

Nederlandse school  
Dutch school  
BRISBANE

School voor Nederlandse (en Vlaamse)  
Taal en Cultuur

# SCHOOL GUIDE 2021



Affiliated with:



STICHTING  
NEDERLANDS  
ONDERWIJS  
IN HET  
BUITENLAND

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## Preface

Dear parents/carers,

You are reading the 2021 School Guide for the Duyfkenschool, intended to inform you about our vision, education and the way in which we develop our school. 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.

We look forward to seeing you soon!

Kind regards

on behalf of the entire team,

Wendy Piccolo, school leader  
Marijne Medhurst, chair person



## 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, between 3:30-6:00 pm (4:00-5:30 pm for our toddler group).

### 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      |
| Floyd de Kruijff | General member |

The principal of our school is Wendy Piccolo.

Our teaching team is as follows:

|                       |                          |
|-----------------------|--------------------------|
| Linda-lou Haverkort   | Teacher Toddler group    |
| Nanda Grotenhuis      | Teacher R3 Group         |
| Tjitska Crotty        | Teacher Group 1 and 2    |
| Annelies Venner       | Teacher Group 3          |
| Marian van Sprakelaar | Teacher Group 4          |
| Susan Stein           | Teacher Group 5 and 8    |
| Emmelieke Woodward    | Teacher Group 6          |
| Wendy Piccolo         | Teaching support Group 2 |
| Tina Macht            | Teacher aide             |



### 1.3 School details

|                          |                         |
|--------------------------|-------------------------|
| <b>Location:</b>         | <b>Postal address:</b>  |
| Cannon Hill State School | Duyfkenschool Inc.      |
| 845 Wynnum Road          | 10 Collie Crescent      |
| Cannon Hill, QLD, 4170   | Ormeau Hills, Qld, 4208 |

Email: [dutchschoolbrisbane@gmail.com](mailto:dutchschoolbrisbane@gmail.com)

Website: [www.duyfkenschool.com](http://www.duyfkenschool.com)

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

Questions to the board [dutchschoolbrisbane@gmail.com](mailto:dutchschoolbrisbane@gmail.com)

Principal: Wendy Piccolo, 0431514882

Trust person: Tessa Hamstra, 0432363551..

## External contacts

### Inspectie van het Onderwijs

Postbus 7447  
4800 GK Breda  
T: +31 88669 6060  
W: [buitenland@owinsp.nl](mailto:buitenland@owinsp.nl)

### Vertrouwensinspecteur

Rijksinspectiekantoor Utrecht  
Postbus 2730  
3500 GS Utrecht  
T: +31 30669 0600

### Stichting NOB

Parkweg 20a  
2271 AJ Voorburg  
T: +31 70386 6646  
W: [www.stichtingnob.nl](http://www.stichtingnob.nl)  
E: [info@stichtingnob.nl](mailto:info@stichtingnob.nl)

## 2.0 Our 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.

### 2.1 Our values

We have adopted the following values:

#### Passion

Passion for passing on the Dutch and Flemish language and culture is the core of the Duyfkenschool. Not just among teachers, but also among parents. Teachers enthusiastically develop original, creative and interesting lessons for cultural days, and regular lessons are also adapted so that they match students' interests and Dutch skills. Parents are actively engaged with their child's education, by reading newsletters and homework emails, by helping with homework completion, and by attending cultural days where possible.

#### Connection

The Duyfkenschool is a school for Dutch children in and around Brisbane. We organise physical lessons, cultural celebrations and online activities to ensure that Dutch families can connect with one another. This way, we hope to keep the Dutch language and culture alive in Brisbane. Together with parents, the Duyfkenschool ensures that children develop their Dutch language skills. This takes place at school, through language lessons and games with peers, and at home, by maintaining contact with family members, reading to children, and helping with homework.

### **Active**

The Duyfkenschool is a school where active learning, by both students and teachers, is key. Children learn by doing, which is why the Duyfkenschool implements active learning methods every week where students physically move. The teachers are further active in obtaining new skills and knowledge, by participating in training and staying up-to-date with educational literature.

### **Ambitious**

The Duyfkenschool believes that each child should be able to develop Dutch language skills. We set ambitious, but realistic goals for each group and, in some cases, for individual students. The Duyfkenschool has many ambitions for the future, and is continuously developing and broadening the educational offer.

## **2.2 Our types of education**

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.

### **Successfully learning a second language**

It is hard to predict how well children pick up a second language, due to factors such as motivation, attitude, time, age, cognitive development and social skills of each child, to name a few. The most important factors, however, are motivation and a positive attitude towards the mother tongue as well as the second language. Parents who actively practice language with their children, for example by singing songs, reading stories and make children enthusiastic, will likely see progress in children's language skills. Don't worry if this progress appears to be slow; children usually understand a lot more than they are able to speak (i.e., passive language skills are higher than active language skills). Children's language skills in their mother tongue codetermine their skills in a second language, as such skills are transferred between languages with enough motivation and opportunities to practice. Another important factor is time: language is learnt through interaction, which means that both parents and teachers need to speak as much Dutch as they can with their children. To become bilingual, a couple of hours per week are not enough.

## 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 between 3.30 and 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 11<sup>th</sup> 2021).*



### 3.2 Roster 2021

| Week-Lesson    | R1/ R2/ R3/ Toddler group - Wednesday     |
|----------------|---|
| 1-1            | 27 January                                |
| 2-2            | 3 February                                |
| 3-3            | 10 February                               |
| 4-4            | 17 February                               |
| 5-5            | 24 February                               |
| 6-6            | 3 March                                   |
| 7-7            | 10 March                                  |
| 8-8            | 17 March                                  |
| 9-9            | 24 March                                  |
| 10-10          | 31 March                                  |
| <b>Holiday</b> | <b>3 - 18 April</b>                       |
| 1-11           | 21 April                                  |
| 2-12           | 28 April                                  |
| 3-13           | 5 May                                     |
| 4-14           | 12 May                                    |
| 5-15           | 19 May                                    |
| 6-16           | 26 May                                    |
| 7-17           | 2 June                                    |
| 8-18           | 9 June                                    |
| 9-19           | 16 June                                   |
| 10-20          | 23 June                                   |
| <b>Holiday</b> | <b>26 June - 12 July</b>                  |
| 1-21           | 14 July                                   |
| 2-22           | 21 July                                   |
| 3-23           | 28 July                                   |
| 4-24           | 4 August                                  |
| <b>5-25</b>    | <b>11 August No lessons: Ekka-holiday</b> |
| 6-26           | 18 August                                 |
| 7-27           | 25 August                                 |
| 8-28           | 1 September                               |
| 9-29           | 8 September                               |
| 10-30          | 15 September                              |
| <b>Holiday</b> | <b>18 September - 4 October</b>           |
| 1-31           | 6 October                                 |
| 2-32           | 13 October                                |

|                    |   |
|--------------------|---|
| 3-33               | 20 October  |
| 4-34               | 27 October  |
| 5-35               | 3 November  |
| 6-36               | 10 November   |
| 7-37               | 17 November   |
| 8-38               | 24 November   |
| 9-39               | 1 December  |
| 10-40              | 8 December  |
| <b>NTC-day 1</b>   | <b>Sunday 14 March<br/>Followed by Duyfkenschool party for<br/>team, children and parents</b> |
| <b>NTC-day 2</b>   | <b>Sunday 6 June Assessments CITO</b>   |
| <b>NTC-day 3</b>   | <b>Sunday 15 August</b>   |
| <b>NTC- day 4</b>  | <b>Sunday 10 October Children's book<br/>week</b>   |
| <b>King's Day</b>  | <b>Saturday 8 May</b>   |
| <b>Sinterklaas</b> | <b>Sunday 5 December</b>  |

### 3.3 Organisation on teaching days

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:

Drop off and pick-up policy:

- Observe the start and end times of the lessons as much as possible, so that we can run the lessons efficiently and quietly.
- Notify the teacher of the group if your child arrives later or will be absent.
- Pupils from the toddler group up until grade 2 are picked up at the gate at 4:00 pm (toddlers) and 3:30 pm (the other groups) by their teacher.
- The pupils from group 5 to 8 are allowed to walk to the classroom themselves.
- All students are taken to the gate at the end of the lesson. The children of the prep group and the R3 group are picked up at 5.50 pm, grade 1 and 2 are picked up at 5.55 pm, and the other students at 6 pm.

Other information:

- 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.

COVID-19

- We keep a close eye on information from the Queensland Government and ask teachers, parents and children to follow the rules. For more information:  
<https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19>.

### 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.

### **Veilig leren lezen**

Since 2020 we have started working with the software belonging to Veilig leren lezen (Group 3). The teacher will ensure weekly exercises are made available to students.

## **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 (see extracurricular).

For children from parents who do not speak Dutch we have a separate R3 Kindy/Prep group. Students in this group work towards skills that allow them to join their Dutch-speaking peers from Group 3 onwards (6 years and older). For students who have not yet achieved these skills after R3 Kindy/Prep, private lessons are available. These lessons are either online (ZOOM) or at a convenient location (e.g., library).

Enrolment takes place through an enrolment form, and can happen throughout the year. The form can be found on our website, or just phone/email the principal for more information. After contact with the principal has been established, parents are invited for an intake meeting and children are offered a trial lesson, if required. After this, the principal will decide what group suits the new students best. It can occur that a child is placed on a waiting list if a group is at capacity. We may also advise for your child to take private lessons, either through us or a different provider, to ensure they can participate in our lessons with the appropriate base of Dutch language skills.

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, but the school prefers to welcome new students at the start of a term.

### 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 term | Give notice on or before |
|------------------|--------------------------|
| 2, 2021          | 10 March 2021            |
| 3, 2021          | 2 June 2021              |
| 4, 2021          | 25 August 2021           |
| 1, 2022          | 8 December 2021          |

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 above and make sure you save the dates.

### 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

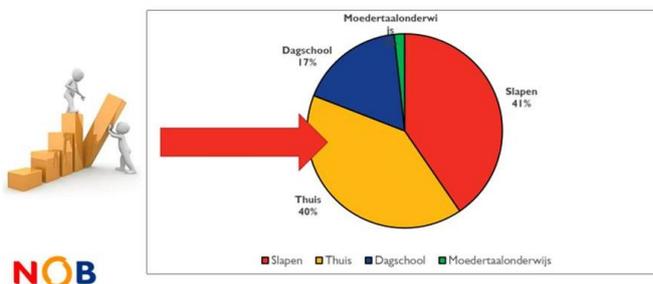
To achieve the best results, it is safe to say we need parents' involvement to make students' learnings a success. The graph from Stichting NOB shows the number of hours a child **can be** participating in language on average. This is 8 hours per week of which on average 3 hours per week are dedicated 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        |
| <b>Resterend:</b>                   | = | <b>68 uur</b> |
| <b>Waarvan Nederlands onderwijs</b> | = | <b>3uur</b>   |

**NOB**

### Waar valt de winst te behalen?!



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 2024 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. Conducted every 2 years. Last one was in 2020, the next one will be in 2022.
- Self-evaluation. Conducted every 2 years. The next one is in 2023.
- 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).