



# SCHOOLGIDS SCHOOL GUIDE

2019 - 2020

# WELCOME TO ESH SECONDARY

Dear Students, Parents and Staff,

Welcome to school year 2019-2020 at the European School The Hague.

We are excited to guide our students on the next step of their journey toward the completion of their European Baccalaureate. Our dedicated teachers have worked hard to prepare for a new school year filled with rich cultural and academic opportunities, which we hope will foster an ambition for lifelong learning in our students.

This School Guide is your handbook to the education offered at ESH Secondary and provides an overview of the day-to-day operations at our school. This is a dynamic document which will be updated as needed. Any changes will be communicated to the school community, and you can always find the most recent version on the Parent Portal, where you can also locate additional and supporting documents and policies.

Our school community is growing, and we would like to extend a very warm welcome to all of the new students, staff and families who have joined us this year. We value the contributions that families bring to our school, as our community is enriched by the diversity of our multicultural and multilingual students, families and teachers.

On behalf of all of the staff at ESH, we wish our students a very successful school year.



Mr Frans van de Kerkhof Director European School The Hague



Mr Francois Roosegaarde Bisschop Deputy Director Secondary

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ESH is affiliated with the European Schools by means of an Accreditation and Cooperation Agreement, we offer the European Curriculum and provide education for the European Baccalaureate.

### **Contact information**

Oostduinlaan 50, 2596 JP The Hague Tel: + 31 (0)70 700 1600 www.europeanschoolthehague.nl secondary@eshthehague.nl

Absences / Special Leave Requests sec-absences@eshthehague.nl

Secondary Admissions Ms Anke Lutkenhues admissions@eshthehague.nl

Secondary Support Coordinator Ms Annemarie Schreuder support@eshthehague.nl

# School Management

Director: Mr Frans van de Kerkhof Deputy Director Secondary: Mr Francois Roosegaarde Bisschop

Assistant Deputy Director: Ms Floriane Bruna

and Ms Rosalijne Kryne

Support Leader: Ms Nicoline Mostert Facility Manager: Ms Danielle Eijkenbroek

## Cycle Leaders

S1 Ms Laura Daly S2-S3 Ms Lyn Harte S4-S5 Ms Cheryl Oosterman S6-S7 Dr Caroline Emery



ESH is part of Stichting Rijnlands Lyceum. The foundation stands for excellent education and supports its schools in realising the best education for its students.

# Stichting Rijnlands Lyceum

Executive Director: Mr Arjan Kastelein Contact information P.O. Box 486, 2240 AL Wassenaar Backershagenlaan 3, 2243 AB Wassenaar info@rijnlandslyceum-csb.nl www.rijnlandslyceum.nl

# **EUROPEAN SCHOOL THE HAGUE MISSION STORY**



The European School The Hague is a unique school. We were established in 2012 to educate the children of employees of European Union institutions. We provide a multillingual and multicultural education to Early Years, Primary and Secondary school children culminating in the European Baccalaureate. We are an officially Accredited European School, partly administered and financed by the Dutch national education system, and accredited by the Board of Governors of the European Schools since December 2012. We are part of the Rijnlands Lyceum Foundation.

# Our Mission

is to provide a positive, open-minded community that fosters ambition through rich cultural and academic opportunities, inspiring lifelong learning.

# Our Vision

is to inspire students to be responsible, future focused and proactive citizens of Europe and the world.

# Our Community

is enriched by our multicultural and multilingual staff, students and parents as we connect, collaborate and celebrate a culture of learning.

# Our core values

Provide the foundation for how the ESH community, staff and students achieve our mission:

# **Ambition**

We strive to reach our full potential.

We accept challenges and have a passion for finding solutions.

# **Positivity**

We focus on the positive aspects in situations.

We build a constructive and positive environment from which everyone benefits.

# Respect

We show respect for people, possessions, our planet, protocols and ourselves.

We accept the differences, strengths and weaknesses of others

# 8 Key Competences

ESH students are future citizens of Europe and the world.

As such, they need a range of competences to meet the challenges of our rapidly changing world.

In 2006 the European Council and European Parliament adopted a European Framework for Key Competences for Lifelong Learning. These competences are incorporated and embedded in the European Schools curriculum. The eight key competences, which all individuals need for personal fulfillment and development, active citizenship, social inclusion and employment are what we aim for our students to achieve.

# Key competences for lifelong learning

- Literacy
- Multilingualism
- Numerical, scientific and engineering skills
- Digital and technology-based competences
- Active citizenship
- Entrepreneurship
- Cultural awareness and expression
- Interpersonal skills, and the ability to adopt new competences

# Compétences clés pour l'éducation et la formation tout au long de la vie

- compétences en lecture et en écriture
- multilinguisme
- compétences mathématiques, scientifiques et en ingénierie
- compétences numériques et technologiques
- compétences interpersonnelles et aptitude à acquérir de nouvelles compétences
- citoyenneté active
- entrepreneuriat
- sensibilité et expression culturelles

# Schlüsselkompetenzen für lebensbegleitendes Lernen

- Lese- und Schreibkompetenz
- Fremdsprachliche Kompetenz
- Mathematische Kompetenz und Kompetenz in Naturwissenschaften, Informatik und Technik
- Digitale Kompetenz
- Persönliche, soziale und Lernkompetenz
- Bürgerkompetenz
- Unternehmerische Kompetenz
- Kulturbewusstsein und kulturelle Ausdrucksfähigkeit

# Sleutelcompetenties voor een leven lang leren

- Geletterdheid
- Meertaligheid
- Numerieke, wetenschappelijke en technische vaardigheden
- Digitale en technologische competentie
- Interpersoonlijke vaardigheden en het vermogen om nieuwe competenties te verwerven
- Actief burgerschap
- Ondernemerschap
- Cultureel bewustzijn en culturele expressie



# PRACTICAL INFORMATION

# Arriving and Leaving ESH

School doors open for students at 08:15.

Bicycles can be parked in our courtyard- please use the dedicated bicycle area, and remember that no cycling is allowed on school grounds. If you intend to arrive by car, we ask that you are extra vigilant during pickup and drop off, as pedestrians, cyclists and cars all share the same gate. Please listen carefully to the directions of the concierge and security staff.

### **Parking**

There is no parking reserved for parents on the school premises, but there may be paid parking available in the neighbourhood.

### ID Badges

The safety of our students is a priority. For ease of identification, all secondary students receive an ID card on a lanyard. This should be worn visibly on arrival at school every morning, and be kept handy throughout the day. If a student loses their ID card, a replacement will be issued by the Facilities Manager, Ms Danielle Eijkenbroek, at a cost of 10 euros. Staff wear an ID card with a blue lanyard, and visitors receive a card with a yellow lanyard when registering at reception.

# Safety

ESH has a dedicated First Aid team that consists of teachers and support staff who receive refresher training every year. For First Aid please visit the concierge office located near reception.

#### Lockers

Lockers are available to hire for all students. The annual rental of the locker costs €17.50. The locker card is integrated within the ID card. This card is also used for printing and as a Library card to assist students when borrowing books.

#### Canteen and Snacks

Hot lunches are available in the school canteen for Secondary students who register with the catering company that operates within the school (LOF Catering). Please contact them directly for details and to arrange a hot lunch: canteen@eshthehague.nl. Snacks and sandwiches are available single sale during lunchtime, and there are also vending machines available for students.

#### **Break Times**

Secondary students have the option of using the courtyard and the field during break and lunch times. Alternatively, they can use the common room, or read and work in the multimedia centre.

#### Mobile Phone Use

Mobile phone use is forbidden for S1 to S7 students on school premises from 08:30 to 16:00. Please see the Mobile Phone Policy and Social Media Policy, which are available on the Parent Portal.

#### Wi-Fi

Wi-Fi is enabled around the school. Staff and students have a special login code. Guests can have access to a temporary login, which is available on request from the ICT coordinator.

# **Privacy**

ESH processes personal data of all its students. We are responsible for the careful handling of your child's personal data. For details, please see the explanatory notes in the Privacy Protocol on the Parent Portal.



### Lesson times and breaks

#### Periods

07:45 - 08:30 (Optional) 08:30 - 09:15 09:15 - 10:00 10:00 - 10:45 Break 10:45 - 11:00

11:00 - 11:45 11:45 - 12:30

Lunch 12:30 - 13:00 (S1-S2) 12:30 - 13:15 (S3-S7) Lunch 13:15 - 13:45 (S3-S7) 13:00 - 13:45 (S1-S2)

13:45 - 14:30 14:30 - 15:15 15:15 - 16:00

# **Physical Education**

The PE program consists of 4 terms, of which 2 are inside and 2 are outside. We start the school year outside until Autumn break, and after that the classes will be held indoors until the beginning of April. Students are required to bring their PE kit to class, and are encouraged to take a shower during their 15 minute break before their next class. Students should have both pairs of shoes in school, as depending on the weather, we could switch between indoor and outdoor activities.

#### An appropriate PE kit consists of:

- Indoor sports shoes with non-marking soles
- Outdoor shoes (studs allowed)
- Shorts
- Tracksuit bottoms
- Sports socks
- Sports shirt
- Towel
- Sweater/hoodie



#### **Musical Instruments**

Students should bring their musical instruments to schoolon the days they have music activities or music lessons.

# **Graphic Calculators**

From S4 to S7 use of the TI-nspire CX CAS calculator is compulsory in several subjects: Biology, Chemistry, Economics, Geography, Mathematics and Physics. Students will need to purchase their own calculator. The ESH has a classroom set of the TI-nspire CX CAS calculators to use in S3 Mathematics lessons – whenever appropriate – in order to familiarise students with its use.

### **School Equipment**

The school provides textbooks and specialist educational equipment for students in all lessons, particularly in Science, Art, Music and Sport. In the unlikely case of loss, damage or misuse of these books or equipment the school will ask for replacement from the person responsible for the damage. General school items such as pencils, pens, rulers etc. are the responsibility of the individual student. Subject teachers will give students an indication of what type of equipment they must bring to lessons in cases where equipment is not supplied by the school.

### **Parental Contribution**

School fees are outlined on the school website. Parents may also be asked to contribute to their child's participation in school residential trips. Parents will be charged for some trips, such as the S2 camp, S4L2 trip and the S6 cultural trip, Wintersports etc. This contribution is for accommodation, transportation, activities, food etc. ESH Secondary will invite parents to an information evening during the year with more information about these trips.

### **Student Confidentiality Persons**

Mrs Ashleigh Steele, speaks English and French: a.steele@eshthehague.nl. Mr Jasper Fijnvandraat, speaks Dutch and English: j.fijnvandraat@eshthehague.nl.

#### Code of Behaviour

The ethos of the school promotes the attitudes and values necessary for individual students to contribute positively to their own personal development and to that of the school. The school employs a large variety of methods by which it strives towards a culture where poor behaviour is rare. One of the principal aims of our educational approach is to enable students to understand and take responsibility for their actions and to contribute to their own personal development and that of the school. ESH has high expectations with regard to student conduct and these are set out in the Code of Behaviour, which is given to every secondary student at the start of the school year. This Code of Behaviour is in accordance with the European Schools General Rules (chapter 6 article 40 to 44). Please see below for an overview of specific behaviour concerns:

### Anti-Bullying and Cyber-Bullying

We are dedicated to preventing bullying in our school. Victims of bullying should contact their mentor, the confidentiality person or Deputy Director Secondary, who will immediately deal with the situation. We also regard cyber-bullying as an area of concern. The school Anti-Bullying protocol is available on the Parent Portal oF our website. Parents and students can also contact our Anti-Bullying coordinator for more information.

# Smoking, Alcohol and Drug Abuse

Smoking is not permitted anywhere on or near the school premises. Possession and/or use of alcohol and drugs are strictly forbidden in the school, on the school grounds or during school activities. The school policy on Drugs and Alcohol is available on the Parent Portal of our website.

## **Absences - Reporting Sick**

If your child is sick or is not able to come to school for other reasons, please report this to the reception before 8:30, either by email: sec-absences@ eshthehague.nl or by telephone: + 31 (0)70 700 1600. If a student is absent without any notification, we will contact the parents. In the case of absence due to an appointment, please inform the mentor and reception in advance, if possible, and otherwise upon arrival at the school.

If students fall ill during regular school hours they must report to reception after informing their mentor or teacher. Reception will contact the parents to alert them and agree on how the student will travel home. If you collect your child during school hours for a doctor's visit, for example, please report to reception and indicate whether your child will return to school that day. Please also inform the bus company if your child uses bus transport so as to avoid unnecessary delays for others on the bus. If your child is absent for more than one day due to illness, a call to the school office must be made each day. If we have been informed that their absence will be for a specific period of time there is no need to call each day. Please note that the school will always contact parents if a child is absent. Regular or persistent absence will be followed up by the school as the school is obliged to inform any unexplained absences to the attendant officer (Leerplicht).

# Absence - Special Leave Request

If a student must be absent for reasons other than illness, doctor, hospital, dentist or orthodontist appointments, a 'Request for Special Leave' form should be completed and returned to the reception or to sec-absences@eshthehague.nl at least three weeks prior to the requested leave date. ESH reserves the right to deny a request for special leave. The ESH is bound to Dutch regulations (Leerplicht) in this respect. For more details regarding the conditions for Special Leave, please see the school website.

#### Absence - Gifted and Talented Students

Some students who follow special educational programmes in addition to their tuition at ESH might request time off during regular scheduled school hours to be able to participate. ESH needs to receive an official request provided with supporting documents and dates at the beginning of the school year. The request can be sent to secondary@eshthehague.nl. ESH will discuss the possibilities in supporting your child to further develop their talent. Teachers should be able and willing to set up work for the missing lessons.

#### **Absences - Teachers**

In the event of teacher absence, ESH has a procedure to ensure the least possible disturbance for the students. This procedure can be reviewed on the Parent Portal.

- 1. Absences planned in advance
- Absent teacher provides cover-work for every teaching period.
- Another teacher covers those lessons (preferably a teacher experienced in the same subject).
- If no teacher is available, students will go to La Permanence (refer to 2).
- 2. Non-planned absences
- Students go to La Permanence.
- S1-S3 students stay in La Permanence.
- S4-S7 students collect their work from La Permanence (within fifteen minutes of the beginning of the lesson).
- The Study Hall Officer can ask any available teacher to provide lesson cover.
- 3. Long Term Absences
- The management team will communicate any changes to staffing with parents as soon as they have relevant information.

# **Absenteeism Policy**

We must follow Dutch Regulations concerning student attendance.

Lateness and non-approved absences: in the case of 16 unapproved instances of lateness, the school is required to report the student to the Attendance Officer of **Dutch Compulsory Education.** 

**Illness:** After a number of absences recorded for illness (normally 3 - 4) in a period of twelve school weeks, or 10 periods in a row, parents will be contacted by the mentor for a meeting. The purpose of this meeting is to know if we can offer any help to the student. If the student is absent again, parents will be contacted by the Pedagogical Advisor to seek agreement to involve the nurse or the school doctor. Their involvement is considered as preventive advice. If the parents agree, they will meet the student at the JGZ center. If the parents disagree, all attendance information will be transferred to the Attendance Officer of Dutch Compulsory Education.

# Please take note of our policy on absences:

If a student has been ill for more than 5 days in a row, or 2 sets of 2 consecutive days of illness (totalling 4 days over a period of 2 months, or a total of 5 days over a period of 3 months) the student does not adhere to the above criteria but 'illness' is a cause for concern (regularly sent home ill from school, absence during specific days/events, patterns of absence etc), then the school contacts the parents to inquire about the absence.

If the absences continue and is deemed a cause for concern, then the school informs the school doctor (Centrum Jeugd en Gezin, CJG) who will contact the parents to arrange a meeting. The school doctor then informs the school of next steps if necessary.

# THE EUROPEAN SCHOOLS CURRICULUM

Secondary education in the European Schools lasts for a total of seven years divided into three cycles.

Observation Cycle S1, S2, S3

Pre-Orientation Cycle S4, S5

Orientation Cycle S6, S7

A key element of the curriculum across all the cycles is the multilingual teaching and learning that provides students with the opportunity to become fluent in at least three languages.

#### **Mentor Hours**

All students have designated mentor hours for the class mentor to meet with students to discuss academic and pastoral topics. Each class has one period of mentor hour per week for this.

### Materials and Teaching Resources

The European Curriculum is a rich and diverse curriculum which differs from other national and international curriculums. One consequence is that text books from publishers do not always align with our curriculum. In some subjects and/or languages, books covering most of the curriculum are available and the school provides them. However for some subjects it is not possible. In these cases, the teachers provide their own study materials to the students.

# **Residential Trips**

One of the unique advantages of attending a European School, is the value placed on European cultures. To provide students with rich cultural experiences that complement their studies, some students are required to attend compulsory residential trips:

- The S2 Camp is an opportunity for students spend time away from home and school with their peers and participate in team building activities.
- S4 students will have the opportunity to immerse themselves in the cultural environment of their Language 2, by attending a trip for 5 days and 4 nights in the country of their Language 2.
- The S6 Cultural trip is a city trip of four nights and five days. The aim of the trip is to introduce the students to an enriching cultural experience within Europe.





# Observation Cycle S1 to S3

Students follow a broad academic curriculum of Language 1 (mother tongue), Language 2 (first foreign language) and Language 3, Mathematics, Integrated Science, Human Science, Ethics, Art, Music and Physical Education, Human Science and Ethics are taught in Language 1 in S1 and S2 and in Language 2 from S3 onwards. ICT is also a compulsory part of the curriculum in S1 and S2, and is optional in S3. Latin is also offered as an option from S2 onwards. If Latin is chosen, it needs to be taken until the end of the cycle of S3 and if you study Latin you do not have ICT in S3.



Subject and optional courses	<b>S1</b>	S2	S3
Language 1	5	5	4
Mathematics	4	4	4
Language 2	5	4	4
Language 3	2	3	3
Physical Education	3	3	3
Ethics	2	2	2
Human Science	3	3	3
Integrated Science	4	4	4
Latin		2	2
Art	2	2	2
Music	2	2	2
ICT	1	1	2
Mentor Lesson	1	1	1
Total .	34	34/36	34

# Pre Orientation Cycle S4 and S5

Students continue to follow a broad curriculum during these two years, which includes a number of compulsory subjects. They must take Mathematics and Languages 1, and 3. Integrated Science is split into Biology, Chemistry and Physics and is studied in Language 1. Human Science is split into History and Geography and is taught in Language 2, as is Ethics. At least two optional subjects must be chosen from, for example, Language 4, Economics, Latin, Art, Music and ICT. Students can also choose Strong Maths (6 periods a week) or Ordinary Maths (4 periods a week). Any combination of the optional subjects can be added to core subjects to make the number of periods weekly to a minimum of 33 and a maximum of 35.

•	Periods per week
L4 Spanish	4
L4 German	4
L4 English	4
L4 French	4
L4 Dutch	4
Latin	4
Economics in NL	/EN 4
ICT	2
Music	2
Art	2
Mentor Lesson	1
Total	34-36

Compulsory Subjects	Ordinary Maths	Strong Maths
Language 1	4	4
Language 2	3	3
Language 3	3	3
Physical Education	2	2
Ethics in L2	1	1
Geography in L2	2	2
History in L2	2	2
Biology	2	2
Physics	2	2
Chemistry	2	2
Mathematics	4	6
Mentor Lesson	1	1
Total	28	30



# Orientation Cycle S6 and S7

The secondary school course culminates in the European Baccalaureate at the end of Year 7. The certificate awarded is officially recognised by treaty in all the countries of the European Union, and many other countries. Those awarded the certificate have the same rights and benefits as other holders of school-leaving certificates in their countries, including the same right as nationals with equivalent qualifications to seek admission to universities or institutions of higher education in the European Union. The Baccalaureate examination assesses performance in the subjects taught in years 6 and 7. To qualify for admission students must have spent both years in a school offering the European Baccalaureate programme. These two years lead to the European Baccalaureate. Students must study at least ten subjects. There is a core of compulsory subjects which include Language 1 (mother tongue/dominant language), Language 2 (first foreign language), Mathematics, History, Geography, Philosophy, Ethics and Sport. In addition, if no science subject is taken as an elective subject, students must also take a course of two lessons per week in Biology.

Students must take a minimum of two elective subjects of four lessons per week and may take as many as four. These subjects include each of the separate Sciences, Humanities subjects, Art, Music, Philosophy and Languages 3 and 4. Mathematics can be taken as a 3-lesson or 5-lesson per week course. Three-lesson per week advanced level elective subjects can be taken in Mathematics, Language 1 and Language 2 which are additional to the compulsory courses in these subjects. Students may also choose two lessons per week complementary subjects such as practical Science courses, introductory Economics, Art, Music, Theatre. The following table summarises the choices available for students.

Compulsory subjects	S	Optional courses	(elective subjects)		Compl. Courses	
Column 1	Column 2	Column 3	Column 4		Column 5	
	olumn 3.	Art 41 Music 41 Biology 41 Chemistry 41 Physics 41 Geography 41 History 41 Philosophy 41 Economics 41 Latin 41 Language 3 41 Language 4	Advanced L2 Advanced Maths  (Advanced Maths only if Maths 5 is chosen in column 1)	3P 3P 3P	Art Economics ICT Lab Science Music Advanced sport Language 5  (Art2, Music2 and Eco2 are excluded i chosen in column 3 L5 New language)	

### **Careers Counselor**

Students can contact our Careers Counselor, Mrs Saskia van Heeswijk, for advice regarding their post baccalaureate study choices. Students will also be guided in this process by their mentors.

"I will never forget the support I got from the teachers, their availability throughout the year has been very helpful and important as I knew that I could count on them"

Julia Baranowska 2019 ESH Graduate and Alumni member

"S7 is a hard year so you have to start working hard at the beginning of the year, and you can only stop when you finally have that well deserved diploma in your hand. Most importantly, however, is that you also enjoy this last year, as it will be the last year before you start your independent life at University"

Niva Beije 2019 ESH Graduate and Alumni member



# LANGUAGE LEARNING

#### Curriculum

The syllabi in all the language sections of the European Schools, including those at the ESH, are — with the exception of mother tongue tuition — standardised. All programmes of study in the different sections lead to the same examination: the European Baccalaureate. Syllabi can be downloaded from the European Schools website www.eursc.eu under European Schools/Studies and certificates.

# Language sections and L1

Our Secondary school currently has three language sections (English, French and Dutch). All students are placed in the language section of their mother tongue or dominant language (Language I). Students with a first language, which is not yet offered at the school or students without a language section (these students are called SWALS) are placed in the English, Dutch or French language sections. If necessary, learning support is provided for SWALS students to bring them up to standard in their section language.

The Secondary school offers German, Italian, Spanish, Hungarian, Slovenian, Lithuanian, Polish, Finnish and Greek mother tongue (L1) education in addition to English, French and Dutch.

## L2

From the first year of Primary until the Baccalaureate students must study a first foreign language (L2 or 'vehicular' language: French, English or German). From S3, Human Science and Ethics are taught through this vehicular language (i.e. English, French or German) and in S4-7 the compulsory subjects History and Geography are also taught in the vehicular language.

The Economics option, which may be taken from S4, will also be taught in the L2 of the student, or in the language of the host country. As the L2 is not just studied as a language, but is also the language of instruction for some subjects, our students become very competent and comfortable in this language

which is an asset in today's multilingual world, students can reach C1 level by the end of S7.

#### L3 and L4

From S1 all students learn a second foreign language (L3), to be chosen from the following languages: Dutch, English, French, German and Spanish (subject to a minimum class size of 7). From S2 Students have the opportunity to study Latin. From S4 Students have the opportunity to study a third foreign language (L4), to be chosen from amongst the following languages: English, Dutch, French, German, Italian, and Spanish.

# **Dutch language lessons**

In S1 to S3, Dutch foreign language lessons are offered as an optional L3 to the students not enrolled in the Dutch language section. These lessons are not compulsory. Dutch is offered as optional L3 or L4 in the subsequent years in Secondary to the students who do not attend the Dutch language section. SWALS students in the Dutch language section will be obliged to take lessons in Dutch as either their L1 or L3.

From the first year of Primary until the Baccalaureate students must study a first foreign language (L2 or 'vehicular' language: French, English or German).



# ASSESSMENT AND REPORTING

#### **S1-S3**

Assessment is both summative and formative. From S1 to S3 continuous assessment plays a bigger role with regular homework and in-class tests. These grades are carefully recorded and help to form the basis of the grades given in the reports received by parents four times a year. From 2018-2019 we begun implementing the European Schools new marking scheme, which means that in S1-S3 the grades will be between A – Fx and the passing grade is E.

#### **S4-S5**

In S4 onwards, students have regular formal assessments four times a year. Assessment includes A-marks (based on continuous assessment, consistent with assessment in S1, S2 and S3) and on B-marks. The B-marks are the result of a test that lasts 45 minutes. These B-tests are formally scheduled by the school in all subjects twice every semester over a period of two weeks. The tests themselves are written and invigilated by subject teachers during lesson times.

A timetable of the B-tests is distributed before the tests themselves so that students have the opportunity to organise a revision schedule.

The average of these grades per subject is called the B-mark and along with the A-mark they are used to determine whether the student has achieved passing grades across the year. At the end of the year students in S4 & S5 also have a C-mark which is the overall mark for the year, taking all A and B marks into consideration (please note this is not an average mark).

In S5 formalised written examinations are held in December and June. The examinations are held in the exam hall. These form a B-mark at the end of each semester. The A-mark is formed by continuous assessment of classwork, homework and participation in the lesson. From 2018-2019 we begun implementing the European Schools new marking scheme, which means that in S4-S5 the grades will be between A – Fx and the passing grade is E.

#### **S6-S7**

Following the timeline of the European Schools' Bureau, the New Marking Scheme should be implemented this school year for S6-S7. Students and parents will be informed accordingly. For S7, The grading system for individual subjects uses a 0 to 10 scale with 6.0 as a pass mark. When a candidate is awarded the European Baccalaureate, the overall mark is expressed as a percentage and 60% is a pass. The calculation of this final mark is complex. There are three main components that contribute to the overall mark but for each subject, there are varying assessments. The relative contributions to the European Baccalaureate are: Preliminary mark 40%, Written Examinations 36% and Oral Examinations 24%.

### Preliminary Mark

This is composed of coursework assessment by teachers in each subject and in internal examinations (Pre-Baccalaureate) set and marked by teachers in each subject. The examinations make up slightly more than half of the preliminary mark. Most of these preliminary examinations are taken in late January of the final year.

#### Written Examinations

Candidates take five written examinations which must include Language 1, Language 2, Mathematics and in addition two of the 4-lesson elective subjects. These examinations are set in each subject by a panel of experts using questions submitted by teachers from the schools. Marking is carried out by the subject teacher and scripts are then marked completely independently by an external examiner. The two marks are averaged, with overall supervision by the subject inspector.

#### **Oral Examinations**

Candidates take three subjects as oral examinations and these must include Language 1, Language 2, or History/ Geography and an option language which may include a 4-lesson elective subject not already examined as a written examination.

#### Written Reports

The school year is divided into 2 semesters but four written reports are issued each school year. The mid-semester reports (November and March) are used to monitor concerns and inform parents and students of any potential risk of failing the year. The end of semester reports (January and July) are used together with Class Council feedback to decide on promotion and contain comments and grades.

#### Promotion of students

Students need to be able to perform well across a wide range of academic subjects to obtain a positive overall score. Students who have achieved sufficient marks in each of the promotion subjects will automatically be promoted to the year above, without the need for deliberation. If students have received a mark below the pass grade of less than the pass grade across three or more subjects then they are at risk of failing the year. The situation of students who are not promoted automatically will be subject to special scrutiny. On the basis of all the information available to them, the Class Council and the management will decide whether or not to promote the student to the year above. Please also see the Procedure of Final Class Council document on the Parent Portal of the website.

# COMMUNICATION PLATFORMS

As part of our commitment to providing quality education, a recent review highlighted the need for an improved online learning platform. As a result of this, School Management Software (SMS/ MySchool) will replace the previous platform, ItsLearning. ESH is dedicated to ensuring that all students, staff and parents experience a smooth transition onto SMS. To ensure a successful launch. SMS will be gradually phased-in over the first month of the school year. Students and parents will be notified how they can access the program, when their accounts become available.

#### My School/SMS

School Management Software (SMS/My School) is an online learning platform specifically designed for teachers to use as a teaching aid, and for students to use as a study tool. It helps students and teachers reduce paperwork by automating many routine tasks. It also tailors learning objectives, content, method, pace and environment to each student's learning needs. The learning platform is primarily intended for internal use in the Secondary and offers general and course-specific information:

- differentiated course pages and planning
- multimedia-rich sources
- grades
- attendance
- test calendars

Students are expected to actively monitor the courses they take throughout the academic year. Students sign in using a code provided at the start of the year. My School is accessible 24/7 from computers and mobile devices. Students and parents will each have their own password to access this platform.

#### **Untis**

Students can always check their most up-to-date timetable online, and any changes to timetables are displayed on the screens at the school. The first timetable and Untis login details will be provided during students' first mentor lesson on the first day of school.

#### News

News and updates from the school are shared across a range of channels.

News stories are posted to the school website, www. eshthehague.nl, and monthly newsletters are accessible on the Parent Portal, www.eshthehague.nl/Parent-Portal. The Parent Portal is also where parents can locate school policies, PTA and SPC meeting minutes. The school community will be notified when monthly newsletters are published, and we recommend that all parents and students login to read the newsletters as they provide important information about school activities, building updates, staff changes and other important announcements. Access to the Parent Portal requires a username and password which can be issued on request. Any important information that needs to be communicated at short notice will be sent to parents by email.

ESH also uses social media platforms to provide the school community with day-to-day insight into the activities at the school. Parents and students are encouraged to follow the school on Instagram, Twitter and Linkedin.



#### Looking forward

Based on feedback from the school community, ESH is aiming to provide more streamlined and accessible communications, reducing the need for frequent email communication with parents. To achieve this, the process of migrating to an updated website has begun. The new website software offers much greater functionality for communication between the school, teachers, students and parents, including the potential for individual parent and student portals, and an app that can deliver messages, news, calendars and forms specifically tailored for each user. More information about how and when these changes will impact the school's communication methods will be shared closer to the launch of the new website.

# COMMUNICATION AND THE COMMUNITY

# **Parent Evenings**

Parent Evenings with mentors and management staff are organised four times a year, for the whole class and for individual consultation. The first general Parents' Evening with more information about the curriculum and practical issues such as B test for S4 will be held at the end of September. Individual meetings with teachers regarding the progress of the students will be held at the end of November and in March/April. Dates will be communicated via the school website. Transition for S3 to S4 and S5 & S6 parent/student evenings are also organised in order to aid subject choice for the pre-orientation cycle to know the consequences for the following years.

#### **Student Council**

The Student Council is made up of student representatives from all year groups and language sections. They meet regularly during school time to discuss matters that the students themselves find important. Students suggest the topics to be discussed, and volunteer to take matters further, with the Student Representatives on the Participation Council. Through the Student Council, students learn the importance of raising important issues, discussing them as a group and then working together to find solutions to make the school a better environment for all students.

# **Parent Class Representatives**

Every secondary mentor class has a Class Representative. The Class Representative is a parent of one of the students in the class who has the role of welcoming new parents, sharing email lists of parents and assisting with activities outside the class. Class Reps are chosen during parent evenings.

# PTA (Parent Teacher Association)

The main role of the PTA is to support the school by planning and organising activities such as the Summer Fair in Primary, Book Sale, student parties like the Valentine's Ball and many more events to come! We are looking for some Secondary volunteers to join the PTA. If you are interested in getting involved, please e-mail: pta-secondaryesh@eshthehague.nl.

# The Secondary Participation Council

The Participation Council is the formal consultative body for parents, students and teachers, in accordance with the Education Participation Act (Wet Medezeggenschap op Scholen). This council is elected directly by and from the parents, students and staff in accordance with the provision of *Regulations Participation Council Secondary Education* of the Stichting Rijnlands Lyceum. The school management requires approval or requests

The school management requires approval or requests advice from the Participation Council on a number of decisions concerning education offered in school and the school organisation. The Participation Council also meets with the school management on a regular basis. Regulations of the Participation Council for Secondary Schools and the Participation Statute can be found on the website of the Stichting Rijnlands Lyceum. The minutes of the SPC meetings can be found on the Parent Portal of the website. If you have any concerns you can contact the SPC at: pcsec@eshthehague.nl.

# The Joint Participation Council

The Secondary Education Joint Participation Council is the umbrella participation council for the schools for secondary education of Stichting Rijnlands Lyceum. A member of the parent section, two members of the staff section and a student represent each school. The Regulations of the Joint Participation Council for Secondary Schools can also be found on the website www.rijnlandslyceum.nl.



# CONTACTS AND COMPLAINTS

# If you have a question about:

- School activities and events
  - Parents Evenings, Information mornings for prospective parents, Participation Council dates, Important current issues, etc.
  - → Check the school website Calendar or News section
- PTA (Parent Teacher Association)
  - Coffee mornings, Book Sales, Summer Fair
  - → Email: pta-secondaryesh@eshthehague.nl or
  - → Check the school website Calendar or Parent Portal
- Secondary Participation Council (SPC)
  - → Email: pcsec@eshthehague.nl

# If you have a specific query or concern:

- Related to a subject
  - → Contact the subject teacher first via email
  - → Read the Syllabuses available on the school website or on the European Schools Website for Languages
  - → Contact the Cycle leader (Middle Management)
- Related to a class issue
  - → Contact the Class Mentor via email
  - → Contact the Cycle leader (Middle Management)

If you still require assistance after the above steps have been completed, please contact the secondary Deputy Director Mr Francois Roosegaarde Bisschop.

 $\rightarrow$  Email: secondary@eshthehague.nl

## Complaints

Parents, students and staff who wish to make a complaint may approach the appointed officials in the school organisation, such as Coordinators, Deputy Directors and finally the Director of the school. In general, complaints regarding a teacher or a member of staff will, in the first instance, be reported to the person concerned, so that he/she can address the problem or clarify things. If this does not work, or if there are other reasons why this is not the best or appropriate approach, the student or parent can report the complaint.

At each school there is an internal Confidentiality Person to whom students, parents and members of staff may report matters requiring strict confidentiality. This would concern matters like abuse of power, both from (fellow) students and teachers, support staff and school leadership, and other forms of undesirable behaviour. A student may be teased, psychologically and/or physically maltreated or intimidated, or a parent may not feel taken seriously by the school leadership. Confidentiality Persons can give advice in such matters, can offer (initial) care, support and guidance towards external support organisations, the external Confidentiality Person, the Executive Director of the foundation or the National Complaints Committee.

The role of external confidential counsellor for the schools of the Rijnlands Lyceum foundation lies with Centrum Vertrouwenspersonen Plus.

Before approaching the External Confidential Counsellor, it is advised that parents, students and staff contact the internal confidentialy person first. The external confidential counsellor focus exclusively on serious forms of undesirable behaviour (such as sexual harassment, intimidation, abuse of power, bullying and discrimination) and integrity issues (see whistle-blower regulations).

Parents, students and staff can also turn to the executive director (the board) of the Rijnlands Foundation, Mr Arjan Kastelein, Postbus 486, 2240 AL Wassenaar. He can decide to investigate matters himself or submit them to the National Complaints Committee. He can also refer parents or students directly to the National Complaints Committee.

Staff who wish to make a complaint do so in principle with the principal of the school. The complaints committee of the schools of the Rijnlands Foundation is the National Complaints Committee. Please find the regulations and address of the committee on the Rijnlands website. The National Complains Committee gives an advice to the board. The board subsequently takes a decision.



# LEARNING AND SUPPORT

As a multi-cultural environment, the European School is a true reflection of today's society. Teachers use a variety of teaching styles in their lessons in order to meet the needs of individual students. Where differentiation in the classroom is not sufficient the school provides a range of support structures. Support is flexible and varies as students develop and their needs change.

## Differentiated teaching

Differentiation forms the basis of all good and effective teaching. Differentiation is the responsibility of every teacher working in the school and should take place in the classroom; it is designed to meet the needs of all students. This should include meeting the needs of:

- students with different learning styles.
- students studying in a language section which does not correspond to their mother tongue.
- students arriving late in the system who may have followed a different programme of study and may therefore have gaps in their knowledge or skills.
- students with a mild learning difficulty.
- students with a diagnosed special educational need.
- gifted and talented students.

# **Educational Support**

The support policy at ESH follows the European Schools' regulations and the Dutch legislation concerning 'Passend Onderwijs' (suitable education). Our school is a participating member in the support network 'Samenwerkingsverband Zuid-Holland West' (SWVZHW). Through this network we are connected with all Secondary schools in the area. A school advisor also visits the school on a weekly basis to help staff adapt their approach where needed.

#### Pastoral care

In Secondary school each class has a mentor who is the first point of contact for the students. The school has appointed a counsellor (Ms Lizeth Kessels) who is available for students and parents to talk to confidentially about issues that concern them. The counsellor can work together with the school social worker and alternative methods of counselling can be provided if needed.

## Video Coaching

A number of our support coordinators are trained and licensed as school video coaches. This means that at times they can use video recordings of lessons to reflect on teacher and student behavior as part of a coaching intervention. These videos are never stored by the school. They are anonymised and used in small internal discussions (the video will only ever focus on details with people who have approved the usage of video). After these discussions these videos are deleted. If students are going to be videoed for training purposes their permission will be sought.

# **Homework Support**

Lyceo offers homework support Monday through Thursday at the European School The Hague. Tutors will help students plan their homework and develop the necessary study skills for their future educational career. For the subjects that students have more difficulty with, there will also be substantive support. Marlies van der Sluijs is the Lyceo coordinator located at the European School.

## **Important Contacts**

#### **Student Confidentiality Persons**

Mrs Ashleigh Steele, speaks English and French, a.steele@eshthehague.nl. Mr Jasper Fijnvandraat, speaks Dutch and English, j.fijnvandraat@eshthehague.nl.

#### External Confidential Counsellor

Centrum Vertrouwenspersonen Plus Telephone 06 81 31 69 36 Website: www.cvp-plus.nl

#### Centrum voor Jeugd en Gezin (CJG)

For all questions about children's development and education, child care and the school doctor. Hanenburglaan 339a, 2565 GP The Hague. Telephone: 0800 28 540

#### The Dutch Inspectorate of Education

info@owinsp.nl or www.onderwijsinspectie.nl Questions about education: 0800 8051 Inspectors hotline: 0900 111 3111

#### **Compulsory Education Office**

Municipality of The Hague school attendance officer: Telephone: 070 353 5500

#### **National Complaints Committee**

You can find the complaints regulations and address and contact information of the complaints committee here: rijnlandslyceum.nl/stichting/ organisatie/klachtenregelingen

#### **Parent Teacher Association**

Email Address: pta-secondaryesh@eshthehague.nl

#### **Secondary Participation Council**

Email Address: pcsec@eshthehague.nl

# Social Worker / Schoolformaat

Telephone 070 308 0217

# **Educational Support Provision**

In some cases it is necessary to provide additional support, above and beyond the normal classroom differentiation.

# **General Support**

Students may have trouble in a particular aspect of a subject, may need to 'catch up' due to late arrival in school or illness or working in their non-mother tongue. Students may need additional help with acquiring effectivelearning strategies or study skills. Such support should preferably be given in or outside the classroom, to small groups and is short term. Groups are organised vertically, horizontally, within or across sections, by focusing on the needs of the students concerned. General support is planned and specific targets are set, including criteria for success and the information is included into the appropriate planning document.

# Moderate Support

Moderate Support is an extension of General Support and is provided for students with a mild learning difficulty or in need of more targeted support. This could be appropriate for students who may be experiencing considerable difficulty in accessing the curriculum due to, for example, language issues, concentration problems or other reasons. It is provided for a longer period than General Support and each student has an individual plan. The plan includes specific learning objectives and criteria for evaluating student's progress and the success of the support. A student receiving Moderate Support is usually following the standard curriculum and assessed according to the given criteria and learning objectives for his or her class.

# **Intensive Support**

Intensive Support is given following an expert's assessment of the student's special individual needs. Intensive Support can be provided for students with special educational needs: learning, emotional, behavioural or physical needs.

Support can be given in order to help the students develop his or her competences, subject knowledge, skills and attitudes. European Schools do not offer fully inclusive education. This means there may be occasions where despite the school's best efforts; continuing education in the European School is not in the best interest of the child. This may become apparent either before admission or during the child's school career. The school has to be able to make appropriate provision for student's pedagogical and social integration. If this is not the case, the school follows the procedure as outlined by SWVZHW.

## **Special Arrangements**

For certain diagnosed learning difficulties, there are special arrangements available and allowed by the board of inspectors for students within our school. For example, this includes students who have dyslexia, autism or dyscalculia. An overview of these arrangements is listed in the Support Plan, available on our school website.

# **Support Profile**

As a part of the support network SWVZHW, the Secondary cycle at ESH is classed as a regular school. Within the Netherlands there are a number of Special Secondary Schools (SVO's) catering towards very specific needs. As a regular pre-University school, there are limitations to the provisions we can offer. In certain cases, the student is referred to a school where their needs can be met more adequately. More details are available in the Support Profile, available on our website.

#### Centre for Children and Families

The Centre for Children and Families (Centrum Jeugd en Gezin) monitors children's development, maintains preventative health care and stimulates a healthy lifestyle together with their parents. This programme is administered by The Hague's Public Health Department (GGD). Health checks and vaccinations take place during a number of routine checks.

Once a child has started Primary School, preventative health care will move from the Consultatiebureau to the so-called schoolarts (school doctor) system. Children are then seen at the ages of 5 or 6 and 10 or 11. In the Netherlands children are offered the State Vaccination Programme (RIVM). The school doctors and nurses of the CJG take care of these vaccinations. Children receive an invitation for the vaccination in the year of their 9th birthday. Girls will also receive an invitation for a vaccination against cervical cancer in their 13th year.

The CJG uses contact information from our student registration database. If you object to this you can notify the school. The CJG will contact you by telephone if you do not participate in the appointment and if they cannot reach you by phone they will contact the school to ask about the child, unless you object to this.

# **BEYOND THE CURRICULUM**

#### **Extracurricular Activities**

Under the supervision of external partners and staff, ESH provides a range of extracurricular activities, including performing arts, sports and science activities. The program overview is available for review on the Parent Portal, and provides instructions on how to sign up to each activity. The program coordinator of the is Ms Arline Martens.

# Trips, exchanges, excursions and events

Throughout the year ESH organises many trips and excursions that support the curriculum. Several trips have a strong European focus, as the students are immersed in the cultures of other European countries.

Alongside these trips, the school also organises student exchanges in collaboration with other European Schools for students in S4 and S5. A Work Experience Programme is also in place for students in S5. More information about these programs is provided at the start of the academic year.

Students also have the chance to participate in various projects with other organisations:

- Walk of Hope is a peace initiative which aims to spread the message of non-violence, tolerance and solidarity; it aims to bring people together and emphasises that what unifies us is more fundamental than what separates us.
- Youth Conference in partnership with Museon: is an opportunity for some of our S4/5 students to get involved in public speaking, many for the first time, and is supported by the United Nations.
- Science Symposium in partnership with other European Schools this conference includes a students' Science Project Presentation.

# Secondary Library and Media Centre

The Library and Media Centre is the place for ESH students to read, work – individually or in small groups – and research information. The ever growing collections now cover:

- iPads available to loan for research and study
- More than 9000 books in the 9 languages taught at school.
- · Classic literature, fiction, arts, human and integrated sciences books and magazines to support the European syllabus.
- Online Encyclopedias in 6 languages accessible from any computer in school and from home.
- Weekly newspapers and magazines.
- A small collection of mangas and comics
- DVDs and a collection easy reading e-books.

Students can self-scan their loans with their school ID card. Books and Class Sets overdue for more than 4 weeks are to be replaced by the families.

At ESH, volunteer students are involved in the development of their library by suggesting new titles or accomplishing various library tasks. In cooperation with teachers, a reading club has been set up in the school year 2016-2017. Donations of books, mangas and comics are also appreciated. Donations in extra European Languages not taught at school are also highly welcome!

Volunteer parents: parents willing to help on the basis of 4 hours per week can contact the librarian. Questions and contact: library@eshthehague.nl.

#### Music

The Music Department offers a number of weekly activities, some during, some after school hours. The exact times and days are dependent on the timetable and change from year to year. The following activities provide an overview of what is available to students:

- Rock Bands rehearse semi-independently during study periods the band members have in common.
- Choir, which rehearses once a week. No previous experience is required and it is open to all students who enjoy singing in a group setting.
- Weekly Jazz Band (for wind instruments).
- String Ensemble (for bowed string instruments).
- Cafe Concert performances, in which students perform for their peers during the morning break.
- Concerts in partnership with the International School The Hague: music bands and a Choir perform in a joint concert for parents, students and staff members.

All the groups are encouraged to perform at school events such as the Battle of the Bands and the Night of the Classics at least twice a year. All activities are free of charge, although parents may be billed for special occasions such as trips or guest lessons. The Jazz Band and the Music Passion Club also work with students from the Royal Conservatoire on a regular basis.

#### Art

The Art Department runs a weekly Art Passion Club which offers students the opportunity to get acquainted with materials and techniques that aren't part of the official curriculum. Students can subscribe at the start of the school year, as soon as the timetable is known. Costs (for materials) will be made known in advance.

# EUROPEAN NATIONAL DAYS

We recognise all European National days. Please note that these are regular school days (with the exception of Koningsdag).

Country	Date	Name of the day
Austria	26-Oct	Nationalfeiertag
Belgium	21-Jul	National day
Bulgaria	3-Mar	Liberation Day
Croatia	25-Jun	Dan državnosti
Cyprus	1-Oct	Independence day
Czech Republic	28-Oct	Independence day
Denmark	5-Jun	Grundlovsdag
Estonia	24-Feb	Independence day
Europe	9-May	European Union Day
Finland	6-Dec	Independence day
France	14-Jul	National day
Germany	3-Oct	Tag der deutschen Einheit
Greece	25-Mar	National day
Hungary	15-Mar	National Day
Ireland	17-Mar	St Patrick's Day
Italy	2-Jun	Proclamazione della Repubblica
Latvia	18-Nov	National day
Lithuania	16-Feb	Independence day
Luxembourg	23-Jun	National Day
Malta	21-Sep	Independence day
The Netherlands	27-Apr	Koningsdag
Poland	11-Nov	Święto Niepodleglości
Portugal	10-Jun	dia de Portugal
Romania	1-Dec	Ziua națională a României
Slovakia	1-Sep	Constitution day
Slovenia	25-Jun	National day
Spain	12-Oct	La fiesta de la Hispanidad
Sweden	6-Jun	Sveriges nationaldag
United Kingdom	21-Apr	Queen's birthday



# SCHOOL HOLIDAYS

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All students School day ends at 12.30 All students School closed (Teacher in-service Day) Primary students School closed (Teacher in-service Day) Secondary students School day ends early for Class Councils\*\*

 $<sup>^{\</sup>star\star}$  School closing times for Class Councils to be confirmed

"One of the things that struck me the most about ESH were the numerous languages and nationalities mingling together in a kind of big and welcoming stirring pot.

ESH offered a very warm and understanding environment in which to pursue the most important years of my secondary education"

Irena Marjanovic 2019 ESH Graduate and Alumni member

