

2023 / 2024

# HLML LYCEUM HANDBOOK

Haarlemmermeer Lyceum  
**BILINGUAL**

► Location for vwo, havo, mavo

**65**  
JAAR

**ALSO IN THIS HANDBOOK,  
EVERYTHING ABOUT:**  
TOPSPORT TALENT SCHOOL |  
INTERNATIONALISATION & CULTURE  
| LANGUAGE CERTIFICATES  
CHINESE, FRENCH, ENGLISH |  
CREATIVE, MUSIC, THEATRE &  
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**TTO TWEETALIG  
ONDERWIJS**



**TOPSPORT  
TALENTSCHOOL**



**TAALCERTIFICATEN  
CHI / FR / EN**



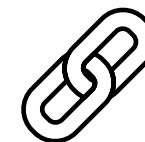
**CREATIEF, MUZIEK  
THEATER, POËZIE**



**INTERNATIONALISERING  
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**RETORICA /  
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# Preface

Welcome to the  
Haarlemmermeer  
Lyceum TTO!

With our lyceum handbook, we wish to inform you as a student, and you as a parent or guardian, about the daily course of affairs at Haarlemmermeer Lyceum TTO and about other important issues concerning our school. The content of this handbook has been approved by the Participation Council. In principle, it will not be changed during the school year.

We share the most recent information, including the annual calendar, on our website [www.haarlemmermeerlyceum.nl](http://www.haarlemmermeerlyceum.nl).

Finally, of course, this lyceum handbook can also be found on our website. Other questions or comments? You can always reach us by mail at [infotweetalig@haarlemmermeerlyceum.nl](mailto:infotweetalig@haarlemmermeerlyceum.nl)

We really look forward to seeing you at Haarlemmermeer Lyceum TTO!

**drs. Brenda A. Stam**  
Rector, Haarlemmermeer Lyceum TTO



**Now digital  
and interactive**

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# 1

## Two schools, one Haarlemmermeer Lyceum



The Haarlemmermeer Lyceum is a modern public lyceum for secondary education, located in the Floriande district in the municipality of Haarlemmermeer. It is the only lyceum in this municipality. The Haarlemmermeer Lyceum consists of two schools: Haarlemmermeer Lyceum Dalton and Haarlemmermeer Lyceum Bilingual (TTO).

Both schools have their own distinctive educational concepts. Haarlemmermeer Lyceum Bilingual offers bilingual education at the mavo, havo and vwo levels. Haarlemmermeer Lyceum Dalton offers Dalton education

to havo and vwo students. Together, we are officially a 'Topsport Talent school'. We warmly welcome top athletic students with so-called Topsport Talent status. We offer them a bespoke teaching programme that allows them to combine their school career with their top-level athletic ambitions. The Haarlemmermeer Lyceum is part of Dunamare Onderwijs. The two schools at Haarlemmermeer Lyceum operate as two separate schools; at the same time they form a single board and cooperate closely whenever possible. We consider three things very important at the Haarlemmermeer Lyceum: a strong climate of learning, personal development and a friendly school atmosphere with clear rules.



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### 1.1 Mission

The Haarlemmermeer Lyceum TTO prepares students for ‘global citizenship’. To this end, the school provides them with a solid knowledge base, with plenty of room for both personal development and the development of a high level of language skills. Students and staff can develop to their full potential in our challenging and international learning environment. Pupils learn to communicate effectively at an international level; they know how to stretch their boundaries and gain an open, constructively critical view of the world. These goals align seamlessly with the strategic direction of Dunamare Onderwijs.

### 1.2 Vision

Haarlemmermeer Lyceum TTO is a school where students and staff from more than 40 countries learn and work together every day. The school is a diverse community, a small reflection of our society. We are proud of this. We are an internationally oriented school offering education at the vwo, havo and mavo level.

At our school, you learn from each other by listening, by opening up to different perspectives and by pushing your boundaries. We give our students a compass, competencies and skills to navigate in today's world. We are a school that allows you to be who you are and a school where we respect each other. The world is our living room. Where global citizenship is a condition for success in an intercultural society. A world whose citizens have a good command of English. They view what is happening beyond the borders of our country and this continent with an open mind, and are curious, enterprising and constructively critical. We are a vibrant, energetic

school with broad latitude for personal initiative. Students and teachers learn by trying. We always see opportunities and embrace new ideas: ‘There's never a dull moment’ at the Haarlemmermeer Lyceum TTO. This DNA has made the TTO location what it is today: an agile and entrepreneurial school, with committed staff who believe in global citizenship and multilingualism as the best foundation for the future.

### 1.3 Competent authority

The Haarlemmermeer Lyceum is part of Dunamare Onderwijs. Read more about Dunamare Onderwijs [HERE](#).

DUNAMARE INFORMATION  
Dunamare Onderwijs  
Diakenhuisweg 1-21, 2033 AP Haarlem  
T 023 530 36 00,  
E [info@dunamare.nl](mailto:info@dunamare.nl)

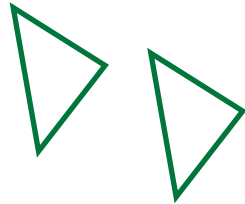
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# 2



## Our education



Read more [HERE](#)  
about our bilingual  
education.

More about our Topsport  
Talent education can be  
found [HERE](#).

### 2.1 Curriculum

TTO stands for "bilingual education" (Dutch: tweetalig onderwijs). We are a NUFFIC-certified tto school. This means that we may also offer English-language education in addition to Dutch. The opportunity to choose this form of education exists for vwo students (T-vwo), havo students (T-havo) and mavo students (T-mavo). Tto helps students open up to other cultures, customs and religions, both at home and further away. This openness is a part of our own culture.

Tto cherishes this openness as a way of bridging gaps among people from various backgrounds. TTO education is based on three cornerstones:

language proficiency, global citizenship and personal development. We are also a Topsport Talent school. Topsport Talent schools are part of the Expertise Centre for Top Sport and Education (Expertisecentrum voor Onderwijs en Topsport - EVOT), an organisation that works closely with the Dutch Olympic Committee NOC\*NSF. Talented athletes accredited by the NOC\*NSF receive bespoke education at our school within the setting of regular classes.

#### LANGUAGE SKILLS

Throughout the entire TTO school career, students are offered more than 50% of the lessons in English on average. Students speak English at a high level. They can use the language not only in the classroom, but

also in various international and/or intercultural settings, regardless of the topic of conversation. This gives them an interdisciplinary mastery of language. Authentic English language lesson materials, such as textbooks and workbooks, are used in the English-language subject lessons. We also use various types of multimedia. For modern foreign languages, the target language is the lingua franca. Vwo students also take the subject of Chinese language and culture. All subject lessons are given by native and near-native speakers. The power of bilingual education is that students learn the English language without being explicitly engaged with it. Since learning a language at such a high level requires context, this pillar is closely linked with global citizenship.

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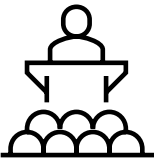


GLOBAL CITIZENSHIP

Students develop an open, broad view of the world. They gain knowledge about traditions, customs and political realities elsewhere. They also learn about such trans-border issues as sustainability, scarcity and migration. They also become aware of how things go in their own countries: they learn about Dutch democracy from a local, national and international perspective. Furthermore, they gain specific skills such as debating, mediation/negotiation, making speeches and writing pleas, all in an international context.

This is achieved on the one hand by creating an international setting each day in school and, on the other, by sending the students out into the world. This pillar is closely aligned with personal development.

In both the first years and the upper years, all students participate in our rich Global Citizenship programme. During the first two years, students make multiple-day study trips and participate in an exchange. Upper year havo/vwo students have the opportunity of participating in a trip to China or Indonesia. The objective of our Global Citizenship programme is to teach students to expand their own horizons and to put them in touch with people from other cultures. English will be the working language. This makes students realise that the world is full of diversity and teaches them how to move through this world without losing track of themselves or others. Students work with a portfolio in which they record their learning moments and experiences in the form of reflective reports.



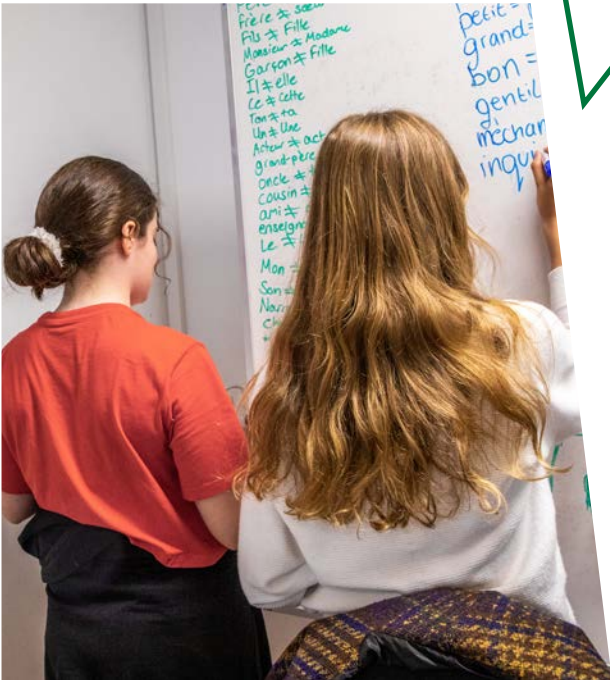
THE OBJECTIVE OF OUR GLOBAL CITIZENSHIP PROGRAMME IS TO TEACH STUDENTS TO EXPAND THEIR OWN HORIZONS AND TO PUT THEM IN TOUCH WITH PEOPLE FROM OTHER CULTURES. ENGLISH WILL BE THE WORKING LANGUAGE.

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2.2 NT2 for international students

An NT2 programme (Dutch as a second language) has been developed for international students, exempting them from certain subjects. In the time off they can work on Dutch language skills and culture. These students, who sometimes live in the Netherlands for only a few years, can always easily flow back into international education thanks to the 21 IMYC programme - the International Middle Years Curriculum - a part of the curriculum offered by Haarlemmermeer Lyceum Bilingual for several years now. More about our international education can be found [HERE](#).

2.3 School years 1, 2 and 3

HAVO AND VWO SCHOOL YEARS 1, 2 AND 3

Many activities are organised in the Junior programme of the T-vwo, T-havo and T-mavo, with the objective of encouraging the use of English and improving language levels. "Immersion camp", in which students are "submerged" in the English language, is held in the 1st study year. Another objective of this camp is to have mentors and students get better acquainted. There are also peer buddies who assist entering students both practically and with advice in the first half of the school year and who share their experiences. In year 2 of study, students visit England and stay there with host families.

EXCHANGES ARE HELD IN THE 3RD YEAR WITH SECONDARY SCHOOL STUDENTS FROM VARIOUS EUROPEAN COUNTRIES. THE GOAL OF THIS, IN ADDITION TO SPEAKING ENGLISH, IS TO GET ACQUAINTED WITH OTHER CULTURES.

The third year of vwo/havo study is a preparatory year. Basic formation for many subjects is then completed and the Second Phase starts only in the fourth year of study. The foundation for this must be laid in the third year. Pedagogically speaking, the 3rd year is still part of the basic formation, but in didactic terms it is more aligned with the so-called Second Phase (vwo 4-6 and havo 4-5).

Because of social group-forming, an activity is included at the beginning of the school year that emphasises precisely this aspect. Each class has its own mentor. In the mentor lessons, the emphasis is on guidance and professional orientation in connection with the choices of profiles and courses for the 4th year. The last item, in particular, is important. At the end of the third year, students must make a choice for a particular profile for their upper secondary years. For both vwo and havo, this means a choice from among the following profiles: Culture & Society (CM), Economics & Society (EM), Nature & Health (NG) or Nature & Technology (NT).



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In order to have students make good choices, much attention is paid to the profiles and courses in the Second Phase. A project “Profile selection” then takes place in the second period of the school year: based on the selected profile, students elaborate this profile further and present it to their classmates. Upper secondary school students also speak to the third-year students about their experiences with the selection process and give information about the subjects. The preliminary profile choice appears on the second report, along with the recommendation of the subject's teachers. Together with the report card grade, the recommendations and the preliminary profile selection, the definitive profile choice is made during the third period.

### MAVO SCHOOL YEARS 1 AND 2

Our mavo students progress to the second year of study after their freshman year. In mavo 2, in addition to the subject from the first year, students also take German, economics and physics. Students choose a dedicated curriculum - a profile - at the end of the second year. There are four different profiles: Economics, Care and Welfare, Technology and Agriculture.

The profiles are quite similar so that students can also make another choice after the third year if they are not satisfied with their choice.

### 2.4 School years 3-4 mavo, 4-5 havo and 4-6 vwo

#### SENIOR SCHOOL VWO AND HAVO

Starting from the 4th year of havo and vwo, students continue with the Senior programme tto. They will be offered a number of subjects in English: Global Perspectives, cultural and artistic education (ckv), physical education, social studies, and they write their profile assignment in English. Additional attention is paid to many other activities including debate, MUN (Mini United Nations) and internships abroad. We also offer the opportunity to participate in exchanges within Europe and beyond. Next year, for example, both Indonesia and China are on the list of possible activities. Students can also organise their own activities. These students also take the integrated IB-English course. IB stands for “International Baccalaureate”. Ultimately, they sit for exams in English and IB-English in havo 5 or vwo 6.

The IB-English certificate is internationally recognised and offers many advantages, including preferential admission to education with an international character and English language curricula. With an academic approach, the course addresses how texts – in both literary and modern, multimedia forms – influence us. Examples of topics include propaganda, gender and ethnic stereotypes. The role of mass media is also examined critically.

For students in the upper years of havo or vwo, there is the opportunity to obtain the renowned Cambridge certificate at the FCE (Cambridge First Certificate) or CAE (Cambridge Advanced English) level. Students with French and/or German in their course lists can also obtain a DELF or Goethe certificate and students with Chinese can obtain an HSK certificate. After completing the entire tto-programme, students receive a tto school certificate.



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SENIOR SCHOOL MAVO

Our mavo students have the opportunity in the third year to take the central mavo exam for English. In year 4 of mavo, students take the havo English exam and Cambridge FCE (First Certificate for English). "FCE" is an internationally recognised certificate indicating that a person has a command of English at the ERK B2 level; this is the minimum level required for regular vwo students. All mavo students participate in the exchange programme in the 3rd year. After obtaining their mavo diplomas, all students receive a tto school certificate.

SCHOOL YEARS 3-4 MAVO

The third and fourth years of mavo are all about the final exams, which are held in the fourth year. Some subjects are concluded at the end of the third year with a so-called school exam (SE). The grades from these SEs are included in the fourth year if the student sits for finals in that subject. The content of the exam programme can be found in the so-called Programme of Tests and Conclusion (Dutch acronym: PTA - Programma van Toetsing en Afsluiting). Via the mentor lesson in the third year of study, among other means, students are informed of the choice of the subject content in the exam year. In order to obtain the mavo diploma, students must take exams in at least six subjects; if, after obtaining the diploma, the students want to flow through to havo, they must sit for final exams in seven subjects.

In addition to regular testing, there are periods of school exams. The average of all school exams constitutes half of the ultimate final exam grade. The other half of the grade is determined by the Central Final Exam. In addition, the subjects of social studies, physical education and cultural and artistic education (ckv) play an important role. Social studies is not a final exam subject, but the final grade does count toward the pass/fail rule.

A passing grade is required for the subjects of physical education and cultural and artistic education. Another component of the exam is the profile assignment that the student writes under the supervision of a teacher. The result of the profile assignment must be sufficient or good in order to obtain a diploma.

The Dean plays an important role throughout the entire course of selection. The Dean supervises the selection process, provides information to students and parent(s)/guardian(s), provides information about "open days" and conducts discussions with students concerning profiles, choice of subjects and flowing through to MBO, for example.

The Dean also supports the mentors with the mentor lessons. In these lessons, the emphasis is primarily on the course of affairs after final exams: continuing education. This way, the school guides and support students in making responsible choices that are important for their future possibilities.



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2.5 The second phase (vwo 4 through 6 and havo 4 and 5)

At the Haarlemmermeer Lyceum, years 4/5 of havo and years 4-6 of vwo form a unity. In all of these classes, students are engaged with components of the school exams. In havo 5 and in vwo 6, the students end their school careers with a central exam.

The school year has a number of test weeks. During these test weeks, exam students sit for school exams. At the start of the 4th year of vwo and 4 havo, the students receive general information about the second phase. On the website, under "PTA & examination regulations", is the so-called "programme of testing and conclusion" (the PTA) and the examination regulations. There you'll find a precise description of the requirements for each subject for students in the coming year (2nd year of havo or 3rd year of vwo). At the Haarlemmermeer Lyceum, art (with the possibility of choosing between fine arts or drama), business economics and mathematics D are possible exam subjects at both havo and vwo levels. Furthermore, students in havo 4 and vwo 5 are given the course of Global Perspectives (HLML Bilingual).

AT THE HLML BILINGUAL, PLUS HOURS ARE ALSO OFFERED TO UPPER SECONDARY SCHOOL STUDENTS. IN THESE HOURS, STUDENTS CAN GET ADDITIONAL SUPPORT FROM A SUBJECT TEACHER.

2.6 Admission criteria

The starting point for admission and placement is the recommendation of the primary school. To be placed at Haarlemmermeer Lyceum TTO, a student must have received a mavo, havo or vwo recommendation from the primary school. A draw procedure is involved in Haarlemmermeer. This means that a draw will take place if the applications to one or more VO schools so require. Read more [HERE](#) about applying to our school.

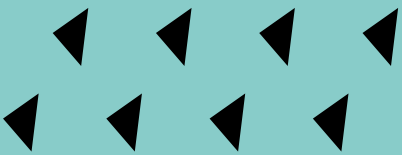


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# 2.7 LESSON TABLE 2023-2024 (Classes 1,2,3)



dept.	BMH1	BHVN1	BHV1	BV1	BM2	BH2	BHVN2	BV2	BM3	BH3	BHVN3	BV3
subject	37.5	37.5	37.5	36.5	37	37	34	36	53	37	39	37
ak	3	3	3	2	2	2	2	2	2	2	2	2
bi	3	2	2	2	2	2	2	2	3	2	2	
bv	2	2	2	2	2	2	2	2		2	2	2
chtc			2	2				2				2
ckv									2			
du					3	3		3	4	3		3
ec					2				4	2	2	2
en	3	3	3	3	4	4	4	4	4	4	4	4
fa	3		3	3	2	3		3	4	3		3
gs	3	2	2	2	2	2	2	2	2	2	2	2
inft	1	1	1	1	1	2			3			
kubv									2			
lf	2	2	2	2								
lo	4	4	4	4	4	4	4	4	3	2	2	2
lo2									3			
mr	1.5	1.5	1.5	1.5	1	1	1	1	1	1	1	1
na					2	2	2	2		3	3	3
nat												
ne	4		4	4	4	4		4	4	3		3
nsk1									4			
nsk2									2			
nt2		9					9				11	
plus hour	2	2	2	2	2	2	2	2	2	2	2	2
sk										2	2	2
the	2	2	2	2								
wi	4	4	4	4	4	4	4	3	4	4	4	4

Dutch spoken

Dutch in BH3 and BV3 is temporary during the 2023-2024 school year 4 hours instead of 3 hours

1	Two schools, one Haarlemmermeer Lyceum	7	Lesson hours, holiday schedule, annual calendar and absence
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1.2	Vision	7.2	Holiday schedule and annual calendar
1.3	Competent authority	7.3	Requests for leave
2	Our education	8	School rules, rights and obligations
2.1	Curriculum	8.1	General rules (of behaviour)
2.2	NT2 for International students	8.2	Alcohol and drugs policy
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# 2.7 LESSON TABLE 2023-2024 (Classes 4,5,6)

dept.	BM4	BH4	BV4	BH5	BV5	BV6
subject	63	64	60	65	65	65
ak	4	3	2	3	3	3
be		3	2	3	3	3
bi	4					
biol		4	3	4	3	3
chtc			3		3	3
ckv		2	2			
du	4					
dutl		4	3	4	3	3
ec	4					
econ		4	3	4	3	3
en	5		4			
enib		5		5	5	
entl				3	3	3
fa	4					
fatl		4	3	4	3	3
ges		3	3	3	3	3
gp		2			2	
gs	4					
ibhl						5
ibsl						4
inft	4					
kua		1	1	2	1	2
kubv	4	2	2	2	2	
kudr		2	2	2	2	
lo	1	2	2	1	2	1
lo2	4					
ma	2					
maat				2		2
mr	1	1	1	1	1	1
nat		4	3	4	3	3
ne	4					
netl		4	4	4	3	3
nsk1	4					
nsk2	4					
plus hour	2	2	2	2	2	2
rek2f						
rek3f						
schk		3	3	3	3	3
wi	4					
wisa		3	3	3	3	3
wisb		4	4	4	4	4
wisc			3		3	3
wisd		2	2	2	2	2

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# COURSE ABBREVIATIONS

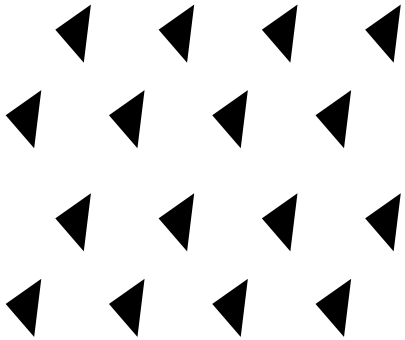
## MIDDLE SCHOOL STUDENTS

ak	Geography
bi	Biology
bv	Visual education
chtc	Chinese language and culture
ckv	Cultural and artistic education
du	German
ec	Economics
en	English
fa	French
gs	History
inft	Information technology
kubv	Visual arts education (practice)
lf	Language Focus
lo	Physical education
lo2	Physical education 2
mr	Mentor hour
na	Physics
nat	Physics
ne	Dutch
nsk1	Physics (nsk1)
nsk2	Chemistry (nsk2)
nt2	nt2 student
plusuur	Plus hour
sk	Chemistry
the	Theatre
wi	Maths

## UPPER CLASSES

ak	Geography
be	Business economics
bi	Biology
biol	Biology
chtc	Chinese language and culture
ckv	Cultural and artistic education
du	German
dutl	German language and literature
ec	Economics
econ	Economics
en	English
enib	English IB
entl	English language and literature
fa	French
fatl	French language and literature
ges	History
gp	Global Perspectives
gs	History
ibhl	English IB higher level
ibsl	English IB standard level
inft	Information technology
kua	General art
kubv	Visual arts education
kudr	Art Drama
lo	Physical education
lo2	Physical education 2

ma	Sociology
maat	Sociology
mr	Mentor hour
nat	Physics
ne	Dutch
netl	Dutch language and literature
nsk1	Physics (nsk1)
nsk2	Chemistry (nsk2)
plusuur	Plus hour
rek2f	Maths 2F
rek3f	Maths 3F
schk	Chemistry
wi	Maths
wisa	Maths A
wisb	Maths B
wisc	Maths C
wisd	Maths D



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# 3

## Reports



### 3.1 How is grading determined?

We work with a so-called moving average. Therefore, all grades achieved in a school year count toward the final report. Progress can be viewed at any time in Magister. Grades are reflected to a single decimal point. All classes include columns that can contain extra information.

For HLML Bilingual, these are for the courses not given an English: organisation (O) and participation (M). For those subjects given in English, the students also work with a portfolio. Here, they demonstrate their learning moments and development by uploading reflection reports, assignments and presentations, for example. In ILP discussions, students set objectives for their further development, together with help from parents and mentors.

### 3.2 Advancement guidelines

Current **advancement guidelines** can be found on our website under "rules and agreements". Students whose advancement is at risk are notified in writing in the spring. The final report is the advancement report. This report is based on all the information from the school year.

### 3.3 ILP discussions

We organise ILP (Individual Learning Plan) discussions twice annually at HLML Bilingual. In these discussions, students set their own development goals with the help of parent(s)/guardian(s) and the mentor.

**YOU CAN REGISTER FOR THESE DISCUSSIONS VIA [SCHOOLGESPREK.NL](https://schoolgesprek.nl)**  
**YOU WILL BE INFORMED OF THIS IN DUE COURSE.**

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# 4

## Quality

### 4.1 Quality policy

Dunamare Onderwijs and Haarlemmermeer Lyceum pay considerable attention to quality monitoring. Our school plan contains a description of our school's systematic approach to quality and of the school's policy plans.

**DOWNLOAD  
OUR SCHOOL PLAN  
[HERE](#)**

### 4.2 Education Inspectorate

The Education Inspectorate oversees education in the Netherlands on behalf of the national government. The Education Inspectorate makes school visits for this purpose and performs an annual analysis of the yields/ educational results of all schools. The inspection results of Haarlemmermeer Lyceum TTO can be viewed [HERE](#).

### 4.3 Results

The Haarlemmermeer Lyceum TTO results (flow-through and exam) can be found [HERE](#) on the website 'Schools in view'.



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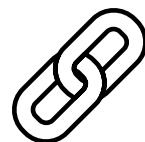


# 5

## Student guidance and student support

### 5.1 Student monitoring system

The Haarlemmermeer Lyceum has a student monitoring system, Magister. At the request of mentors, coordinators and school leaders, essential information about all of the students is entered here, such as report grades, recommendations for the learning path to be selected, primary school information such as the recommendation for continued education, statements concerning dyslexia or dyscalculia, and further contacts with help providers. The student monitoring system is subject to a privacy regulation that safeguards the security of the information.



### 5.2 Mentors

Each student is assigned a mentor who is concerned with the student's personal guidance. In the first instance, the mentor is the "Ask Jeeves" for the student and parent(s)/guardian(s) and is responsible for the general course of affairs within the class or within the group of students. The mentor helps students learn to study, discusses their results and informs the parent(s)/guardian(s). The subject teachers inform the mentor. Mentors are responsible for the group process in their classes so that a pleasant environment arises for everyone. Mentors are involved as much as possible in the organisation of excursions, work weeks and cultural activities.



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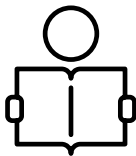


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5.3 Student support

The Haarlemmermeer Lyceum Dalton has a student support coordinator, Mr M. Boermans. He directs student support in the school, which is provided by teachers, mentors, the appropriate education counsellors and School Social Work. In addition, the school has a care advisory team which also includes a compulsory education officer, a school doctor, a school coach and the School Social Work, in addition to the pupil support coordinators. In the context of Appropriate Education, the Haarlemmermeer Lyceum offers bespoke services to students with specific needs. Among other things, this involves individual guidance by the supervisors for appropriate education, supporting resources in class (e.g., laptop and adapted teaching materials) and a learning path facility that pupils can go to if they are unable to work in the classroom.

For further information about appropriate education, please see the school support profile (SOP) on our [website](#) (SOP). The Haarlemmermeer Lyceum is part of the collaborative partnership with Amstelland and Meerlanden (SWVAM). Should there be any pupils for whom we can no longer provide appropriate education, a suitable solution will be sought with the [SWVAM](#).



DYSLEXIA

We take students with a dyslexia indication into account in several ways - e.g., by offering extra time for tests. Our [dyslexia policy](#) focuses on having dyslexic students learn to deal with their dyslexia in a good way. We opt for this because this not only prepares dyslexic students for their final exams as well as possible, but also for their further (school) careers. If a pupil risks getting stuck in his/her educational development, they can get support from the dyslexia coach.

TRAINING

Various training courses are offered several times each year. Small groups of students can participate in these. This concerns a Rock & Water training and training to reduce fear of failure.

SCHOOL SOCIAL WORK, SCHOOL COACH AND SCHOOL DOCTOR

Two external counsellors work at the school: the school’s social worker and a school coach. Both are present at regular times. This assistance focuses on students who run into social-emotional problems at school or in their home situation. If necessary, these counsellors can make referrals to external facilities. After registering with the coordinator of student support, students can use the support at school. Students with frequent absenteeism will be called up by the GGD school physician on behalf of the school.



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STUDENTS REQUIRING EXTRA SUPPORT DUE TO A PHYSICAL LIMITATION OR DISORDER

Some students need extra support due to a physical limitation or disorder. The care and support that the school can offer is described in the School Support Profile (SOP). This supervision and support can be offered if students satisfy the following preconditions:

- satisfies the admissions criteria to the Haarlemmermeer Lyceum TTO;
- is considered capable of reaching the final term (a diploma);
- is capable of following regular classroom lessons within the existing form of education;
- with the supervision available and the expertise present in the school;
- does not hinder other students in their learning process;
- is able to visit the classrooms without requiring specific facilities for this.

THE BOUNDARIES OF THE SUPERVISION AND SUPPORT CONCERN THE FOLLOWING SITUATIONS:

- Employees of the Haarlemmermeer Lyceum TTO perform no nursing and/or medical activities. If this is required for a student, then the parent(s)/guardian(s) shall provide the external help themselves. This may not influence the learning climate or process for these other students.
- If this is not possible, then the Haarlemmermeer Lyceum TTO cannot offer appropriate education.
- If a student is assigned to (nearly) full-time home-schooling, then the Haarlemmermeer Lyceum TTO cannot offer appropriate education.
- Students always have to deal with multiple teachers. Students are expected to be able to have sufficient working relationships with various teachers. If a student is unable to do so, then the Haarlemmermeer Lyceum TTO cannot offer appropriate education.
- If the learning or behavioural issues require more than can be offered by basic or extra support, there are insufficient possibilities for offering appropriate education.
- Guidance is offered according to deadlines agreed beforehand and is therefore always temporary. For educational support questions beyond this context, the Haarlemmermeer Lyceum TTO provides no offering.

5.4 Social safety

Students' social safety has been a high priority at Haarlemmermeer Lyceum for years. The agreements on this are recorded in various places, including in the student charter and in the bullying protocol. Haarlemmermeer Lyceum TTO has a well-developed support team and is in contact with various municipal institutions, such as police and social work. Both the **bullying protocol** and the **student charter** can be found on the website.



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# 6

## Participation and involvement



### 6.1 Participation Council

A sub-council is associated with our location. This sub-council adopts the powers of the school's Participation Council insofar as exercise of the relevant authority by the sub-council relates solely to its own branch/location, and therefore does not concern another part of the school. The Haarlemmermeer Lyceum TTO Participation Council, hereinafter referred to as MR, represents the interests of all those involved in the educational process: students, parents, teachers and education support staff. Our MR evaluates, initiates and responds to management's proposed policies.

The management and MR collaborate on a collegial basis and with mutual trust. The composition of the **MR, its rules and regulations and a reference to the minutes can be found on the website.**

Contact with the Haarlemmermeer Lyceum TTO Participation Council:  
[mrtweetalig@haarlemmermeerlyceum.nl](mailto:mrtweetalig@haarlemmermeerlyceum.nl)

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### 6.3 Student Council

The Student Council at Haarlemmermeer Lyceum TTO is involved with advocacy and organising activities for all students at our school. Each student is free to join the Student Council. The Student Council can be reached via e-mail: [leerlingenraadtweetalig@haarlemmermeerlyceum.nl](mailto:leerlingenraadtweetalig@haarlemmermeerlyceum.nl)

### 6.2 Parents' Council

The Haarlemmermeer Lyceum has had an active Parents' Council for many years. Together with the school, this body considers itself responsible for the students' development. The Parents' Council is a contact point between the parent(s)/guardian(s) on the one hand and school management on the other.

It has the function of signalling and advisory toward the school management. The Parents' Council is also a body that organises all sorts of activities. This is made financially possible by the voluntary Parents' Council contribution of €12.50 per child. The voluntary parent contribution makes all kinds of activities possible for students throughout the entire year, such as sandwich day, ice cream for everyone, the relaxation corner for exam students, a surprise during St Nicholas and fruit during sports days. Help is sometimes needed for these activities.

In addition to the activities for students, the Parents' Council also organises a general thematic evening for the parents of students at our school each year in November. Each year, the Parents' Council chooses a theme relevant to the parents. Themes from recent years include "the brain in puberty", for example, "youth sexuality", "preventing drugs and alcohol" and "dealing with money". You will receive an invitation to this evening by email. If you wish to register to be put on a no-obligation list of helping parents, please do so by sending an e-mail to the Parents' Council at [ouderraad@haarlemmermeerlyceum.nl](mailto:ouderraad@haarlemmermeerlyceum.nl). The Parents' Council and the activities are great opportunities to see school life up close.

### 6.4 Student and parent feedback groups

At our Lyceum, we are convinced that contacts among students, parents/guardians and the school are essential. For this reason, we organise extra moments at which we can discuss things with each other informally. These conversations take place in the student feedback group and the parent feedback group and elsewhere. During these meetings, the daily course of affairs at the school is discussed, along with projects and how we deal with each other at our Lyceum. The groups are supervised by the school management.

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# 7

## Lesson hours, holiday schedule, annual calendar and absence

### 7.1 LESSON HOURS AT HAARLEMMERMEER LYCEUM

#### Lesson hours

1st	08:15 - 09:00
2nd	09:00 - 09:45
3rd	09:45 - 10:30
break	10:30 - 11:00
4th	11:00 - 11:45
5th	11:45 - 12:30
break	12:30 - 13:00
6th	13:00 - 13:45
7th	13:45 - 14:30
8th	14:30 - 15:15
break	15:15 - 15:30
9th	15:30 - 16:15
10th	16:15 - 17:00

#### Lesson hours at shortened class schedule

1st	08:15 - 08:45
2nd	08:45 - 09:15
3rd	09:15 - 09:45
break	09:45 - 1000
4th	10:00 - 10:30
5th	10:30 - 11:00
6th	11:00 - 11:30
7th	11:30 – 12:00
break	12:00 – 12:30
8th	12:30 – 1300
9th	1300 – 13:30
10th	13:30 – 14:00

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## 7.2 HOLIDAY SCHEDULE AND ANNUAL CALENDAR

Both the **holiday schedule** and the most up-to-date **annual calendar** can be found on the website.

### 7.3 Requests for leave

The government has established conditions that must be met in order to honour requests for extra leave. These conditions mean, firstly, that any request for granting extra holiday leave must be submitted to school management at least two months beforehand. Secondly, extra holiday leave is permitted only if the specific nature of the job of one of the parent(s)/guardian(s) makes it possible to take holiday only outside the school holidays and if an employer's statement is submitted showing that no leave is possible within the regular holiday schedule. Everything can be reviewed on page two of the **leave form**. The completed and signed form can be submitted to the coordinator of the particular department.

There is a special leave form for exemption from classes in connection with study-choice activities. These forms can also be downloaded from the website or obtained from the reception and administration desks.



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# 8

## School rules, rights and obligations



School rules are necessary for a secure school environment. All students shall comply with our school rules and all staff will supervise compliance with these rules.

### 8.1 General rules (of behaviour)

- Students must behave correctly and respectfully towards all staff members and towards each other. The instructions of all employees must be followed.
- There is no place for racism, discrimination or violence at our school.
- We do not bully, threaten or ignore others (see also the bullying protocol on the website).
- Students are expected to take note of the announcements intended for them, which are announced via Teams, Magister or by e-mail/letter.
- For every lesson, every student shall have the books, notebooks and other school items required for the subject in his/her possession.
- We don't touch each other or each other's property without asking.

- We do not use personal electronics (such as mobile telephones, iPods, smart phones, etc.) in the classrooms, changing rooms (please note: we consider the outside area of the gym part of the changing rooms) and toilet areas, unless the teacher explicitly states that the use of a smart phone, e.g., is permitted for purposes of the lesson.
- If the telephone is not used for lesson purposes, it should be stored in the telephone bag. Use of this equipment is indeed permitted in the hallways, the auditorium and outside grounds as long as this is not audible for the surroundings.

In the event of forbidden use, the school is authorised to seize the device. After seizure, the device can be picked up at the end of the school day (between 16:15-16:30).

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- Making and publishing films, photos, audible recordings and such is not permitted without permission from school management and the persons involved. See also privacy, portrait rights at 8.12.
- Chewing gum is not permitted on school grounds or in the school building.
- We do not wear caps, hats and/or hoods on our heads in the school building. Nor is clothing permitted that covers the face. Jackets, caps, scarves and hats must be put away in your locker or bag.
- We don't leave bags lying in hallways or study areas.
- We clean up our own messes.
- During hours between classes, you can study at the designated workplaces.
- Keep the neighbourhood tidy and throw empty cans and other rubbish into the bins. Cause no nuisance in the neighbourhood otherwise and don't hang around near homes or in the shopping centre.
- The possession and/or use of weapons is forbidden at school and on school grounds and in the immediate surroundings or during school activities including school evenings, work weeks or excursions.
- During school activities, the use and or possession of alcohol and/or drugs by students is not permitted. (Additional information can be found at item 8.5 Alcohol and drugs policy).
- Possessing or setting off fireworks is forbidden at school and in the immediate surroundings
- Bicycles may be stored only in the designated places on school grounds and no bicycles may be parked in front of emergency exits. Bicycles may be pushed up the ramp only by hand.
- Smoking is not permitted at school or on school grounds.
- Entrance to the school and school grounds is reserved solely for the school's own students. Our students do not take (un)known people into the building without asking. We like to know who is present in our building.

- If no teacher is present after the start of the lesson, students shall remain in the classroom. One of the students can then check with the scheduler or the concierge for additional information. This also applies to upper secondary school students. Students are never permitted to leave the classroom without instructions to do so from school management.

For security purposes, (random) checks can take place of lockers, bags and jackets, bicycle bags and storage spaces under (scooter) saddles, etc. The police will be called in the event of criminal offences. Criminal offences are all activities and behaviours which, on the basis of any Dutch legal provision, are considered to be crimes or misdemeanours. This applies to fighting, theft, intimidation the possession of weapons and/or drugs, etc., for example.



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8.2 Alcohol and drugs policy

- During school activities, the use and or possession of alcohol and/or drugs by students is not permitted. In the event of suspected use, a breathalyser and/or drug test may be administered.
- Any student who breaks the rules concerning alcohol and/or drugs during activities organised at or by the Haarlemmermeer Lyceum will be immediately denied access to the grounds; the student will be suspended. Parent(s)/guardian(s) will always be notified of this.
- Students who break the rules concerning alcohol and/or drugs during activities organised externally by the Haarlemmermeer Lyceum (e.g. work weeks, excursions, etc.). will, in principle, be immediately excluded from further participation in the activity. Parent(s)/guardian(s) will be notified by telephone of the exclusion and, from that moment, they carry the direct (financial) responsibility for the return of their child. Upon return, in a discussion involving the team leader, the parents/guardians and the student, further substantiation/determination of the penalty will take place. Passing on drugs, for payment or otherwise, results in definitive expulsion from school.



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8.3 Class rules Physical Education (PE)

- Every student is required to take PE lessons. If a student cannot participate occasionally in the physical education lessons, the PE teacher must be notified of this **in writing**. In that case, the student remains under the supervision of the PE teacher, unless the teacher determines otherwise. In the event of prolonged absence, students must submit an explanation from the doctor. You may receive a replacement assignment.
- For purposes of safety, there are clothing guidelines for physical education classes. You will wear athletic shorts or leggings and a T-shirt. The shirt covers at least your belly, back, chest and shoulders. Shorts must cover the upper thighs. For outdoor sports, wear extra clothing if the weather so dictates (e.g. long trousers, jumper, rain clothing).
- During physical education lessons, leaving valuable items in the changing rooms or in the gymnasium is not permitted. Students must store these things prior to the physical education lesson. The school is not liable for loss, theft or damage of personal property.

8.4 If you are expelled from class, then...

- You go immediately from the classroom to the reception room. There, you receive the so-called "yellow card", on which you record a number of items, including the reason for being expelled. After completion of the lesson, you report to the teacher to discuss why you were sent out and what the consequences are. If you are sent out of class for the third time, the mentor and/or coordinator will contact your parent(s)/guardian(s). An appointment can be made for a discussion of the behaviour. In the event of a fourth yellow card, a student can be excluded from class for one day. The exclusion means that the student does not attend classes for one day, but must be present at school from 8:00 to 17:00.



8.5 If you're too late, then...

- You go directly to the classroom where you are to attend class at that moment. The teacher notes in Magister that you came in late.
- At the end of the day, you report to the reception room to work on your homework for an hour. Your parent(s)/guardian(s) automatically receive an e-mail from Magister.
- If you think you have a valid reason, then you go to the absence coordinator later that day; you need not have a discussion with the teacher.
- If you come in late three times, the absence coordinator contacts your parent(s)/guardian(s). The decision can also be made that you must be present at school until 17.00 for a number of consecutive days.
- If you come in late more than eight times in a year, then the school is required to notify the mandatory education officer.

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8.6 Calling in ill/reporting absence

- If your child is ill, the school expects that you report this before 9:00 by telephone (**023-5631644**) or via **mail**. If your child is ill for more than one day, repeated notification is not necessary. Notification must be made anew for any student who is still ill after the weekend.
- Once your child has recovered, then your child submits a note from the parent(s)/guardian(s) to the reception desk, indicating how long the child was sick.
- Visits to the doctor, dentist, physiotherapist, orthodontist, etc. can also be arranged by telephone or e-mail. You must notify the school of the visit at least one day beforehand.

GOING HOME SICK DURING THE SCHOOL DAY

- Your child reports himself/herself ill at the reception desk. The reception desk employee calls the parent(s)/guardian(s) to check for permission to send the sick student home. In the event of the parent(s)/caretaker(s)' absence, the school makes the decision.
- Once your child has arrived at home, we want you to contact us to inform us of this. If your child is still ill the next day, then the same regulation applies as with calling in sick.



8.7 Truancy

- If your child skips class, you'll receive an e-mail automatically via Magister. Your child will then have to report to school at 7:30 AM for the next two mornings. If your child skips class more than eight times in a school year, then the coordinator will inform the mandatory education officer of this.
- Examination rules apply to students in havo 4 and 5 and vwo 4, 5 and 6 These **rules** are published on the website. This includes a rule in which absence and the loss of the opportunity to re-sit an exam are linked. In order to reduce unauthorised absence, the right to a re-sit exams is linked to absenteeism in classes havo 4 and 5 and vwo 4, 5 and 6. Students receive a warning in the event of skipping classes.

If a second instance of truancy as noted, then the student receives a letter stating that he/she will forfeit the right to a re-sit with any subsequent truancy. In the event of a third instance of truancy, the right to re-sit is forfeited. The person involved will be notified in writing. In the event of multiple re-sits each year, the link with presence/absence also applies to these re-sits. So a written warning will be issued upon the fifth or eighth instance of truancy and the re-sit will be forfeited upon the sixth or ninth instance.

8.8 Use of computer facilities

- Students can use the school’s computer facilities and internet. These are to be used for the support of the work and learning process. A code of conduct applies to the use of the computer facilities and the internet. Regulations have been drawn up for this. This regulation can be found **HERE**. Students are expected to inform themselves of these regulations. In the event of improper use of computer facilities or Internet, the school will take appropriate measures.

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### 8.9 Suspension and expulsion

- If a student does not comply with the agreements made at school, or if there is otherwise serious undesirable and/or transgressive behaviour, then school management can elect to remove the student from class, suspend the student and/or expel the student permanently from school. Parent(s)/guardian(s) will be notified of this.
- Removal from class means that you will be denied access to the lessons or to the school for the remainder of the particular day.
- Suspension means that the student has no access to the school or school grounds for the entire day. If the suspension lasts for longer than a day, then the Educational Inspectorate, the competent authority and the mandatory education officer will be informed.
- In serious cases, or if no improvement in the behaviour occurs after one or more suspensions, then the decision can be made to expel a student definitively from school in consultation with the Educational Inspectorate.

### 8.10 Insurance and liability

#### INSURANCE

The Haarlemmermeer Lyceum is part of Dunamare Onderwijs. Dunamare has opted for a full package of insurance lodged with Concordia-De Keizer Assurantiën. The school is not liable for loss and theft. Secondary coverage is also often involved; this means that basic and supplemental healthcare from the parent(s)/guardian(s) takes precedence. The coverage of the insurance policies is also linked to a maximum amount.

For more information, please contact [infotweetalig@haarlemmermeerlyceum.nl](mailto:infotweetalig@haarlemmermeerlyceum.nl)

#### COLLECTIVE ACCIDENT INSURANCE

Collective accident insurance is available for students, staff and volunteers. The insurance provides coverage in the event of death and/or permanent injury resulting from an accident during school activities, including travel to the activity and back home. This insurance also provides coverage for medical costs resulting from an accident. This also involves secondary coverage, such that basic and supplemental healthcare from the parents takes precedence. For more information, please contact [infotweetalig@haarlemmermeerlyceum.nl](mailto:infotweetalig@haarlemmermeerlyceum.nl)

#### CONTINUOUS TRAVEL INSURANCE

The travel insurance provides coverage for all journeys and excursions organised by Dunamare and is valid

throughout Europe, but not for travel outside of Europe. The following are insured: luggage, medical costs (secondary) and special costs such as repatriation. Please see the policy for the specifically insured amounts. As far as medical expenses are concerned, the health insurance of the parent(s)/guardian(s) takes precedence and any remaining non-reimbursed portion can be claimed from the travel policy. For more information, please contact [infotweetalig@haarlemmermeerlyceum.nl](mailto:infotweetalig@haarlemmermeerlyceum.nl)

#### CANCELLATION INSURANCE

The school has concluded no collective cancellation insurance policy for school trips. We recommend that parents/guardians themselves take out a cancellation insurance policy. If a student/parents cancels his/her travel, the school pays **no** restitution.

#### HAARLEMMERMEER LYCEUM'S LIABILITY

Dunamare has taken out a liability insurance policy for its students. There is secondary coverage for damages caused to third parties by a student, except in the event of intent. The policy also provides coverage for situations in which the student himself suffers damage as a result of an error made by (the staff of) Dunamare and/or the Haarlemmermeer Lyceum TTO. Here, the word "secondary" means that damages must first be claimed via the parent(s)/guardian(s)' own liability insurance policy. Parent(s)/guardian(s) remain responsible for the acts and omissions of their child 24 hours per day. If the policy does not provide coverage or does so insufficiently,

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then a claim can be made on the Dunamare policy. At the Haarlemmermeer Lyceum, we do our very best to prevent accidents or theft during school hours. Nonetheless, sometimes things can go wrong. Consider damage to a bicycle in the bike shed, for example, damage to eyeglasses during sports activities/physical education or loss of a smart phone. We take such things very seriously. However, the school is not liable.

Furthermore, the school is not liable for damages resulting from students' illegal behaviour. Students, i.e., at least their parent(s)/legal representatives, are themselves responsible for their acts and omissions. Any student who causes damages during school hours or during other activities organised by the school must therefore compensate the damages himself/herself. Therefore, it is important that parent(s)/guardian(s) avail themselves of private liability insurance. In the event of criminal offences, the police will be called and a report can be made.

8.11 School pass and school locker

Students receive a school pass one time upon registration. This first pass is paid for by the school. The school pass can be used to open rented lockers and for identification.

Students can print and photocopy using the school pass. At the start of the 2023-2024 school year, the school grants a credit of € 5.00 on the school pass. This amount comes from the voluntary parent contribution. Once the credit is used up, the student can top up the school pass at the reception desk in return for cash payment. The "Terms and conditions for use of school lockers" and "Terms and conditions for use of the school pass" also apply.

Holders of the pass are expected to take all conceivable measures to use and to retain the school pass. If a student loses a school pass or if the school pass is stolen, the pass holder must report this immediately to the school desk. Until the moment of notification:

- the loss of the credit on the school pass is for the passholder's risk and account.
- the loss/damage to the contents of the locker are for the tenant/user's risk and account. € 5.00 will be charged for a new pass in the event of damage or loss of the school pass. After payment, the student will receive a reserve pass and a new personal school pass will be ordered.



SCHOOL LOCKER

There are school lockers for the students in the school building. Each student is given a school locker at the start of the year. The lockers are provided with an electronic lock that is operated with a contactless chip. Wearing or hanging up coats, caps, scarves or hats in the classroom is not permitted. These are to be stored in lockers or of the students. The school presumes that students will maintain the lockers properly. Upon a check at the end of the school year, i.e., at the end of the last test week, the locker must be empty and clean. If a full and/or dirty and/or damaged locker is encountered, an amount can be charged. The school retains the right to open lockers at any moment it desires if it sees reason to do so (locker check).

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2.3	School years 1, 2 and 3	8.3	Class rules Physical Education (PE)
2.4	School years 3-4 mavo, 4-5 havo and 4-6 vwo	8.4	If you are expelled from class, then...
2.5	The second phase (vwo 4 through 6 and havo 4 and 5)	8.5	If you're too late, then...
2.6	Admission criteria	8.6	Calling in ill/reporting absence
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8.12 Privacy, portrait rights and GDPR

At the Haarlemmermeer Lyceum, we treat the privacy of our students carefully. In connection with providing education, supporting our students and recording all this in the school's administration, information about and from students is recorded. This information is called personal information. Recording and using this personal information is limited to information that is strictly necessary for education. The information is stored securely and access to it is limited. The school also uses digital learning materials. The suppliers of these learning materials receive a limited amount of student information.

The school has made strict agreements with its suppliers about the use of personal information in order to prevent misuse. Student information is shared with other organisations only if parents give permission to do so, unless such an exchange is required by law. The privacy regulation on our website describes how the school deals with its student information and the rights of parents(s)/guardian(s) and students. Naturally, you can also approach the management with any questions you may have.

At our school, we show you what we are doing using image material (photos and videos). Recordings are made at various occasions. During activities, excursions and lessons, for example. We treat these photos and videos with great care. We post no image material that could harm students and, in principle, we do not include students' names with photos and videos. In view of privacy legislation, we are required to ask the parent(s)/guardian(s) for permission to use images of their son/daughter if he/she is younger than 16. Student 16 years of age and older must grant that permission themselves. No image material of your son/daughter will be used or shared without permission. For this reason, we ask each student and his/her parent(s)/guardian(s) to indicate in Magister's "permissions" module how our school may use image material of their son/daughter.

The permissions module shows the purpose for which the various options are used. The permission can be changed at any moment. We would ask that you fill in this module as quickly as possible. We will inform you in any case at the start of each school year about the possibility to change your choice.

8.13 Student Charter

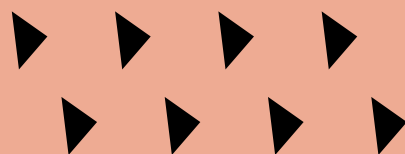
The rights and obligations of every student are recorded in the Student Charter. Both students and staff are bound by the Student Charter.

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## School expenses

The parental contribution is a voluntary contribution. Students will not be excluded from participation: every student must be able to participate in programmes and extra activities that the school organises outside the regular curriculum. Regardless of whether the contribution is paid or not. The voluntary parental contribution does indeed allow us to keep organising these extra activities. If the contribution from parents no longer covers the costs of the offer or activity, this may result in the offer or activity being cancelled.



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9.1 Voluntary parental contribution

GENERAL VOLUNTARY PARENTAL CONTRIBUTION

The amount of the general voluntary parental contribution is set at €75.00 with the approval of the parents' delegation of the Participation Council. Since the parental contribution is voluntary, you can opt to make this contribution or not. Even if you make no voluntary parental contribution, your child will not be excluded from participating in activities or programmes organised by the school. An appropriate solution is always possible for those parents who are unable to pay these contributions. More about this can be found on the website under "Financial Help". At the end of the school year we publicise a summary of expected costs for the upcoming school year on the website, which includes the amounts for each class year.



TOPSPORT TALENT STUDENTS

Topsport Talent students pay a voluntary contribution of €130; prospects pay a voluntary contribution of €50. This amount pays for some of the hours of the Topsport coordinators, among other things.

VOLUNTARY TTO CONTRIBUTION

Bilingual education is an additional offer that depends on the TTO contribution. It is a collective offer organised for a class, that year's group or school-wide. Among other things, the voluntary TTO contribution includes the cost of extra English lessons (which is the largest amount within the TTO contribution). Otherwise, the costs of extra teaching materials, the costs of FCE and IB exams and of the Immersion Camp for the freshman class also fall within the voluntary TTO contribution. The school shoulders the costs of coordination, additional training of teachers and compulsory memberships, among other things. The voluntary TTO contribution amounts to €350.00 per school year. School trips are not included in the TTO contribution. These contributions are charged separately.

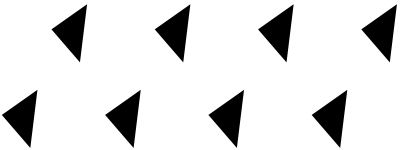
VOLUNTARY SCHOOL TRIP CONTRIBUTION

A realistic budget is made for school trips. An amount per student emerges from this, and this is requested from parents/guardians as a voluntary contribution. If not enough parents (< 95%) pay for the trip, then management may decide to cancel the trip for the entire group.

First-year students attend Immersion Camp. This is the only contribution for a trip that is indeed covered by the TTO contribution. In the second year (mavo, havo and vwo), students go to Normandy and in the third class year (havo and vwo) they go on an exchange. In the third year of mavo, the fourth year of havo/vwo and the fifth year (vwo), all students go on a trip abroad. The offering can vary from year to year.

VOLUNTARY NT2 CONTRIBUTION

Separate NT2 classes (NT2 = Dutch as a second language) have been set up in the lower grades for students who come from abroad and have little or no command of Dutch. A voluntary NT2 contribution is requested from these students, who are in smaller classes - i.e., classes with fewer students than in the other classes. The voluntary NT2 contribution includes the cost of the smaller classes (the largest share of the NT2 contribution). The school covers part of the cost of smaller classes and coordination. The voluntary NT2 contribution amounts to €1,050.00.



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VOLUNTARY CONTRIBUTION  
TO PARENTS' COUNCIL

The Parents' Council asks for a voluntary contribution of €12.50 per student and spends these funds on (a contribution toward) the costs of festivities and sports days, school parties, activities around the school exams and final exams, the annual meeting and theme meetings. Gifts are given to teachers and students with long-term illness on behalf of the parents council (the sweet and sorrow jar), to people who have made extra efforts in activities and to students who have passed their final exams.

OTHER COSTS

Classes often organise fun class activities in consultation with their mentors. This so-called "mentor outing" may be associated with costs (a voluntary contribution of € 10.00 to € 15.00).

PAYMENT VIA WIS COLLECT

The Haarlemmermeer Lyceum TTO works with the digital payment system WIS Collect to collect parental contributions. This system enables direct processing of payments. If a payment request is made from school, such as the voluntary school contribution, the Parents' Council contribution or work weeks, then parent(s)/guardian(s) receive an e-mail. You don't need an account for this and can make the payment via a direct link (iDEAL).

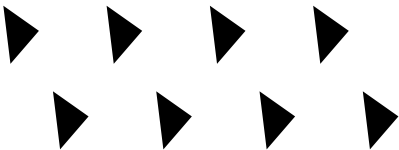
9.2 Free school books

The Haarlemmermeer Lyceum is itself the owner of the school books. In collaboration with Van Dijk Educatie, we ensure that all students receive the appropriate stack of books at the start of each school year. Information is provided each year about the course of affairs concerning book issuance and returns. Additional learning resources can also be ordered from the ordering site [www.vandijk.nl](http://www.vandijk.nl).



9.3 Outsourcing agreements

In some cases, students leave the Haarlemmermeer Lyceum TTO and continue their studies within adult education in the form of an outsourcing agreement. Haarlemmermeer Lyceum transfers the student's care to another institution (Nova College) but the student remains enrolled at the Haarlemmermeer Lyceum TTO. Further information about the school's guidelines and procedures for requesting an outsourcing agreement can be obtained from team leaders/coordinators/deans.



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## Contact and organisation

The school is open each school day from 07:30 to 17:00. The school can be reached by telephone from 07:30-16:00. During school days, parents/guardians normally receive responses to requests or questions within 24 hours. Should a substantive response from the school require more time, then the parent/guardian will be informed within 72 hours of the response time.

Haarlemmermeer Lyceum Bilingual  
Baron de Coubertinlaan 2  
2134 CG Hoofddorp  
T **023 - 563 16 44**  
E [infotweetalig@haarlemmermeerlyceum.nl](mailto:infotweetalig@haarlemmermeerlyceum.nl)



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10.1 Organisation Haarlemmermeer Lyceum Bilingual

SCHOOL MANAGEMENT

Ms drs. B. A. Stam	rector
Ms E. Sartori	team leader, 1st and 2nd-year vwo/havo
Mr H. Martens	team leader, 2nd, 3rd and 4th-year mavo
Ms A. Schrijver M.Ed.	team leader, 3rd, 4th and 5th-year havo
Ms drs. T. Joosten	team leader, 3rd, 4th and 5th and 6th-year vwo

COORDINATORS

Ms J.W. Dalemans	1st year
Mr F. Schaap	2nd-year vwo/havo
Ms E.J.M. Le Nézet	years 3, 4, 5 and 6 vwo
Mr L. Weijers & Ms L. Botland	2nd, 3rd and 4th-year mavo
Ms J. Hoeven	3rd, 4th and 5th-year havo
Mr R. van Poeteren	Topsport Talent
Mr drs. M. Boermans	student support (care)
Mr R.G. Rowlinson	ICT education
Ms K. Weiden-Gabriel	Anti-bullying coordinator

DEANS

Mr C. Baker	mavo
Ms N. Jochems	havo
Mr Drs. P. Tromp	vwo

EXAMINATION AFFAIRS SECRETARY

Ms J. Hoeven	mavo/havo/vwo
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SCHEDULE

Mr J. Esselman	scheduler
Ms C. van der Meij	daily scheduler

EMPLOYEES AT BOTH LOCATIONS

Mr drs. E.J. van der Mei	head of operations
Mr P. Droog	ICT/system administrator

THE BOARD OF THE HAARLEMMERMEER LYCEUM IS FORMED BY:

Ms drs. L. Pennings-de Vet	rector, Haarlemmermeer Lyceum Dalton location
Ms drs. B. A. Stam	rector, Haarlemmermeer Lyceum TTO location

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## 10.2 Employees' contact info

You can find individual staff members' **e-mail addresses** on our website.

## 10.3 Complaints

Naturally, we would hope that everything runs smoothly at our school. But despite our efforts, you may sometimes still run into a problem. Do you have a complaint or a concern? Then we'll do everything possible to resolve this. To whom and how should you as parent(s)/guardian(s) turn with your question, concern, complaint or comment?

1. In most cases, the mentor is the most appropriate person at the school with whom to discuss your concern. It's possible that the mentor cannot help you sufficiently because the problem is too complex, for example. You may also have a complaint about the mentor.
2. In that case, you can always contact your son's or daughter's team leader. All of the team leaders are listed in this guide at 10.1. Next to the team leaders name, you'll find the team that he/she manages. You can contact your child's team leader by telephone or by e-mail.
3. In some cases, it may concern very sensitive issues. For this, the school has two confidential counsellors; you can contact either of them. This goes for both the parent(s)/guardian(s) and for students.

### THE CONFIDENTIAL COUNSELLORS ARE:

Ms L. van Dam-de Boer and Ms W. van Hal  
[L.vandam-deboer@haarlemmermeerlyceum.nl](mailto:L.vandam-deboer@haarlemmermeerlyceum.nl)  
[w.vanhal@haarlemmermeerlyceum.nl](mailto:w.vanhal@haarlemmermeerlyceum.nl)

Complaints about undesirable behaviour (such as sexual intimidation, aggression or violence) can be reported to the teachers above.

4. In some cases, it may be necessary to appeal to the management of the school. Our school's management consists of two persons: Ms B.A. Stam, rector at the Haarlemmermeer Lyceum TTO location and Ms drs. L. Pennings-de Vet, rector at the Haarlemmermeer Lyceum Dalton location. You can reach them by e-mail or by telephone.
5. If you are then still dissatisfied with the treatment of your complaint, you can turn to the board, based on the external complaints procedure. Dunamare Onderwijs' general complaints procedure can be found **HERE**.
6. Complaints about undesirable behaviour (such as sexual intimidation) can also be handled via the external confidential counsellor (GGD Kennemerland, T 023 789 17 77).
7. If you have a persistent problem or concern and believe that the school is not responding sufficiently, then you can also contact the school's Participation Council via [mrtweetalig@haarlemmermeerlyceum.nl](mailto:mrtweetalig@haarlemmermeerlyceum.nl)

### WHERE CAN STUDENTS GO WITH THEIR QUESTIONS, CONCERNS AND COMPLAINTS?

Students can in any case contact the aforementioned staff and bodies. Senior students with a complaint about the (school) exam can file a complaint with the examination board. This can be done via our secretary for examination affairs who is also the exam committee chairperson, Ms J. Hoeven.

### EDUCATION INSPECTORATE

Would you like to contact the Education Inspectorate by phone or in writing? Do you have a complaint or concern? Or do you want to make a report to the Education Inspectorate? You can read about how to do this on the Inspectorate's **website**.



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## HAARLEMMERMEER LYCEUM BILINGUAL

*Location for vwo, havo, mavo*

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**HAARLEMMERMEERLYCEUM.NL**

This version is a translation of the Dutch version. The Dutch version is leading.



Start