

Nederlandse school
Dutch school
BRISBANE

School voor Nederlandse (en Vlaamse)
Taal en Cultuur

SCHOOL GUIDE 2020



Affiliated with:



STICHTING
NEDERLANDS
ONDERWIJS
IN HET
BUITENLAND

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Foreword

Dear parents,

A warm welcome to this new decade! Welcome (back) to the Duyfkenschool! We are continuing the Dutch school year after a well-deserved break and are looking forward to a special 2020 full of valuable learning experiences.

This year marks a year of development for us. We are continuing to build on the professional development we have received from the NOB Foundation, members of which visited our school last year. It was very valuable to have two education experts present at the school and work purposefully towards personal education goals. The approachability of the NOB Foundation meant that we could get in touch throughout the year when we needed advice or had additional questions. This is also the case for you as parents: the NOB Foundation encourages you to get in touch if you have any questions or need advice around bilingual education or raising your children bilingually.

We have also continued our collaboration with Tessa Hamstra, our previous principal. After her maternity leave, Tessa returned to the school as pedagogic coach. Teachers can turn to her with questions or for advice, and she will be a coach to our teaching team to further improve their practice. This enables us to continuously work on the skills of our teachers and the quality of our education.

This year also marks a year of renewal. Unfortunately, we have had to say goodbye to Ms Renske (toddler group), who has stepped back from her role after successfully shaping the toddler group to the success it is today. We are delighted to welcome Ms Linda-Lou, however, who will be moving from Curaçao to Brisbane with her young family. Her experience in toddler- and Kindergarten education means that our toddler education will continue to be of high quality. We also welcome Ms Wendy. She will be a teaching assistant and enrich us with her great education knowledge and experience. Ms Wendy will be here for a minimum of 1.5 years and was a primary school teacher in Amsterdam before coming to Australia. Together with our team, we are looking forward to further investing in the quality of our education.

I would also like to direct you to the important dates in this school guide, including the NTC days, information about our safety policy and a message about the importance of using the Dutch language outside of Dutch school hours. The school guide also mentions the terms of notice for cancelling your child's enrolment. A brief reminder that this needs to happen in writing to the principal and not (only) verbally to your child's teacher(s). We are sometimes forced to change our teaching team based on changing enrolments in order to continue to provide quality education in a financially sustainable manner. If students are withdrawn from school after the terms of notice have expired, then we ask parents to still pay for the following term. This is a hard message for us to share, as we are extremely grateful for your ongoing support for and engagement with our school.

I would like to end this introduction to warmly welcoming all students and parents. Here's to a beautiful 2020, full of development, renewal and continuity of quality education!

Best wishes,

on behalf of the board,

Marijne Medhurst
Chair



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Preface

This school guide is intended to inform you about Dutch education at the Duyfkenschool. The school guide shows what we have to offer you and your children. For parents and caregivers of future students it shows why our school is a good choice. For parents and caregivers of current students it offers information about how the school is organised: how do we organise the Dutch education, how do we care for your child(ren). It also includes what parents and the school may expect from each other and the results we aim to achieve. Of course, you will also find information such as school times, holidays, enrolment, the board and the teachers. This English version of the school guide is a summary of the Dutch version. Any questions about the school guide can be directed towards the principal.

1.0 About our school

1.1 The Duyfkenschool

The Duyfkenschool is a school for Dutch language and culture. It was founded in 2008 and is named after Dutch ship De Duyfken. This was the first European exploring ship to reach Australian shores, in 1606. The Duyfkenschool is an incorporated association and not-for-profit organisation. We are affiliated with the NOB (Dutch Education Abroad). We are located in Cannon Hill State School, 845 Wynnum Road, Cannon Hill. All lessons are taught on Wednesdays during school terms, from 3:30-6:00 pm (4:00-5:30 pm for our toddler group). At the start of 2020 there are around 50 students enrolled.

1.2 Our team

The school is governed by a board which exists of the following members:

Marijne Medhurst	Chair
Louisa Schmidt	Treasurer
Alex Jerphanion	Secretary
Jan Oosthoek	Member

The interim-principal of our school is Annelies Venner.

Our teaching team is as follows:

Emmelieke Woodward	Group 5, 6, 7, 8
Annelies Venner	Group 3
Susan Stein	Group 4
Tjitska Crotty	Group 1, 2 ('onderbouw')
Nanda ten Grotenhuis	R3 group
Linda-lou Haverkort	Toddler group (teacher)
Bettina Lyall	Toddler group (teacher aide)
Wendy Piccolo	Teacher aide
Marieke Henstra	Relief teacher



2.0 NTC education

The aim of Dutch language and culture ('NTC') education is to match the learning goals and outcomes for student in the Netherlands, as much as possible. This way, when a student would return to school in The Netherlands, they can reintegrate into a classroom with similar-aged peers. Naturally, we also teach students who do not intend to go back to the Netherlands.

Students can be divided into three (3) different levels:

- R1 entails those students who perform at a level corresponding to their age. At this level we aim for the ‘core goals for Dutch primary schools’ as stated for oral and written language as well as language conventions.
- R2 entails those students for whom Dutch is usually not the main language spoken. We still work towards the same core goals, but acknowledge a delay of up to 2 years compared to peers in the Netherlands.
- R3 caters to students for whom Dutch is a second language, with a gap of over two (2) years compared to their peers in the Netherlands. While students of the R1 and R2 levels are being taught in mixed groups, the R3 forms a separate group. They focus on oral language skills, speaking, listening, and expanding their vocabulary. While some focus on gaining a basic knowledge of Dutch, others work towards proceeding to the R2 group.

All groups use recognised and modern teaching methods. Our toddlers learn in a meaningful, playful way (“play is the way”). They gather skills and knowledge through songs, play and creativity. In this group, all levels of Dutch are welcome.

3.0 Organisation of education

3.1 Teaching hours

NTC education is in addition to regular education and focuses only on the Dutch language and culture. Classes take place on Wednesdays during Australian school terms from 3.30 to 6 pm. There are forty (40) weekly lessons of 2,5 hours of which 15 minutes is break time. Toddlers receive 1,5 hours of education per week for 40 weeks per year. *Please note: No classes on EKKA Wednesday (August 12th 2020).*



3.2 Roster 2020

Week-Class	R1/R2/R3/toddler group Wednesday
1-1	29 January
2-2	5 February
3-3	12 February
4-4	19 February
5-5	26 February
6-6	4 March
7-7	11 March
8-8	18 March
9-9	25 March
10-10	1 April
Holiday	4 to 20 April
1-11	22 April
2-12	29 April
3-13	6 May
4-14	13 May
5-15	20 May
6-16	27 May
7-17	3 June
8-18	10 June
9-19	17 June
10-20	24 June



Holiday	27 June to 12 July
1-21	15 July
2-22	22 July
3-23	29 July
4-24	5 August
5-25	12 August no class, <u>Ekka holiday</u>
6-26	19 August
7-27	26 August
8-28	2 September
9-29	9 September
10-30	16 September
Holiday	19 September to October
1-31	7 October
2-32	14 October
3-33	21 October
4-34	28 October
5-35	4 November
6-36	11 November
7-37	18 November
8-38	25 November
9-39	2 December
10-40	9 December
NTC-day 1	Sunday 15 March
NTC-day 2	Sunday 7 June
NTC-day 3	Sunday 16 August
NTC- day 4	Sunday 11 October
Koningsdag (King's Day)	Sunday 26 April
Sinterklaas (St. Nicolas)	Sunday 29 November

3.3 Organisation on teaching days

U kunt ons helpen om de lesdagen zo soepel en ongestoord mogelijk te laten verlopen, zodat wij de beschikbare lestijd ten volle kunnen benutten. Daarvoor hebben wij de volgende aanwijzingen opgesteld:

You can help us ensure that our teaching days run smoothly and that we maximise our teaching time fully. We have therefore created the following guidelines:

- Please adhere to the drop-off and pick-up times.
- Please let your child go to the toilet before classes start and make sure they are not hungry or thirsty.
- Please leave the classroom after a quick goodbye.
- At the end of the class, please wait outside the classroom (at the top of the stairs **not** in the hallway). Students of the toddler group and 'onderbouw' (groups 1 and 2) may be collected from their classroom. Waiting inside the school during classes is not possible, but you may wait outside in the undercover areas if you wish to stay at Cannon Hill State School.
- When your child is being picked up by someone other than yourself please advise the principal beforehand.
- When your child is unable to attend class or an NTC-day, please advise the principal beforehand.
- Unless there is something important that we need to be aware of, please ask questions to your child's teacher at the end of class or via phone or email.
- Please make sure your child has a healthy snack for afternoon tea break, and a water bottle.
- Students can bring a birthday treat to school, for their own group only. Please consult with the teacher regarding possible allergies.



3.4 Homework

Homework is a great way to further cement what students have learned during their weekly classes. Mostly homework consists of repetition and sometimes the 'flipped classroom' model is implemented, where students engage with new lesson content at home first and have a deeper engagement with the material at school. We ask parents to encourage students to complete their homework.

Taalzee

Taalzee is an online Dutch language program which is mostly used as homework for the R3 group, group 1/2 ('onderbouw') and group 3, however can be played at any time by students of all ages. Login details are available through your child's teacher and the principal.

Nieuwsbegrip

Groups 4 through to 8 mostly utilise Nieuwsbegrip for weekly homework. During class a short news item will be watched, a text read and questions answered. At home, students then do the online exercises as homework to enhance their vocabulary and reading skills. Login details are available through your child's teacher and the principal.

3.5 Information from school to parents

We highly value keeping our parents informed about all that is happening in the classroom, at school and in the wider Dutch community. Once every term you will receive a (Dutch) newsletter by email, 't Postduyfken'. After every lesson you will receive a 'lesverslag', a short story from your child's teacher about what they have learned that day. This may also contain homework. If parents have any questions about their child's progress or wellbeing, or have any other reasons to want to speak to their child's teacher, we encourage them to make an appointment for a meeting or video/phone call. At least once a year there is a parent information night. Twice a year there are parent-teacher interviews. There are also regular updates/photos/events on our Facebook page.

3.6 Enrolments

Children can be enrolled from the term in which they turn 2.5. They can then join our toddler group. The term after they turn 4, students proceed to Kindergarten (group 1). At this moment, we only cater to preschool and primary school children, with enrolments accepted until students turn 14. After this, they can still join our Teenage Group (refer to extracurricular). Enrolment forms can be found on our website, or phone/email the principal for more information. Classes follow the Dutch school year which runs from July through to June for our school. This is so that students returning to or coming from the Netherlands can easily integrate into the school. In principle, new students can be placed all year round.

3.7 Progression of toddlers

In principle, toddlers will progress to regular Dutch education the term after they turn four (4). This can be to either group 1/2 or the R3 group and depends on variables such as level of Dutch language, social skills, etc. During the term where a toddler turns four (4), their teacher uses an observation tool to determine what group the toddler will transfer to. The results of this observation will be discussed with the principal as well as the teachers of Kindergarten (group 1) and the R3 group. This will inform the recommendation for transfer that will be communicated to parents. Based on a student's social skills and character, they may attend Group 1 or R3 lessons for part of the afternoon to get used to the new environment, before they transfer at the start of a new term.



3.8 School fees and parental contribution

Fees for a full school year, including four (4) NTC-days (one per term) are \$1650.- When paid in full at the start of the school year, you will receive a \$100, -- discount and pay \$1550.- When paid per term, fees are \$412.50 per term. Fees for our toddler group are \$250.- per term. When paid for four (4) terms at the start of the year, a discount of \$50, -- will apply, and the total amount will be \$950.-

School fees are used to pay for all necessary facilities and supplies involved in offering education. The school also receives funding from the Dutch government and the Queensland Department of Education which assists us in keeping the school fees as low as possible.

Invoices are sent out by email in the first few weeks of the term. Late payments (due date stated in the invoice) occur a 10% surcharge. When a family has more than two (2) children enrolled, discounts apply. For the third child parents receive a 30% discount, for the fourth child and every child thereafter, this is 50%.

Parental contribution

Additional to the school fees, there is a one-off parent contribution of \$50 per student to be paid. This amount can be earned back by volunteering for the school for three (3) hours per year. Throughout the year you will receive requests for volunteering for example for an NTC-day, King’s Day (‘Koningsdag’) or St. Nicolas (‘Sinterklaas’).

3.9 Cancellation of enrolment

Cancellation of the enrolment should be done in writing to the principal, **at least four (4) weeks before the end of term:**

Stop before	Give notice on or before
2, 2020	4 March 2020
3, 2020	27 May 2020
4, 2020	19 August 2020
1, 2021	9 December 2020

If parents fail to give notice accordingly, we are obliged to invoice them for the following term. Teachers’ contracts are based upon student numbers, so it is important for us to know how many students are enrolled well in advance of the start of the new term. We kindly ask for your understanding and cooperation. Restitution of school fees is only possible when the full yearly fees have been paid in advance and due notice has been given, unless cancellation takes place in term four (4).



4.0 Culture

4.1 NTC-days

One of the main aims of The Duyfkenschool is to teach students about Dutch culture. This ranges from history to geology and the arts. We integrate culture in the language lessons, however 2.5 hours per week does not suffice. That is why we organise four (4) days per year (one per term) that we dedicate to teaching about significant cultural events and people, etc. These days (the so-called NTC days) are included in the school fees. The toddler group currently **does not** participate in these days. Please refer to the schedule below and make sure you save the dates:

NTC-day 1	Sunday 15 March
NTC-day 2	Sunday 7 June
NTC-day 3	Sunday 16 August
NTC- day 4	Sunday 11 October
Koningsdag (King's Day)	Sunday 26 April
Sinterklaas (St. Nicolas)	Sunday 29 November

4.2 Extracurricular activities

Students of ten (10) years and older are invited to join our Teenage Group. This is a social and informal gathering that takes place every third Friday of the month during school terms. No lessons are being taught, this group is an opportunity to keep in touch with friends while using Dutch language skills, developing vocabulary and learning about and participating in Dutch culture. A prerequisite to participate is a good level of speaking and understanding Dutch. Dutch-speaking teenagers who do not attend our school are also welcome. Please contact the principal if you wish to be placed on the mailing list.

Every year we aim to organise a school camp for children aged eight (8) and older. Dutch speaking children who do not attend our school are also welcome. Furthermore, the Duyfkenschool also organises King's Day ('Koningsdag') and St. Nicolas ('Sinterklaas') and attend delegates of the school the 4-5 May Remembrance Service in Brisbane.



5.0 Tracking students' progress

Throughout the year, students' progress is being tracked closely. We monitor student achievement in relation to outcomes. This also helps us to guide future teaching and learning opportunities. Strategies include:

- Assessments. Teaching method assessments are an ongoing process. We also conduct standardised Cito tests twice yearly as per Dutch Department of Education's recommendations.
- Observations. The learning outcomes of students in the R3 group and toddler group is monitored through observation lists.
- DLEs. This stands for didactic age equivalent. By tracking a student's DLE, we can see how they perform compared to their peers in the Netherlands. We are also able to monitor their progress compared to their own achievements. DLs (didactical age) are measured in months of education received, starting at the start of group 3 (group 3 is equivalent to the Australian Year 1). At the end of group 3 their DL is 10 as by then they have received 10 months of education. At the end of group 8, their DL is 60, when they have received 6 years of 10 months of education. DLEs are recorded in a chart, the so called 'groeikaart'. This growth chart is part of the student's portfolio.
- Portfolio. Twice a year, students receive a portfolio which provides an overview of the goals and their achievement. For group 3 through to 8 this portfolio also includes the 'groeikaart' which outlines the Cito test results.
- Digital student tracking system. All progress and test results are recorded in our digital student tracking system. This system is called Parnassys. It is very commonly used by schools in the Netherlands.
- Parent-teacher interviews. Parent-teacher interviews happen twice yearly, after students receive their portfolios. Students' progress is discussed, their achievements as well as their aims for the next semester.

6.0 Involvement of parents

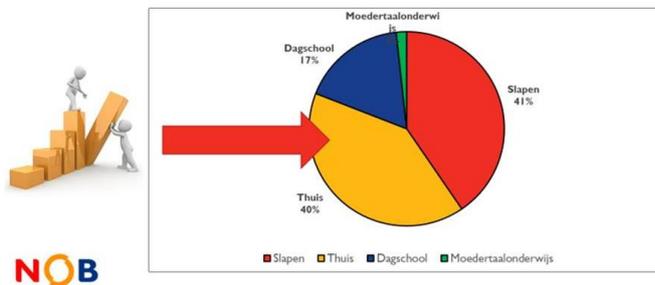
To achieve the best results, it is safe to say we need parents' involvement to make students' learnings a success. The graph from Stichting NOB shows the number of hours a child **can be** participating in language on average. This is 8 hours per week of which on average 3 hours per week are dedicated to attending the Dutch school. In the remaining 65 hours parents are able to contribute to their child's Dutch language skills.

Taalinput per week

1 week: 24u X 7 dagen	=	168 uur
10u X 7 dagen slapen	=	70 uur
6u X 5 dagen dagschool	=	30 uur
Resterend:	=	68 uur
Waarvan Nederlands onderwijs =	=	3uur

NOB

Waar valt de winst te behalen?!



NOB

Therefore, we ask you to stimulate the use of the Dutch language at home as much as possible. This includes the use of Dutch literature, music and movies, for example. Independent reading and reading to your child are very helpful. If you and your partner speak different languages, we recommend the 'one parent one language' strategy. There is also an extensive library at The Duyfkenschool and borrowing books is completely free. We encourage the use of our library. We also ask for

parents to assist your child in doing their homework, if given by their teacher.

7.0 Quality control

We use several ways to ensure the quality of our educational standards:

- School plan. Currently in place until the end of 2020 school year, it covers our long-term goals.
- Year plan. This states our goals for: education, staff and board, quality control, communication, and finances.
- Activity report. A report of undertaken activities of the past year and how we have worked to achieve our goals.
- Parent survey. Taken every 2 years. Last one was in 2018 and there will be one again this year.
- Self-evaluation. Taken every 2 years. Last one was on 2019.
- Analysis of the test results and student tracking system.
- Professional development plans for staff.



7.1 Complaints

Complaints or other issues should first be discussed, if possible, with the teacher/person involved. When no solution is found, it should be taken to the principal. When this still not leads to a desirable outcome, the issue will be presented to the board, who will then present a solution which will hopefully be satisfactory for all parties. A parent always has the right to discuss their complaint with the school's trust person, who can mediate or refer to external organisations (see contacts). In case of complaints regarding sexual intimidation, phone Centraal Meldpunt Vertrouwensinspecteurs:

0031-76 5244477. In Australia, parents can call the Child Safety Services Enquiries Unit on 1800 811 810.

8.0 Safety

We highly value the safety of our students, parents and staff. Therefore, we developed several strategies which are:

- Insurance. The school has third party insurance through Stichting NOB.
- SOS lists. Upon enrolment we ask you to fill out a SOS list per student. On this list we gather important information such as contact details in case of emergency and allergies.
- Safety plan and risk analyses. Every year the school's safety plan is reviewed and updated. The safety plan outlines several safety protocols to ensure the physical safety of students, parents and staff.
- Child and youth risk strategy and blue cards. To ensure funding from the Queensland Department of Education the school has to have a Child and Youth Risk Strategy. This is part of our safety plan and entails behaviour guidelines for the board and staff, training and supervision, recruitment and privacy. All staff and volunteers are current blue card holders. This document can be found on our website (in English).



9.0 Contact details

9.1 School

Location:

Cannon Hill State School
845 Wynnum Road
Cannon Hill, QLD, 4170

Postal address:

Duyfkenschool Inc.
5/205 Colburn Avenue
Victoria Point, QLD, 4165

Email: dutchoolbrisbane@gmail.com

Website: www.duyfkenschool.com

Facebook: <https://www.facebook.com/Duyfkenschool>

Questions to the board dutchoolbrisbane@gmail.com

Principal (acting): Annelies Venner, 04 3120 4273.

Trust person: Frank Mols, 07 3876 9172.

9.2 External contacts

Inspectie van het Onderwijs

Postbus 7447

4800 GK Breda

T: +31 88669 6060

W: buitenland@owinsp.nl

T: +31 30669 0600

Stichting NOB

Parkweg 20a

2271 AJ Voorburg

T: +31 70386 6646

W: www.stichtingnob.nl

E: info@stichtingnob.nl

Vertrouwensinspecteur

Rijksinspectiekantoor Utrecht

Postbus 2730

3500 GS Utrecht

