



Dear Parent,

Welcome to De Troubadour Primary School!

We are very pleased that your child will be attending our school!

We hope your child will have a wonderful and inspiring time at De Troubadour!

Best wishes,

Peter van Meurs
Principal

Below you will find a summary of our rules and regulations. More info can be found on our website www.troubadour-skpo.nl.

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School vision

De Troubadour is a Catholic/Protestant school. In short, this means that all children are welcome at our school. We pay attention to the origins of Christian holidays, but the Church and Christian faith do not play a significant role in our education.

We adopt an open attitude towards everyone, regardless of race, religion, or gender. We want every child to enjoy school and feel safe. At our school we are respectful and kind to each other. We are polite to others and respect other people's belongings. Children enjoy our trust, so they can bring out the best in themselves. Self-confident children will show better self-development. We are responsible for our actions and words. Moreover, we show consideration for others and work together.

Our vision on good education has been elaborated in the following eight domains (further details can be found on the school website's school guide):

The following domains are central to our education:

- 1) Every child belongs to the group.
- 2) Everyone feels comfortable with the others.
- 3) Every child is task-oriented and can work together.
- 4) Within the classroom, coordination is sought on the level of the child.
- 5) Students are self-managing, independent and driven by curiosity.
- 6) Students learn a lot in different areas.
- 7) We aim to achieve high performance and results.
- 8) Educational partnerships are very important!

We expect our pupils and their parents to arrive at school on time.

School hours (*schooltijden*):

Our school hours are:

Monday (*maandag*): 8.30 - 12.00 and 13.00 – 15.00

(during a 1-hour lunch break children can go home or, for a small fee, stay over for lunch at school but they have to bring their own lunch)

Tuesday (*dinsdag*): 8.30 – 12.00 and 13.00 - 15.00

Wednesday (*woensdag*): 8.30 - 12.15

Thursday (*donderdag*): 8.30 – 12.00 and 13.00 - 15.00

Friday (*vrijdag*): 8.30 – 12.00 and 13.00 - 15.00

Please note that Wednesday is a shorter day!

Communication

We think it's important that parents are aware of school matters. We inform parents in the following ways:

- o The TroubadourApp: parents get information about the themes we're working on, for example on world orientation or on our reading method. These messages can be used as a stepping stone for a conversation between parent and child about the theme at home.
- o There are various walk-in moments, when parents can take a look in the classrooms. These moments can be found in the activity calendar.
- o Parents from groups 1-2 will receive an information letter with the theme of the next period and all subjects that will be discussed in class.
- o After school, parents are always welcome to have a look in their child's classroom and/or to have a conversation with the teacher.

Our school also informs parents via a newsletter, De Roffel, which you'll receive per email.

TroubadourApp, our schoolApp

With our schoolApp you can:

- Read news messages;
- Read De Roffel;
- Consult the school calendar and synchronize it with your own agenda;
- Contact team members;
- Report your child ill;
- View news from the groups (login required),
- Consult the new school guide;
- Read the Inspection Report;
- Change your data (login required) known to us (e.g. telephone numbers).

This App can be downloaded in every App Store.

[click here to enter the Apple Store](#)

[Click here to enter Google Play store](#)

For some sections a login is required.

Of course it is not mandatory to do this, but if you want to use all functionalities, a login is required for privacy reasons.

To access the Personal Inbox, we need to know who you are. We therefore ask you to register in the app. You can do this by clicking on 'Personal inbox' or 'Personal page' and then clicking

on 'request a login'. Then enter your personal details and fill out the last four digits of your child's BSN. You will then be linked to your child. You can add multiple BSN-numbers after this step, if you have more children at our school.

Your password request is then sent to your email address (check your spam box). Here you can log in. After logging in, the Klassenboek section will be updated automatically. You will now only see the groups of your child(ren).

If you have any questions about the App, please contact our director Peter van Meurs.

Specialist teachers (*vakleerkrachten*):

We are very proud of our specialist teachers for the following subjects: Physical Education, Music, and Arts & Crafts.

Music (*muziek*):

Every two weeks our music teacher comes to teach the children in groups 1-8. She engages the children in singing and dancing, and introduces musical instruments. The music lessons are given by Yvonne van der Ham.

Arts & Crafts (*beeldende vorming/bevo*):

Art lessons are taught once a week. A few times a year, all groups will be involved in a creative project for a couple of weeks. The children work on drawing, painting, design, sculpture, wood-work... The art lessons are taught by Pascale Creemers.

A couple of times a year, we work on a big project with the entire school, and give a joint performance or organize an exhibition for all parents to see.

Physical Exercise /PE (*gym*):

Children in groups 3-8 have PE two times a week. Once a week with a specialist teacher, and once a week with their own teacher.

Children in groups 1-2 have PE lessons in our small gym with their own teacher. If the weather is bad, the children will also play there instead of going outside.

On Mondays and Tuesdays group 3-8 have PE lessons (gym). The PE lessons take place at Sportzaal Genderdal.

All children wear gym clothes and gym shoes (no black soles) during PE lessons.

Children in group 1-2 leave their gym clothes at school, and take them home for a wash in the holidays. That way, when the weather is bad, they will always have gym clothes at school.

On PE days, please make sure your child is wearing clothes and shoes that they can easily take off and put on themselves!

The PE lessons for groups 3-8 are taught by Daphne Goossens on Mondays. On Tuesdays the class teacher will be the PE instructor.

Themes (*thema's*):

We often work on themes like Autumn, Spring, Christmas, and Easter, and on themes that our curriculum offers, like Travelling, the Golden Age, or Water. We'll frequently ask our pupils to bring objects from home related to the theme. Please make sure that your child doesn't bring anything of great (emotional) value. Of course, we'll take good care of the items, but we can't guarantee they won't break or go missing. Sometimes we'll go on a field trip that is related to the current theme.

Homework (*huiswerk*):

We do not introduce children to homework until group 7. Children in groups 7 and 8 will get some homework for various subjects. This usually happens once a week. You'll be informed via your child's agenda.

We expect parents to help their children plan their work and help them to study.

The children get homework related to the current topics in the classroom. It is never a new subject matter. In group 8, personal development talks take place between teacher and child. During these talks, together they determine what that student wants to learn extra or what subject it wants to pay extra attention to. Assignments can vary: e.g. writing a story on a group subject or an individual subject, maths assignments, spelling, reading comprehension or vocabulary. This way, children will be motivated and homework becomes a means and not a goal.

In group 7, homework is mainly focused on creative writing (poems and stories), reports (e.g. on a school trip), or on preparing oral assignments and presentations in class.

Groups 1-2 regularly get one home assignment, which varies from bringing items relating to the theme to school, to playful activities that parents can do with their child(ren), such as reading aloud or exercises to increase the vocabulary. It's important that this is done in a playful way, for example during dinner or reading before bedtime.

Book reviews and papers are written at home, but children receive information about this at

school. If, as a parent, you notice that your child has problems doing his/her homework, please contact the teacher. Together we will find a solution!

Tests (*toetsen*):

Like all Dutch schools, we closely follow our pupils' progress. We do this by means of a short test at the end of each section in a workbook. Additionally, twice a year, the children take the Cito test (group 3-8), which is the same for every school in the Netherlands. These tests have been designed to measure the development of a child. All results will be filed in a 'pupil monitoring system'. At our school we use the Parnassys system.

If we observe a sudden drop in a child's test results, we'll discuss the possible cause with the parents, and whether any additional support might be needed. This way, we try to discover possible learning difficulties at an early stage.

Please note that your child doesn't need to study for these tests, and s/he will never repeat or skip a class based on the test results alone.

We find it important not to put undue pressure on children when a test is coming up; a test is nothing more than a conclusion or start of a block, which allows us to measure the progress of children. Tests are therefore not announced in emails or De Roffel.

Reports (*rapporten*):

Three times a year, we'll create a report of your child's results. This report will contain performance descriptions ranging from 'excellent' to 'below average', and observations on your child's behavior, social interactions, and progress.

We prefer to give feedback in words rather than grades. When possible, we give feedback on the results but also on the process, so that children know what they've done well, but also what can be done better. In group 8, a switch is made during the year; Assessment in words becomes an assessment in grades (in preparation for secondary school).

Parent-teacher conferences (*oudergesprekken*):

There are several parent-teacher conferences planned during the school year.

During a '10-minute meeting' we'll discuss your child's development with you, together with the teacher's observations, and other things that both you and the teacher would like to talk about.

During these meetings, the teacher will speak Dutch or English, if so desired. You're allowed to answer in English if you feel uncomfortable expressing yourself in Dutch.

If a teacher believes it's important to speak to parents more often, the parent is invited for a meeting. When parents want an extra interview, they can contact the teacher to schedule an appointment.

Complaints (*klachten*):

If there is anything you're concerned about, or that you don't understand, we encourage you to raise the matter with the teacher as soon as the situation occurs. More often than not it will be an easily resolvable misunderstanding. If you haven't been able to resolve the matter with the teacher, you can talk to our school director Peter van Meurs. If, after that, you still feel that the unwanted situation hasn't changed, you can file an official complaint via our board, the SKPO and addressed to c.vandenheijkant@skpo.nl.

Learning difficulties/delays (*leerachterstanden*):

For children who experience some kind of learning difficulty or delay, we first offer support during the lessons. If the problem turns out to be too severe, we'll try to discover which expertise or extra support is required, and then we'll look at the possibilities we have ourselves. If we can't offer the necessary support, together with the parents we'll discuss what we can do and what the parents might do. If this isn't enough, we might refer the child to a dedicated special needs school, where children get the help they need from specialized teachers and therapists. Of course, we take these steps only in close consultation with the parents.

Please notify us as soon as possible if you think your child may have a speech delay, behavioral issues, concentration problems, or any other difficulties. We'll discuss with you how we can best help your child.

If you have any questions related to learning difficulties, please contact Hanneke Niemantsverdriet or Lotte Bogers at 040-2512704/ h.niemantsverdriet@skpo.nl or l.bogers@skpo.nl.

We would also like to inform you about the existence of the Eseng: the expat special educational needs group in the Netherlands, <http://eseng.nl>, and a special Facebook group for special needs families in the Netherlands: www.facebook.com/groups/1535236416724036.

Start and end of school days

The school doors open in the morning at 8.25 when the first bell rings. All children have to be in their classroom when the second bell rings at 8.30. Parents/guardians are allowed to say goodbye inside the classroom in groups 1-2, and outside in the school yard for groups 3-8.

In order to avoid major traffic jams around the school, we encourage all parents to take their children to school on foot or by bike. If you have to drop your child off or pick it up by car, please park your car in the street, but not on the kiss-and-ride zone when you leave your car parked. Our pupils can park their bikes in the designated areas. Please note that cycling is prohibited in the school yard!

When you take your child to school in the morning, his/her teacher can be approached to discuss small things. If there is anything you would like to discuss in more detail, we kindly ask you to make an appointment with the teacher.

At the end of the school day, the children can be picked up outside in the school yard. Although compulsory school attendance starts from age 5, we expect 4-year-olds to attend every day too. So if your 4-year-old is going to be absent, please inform the principal, Peter van Meurs, and the teacher in advance.

Reporting sick (*ziekmelden*):

If your child is ill, you should call 040-2512704 or use the option in our SchoolApp in the morning before 8.30. Please mention your child's name and class.

Please try and make doctor's and dentist's appointments after school hours as much as possible.

Short break (*kleine pauze*)

At 10.15 we have a short break. Please have your child bring some fruit and something to drink during the break. For this break we encourage healthy snacks, so please no food and drinks containing sugar, sweets, biscuits, or fizzy drinks.

Afterwards we will play outside in the school yard, weather permitting.

Lunch break (*overblijven or TSO*):

We have a lunch break from 12.00 to 13.00 hrs. Children can either go home for lunch or stay at school. You have to register and pay a small fee if you want your child to stay at school during lunch.

Children staying at school for lunch should bring: some sandwiches, fruit, and something to drink. Please put it in a (small) backpack, and mark everything clearly with your child's name. We don't allow food and drinks containing sugar, sweets, biscuits, or fizzy drinks.

We work with (parent) volunteers as lunch break supervisors. For questions related to the lunch supervision you can contact Gerrie van Gerwen at 06-47374458.

The cost for lunch supervision varies depending on the payment option you choose.

There are three payment options:

- 10 stamp card for €12,00 (€1,20 per day)
- 30 stamp card for €33,00 (€1,10 per day)
- Annual payment €128,00 per year (€0,80 per day)

The annual payment can be paid in 1 or 2 installments by bank transfer. Stamp cards are also paid by bank transfer.

A stamp card is cheaper if your child will be attending lunch at school 1 or 2 times a week; if your child attends 3 or 4 times a week, a half year / year payment is more favorable.

We try to keep the fee for lunch supervision as low as possible. The money is spent on the compensation for the volunteers and the purchase of toys and playground equipment.

After lunch we play outside, weather permitting. Otherwise we'll play inside. If the weather is nice, we eat lunch in the school yard.

You can transfer the money for lunch supervision to bank account **NL66 INGB000 8971041** in the name of Stichting Overblijven Basisschool de Troubadour

Nassastraat 8

5616 AG Eindhoven

Please state your child's name and class.

After-school care (BSO or NSO):

After school, children can either go home, or go to the after-school care (BSO or NSO).

Our school collaborates with the following BSO organization:

Korein Kinderplein location: Maria van Bourgondiëlaan

Maria van Bourgondiëlaan 2b
5616 EE Eindhoven

And the TeenZ location:

Rijstenweg 5
5652 CG Eindhoven

For more information, please contact them at:

(040) 251 09 92

@ s.trifkovic@koreinkinderplein.nl

W www.koreinkinderplein.nl

Watch the promotion video (in Dutch): <https://youtu.be/ac8D4IBOx4Y>

The BSO teachers will come and pick up the children from school. The parents/guardians can pick them up at the BSO location before closing time. The BSO is also open during school holidays and teacher training days.

Please note that you have to arrange BSO and pay for it separately.

Please ask the BSO of your choice for more details.

We also regularly organize after-school activities. You can find more information in our newsletter De Roffel and in the schoolApp.

Parental contribution (*ouderbijdrage*):

The (voluntary) parental contribution for our school is €27,50 per year.

With this money we can afford:

- celebrations such as Sinterklaas, Christmas, Carnival, Easter
- sports day
- book fair
- school trip

The voluntary parental contribution is used for many things that are not subsidized by the Ministry.

In order to make all these activities possible for your child, your parental contribution is much-needed. A separate contribution is requested for the school camp (group 8).

Parents/carers who encounter problems paying the parental contribution, can contact the treasurer of the Parents Council or the school director.

The email address of the Parents Council is: troubadour.or@gmail.com

The bank account number of the Parents Council is: NL87RABO0151370966

Please state your child's name and class.

School holidays (*schoolvakanties*):

Our school holidays follow the national calendar. You can find all dates on our website or on the holiday chart available from your child's teacher.

Holiday periods for primary schools are set nationally with staggered start/end times over three regions in order to spread out most of the holiday rush. Eindhoven belongs to region Zuid. See also www.schoolvakanties-nederland.nl.

The summer holiday lasts for six weeks. During the school year, there's at least one week of holiday after each +/- six week period, to give both pupils and teachers a chance to recharge their batteries.

Teacher training days (*studiedagen*):

The school is closed on teacher training days, when teachers have to attend training courses themselves. You can find a schedule of the teacher training days on our website www.troubadour-skpo.nl.

Special leave (*buitengewoon verlof*):

Dutch law is very strict regarding school attendance. From the first day of the month after a child's fifth birthday, school is mandatory. A child may only be absent in the event of a family emergency or an important celebration, or if the parents can prove they are unable to go on a family holiday during the school holidays. If allowed, permission is granted for a maximum of ten days per school year, and has to be requested in advance. This 'extraordinary leave' is not allowed during the first two weeks of the school year. Please be aware that not following these rules may result in a fine by the truancy officers.

You can find all specific rules about this on the website www.leerplicht.net (in Dutch). If you want to book special leave, the form you should complete is available from the management of the school. Please provide proof (i.e. an invitation or statement by your employer).

Please also fill out this form if your child hasn't yet reached the age of 5. In that case, most of-ten permission will be granted. More details about the Dutch school attendance law, you can find in this article (in English): <https://aabc.nl/the-dutch-school-attendance-law>.

Field trips (*excursies & schoolreisjes*):

Once a year we go on a school trip. For example to the Efteling, Dippiedoe, Openlucht museum, Dierenrijk, Nemo, etc. The fee for these trips is included in the parental contribution.

Sometimes we'll take field trips, go to an exhibition or the theater. You will be informed or asked for help in advance; without parental assistance we're not able to make these trips, so your help is really appreciated!

Parent helpers (*ouderhulp*):

We frequently need the help of parents to organize extra things for our pupils, such as accompanying us on school trips, checking for nits, helping in the library, and decorating the school for festivities. Often it's not necessary to speak Dutch fluently, and we really appreciate your help. Please ask the teacher for more information.

Class parents (*klassenouders*):

The parents of each class are represented by one or two class parents. These class parents often discuss matters with the teacher and they will regularly ask the other parents for help with, for example, celebrations and excursions. You're welcome to ask the class parents anything you want to know about the school. Ask the teacher for the name of your child's class parent.

Head lice (*luizen*):

A less popular subject to talk about is head lice. It is not fun when someone has nits, but it is nothing to be ashamed of. It should be treated immediately to stop it from getting worse. In order to prevent an outbreak, the so-called 'lice parents' regularly check all children's hair, especially after the school holidays. If we find lice or nits on a child's head, we'll call their parents to ask them to treat their hair as soon as possible.

Playdates (*speelafspraken*):

Playdates are a big thing for our pupils. After school they often play at each other's houses. This is considered beneficial to their social development, and for busy parents it can also be a practical arrangement.

Children and their parents are supposed to arrange the playdates between themselves; school is not involved. Please inform your teacher if your child will go to someone else's house after school. Without your permission s/he will not be allowed to leave with anyone not authorized by you in advance.

Birthdays (*verjaardagen*):

For children, their birthday is usually an important day, and we celebrate birthdays at school. Your child is allowed to bring a treat (*traktatie*) to hand out to their classmates and teachers. Please discuss in advance with the teacher which day would be most suitable to bring the *traktatie*. We appreciate healthy snacks as a treat, and please don't make them too big.

If your child wants to invite other children to his/her birthday party at home, please distribute the invitations in a discrete way, in order to avoid disappointment in children who are not invited. Please note that you are not obliged to invite all boys or girls in the class if you don't want to.

Translation of some words you'll regularly see and hear at our school:

Dutch	English
Basisschool	Primary school (age 4-12)
Bewegen	To move (physical activity)
Buurt	Neighbourhood
Directeur	Head teacher/principal
Gesprek	Conversation/Meeting
Groep	Group/class
Gym	Physical exercise (PE)
Helpen	To help
Huis	House
Huiswerk	Homework
Hulp	Help
Juf	Female teacher
Klacht	Complaint
Klas	Class
Klaslokaal	Classroom
Klassenouders	Class parents
Leerkracht(en)	Teacher(s)
Leerling(en)	Pupil(s)
Leerplicht	Compulsory school attendance
Lezen	To read
Luizen	Head lice
Meester	Male teacher
Middag	Afternoon
Middelbare school	Secondary school
Ochtend	Morning
Oefenen	To practice
Onderwijs	Education
Ouder(s)	Parent(s)
Ouderbijdrage	Parental contribution
Ouderhulp	Parent help
Overblijven	Lunch break (at school)

Dutch	English
Rapport	Report
Rekenen	Maths
Schoolplein	School yard/ school playground
Schooltijden	School hours
Schrijven	To write
Speelafpraakje	Playdate
Spelen	To play
Stop, Hou Op!	Stop doing that! (said by children to set boundaries for other children)
Studiedag	Teacher training day (school is closed)
Thema	Theme
Thuis	Home
Tijd	Time
Toets	Test
Trakteren	To hand out treats (for birthdays, etc)
Traktatie	(Birthday) Treat
TSO	Care during the lunch break at school
Vakantie	Holiday
Verjaardag	Birthday
Vriendinnetje	Friend (girl)
Vriendje	Friend (boy)
Vrije dag	Day off
Ziek	Sick