

**Prins Dries primary
school**

Schoolreglement 2020-2021

Stedelijk
Onderwijs



School Regulations 2020-2021 (City Education)

Publication Details

Edition September 2020

Responsible publisher:

Gonda Verhaert, company director of City Education

Frankrijklei 71 - 73, 2000 Antwerp

Editor:

Legal Affairs Department

Layout:

Marketing & Communication Department City Education

Clear language:

Barbara Lambrichts and Joke Van den Bulck from atlas, integratie & inburgering Antwerp

Table of Contents

Welcome to our school!

1. Who are we?

1.1 Contact

1.2 School hours

2. Our school and City Education of Antwerp

2.1 Pedagogical Project of City Education

2.2 Mission and vision of City Education

2.3 We shape our school together: the Commitment statement

3. Organisation school year

3.1 Days off and holidays

3.2 When does the school cancel classes?

4. Enrolment in our school

5. Philosophical subjects

6. How much does the school cost?

6.1 How much do you have to pay?

6.2 What kind of payment is accepted?

6.3 What if you have difficulty paying the invoices?

6.4 What if you fail to pay?

7. Absence

7.1 When is your child lawfully absent?

7.2 When is your child unlawfully absent?

8. Rules of Conduct

9. What does the school do if your child does not respect the Rules of Conduct?

9.1 What procedural measures can be imposed on your child?

9.2 What disciplinary measures can be imposed on your child?

9.3 What if you don't agree on a disciplinary measure?

10. Guidance

10.1 Our vision on guidance

10.2 Our language policy

10.3 Help with learning and studying

10.4 Student Guidance Service (CLB)

11. Agreements governing homework, evaluation and reporting

11.1 Homework

11.2 Evaluation

11.3 Reports

11.4 Certificate of primary education

11.5 Disagree with the final decision?

12. Smartschool

13. School participation

14. Medical

14.1 Adapted education for medical reasons

14.2 Treatment and rehabilitation at school

14.3 Medication at school

15. Privacy at school

15.1 What does the school do with your child's data?

15.2 Image and sound recordings of students

15.3 Use of cameras

16. Advertising and sponsorships

17. Contact Point

18. Is your child insured at school?

19. Specific regulations

Contact info

Appendices to the School Regulations

Appendix 1: Contribution scheme

Welcome to our school!

Dear parent,

We are so pleased you have chosen our school. In these School Regulations, we will explain how our school functions. You will also find information about your rights and obligations. These School Regulations constitute an important document. You must agree to and **sign** these regulations. Only then will your child be allowed to attend our school.

If the School Regulations change, the school will request your approval again.

- If you sign the new version, your child can remain enrolled in school.
- If you don't sign the new version, the school will deregister your child for the following school year. Your child will not be permitted to take any more classes.

If you prefer to read a paper copy of the School Regulations, you can always request a copy at school.

We look forward to working together. We greatly appreciate your confidence in our school!

Kind regards,

The school team

1. Who are we?

1.1 Contact

Name of school Stedelijke kleuter en lagere (ballet)school Prins Dries
Address **KS** Dries 11, 2000 Antwerp - **LS** Prinsstraat 24, 2000 Antwerp
Phone number **KS** 03 432 92 40 **LS** 03 298 27 00
E-mail address prinsdries@so.antwerpen.be
Website www.stedelijkonderwijs.be/prinsdries
Account number BE62 0910 1734 6861 **Director** Lene De Bont
Contact details of parent council oudersprinsdries@gmail.com

1.2 School hours

Below you can find when the classes start and end:

KS Dries

Morning 8:45 to 12:25

Lunch break 12:25 to 13:25

Afternoon 13:25 to 15:15

LS Prins

Morning 8:45 to 12:25

On Wednesdays, the gate opens at 12:30

Lunch break 12:25 to 13:50

Afternoon 13:50 to 15:30

The gate opens at 15:35

Your child can also stay at school before and after school hours:

KS Dries

pre-supervision	7:30 to 8:30	€ 0.75
midday study	12:25 to 13:25	€ 0.50 (without drink)
post-supervision	15:45 to 16:30	€ 0.75 (without drink)
	15:45 to 18:00	€ 1 (without drink)
Wednesday afternoon	12:40 to 14:00	€ 0.50 (without drink)
	12:40 to 16:30	€ 3 (without drink)
	12:40 to 18:00	€ 4 (without drink)

One drink costs 0.25 euro (water, tea, milk)

LS Prins

Monitoring	Hour	cost price
pre-supervision	7:30 to 8:30	€ 0.75
midday study	12:25 to 13:20	€ 0.50 (without drink)
post-supervision	15:45 to 16:30	€ 0.75 (without drink)
	15:45 to 17:30	€ 1 (without drink)
homework class	15:45 to 16:30	€ 0.75
Wednesday afternoon	12:40 to 13:30	€ 0.50 (without drink)
Wednesday afternoon	12:40 to 14:30	€ 1 (without drink)

One drink costs 0.25 euro (water, tea, milk)

Please note! The end times for post-supervision are different at Dries than at Prins.

The school is committed to meeting the basic conditions for quality defined by the City of Antwerp. These basic conditions concern at least a childcare offer, safety, maximum number of children per supervisor, inclusion, conditions for childcare staff and pricing policy. More information can be found at:

<https://www.antwerpen.be/binnenschoolseopvang>

The school will issue you with a tax certificate or childcare tax reduction certificate for paid childcare services for children under 12 years of age.

Do you have any questions about childcare at school? Then please contact the administrative office at the school's phone number.

2. Our school and City Education of Antwerp

2.1 Pedagogical Project of City Education

City Education aims to provide quality education in all its schools, academies and centres as set out in the Pedagogical Project of City Education. The **Pedagogical Project** expresses the essence and expansive values of City Education and forms a reference point against which every kind of upbringing and education is measured.

1. City Education is the dynamic meeting place of all education networks set up by the City of Antwerp.

2. City Education meets all the conditions set for Flemish education and makes additional efforts to meet the challenges of the metropolis.
3. Providing optimum development opportunities for everyone is the shared objective of City Education.
4. The City Education school communities agree on how to achieve this goal.
5. City Education is open to all, and respects everyone's background and attributes. We see this diversity as a constructive force to be actively developed.
6. People have many different reasons for wanting to learn something. City Education responds to this by offering a broad platform of learning opportunities.
7. With expertise, dedication, care and commitment, City Education guides all its learners. After all, learners are entitled to the best possible development opportunities, but they are also obliged to seize these opportunities.
8. When choices must be made between individual and group interests, rights and obligations apply both ways. Everyone has a right to respect to their person. The limits to each person's behaviour start and end with the freedom of others.
9. City Education works to maximise the involvement of parents, pupils, students, course participants, and staff.
10. Besides, we strive to be a welcoming, open community, where solidarity is experienced and developed every day.
11. Learning is investing in the future. City Education aims to contribute to the participation of all its learners in a democratic and pluralistic society. By offering each individual optimal development opportunities, City Education contributes to the future of the city and society.

2.2 Mission and vision of City Education

Talent development and active citizenship

By order of the City of Antwerp and within the framework of its Pedagogical Project, City Education organises quality education in an open, city-wide learning environment. We guide the learning process of children, adolescents and adults. We do this in our kindergartens, primary and secondary schools, academies and adult education centres.

Everyone is welcome, bar none. We believe in the development opportunities of each learner and realise maximum learning gains together. We develop talents and active citizenship. In this way, every student or course participant successfully grows towards a

valued place in society. We are committed to help shape the city of tomorrow together with all our stakeholders.

City Education is helping build the city of tomorrow.

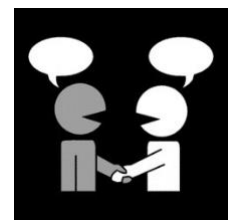
Maximum learning gains for each learner is the key to qualification. We set the bar high here. Each teacher possesses expertise and leadership and shares them with others. Strong teams deliver excellent education. Our offering is broad and aimed at those who want to learn or continue learning or working. Our learning and working environments are inspiring and sustainable. Learning at City Education is also about learning to discover yourself and being given the space to practice and participate as an active citizen in society. Together we learn to deal with a rapidly changing and unknown future. We support our students and course participants in finding their place in society. We inspire them for life. This is how we help build the city of tomorrow.

We will do our utmost to achieve these principles between 2020 and 2025 on the basis of five priority areas:

- Action 1: Maximising learning gains
- Action 2: Strong teams delivering excellent education
- Action 3: Broad offering in terms of learning and working
- Action 4: Sufficient, sustainable and inspiring learning and working environments
- Action 5: Active citizenship

2.3 We shape our school together: the Commitment statement

We want to work with you to make sure everything runs smoothly at school. In this section, you can read what we expect from you as a parent and what you can expect from the school.



By 'parent', we mean the person who has custody of the child.

Communication

What should you do as a parent?

- You read your child's letters, reports and school diary
- You react to the letters and return them with your child on time.
- You contact the school in case of questions or difficulties.
- You always contact the school if you have a new phone number or address.

Are there any agreements between the parents that have an impact on the school? Please be sure to inform the school.

Is Dutch not your mother tongue? Then let us know in time. The school can ask for extra help via the Student Guidance Service (CLB) or a social interpreter.

Parent-teacher meeting

What should you do as a parent?

- You attend parent-teacher meetings.
- You attend the information sessions.
- You notify the school if you cannot attend an appointment.

Parent-teacher meetings are reported via the newsletter.

You will be invited for personal interviews.

It is important that you attend every parent-teacher meeting. The school will discuss with you how your child is doing. Together we will look at how we can best help and guide your child at school.

Activities

The school organises many activities each year such as 'Sluiting' at Prins, 'Kids on stage' at Dries and school festivals. As a parent, you are welcome to attend all of these activities.

Would you like to lend a hand with an activity? Or would you like to have a say in the school's operation? Then be sure to contact the management, we are very happy for your input!

We will keep you informed through the newsletter if the planned activities are able to take place or not.

Individual guidance

The school strives for the holistic development of your child. It will work with you to see what your child needs.

What can you do as a parent?

- Give the school all information they need to assist your child: personality, situation at home, any learning difficulties, etc.
- Respond openly and positively to suggestions from the school to guide your child.

If you have any questions or problems as a parent, you can contact your child's class teacher or our care coordinator ann.maes@so.antwerpen.be

Dutch at school

What can you do as a parent if you or your child doesn't speak Dutch well yet?

- Do your best to speak Dutch here at school.
- Would you like your child to practice Dutch outside of school and would you like more information on relevant activities? Ask your teacher.
- Cooperate with the school if they organise an extra course to improve your child's Dutch.

Be present and on time

What should you do as a parent?

- You make sure your child gets to school on time.
- Is your child unable to come to school? Or will your child be late? Then call the school's number and you'll reach the administrative office.
- Bring the documents to school that show why your child was absent. For example, a certificate from the doctor.
- Always pick up your child on time. Will you not make it on time? Then call the school's number and you'll reach the administrative office.

If you did not call the school before its closing, then the school will have to contact the police. The school will take your child by taxi to the CKG (Center for Childcare and Family Support). You'll find the address at the school gate. As a parent, you pay all costs (transport, childcare at the CKG, supervision after the school's closing time, etc).

The teacher will note when your child is **late** for school in the attendance system.

We consider it problematic if students are late **more than five times**. In such a case, the following measures will apply:

-5x late: the class teacher will hand you a letter asking you to pay attention to this.

-10x late: the care coordinator will contact you.

-5x late: you will receive an invitation for a meeting with the management and care coordinator.

We expect your child to attend school every day. Is your child frequently absent without a valid reason? Then the school may take measures. You may then also lose the school benefit.

We also expect your child to participate in all activities. Do you have questions about any of your child's activities? Please contact the management.

Will your child be 5 years old or older in 2020? Then your child is **subject to compulsory education**. Your child **must** attend all classes and participate in all activities. Only if the activities are outside the school grounds and last a full day or more, you can choose that your child will not go along. In such a case, your child must be present at school.

Our school makes every effort to closely monitor student attendance. In case of repeated absences, we focus on a dialogue with parents to avoid escalation of issues.

Following up on absences takes place daily, as prescribed by decree, and is the responsibility of the class teacher.

Our care coordinator will further follow up on the issue. She monitors how often our students are late and/or absent. Children who are unlawfully absent are given a B-code per half day. These B-codes are followed up as follows:

-A file of problematic absences is drawn up **if there are 5 or more B-codes**. This is mentioned in the student monitoring system and the Student Guidance Service (CLB) is notified at the systematically scheduled truancy consultation.

-**From 10 B-codes**: the file must meet legal requirements.

-**From 30 B-codes**: the school benefit may be reclaimed.

Persistently problematic files are discussed during MDOs. If there is no change and the Student Guidance Service (CLB) + MDO team cannot find a permanent solution, the Department of Education must be contacted.

Agreements on lunch break

Our students eat their lunch in the classroom around noon. We ask you as a parent to pay attention to the lunch brought, ensuring it is varied and healthy. We are not in a position to heat up food.

3. Organisation school year

3.1 Days off and holidays

The school year begins on Tuesday, 1 September 2020 and ends on Wednesday, 30 June 2021.

Days off and holidays:

Optional holiday	2 October 2020
Autumn holiday	from 2 to 8 November 2020
Armistice Day	11 November 2020
Christmas holiday	from 21 December 2020 to 3 January 2021
Spring holiday	from 15 to 21 February 2021
Easter holiday	from 5 to 18 April 2021
Optional holiday	3 May 2021
Ascension Day	13 and 14 May 2021
Whit Monday	24 May 2021
Summer holiday	from 1 July to 31 August 2021

The school also organises pedagogical study days. These are intended for the school's staff. Your child should **not** come to school on those days. **No childcare** is provided by the school on those days.

School-related days off, such as pedagogical study days, are communicated at the beginning of the school year and via the newsletter.

3.2 When does the school cancel classes?

The school will inform you in time if classes cannot be held.

Force majeure

Force majeure is a sudden unexpected event. Examples of force majeure include the heating system not working in winter, a flood, a bomb scare, a fire, etc.

Strike

Classes may be cancelled if members of the school staff go on strike. Childcare is always provided in such instances. This care may be outside the school.

Elections

During elections, classrooms at the school may be used as polling stations. In such a case, no classes will be held on the half day after the election.

4. Enrolment in our school

Information about enrolments can be found on our website.

An enrolment is valid for your child's entire school career. It is therefore not necessary to re-enrol your child every school year.

Enrolment ends if:

- you deregister your child from the school;
- the school expels your child due to a disciplinary measure (only in primary education);
- your child receives a report from the Student Guidance Service (CLB) and the school cannot offer your child an adapted curriculum; the school always talks to you and the CLB first and then takes a decision;
- you do not consent to a new version of the School Regulations. Enrolment then ends at the end of the school year.

5. Philosophical subjects

This chapter is not for children in nursery school.

Upon enrolment, you choose whether your child follows a recognised religion or code of ethics. You sign a statement and submit that statement to the director within 8 calendar days. This choice applies to the entire period that your child attends school. Want to make a new choice for the next school year? Then you must submit a new statement to the director no later than 30 June.

Do you not want your child to take one of these subjects? Then you can apply for an exemption. Your child then does not need to take the subject. Your child does need to remain in the school and use that time to study their own life philosophy. For this, you have to give assignments that your child will do during the school hours. The school will check that your child does complete these.

6. How much does the school cost?

6.1 How much do you have to pay?

The school pays for many things such as textbooks, stationery, craft materials, etc.

You must pay for the following yourself:

- compulsory activities organised by the school (e.g. theatre visits, one-day excursions);
- materials you purchase from the school;



- ...

There is a maximum invoice for these costs. For the 2020-2021 school year, this is:

- in the nursery school: € 45 per school year
- in the primary school: € 90 per school year

For excursions of more than 1 day, the school will charge a maximum of 445 euros for the entire period of primary education.

Some services are not compulsory. So you choose whether you want to use this or not. A few examples:

Morning/midday care, post-supervision and after-school activities

If you use these services, the price will be added to your invoice.

You will find an **overview** of all services and their costs **at the end of the School Regulations**.

Is your child absent from an activity? Then it is possible that you still have to pay (part of) the costs. The school looks at what costs it has already incurred. The price will be added to your invoice.

6.2 What kind of payment is accepted?

You will receive an invoice every month. You can pay by direct debit or transfer. The school prefers **not to** receive cash payments.

6.3 What if you have difficulty paying the invoices?

Are you unable to pay your invoice, or can't pay it on time? Contact the director. You will agree on a payment plan together to settle the invoices in instalments.

Do you not agree with this plan or are you unable to afford it? Please contact the Social Service of City Education of Antwerp. The school itself can also ask for help from the Social Service.

City Education also cooperates with the OCMW (Public Centre for Social Welfare) - service X-stra.

6.4 What if you fail to pay?

Have you not paid the invoice? Or are you not following the plan we set out together? Then we will send you a letter to talk to the director or the Social Service.

If, after this, you still do not pay or you did not contact the school to arrange an alternative scheme, City Education can request payment through the courts. So be sure to always contact the school as soon as possible.

7. Absence

From 1 September through 30 June, your child will participate in all classes and activities at school. Is your child unable to attend school? Be sure to contact the school.



You have to justify every absence:

- if your child will turn 6 years old or older in 2020; or
- if your child is attending class in the primary school

In this chapter, you will find what you need to do.

Please note! Is your child in the nursery school and will turn 5 in 2020? Then your child should be in school for at least 290 half days this school year. Absences accepted by the director shall count towards the 290 half days.

7.1 When is your child lawfully absent?

On this point, you will find the absences that are considered legitimate if you provide the correct documents to the school. You need to notify the school in advance, or else as soon as possible.

In all other situations, you will need the explicit permission of the school in advance.

Your child is absent due to illness

Is your child absent less than 4 calendar days in a row? Then you may provide a **statement** to the school with the date and your signature. You do not need a doctor's certificate.

Please note! This can be done a maximum of 4 times in a school year.

You do need a **doctor's certificate**:

- if your child is absent for more than 3 calendar days in a row;
- if you have already provided a statement to justify an absence 4 times in 1 school year;
- if your child can't participate in sports or swimming. The school can then give your child other tasks instead.

You must submit the statement or the doctor's certificate on the 1st day your child is back at school. Is your child absent more than 10 class days in a row? Then you must

provide the doctor's certificate to the school immediately.

Is your child absent several times for medical treatment? Then 1 certificate from the doctor with the different dates will suffice. Is your child frequently absent due to a chronic illness? Then the school doctor can exempt you from having to visit the doctor for every absence.

Your child is absent for one of the following reasons:

- Your child is attending a wedding or funeral of someone in your family or a person who lives in the same house as you. You should give the school a statement from your parents in advance, a death notice or a wedding announcement.
- You or your child must go before a court.
- Your child cannot reach or enter the school due to force majeure, such as unannounced strikes, floods, etc.
- Your child cannot attend due to special youth care or youth protection measures.
- Your child is participating in a time-out program.
- Your child has been preventively suspended or expelled by the school.
- Your child has been selected as a top athlete. He/she may then be absent for up to 10 half school days per school year for individual selections or sporting events. Additional absences are only possible if prior approval has been given by the director.
- Your child cannot attend due to a holiday of a recognised religion.

The law recognises the following holidays:

Islam

- Festival of Breaking the Fast (1 day)
- Feast of the Sacrifice (1 day)

Jewish
religion

- Jewish New Year (2 days)
- Day of Atonement (1 day)
- Feast of Tabernacles (2 days)
- Simchat Torah (2 last days)
- Hanukkah (1 day)
- Feast of Esther (1 day)
- Passover (4 days)
- Feast of Weeks (2 days)

Orthodox religion
(only when Orthodox celebrations
do not coincide with Catholic
celebrations)

- Easter Monday (1 day)
- Ascension Day (1 day)
- Pentecost (1 day)

You need the permission of the school

For all absences not listed in the previous points (e.g. personal reasons, school replacement projects, etc.), permission of the school is required.

Please contact

the number of the school and you will be directed to the administrative office.

You always need to ask for this permission **in advance**. You may have to provide a document before you get permission (e.g. a statement).

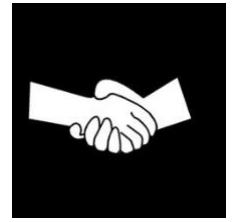
7.2 When is your child unlawfully absent?

- Your child is absent for reasons other than the list in the previous section.
- You didn't hand in the right documents to the school, or you submitted them late.

The school keeps a record of these absences and will speak to you if your child has an unauthorised absence.

Is your child absent due to personal problems? Please contact the director. In some situations, absences may be justified as an exception.

8. Rules of Conduct



In our school, we enforce the following **rules of conduct**:

Playground agreements are communicated to parents during an info session.

Students are not allowed to use their mobile phones at school. Parents can always contact the school itself in case of emergencies.

In our school, we do our utmost to engage with each other in an open, flexible and inclusive way. Students are facilitated in this with exercises in social skills and systems from Lut Celie (bozedoos, zorgentak, happybord).

Do not bring valuables to school. The school is not responsible for lost or damaged items.

The following items are **never** allowed at school:

- There is a blanket **no smoking policy** at school. You may not smoke in the classrooms, on the school grounds or during school-organised activities. E-cigarettes, shisha pens and similar devices are also prohibited at school or during school activities.
- **Drugs and alcohol** are prohibited at school. You must not come to school under the influence of drugs or alcohol. You and your child may not have drugs or alcohol on you, and you certainly may not distribute or sell drugs to others.
- It is forbidden to bring **weapons**, toy weapons and imitation weapons to school. It is also strictly forbidden to use any object within the school as a weapon.

The school monitors that everyone respects these rules. If your child fails to follow these rules, the school may penalise the behaviour.

If your child is caught with drugs or a weapon, the school will notify you. The school may also call the police.

If a school employee suspects your child is carrying drugs or a weapon, he/she may ask your child to empty his/her pockets or bags. If your child refuses to comply, the school can notify you and the police.

9. What does the school do if your child does not respect the Rules of Conduct?

This chapter is not for children in nursery school.

If your child does not respect the rules, the school may impose a penalty based on the Procedural and Disciplinary Regulations. The Procedural and Disciplinary Regulations are valid during all school activities and in all school situations. It also applies on the way to school and home.

9.1 What procedural measures can be imposed on your child?

Is your child disregarding the agreements? Is your child interfering with the smooth running of the school or class? Then any member of the school staff can implement a procedural measure. In which case, the school will always inform you.

A few examples:

- Your child receives a plan for counselling or additional measures. The school will arrange this with you.
- Your child receives a warning or a special assignment.
- Your child must leave the classroom because they are disrupting the class. Your child then goes into time-out and is taken aside after class for a discussion to avoid a similar situation in the future.
- Your child receives an alternative task.
- Your child must stay after school on Wednesday afternoon or after class hours.
- Payment for damage: you pay for any damage your child has caused.

Procedural measures cannot be appealed.

9.2 What disciplinary measures can be imposed on your child?

For serious or frequent violations of the Rules of Conduct, your child may be subject to disciplinary action. Only the director or the representative of City Education of Antwerp can impose a disciplinary measure.

What disciplinary measures are possible?

- **Temporary expulsion:** your child is not allowed to attend class or take part in activities for a period of 1 to 15 consecutive lesson days.
- **Permanent expulsion:** your child is permanently banned from attending the school.

In the event of a permanent expulsion, the school and the Student Guidance Service (CLB) will help you look for a new school. The school will deregister your child after they have been enrolled in a new school. The school can also deregister your child if you do not make sufficient effort to register your child in a new school (no later than 1 month after the final expulsion, not including school holidays).

How does the school take a disciplinary measure?

The following procedure applies to this process:

1. The director (or the representative of City Education of Antwerp) decides to initiate a disciplinary procedure.
2. The director (or a representative) will inform you in writing that disciplinary proceedings have been initiated. The director will invite you to an interview. At least three workdays (i.e. not including Saturdays, Sundays or statutory or regulatory holidays) will transpire between the invitation and the interview.
3. The director (or a representative) will seek the advice of the class council prior to the interview. He/she records all relevant information about what happened in the disciplinary file.
4. Prior to the interview, you are welcome to consult the disciplinary file at the school or request a digital copy of the file.
5. You can bring someone along to support you during the interview.
6. 1 workday after the interview, the director (or a representative) will decide on the disciplinary action.
7. You will receive the decision with an explanation in writing.
8. Will your child be permanently expelled? Then the director will inform the Student Guidance Service (CLB).

Preventive suspension

The director (or a representative) may decide that your child is not allowed to attend class or school during the disciplinary process. Your child will then be handed a preventive suspension because:

- an investigation is required as to the facts; and
- the presence of your child at school is a danger to her/himself, fellow students or school employees.

The preventive suspension lasts a maximum of 5 consecutive lesson days. In exceptional circumstances, the school may extend the preventive suspension up to a further 5 consecutive lesson days.

Is childcare at school possible in case of expulsion or preventive suspension?

The school will provide childcare during your child's preventive suspension or expulsion. If the school is unable to accommodate your child, it will inform you in writing of its motivated grounds.

The school decides what your child should do while in childcare.

9.3 What if you don't agree on a disciplinary measure?

Then you can appeal to the Appeals Committee.

Please note! An appeal is only possible against a permanent expulsion.

Do you disagree with the school's decision to expel your child permanently? Then there are 2 ways to lodge an appeal with the **Appeals Committee**:

- You will send a registered letter to the chair of the Appeals Committee. Or you can deliver the letter to the Appeals Committee and ask for proof of receipt.

The address is:

Stedelijk Onderwijs Antwerpen
 Voorzitter van de beroepscommissie
 Frankrijklei 71 - 73
 2000 Antwerpen

- You can file an appeal via the website of City Education of Antwerp:

<https://www.stedelijkonderwijs.be/content/beroep-indienen-tegen-uitsluiting>

Please note! You must file the appeal within 3 workdays of receiving the decision on the permanent expulsion. If your parents do not file an appeal until after this deadline, the Appeals Committee cannot discuss the appeal.

The Appeals Committee consists of internal and external members. The internal members are:

- the company director of City Education of Antwerp or his/her replacement
- a primary education network director

The external members are:

- an employee of Onderwijsnetwerk Antwerpen
- a former employee of City Education of Antwerp.

The employee of Onderwijsnetwerk Antwerpen is the chair of the Appeals Committee. An employee from the Student Guidance Service (CLB) advises the Appeals Committee.

How does the Appeals Committee work?

The Appeals Committee works independently and will thoroughly investigate your complaint:

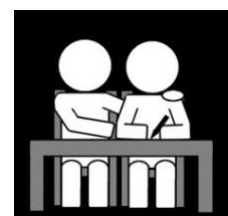
- You will receive an **invitation** from the Appeals Committee for an interview. You can bring someone along to this interview to assist you.
- You may **review** the **disciplinary file** prior to the interview.
- Within 8 workdays of receiving the valid appeal, the Appeals Committee will **meet** with you and the school. Is the period of 8 workdays set to end between 10 July and 20 August, or during a school holiday? Then the deadline will be extended to 31 August or the 1st week after the school holiday.
- The Appeals Committee shall **assess** whether the appeal is admissible and well founded. If the appeal is admissible, you will be given the chance to state why you disagree with the decision.
- The Appeals Committee shall then render a **decision**. When voting, each member has 1 vote. In the event of a hung vote, the chairperson's vote shall be decisive.
- The chair of the Appeals Committee (or his/her representative) will send a **registered letter** to you and the school with the decision and motivation no later than 5 workdays after the hearing.

The permanent expulsion will remain in place while the Appeals Committee hears your appeal.

10. Guidance

10.1 Our vision on guidance

The school provides a safe and challenging environment in which to learn. It helps your child with:



- **the educational trajectory:** your child learns what suits him/her best in terms of learning, living and working.
- **learning and studying:** your child learns where his/her talents lie and how to develop them to the maximum.
- **well-being:** in order to learn well, it is important that your child feels comfortable and has good contact with other students and staff at the school.

- **health:** the school monitors the growth and development of your child. It will inform you if there are any problems or risks.

10.2 Our language policy

This chapter is not for children in nursery school.

Screening for the language of instruction

If your child is just starting regular primary education, the school will assess how well he/she grasps Dutch as the language of instruction. The school does this to determine whether your child requires extra help with Dutch. If your child starts as a newcomer with a different language, he/she will always receive extra language help and this test will not be necessary.

Extra Dutch language lessons

If your child does not know enough Dutch yet, the school can organise extra lessons for your child. It concerns a Dutch language immersion course of up to 1 entire school year. Your child is required to attend the extra language classes.

10.3 Help with learning and studying

This chapter is not for children in nursery school.

The school helps your child learn and study.

What does the school do for your child:

The school provides homework from the first school year and a homework class for the 4th, 5th and 6th school years to help your child.

In case of difficulties, this will be discussed with all parties concerned.

What does the school expect from your child and from you:

What we expect as a school can be found under point 11 regarding homework.

Do you have any questions about your child's learning or studying, or do you have a problem? Please let your class teacher know. You can also contact the Student Guidance Service (CLB) representative at the school.

10.4 Student Guidance Service (CLB)

The school cooperates with the City Education Student Guidance Centre (CLB) in Antwerp.

What does the Student Guidance Service (CLB) do?

In a Student Guidance Service (CLB) doctors, nurses, social workers, psychologists, educators, intercultural mediators and others work together with the school to ensure that your child feels as comfortable as possible at school and that he/she can develop his/her knowledge, talents and skills.

The Student Guidance Service (CLB) provides information and assistance on:

- **learning and studying:** e.g. research and counselling for learning problems, study difficulties, fear of failure, motivation, etc.
- **preventive healthcare:** e.g. medical examinations, vaccinations, promotion of a healthy lifestyle, etc.
- **psychological and social functioning:** e.g. if your child has problems with classmates or at home, if you have questions about bullying, etc.
- **educational trajectory:** e.g. questions about study and career opportunities, difficulties in making choices, etc.

You can also contact the Student Guidance Service (CLB) with any other questions you may have: for example, about insomnia, constant bickering in class, anxiety about going to school, problems with motor writing skills, truancy, sexuality, etc.

You or the school can ask for help from the Student Guidance Service (CLB). Assistance from the CLB is free of charge. Sometimes the CLB will refer you to other services that could be of greater help.

CLB staff are bound by professional secrecy. Information you share with them may only be communicated with your consent.

Medical supervision is mandatory.

How can you contact the Student Guidance Service (CLB)?

You can contact the Student Guidance Service (CLB) through the school. Or you can contact the Student Guidance Service (CLB) directly. Don't hesitate to make an appointment:

Biekorfstraat 72, 2060 Antwerp
03 338 44 88
clb@so.antwerpen.be

The Student Guidance Service (CLB) is open every workday from 8:30 to 16:30. You can reach the Student Guidance Service (CLB) on Monday, Tuesday and Thursday between 17:00 and 21:00 and on Wednesday afternoons between 14:00 and 21:00 via www.clbchat.be.

The CLBch@t is also open during holiday periods:

- During the autumn, spring and Easter holidays
- During the Christmas holidays, but **not** from 23 December to 1 January
- During the summer holidays, but **not** from 15 July to 15 August

The Student Guidance Service (CLB) is closed:

- during the Christmas holidays, except on 21 and 22 December
- during the Easter holidays
- during the summer holidays from 15 July to 15 August

Check out the website www.stedelijkonderwijs.be/clb for more information.

What is in your child's CLB file?

The CLB file contains an overview of all the actions taken by the Student Guidance Service (CLB). You may consult your child's file together with a CLB staff member. You may not look at anything that someone else has said in confidence to the CLB staff member, that has been prepared for legal authorities, that does not relate to your child, etc.

If your child switches schools, the Student Guidance Service (CLB) will pass on the file to the new Service. If you don't want this to happen, you should inform the Student Guidance Service (CLB) within 10 days of your child's enrolment at the new school. The former CLB is obliged to submit the following data to the new CLB, even if you disagree:

- your child's identity: name, address, etc.
- mandatory medical examinations
- medical examinations for aftercare
- vaccinations
- problems with compulsory education
- report granting access to special education
- motivated report

The Student Guidance Service (CLB) uses this information to guide your child. The Student Guidance Service (CLB) does not normally communicate information about your child to others. This may happen in exceptional circumstances, for example, if required by law, or if you consent to this.

The Student Guidance Service (CLB) keeps your child's file until he/she turns 25, with a minimum of 10 years after the last consultation or the last vaccination in secondary education.

What do you do if you are not happy with the Student Guidance Service (CLB)?

Do you have a report or complaint about the Student Guidance Service (CLB)? If so, please contact the Contact Point of City Education of Antwerp.

11. Agreements governing homework, evaluation and reporting

This chapter is not for children in nursery school.

11.1 Homework

Reading pleasure

Special attention is devoted at Prins Dries to each child's reading process. Our goal is to teach our students to enjoy reading. As a parent, you can help us and encourage your child to enjoy reading. You can do this by, for instance, reading a book together (in your own language).

Homework

Children can further master the learning material with homework. However, as a school, we make sure that this is not at the expense of relaxation, family support and after-school activities.

What can you, as a parent, expect from the school?

-The teacher gives homework that is ready for your child to start working on at home. The assignment, approach and planning will be discussed with your child in advance by a teacher

Expectations towards students and parents

The amount of homework offered is adapted to each grade. At the beginning of the school year, each student will be told what is expected of him/her on a daily basis.

Students are responsible for their own work and behaviour.

In the more concise School Regulations, parents will find all manner of tips to make homework run as smoothly as possible.

11.2 Evaluation

Students are not only evaluated through tasks and tests.

Many evaluations are done by observations during various assignments, applications of techniques and skills and expression of predispositions and interests.

As a school, we always try to get the most complete possible picture of our students.

Your child's performance, progress and attitude will be communicated each season with an individual report. If you have any questions, you can always contact the class teacher.

The class council may decide that your child may not transfer to the next year. You will be informed of the reasons for this decision orally and in writing by 30 June at the latest. This decision cannot be appealed.

11.3 Reports

Your child will receive a report at the following intervals during the school year: There are 4 reporting periods throughout the school year.

The exact dates and hours are to be communicated through the monthly newsletter.

In these reports, you will find the results of the past period. Do you have any questions about your report? Then contact your class teacher.

11.4 Certificate of primary education

Your child will receive a certificate of primary education if the class council decides that the learning objectives have been sufficiently achieved. To do this, the class council assesses your child holistically. Your child may have to take a comparative test. This test helps the class council make a good decision.

If your child receives a certificate of primary education, the enrolment in primary education ends. The class council can decide that your child may/should stay longer in primary school.

11.5 Disagree with the final decision?

Please note! You can only appeal the decision to withhold a certificate of primary education from your child.

Conversation with the director

Will your child set to not receive a certificate of primary education and do you disagree with this decision? Then you can request a meeting with the director (or a representative). You must submit this request within 3 workdays of receiving the final report (i.e. not Saturdays, Sundays and statutory or regulatory holidays).

Please note! If you do not request an interview until after this deadline, the director cannot respond to this request.

During the interview, the director (or his/her representative) will explain the decision. You can explain why you are at odds with the decision.

After the interview, the director (or his/her representative) decides whether or not the class council will meet again. You will receive the result of this interview in writing. If a new class council is convened, you will receive the decision from this class council in writing.

Appeals Committee

If you disagree with:

- the decision not to convene the class council,
- or the new class council decision?

Then you can file an appeal with the Appeals Committee. You must do so within 3 workdays of receiving the report of the interview, or the class council's new decision.

Please note! If you only file an appeal after this deadline, the Appeals Committee cannot discuss the appeal.

You can appeal in 2 ways:

- You can complete the form immediately after the interview with the director or his/her representative. The school will provide the form to the Appeals Committee.
- You submit the appeal to the Appeals Committee in good time yourself:
 - By registered letter to:
 - Stedelijk Onderwijs Antwerpen
 - Beroepscommissie evaluatie
 - Frankrijklei 71 - 73
 - 2000 Antwerpen
 - With the online appeals form on the website of City Education of Antwerp (via 'Contact').

The Appeals Committee consists of internal and external members. The internal members are:

- a primary education network director
- the president of the class council or his/her deputy.

The external members are:

- a network director from another educational level
- an employee of Onderwijsnetwerk Antwerpen

The employee of Onderwijsnetwerk Antwerpen is the chair of the Appeals Committee. An employee from the Student Guidance Service (CLB) advises the Appeals Committee.

The Appeals Committee works independently and will thoroughly investigate the complaint:

- You will receive an **invitation** from the Appeals Committee for an interview. You can bring someone along to this interview to assist you.
- The Appeals Committee shall **assess** whether the appeal is admissible (valid) and well founded. If the appeal is admissible, you will be given the chance to state why you disagree with the decision.
- The Appeals Committee shall then render a **decision**. When voting, each member has 1 vote. In the event of a hung vote, the chairperson's vote shall be decisive.
- You will receive the decision of the Appeals Committee by **registered letter**. The decision will be sent on 15 September at the latest.

12. Smartschool

The school works with the software program Smartschool. The school uses Smartschool for:

Smartschool is used for attendance, student tracking and reports.



13. School participation

Share your opinion on how the school operates. You may always contact the school yourself with questions, ideas or suggestions. There are also meetings where the school engages with students, parents and staff members of the school.

The **school council** includes parents, teachers and people from the community who feel involved in the school. The School Council discusses various topics that are important to the operation of the school. The School Council meets several times a year.

The School Council has the right to **consult** with the management and City Education of Antwerp. They may request information and offer advice. The School Council will inform the parents and staff of the school of its activities and views.

14. Medical



What should you do as a parent?

- Inform the school if your child has lice
- Inform the school if your child has a contagious disease such as chicken pox, measles, mumps, etc.

14.1 Adapted education for medical reasons

This section is for children of compulsory school age only.

Is your child unable to attend school for a long period of time due to illness or an accident? Then, under certain conditions, your child can:

- receive temporary home tutoring;
- follow the lessons from home via an internet connection (Bednet).

Ask the school for more information about the conditions of temporary education at home or via Bednet. The school will make you aware of these opportunities if your child meets the requirements.

14.2 Treatment and rehabilitation at school

This section is for children of compulsory school age only.

Medical treatment and rehabilitation is allowed at school under the following conditions:

- There is an agreement between you, your child, the school and the person caring for your child.
- Treatments can only be carried out after consultation with the director.
- You pay for the cost of the treatment.
- You choose who administers the treatments.
- Rehabilitation and medical treatments last up to 150 minutes per week, travel included.

14.3 Medication at school

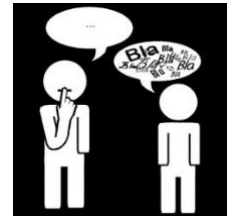
The school cannot simply administer medicine to your child:

- **What happens if your child get ill at school?** Then the school will first try to phone you or another contact person. Is the school unable to reach anyone and is the situation urgent? Then the school will notify a doctor or the emergency services.

- **Does your child need to take medication during school hours?**
First, provide the school with a medical certificate in which your doctor includes all the information the school needs to know. The school will then decide together with the Student Guidance Service (CLB) whether to administer the medication. If the school decides not to administer the medicine, they will contact you and work with you to find a solution.

15. Privacy at school

City Education of Antwerp respects the privacy regulations.



15.1 What does the school do with your child's data?

The school will store information about your child in a file. This relates to:

- Data we need to be able to enrol your child and follow up on the enrolment.
- Additional information we receive from you and your child to guide your child. You gave your consent to this when your child was enrolled. You can always cancel this consent.
- Data that teachers and other staff members write into your child's file about your child's learning progress and educational requirements, guidance suggestions, behaviour at school, etc.

You may always request this information and have it corrected if necessary. You can also request a copy of this data. You may also ask what the source of this data is, what the school needs it for and how long the school intends to keep it. Do you have any questions about this? Please contact the director.

City Education of Antwerp uses the Selection List for the Flemish Municipal Archives for determining retention periods.

If your child switches schools, the school will pass on your child's information to the new school:

- the school is **obliged** to pass on certain data to the new school, such as a motivated report or report granting access to special education
- the school provides information that **helps** the new school to properly guide your child. If you do not want the school to pass on these details, you must tell us when you deregister your child from the school.

The school will never pass on personal info to the new school about your child's behaviour at school or any punishments for that behaviour.

The school does not normally communicate information about your child to others. This may happen in exceptional circumstances, for example, if required by law, or if you consent to this.

City Education of Antwerp has appointed Bavo Van den Heuvel as its data protection officer. You can reach him and his staff at informatieveiligheid@so.antwerpen.be.

Do you disagree with the way in which the school or City Education of Antwerp handles your child's data? Then you can report this to the Contact Point or to the national data protection authority.

15.2 Image and sound recordings of students

City Education of Antwerp may use images and sound recordings of students for brochures, leaflets, the website, the profile on social media, films, etc.

There are 2 types of recordings:

- **Targeted recordings:** these are recordings in which you can clearly recognise a student or in which a student is posing. Examples include the class photo or an individual photo. The school will ask for your permission to make and use such recordings in advance.
- **Non-targeted recordings:** these are general, spontaneous, non-posed atmosphere recordings of a group of students. There is no focus on individual students. Examples include a photo of the class on a walk or an activity. The school does not ask permission to use these recordings. Do you or your child not want the school to use these images? Then you should let the school know.

The school protects the privacy not only of students, but also of teachers and school employees. You and your child may therefore not make or distribute any recordings or images, unless you have obtained permission from the persons themselves.

15.3 Use of cameras

The school may use security cameras for monitoring and security in the school. Areas with camera surveillance are announced with a pictogram.

Anyone who was filmed may ask to see that footage at camerabewaking@so.antwerpen.be. City Education of Antwerp will only show images if you have a good reason.

16. Advertising and sponsorships

The school only allows advertising and sponsorships if they fit with the school's duties and goals. They must not damage the good name of the school.

There will never be advertising in mandatory educational activities or mandatory learning materials.

17. Contact Point

Do you have an idea for improving the functioning of the school or City Education of Antwerp? Do you think there is something wrong in the school? Were you treated in an unfriendly manner, did you not get an answer to your question or do you feel that a decision made by the school is unreasonable?



Please contact the school or the director. Is that not possible? Then you can always contact the Contact Point of City Education of Antwerp via www.vraagenmeldpunt.be.

Is your child experiencing boundary-crossing behaviour? Please contact the Student Guidance Service (CLB) representative at school. You can ask the school for the name and contact details of this person.

18. Is your child insured at school?

As a student of our school, your child is insured for physical accidents:

- on the way to and from school;
- during activities on the school grounds;
- during trips, excursions and internships off of school grounds.



Your child is also insured for accidents with dental consequences. You will also receive a partial refund if your child's glasses or contact lenses are damaged.

Would you like to read our insurance policy? Feel free to contact the school.

19. Specific regulations

In some places, there are additional agreements, e.g. for safety:

Examination regulations

These additional agreements are part of the School Regulations. You will find them attached to the School Regulations.

Contact details

City Education of Antwerp
Frankrijklei 71 - 73
2000 Antwerp
tel. 0800 23 019
info@so.antwerpen.be
www.stedelijkonderwijs.be

Social Service
Biekorfstraat 72
2060 Antwerp
tel. 03 338 50 90

Student Guidance Service (CLB) Biekorfstraat 72
2060 Antwerp
tel. 03 338 44 88
clb@so.antwerpen.be
www.stedelijkonderwijs.be/clb

Appeals Committee City Education of Antwerp
Frankrijklei 71 - 73
2000 Antwerp

Contact Point
vraagenmeldpunt@so.antwerpen.be
www.vraagenmeldpunt.be

Appendices to the School Regulations

Appendix 1: Contribution scheme

The contribution regulation can be obtained on simple request at the administrative office.