance of the school term ending and the school holidays beginning, information will be sent to parents detailing the earliest possible departure time for their child after school has finished. On the following day we ask that all **students leave campus by 12:00 hrs.** (noon) as the school is unable to provide supervision after this.

Ahead of school holidays one of our staff members will contact parents to confirm their child's travel arrangements. It is important that we know how all boarding students will be travelling and where to ensure they will be safe and cared for during their journey. If we believe that a student will be in danger as a result of travel arrangements being insufficiently supervised or inappropriate for the age and ability of the student then we may request alternative arrangements are made.

Mail and parcels

Mail for boarding students should be sent to the school address and will be received at the Castle. Students will be contacted if they receive mail and can either pick it up from the Castle or from Boarding. If a parcel is unable to be delivered due to the school gates being locked, a member of staff will make arrangements to either have it redelivered or will collect it from the local depot on behalf of the student.

Communication with Parents & Guardians

Close communication between (boarding) staff and parents/guardians creates a partnership and makes a positive difference in the lives of boarding students. It is therefore important that you provide boarding parents with the full contact details including the parents/guardians address, work phone numbers, mobile phone numbers and email addresses. Parents or guardians can call boarding staff at all times on +31 (0)529 451 452. During office hours, the call will be put through to the school. After office hours and during weekends, the boarding parents on duty will take the call.

NOTE: Parents can also contact boarding staff by mail at: boarding@eerdeibs.nl.

Student Voice

We value student voice as a unique insight into how we can create a safe, caring and learning environment. Students have a number of ways they can participate in this and below are a some examples of this.

Student Voice Committees

There are a number of committees for students to join. Membership is on a voluntary basis and all students who wish to be involved are allowed to contribute. Whilst these evolve on an annual basis the current committees include;

- Entertainment and Activities,

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- Food,
- Safeguarding,
- Behaviour.

Student Leadership

There are currently 4 positions of student leadership at Eerde IBS called the 'Heads of House.' These student leadership positions form the Boarding Leadership Team and meet with the Boarding Team on a weekly basis. Their roles are new this year and as such are evolving but include the following aspects;

- lead Boarding Meetings every week,
- take individual leadership projects to improve the boarding facility,
- support Boarding staff on duty in any way they can,
- to ensure and advocate student voice on any necessary issues in boarding,
- to support and create a harmonious boarding environment.

In order to become a Head of House students must first apply by email and then attend an Interview with the Boarding Team.

Boarding Meetings

Boarding meetings occur once every week on a Monday evening. All boarding students must attend, as will the staff on shift. These meetings are a conduit for open communication and feedback as well as being an opportunity for students to voice their views about life in boarding. Students may add to the agenda should they wish to discuss a topic.

Wellbeing Survey

Every year the students are sent an anonymous survey into their feelings of wellbeing and safety both in boarding and school. The results of this survey are then analysed by the CSS and feed into the wider school development plans.

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Appendices

Appendix 1 - Behaviour at Eerde IBS

A-B-C Code of Conduct

The Eerde Behaviour Policy is currently under review, however the following outlines a list of behaviours which are considered to be unacceptable at Eerde and will incur disciplinary consequences which may result in suspension or expulsion from school.

Academic Dishonesty

Cheating and plagiarism are considered acts of academic dishonesty. Cheating is defined as deceitfully and dishonestly seeking or providing information during tests or for individual assignments. Plagiarism is defined as the intentional use or inclusion of others' ideas or words as one's own without giving credit to the source.

Bullying

Bullying, including cyber bullying in any form, is considered a major infraction of the Eerde IBS Code of Honour and is unacceptable. Appropriate measures as outlined in the conduct system above will be taken when bullying is witnessed and/or reported. We define bullying as "intentional, repeated, hurtful acts, words or other behaviour, such as name-calling, threatening, shunning, and deliberate exclusion committed by one or more persons against others". Bullying may be physical, verbal, digital/virtual or emotional and may be described and understood differently in different cultures. Harassment, mobbing and excessive teasing may be considered bullying.

Classroom Disruption

A classroom disruption is willful behaviour that significantly disrupts order in a classroom. Examples may include: emotional outbursts and persistent interruptions of the learning process.

Chronic Defiance of a School Rule or Procedure

Chronic defiance of a school rule or procedure is when a student continues to defy classroom and/or school guidelines, rules, and procedures after a number of corrective actions have been taken by staff members. Examples include, but are not restricted to, dress code violations, answering back rudely in class, and disturbing others.

Computer Trespass

Illegal or unauthorised access, alteration or deletion of computer programs, applications, systems, or storage devices is considered trespass. Computer trespass, depending upon the circumstances, is an offence that may receive sanctions for classroom disruption, stealing, or damaging personal or school property.

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Damaging Personal or School Property

Acts of arson, vandalism, unauthorised access, or the willful destruction of property is considered severe misbehaviour. Students will be required to pay for repair or replacement of the item(s) damaged.

Dangerous Violation of a School Rule or Procedure

When a student takes an action that has the potential to cause harm or injury to themselves or another it is considered severe misbehaviour.

Discrimination

This can be direct, indirect, passive or violent behaviour towards another person that causes them to feel discriminated against on the basis of their sex, gender identity, sexuality, race, ethnicity, ability, or religion. This will not be tolerated and should any behaviour like this occur a student could face suspension or even expulsion. At Eerde we celebrate our differences, it's what makes us special. Discrimination is defined by the effect it has on a victim, not the intent of the perpetrator.

Disrespect or Defiance of Adults

Disrespectful or defiant behaviour is defined as the direct and immediate refusal to comply with a reasonable adult instruction within a specified period of time. It also includes verbally abusive and/or threatening language. Examples may include: talking back, name calling, and threatening physical harm.

Physically Dangerous Behaviour

Fighting and physical acts such as hitting, kicking, slamming, choking, tripping, and throwing objects that cause injury to others are considered physically dangerous behaviours.

Sexual Harassment

Sexual harassment and/or bullying are unacceptable behavior. Whether verbal or physical, behaviours which demean, threaten, or harm others violate the school standards for tolerance and mutual respect. Students who are harassed or bullied are encouraged to report such incidents to the appropriate school staff (teacher, tutor, boarding parent or CSS team). Parents who suspect that their child is a victim of these behaviours should also contact the school.

Stealing

Students who purposely take items that do not belong to them are referred to the Academic Director for disciplinary sanctions. Only the CSS Team, Academic Director or the School Director have the authority to conduct student searches. Staff may only search a student's clothing and other personal property if there is a reasonable cause to believe that something is concealed that may be of immediate danger to the student or to others.

Threatening the Safety or Wellbeing of Others

Acts by students which have the potential to cause significant injury to others and are considered a threat to the safety or wellbeing of others. Examples may include: dangerous

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pranks, climbing out of windows, rough-housing and any other potentially risky behaviour, pulling off the fire alarm, bomb threats, possession of firearms or explosive devices, threatening the use of sharp objects or clubs, and hitting someone with a fist on the head area.

Tobacco, Alcohol and Illegal Substance Possession or Use

Eerde IBS is a drug, alcohol (drink containing any alcohol percentage), tobacco and electronic cigarette (vape) free environment. Students who possess, have used or use these items at school are immediately referred to the Management Team/ CSS for supportive action. Any student found to be possessing, consuming or providing tobacco (including e-cigarettes/vaping devices) on campus or during school-led activities outdoors may be suspended and face expulsion. Students under the influence of or providing alcoholic beverages or drugs will also be subject to expulsion. Tests including breath analyzers, clean urine, hair-confirm will be used occasionally to affirm the above.

Truancy

Truancy is an unexcused absence from school. School staff must notify the school office as soon as possible if they suspect that a student is absent from school without his/her parents' knowledge or permission.

Verbal Abuse or Intimidation

Language and actions that are intended to harass, humiliate or intimidate others is considered severe misbehaviour. This may include: spitting, swearing, and threats of physical or emotional harm.





Appendix 2 - Contact list

School phone number:	+31 (0)529 451452
School Address:	Eerde International Boarding School Kasteellaan 1 7731 PJ Ommen The Netherlands

Please find the list below with contact details of members of staff:

Topic	Responsible staff member	Mail
Director	Mrs. Niki Holterman	nholterman@eerdeibs.nl
Academic Director	Ms. Amy Ramsey	aramsey@eerdeibs.nl
Director of Operations	Mrs. Christel Brandwagt	cbrandwagt@eerdeibs.nl
Food and Beverage & Boarding House Manager	Mr. Raul Villavicencio Beltran	rvillavicenciobeltran@eerdeibs.nl
HR Manager	Mrs. Pamela Glancy	pglancy@eerdeibs.nl
IB Coordinator / teacher of biology	Ms. Jess Craig	jcraig@eerdeibs.nl
IGCSE & Pre-IB Coordinator & Deputy Safeguarding Lead / teacher of Dutch	Mrs. Gerdien Ort	gort@eerdeibs.nl
Extracurricular Lead & Educational Visits Coordinator /IBDP CAS Coordinator / Timetable Manager	Mr. Boris Danailov	bdanailov@eerdeibs.nl
IMYC and IPC Coordinator	Mrs. Merel Dickson	mdickson@eerdeibs.nl
Deputy IMYC Coordinator	Ms. Heidi Klein - Kromhof	hkleinkromhof@eerdeibs.nl
IB Administrator / Teacher of maths	Mr. Robert de Bruin	rdebruin@eerdeibs.nl
Study & Exam Coordinator / teacher of geography	Mr. Ydo Jousma	yjousma@eerdeibs.nl
Librarian support / teacher of German / Dutch Ab Initio	Mrs. Petra Sprang	psprang@eerdeibs.nl
University Counselling / teacher of PE	Mr. Beau Evans	bevans@eerdeibs.nl
Independent after-school arrangements	Mrs. Saskia de Bruin	info@eerdeibs.nl
Absence	Mrs. Saskia de Bruin	info@eerdeibs.nl
Travel arrangements	Mrs. Christel Brandwagt	cbrandwagt@eerdeibs.nl
Visa and permits	Mrs. Saskia de Bruin	Info@eerdeibs.nl
Student billing	Mr. Jelle Kamphuis	finance@eerdeibs.nl
After school activities, school trips and outings	Mr. Boris Danialov & Mrs. Saskia de Bruin	bdanailovlov@eerdeibs.nl info@eerdeibs.nl

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Medical services – day students	Mrs. Saskia de Bruin	Info@eerdeibs.nl
Medical services – boarding	Mrs. Wilma Bouwman	boarding@eerdeibs.nl
Counselling/Mental Health services	Mrs. Merel Dickson	mdickson@eerdeibs.nl
Data Protection Officer	Mr Jorn Bosman	dpo@eerdeibs.nl
CSS Team/ Safeguarding Team	Ms. Amy Ramsey	aramsey@eerdeibs.nl
	Mrs. Merel Dickson	mdickson@eerdeibs.nl
	Mrs. Gerdien Ort	gort@eerdeibs.nl
	Mr. Aniel Khoenkhoen	boarding@eerdeibs.nl
Boarding Office (general)	All boarding parents	boarding@eerdeibs.nl
Boarding parents	Mrs. Wilma Bouwman	boarding@eerdeibs.nl
	Mr. Aniel Khoenkhoen	boarding@eerdeibs.nl
	Ms. Katie Voelker	boarding@eerdeibs.nl
	Mr. Yuval Uzan	boarding@eerdeibs.nl
	Mrs. Dorine Kreuwels	boarding@eerdeibs.nl
	Ms. Heather Rennie	boarding@eerdeibs.nl
	Mr. Robert Stapleton	boarding@eerdeibs.nl
Lower Primary teacher	Ms. Heleen Vis	hvis@eerdeibs.nl
Upper Primary teacher	Mrs Eni Nemeti	enemeti@eerdeibs.nl
Teacher of Primary / support teacher	Mrs. Monika Mandier	mmandier@eerdeibs.nl
Teacher of English	Ms. Jonis Hohls	jhohls@eerdeibs.nl
Teacher of history	Mr. Pieter de Jong	pdejong@eerdeibs.nl
Teacher of GP / Geography	Ms. Almee Frederes	afrederes@eerdeibs.nl
Teacher of Economics / Business Studies	Ms. Ajina Remadevi	aremadevi@eerdeibs.nl
Teacher of ESS / EM / IG Biology	Ms. Marla Beimer	mbeimer@eerdeibs.nl
Teacher of English B / History / Spanish B	Ms. Elise Parziale	eparziale@eerdeibs.nl
Teacher of Art and Design	Ms. Shani Nel	snel@eerdeibs.nl
Teacher of Primary and IMYC Dutch	Ms. Vera Geven	vgeven@eerdeibs.nl

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