



# De Handreiking



Summary 2021-2022



Elementary School De  
Handreiking  
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## The Handreiking....where learning together and having fun go hand in hand!

This is the 2019/2020 summary from The Handreiking Primary School. In this summary you will find all the information about the school and how our education is organized. You can read how our enthusiastic team of teachers and supervisors finalize to a challenging curriculum.

In addition to result-oriented education, there is plenty of room for creativity, exercise and socializing, helping your child learn every day and going to school with pleasure.

On our website and school App we keep you informed about all innovations, developments and activities.

We would like to invite parents who are interested in our school. We explain our ideas about good education in a personal meeting. In addition, we will introduce you to all the pleasure and take a look in all our groups during the tour. This way you can taste the atmosphere that makes our school special.

Together we will do everything to make it a fantastic year for your child.

We wish everyone a very nice school year!



On behalf of the team,

Mariëtte van der Steen-van Wessel

Director





# 1. Welcome to our school.



## About our School

The Handreiking is an interconfessional school located in the Heesterakker district. Our students mostly come from the neighborhoods of Heesterakker, Vaartbroek and Bokt. At the Handreiking, we want to offer a climate in which not only the development of the individual student comes into its own, but also that of the group to which it belongs. The subjects of arithmetic, language and reading are started as much as possible in the large group, after which the students will proceed to process the material in small groups or individually. We use cooperative methods and encourage collaboration. We give meaning to our education by working on themes, with which we increase the involvement and the learning pleasure. The 21st-century skills such as creative thinking, problem-solving ability and self-regulation play a major role in this and we rely on executive functions such as independence, plans and personal responsibility.

## Assumptions

**The child is central in this school.** We try to deal as well as possible with the differences that exist between children and to be open to the individuality of each individual. We strive for a thorough intellectual development, but also a broad creative, physical, social and emotional education. All this under a responsible degree of freedom for the child.

**Our school also contributes to good citizenship.** We think it is important that children learn to work together and that they can work and learn independently. In addition, we believe that personal responsibility is very important. We want children to be aware of what's going on in the world. In this changing society, we increasingly educate our children to become world citizens.

**We attach great importance to a pleasant living and working climate.** An atmosphere in which all involved, but especially the children, feel at home and safe and can be themselves. The motto in every class is "together we have a good time ". With this in mind, the correct way of dealing with each other is discussed with the children.



## Our team and group layout.

In our team we have 21 staff members. All have their own role:

- Teaching Assistant: supports the teacher in the implementation of education. This can be placed inside or outside the group. This guidance is always in close consultation with the internal supervisor and the teacher.
- Group teacher: is responsible for the daily care of a group of children. At our school it is possible that two group teachers together care for one group.
- Internal Student Care Supervisor (IB'er): organizes and coordinates extra support for students. Hold the IB'er every 6 to 8 weeks a care discussion with the group teachers. Together, problems are identified and they look for solutions. The IB maintains contacts with other schools and various authorities outside the school.
- Director: is responsible for the daily management at school. She coordinates and directs all kinds of developments within the school and makes the policy of the school together with the internal management team, the school board, the Upper Schools Management Team and the Participation Council.





Group	Monday	Tuesday	Wednesday	Thursday	Friday
1/2 A	Romy	Romy	Romy	Romy	Romy
1/2 B	Linda	Linda	Linda	Linda	Sarah
1/2 C	Gaby	Gaby	Jacqueline	Jacqueline	Jacqueline
3	Cindy	Cindy	Cindy	Cindy	Cindy
4/5 A	Danielle	Danielle	Danielle	Danielle	Danielle
4/5 B	Sanne	Sanne	Sanne	Sanne	Sanne
6	Ine	Ine	Ine	Ine	Kirsten
7 A	Elanie	Lotte	Lotte	Lotte	Elanie
7 B	Inga	Inga	Inga	Inga	Inga
8	Kim	Kim	Kim	Kim	Kim

Director: Mariëtte van der Steen-van Wessel (Mon-Tue-Thu-free)

Internal Supervisors: Esther de Laat (Mon-Tue-Thu) and Patricia Tempelaars (Mon-Tue-Fri)

VVE coordinator Gaby van den Heuvel (Tue and Thu)

(For and early childhood education)

Teaching assistants Bibi Hennen (Mon-Thu-Fri)

Roos Tullemans (Mon-Tue-Wed)

Administrative assistant: Miranda Stutz (Thu-Fri)

Facility manager: José Michiels

In addition to our regular team, we work with various external bodies to support the school. You can think of investigations, observations and / or guidance. In addition, incidental consultations are held at municipal level on educational issues, but also on topics such as vandalism, road safety, addiction, youth welfare care and special educational projects. This includes artistic education, environmental education, school catechesis, vocational education, extra supervision and caretakers.

## Contact.

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[www.skpo-handreiking.nl](http://www.skpo-handreiking.nl)





You can contact our staff throughout email. Also for emergencies you can contact our director Mariette.

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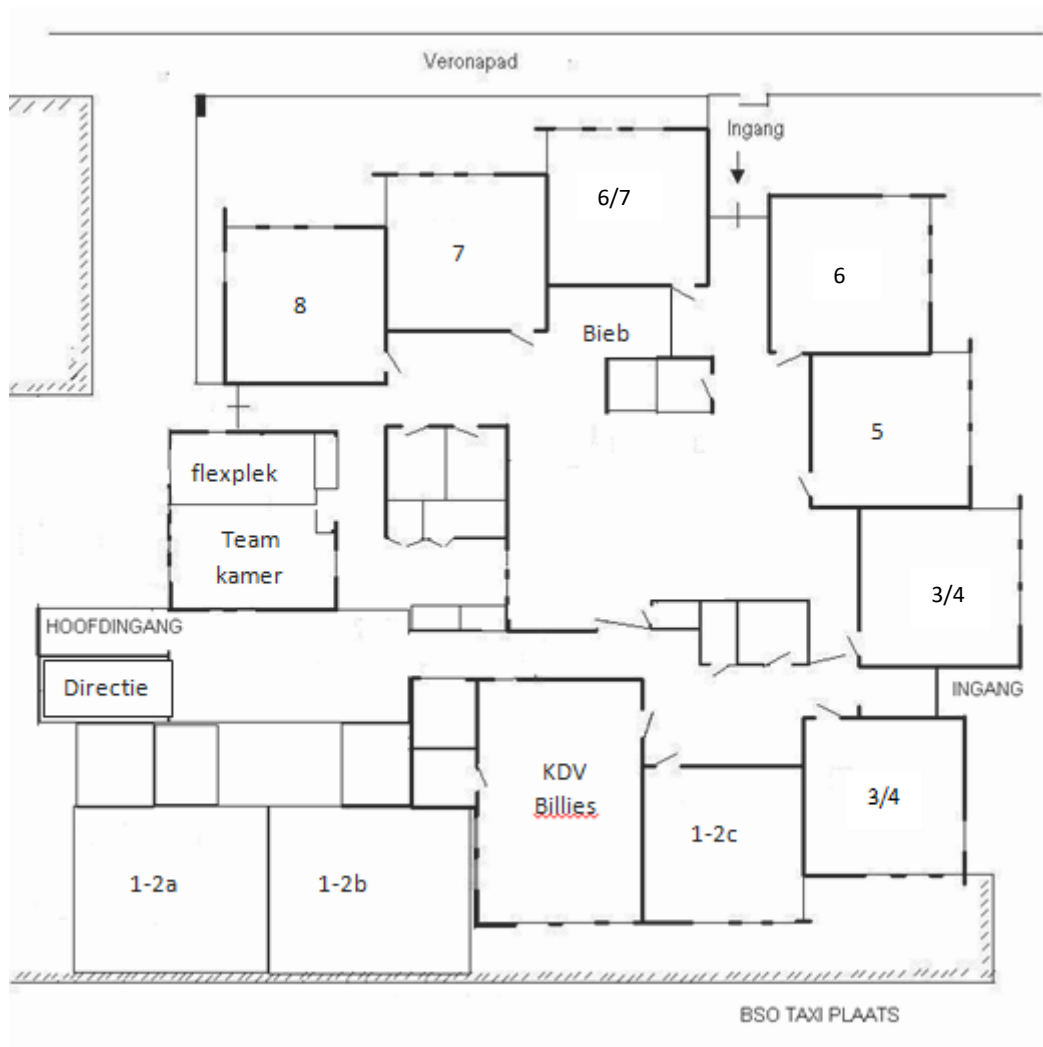
Patricia Tempelaars

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## 1.5 Our building.



## 1.6 School Board

Our school is under the competent authority of SKPO. SKPO has four primary schools in Son and Breugel, the other schools are in Eindhoven. The schools in Eindhoven are part of an Integrated Child Center. Our schools work with the childcare partner on the ongoing development of children from 0 to 12. Of the SKPO schools, 33 schools focus on regular primary education, 2 schools offering Special Primary Education. In addition, SKPO has "De Wereldwijzer", a primary school for newcomers. This school is aimed at children of parents who only recently live in the Netherlands and who do not yet speak Dutch. The schools of the SKPO are more than an administrative unit. We form a recognizable group of primary education schools with a common ambition and shared values. Our ambition is elaborated in objectives for students, staff, partners and organization and gives direction to our actions. We think it is important that our goals and motivations are visible throughout the organization. From our same-minded basic attitude we are connected and we reinforce each other. We make every effort to provide the children who visit our schools with the best possible guidance for their future. Every child has the right to good education. Sometimes children need something extra. We make our education every day suitable for every child, making them self-conscious and accept each other for a good future. We did this with passionate professionals and in collaboration with





partners. We work from our core values: development, individuality, responsibility and connection. The way in which an individual school realizes this ambition will be different.

SKPO is an ambitious organization. We have faith in children and in each other and work with a collective ambition. We stand for an open dialogue, both internally and externally. This requires an intention that is widely shared and propagated, a basis that is in order and sometimes a little courage.

For us, a radiant child who visibly enjoys learning is proof that our education is of high quality.

SKPO has a professional culture:

- In everything we do, we wonder whether this contributes to the realization of our ambition: "Every child has the right to good education."
- For us, a professional culture is clear about our ambition, being able to propagate this and making choices in that light.
- The ambition of SKPO is therefore visible in all layers of the organization.

Each school maps its school development annually on the basis of 10 quality indicators. These are derived from our ambitions in the field of students, staff, partners and organization. The indicators provide us with valuable information to continuously enter into dialogue with each other about high-quality education and the own development that the school is committed to. If you want to read more about this, please refer to our website [www.skpo.nl](http://www.skpo.nl).

Contact:

Stichting Katholiek en Protestants Christelijk Onderwijs e.o.

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



## 5.1 School hours.

We have been working at The Handreiking with a continuous schedule. The children eat in the classroom around noon with the teacher. After dinner, the children go to the playgrounds where parents and staff are constantly supervised. We make a division of the groups that play outside and eat, so that the children have enough space to enjoy playing. Parents who assist on a fixed basis receive a reimbursement for this.

Our school times:

Monday 8:30 am - 2:45 pm

Tuesday 8:30 am - 2:45 pm

Wednesday 8:30 AM - 12:00 PM

Thursday 8:30 AM - 2:45 PM

Friday 8:30 AM - 2:45 PM

The school doors open at 8.25 in the morning. The parents of toddlers bring the children to the schoolyard in these five minutes. The five minutes are intended as a break-in time for students and teachers. Parents are not allowed inside. For specific matters you can make an appointment after school. Groups 3 to 8 have daily breaks from 10:15 am to 10:30 am. After school, the pupils from the kindergarten groups are brought outside by the group teacher. You can wait for your child (ren) outside the gate.



Our school together with daycare center Billies Spilcentrum Verona. This means that we offer our children daycare in the school from 7.30 am to 6.30 pm. In addition, there are various organizations that provide after-school care. They take care of the transport and the care of the students on location. The school has made agreements with regard to transport and the collection of the children.

## Holidays and days off.

At the start of the new school year you will receive a holiday schedule with all important dates. You can find the annual schedule in the schoolApp and on the website.

Our vacations and days off in a row:

Autumn vacation October 19 to October 23

Christmas vacation December 21 to January 1

Spring break February 15 to February 26

April 5 2nd Easter Day, April 13

May holidays 27 April to 12 May

May Ascension Day 13 and 14 May

2nd Whitsun Day 24 May

Summer vacation July 26 to September 3

Team study days: September 4, October 5, January 27, April 6, April 26 and June 16

Free afternoons: December 18, February 12

Extra holiday week: 21 June to 25 June





## After school care.

Kinderdagverblijf Billies  
Veronapad 3  
5632TR Eindhoven  
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[info@kinderdagverblijfbillies.nl](mailto:info@kinderdagverblijfbillies.nl)  
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Director: Melanie Kelders

Partou kinderopvang  
Mirabelweg 96  
5632 PD Eindhoven  
T: 040-2486716

Kinderopvang Dikkie & Dik  
Gerretsonlaan 1b  
5624 JL Eindhoven  
T: 040- 2939404

Korein  
Pachtakker 2  
5625 WC Eindhoven  
T: 040- 2414471 / 040-2487698



## Food and drinks

Just before the little break something can be drunk or eaten. We want the children to eat healthily and our preference is therefore for fruit for the small break. For the lunch break, of course, preference is also given to a healthy lunch. Don't give your children too much food. What is left over in waste or what is not eaten, we give back to the lunch box. Your child will receive this one-time lunch box from the school. We discourage drinking drinks with a lot of sugar, such as fristi or chocolate milk. We think drinking water is a great alternative. Eating and eating is not allowed during school hours. However, if it is necessary for your child to eat something during school hours, you should inform the relevant teacher. If you have any questions about the above, you can discuss them with your child's teacher.

## Dogs

Due to hygiene and prevailing allergies, we request that you do not bring dogs into the building.

## Head lice

Every now and then there is head lice. It certainly does not mean that inadequate body hygiene was observed in those children. Everyone can become infected with head lice. It is a difficult but harmless phenomenon that can be brought under control quickly with a few simple measures. If you find head lice in your child, do you want to pass this on to the teacher?

When lice are found with your child, you will be called immediately by the teacher so that you can pick up your child for treatment. After your child has been treated, you can go back to school immediately. If nits are found with your child, the teacher will call after school so that you can treat your child. In both cases your child will receive an information letter and the rest of the class an information letter.

Thereby only those data are provided that are strictly necessary for the said organization. It is important that the data is up-to-date. Do you want to inform the teacher about changes in the data, for example of telephone numbers, as soon as possible.

## Smoking ban

A smoking ban applies to the entire school building. We also kindly ask you not to smoke on the playground or directly around the schoolyard. We think this is not the right example for our children.



See you soon on De Handreiking!

