

ROTTERDAM
INTERNATIONAL
SECONDARY
SCHOOL

A large, stylized graphic on the right side of the page. It features a large, light blue circle containing the text 'RISS Handbook 2022 - 2023'. This circle is set against a background of a large, dark red circle. The dark red circle is filled with a pattern of various geometric shapes, including hexagons, squares, and circles, in colors like yellow, green, and blue. The entire graphic is set against a white background.

RISS

Handbook

2022 – 2023



**Enjoy
your
school
year**

Student and Parent Section

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While every effort is made to ensure this handbook is up to date changes do occur.

Please check the version on our website if in doubt.

The website version is always the most up to date and endeavours to reflect changes which occur during the year.



Our mission
is for every student
to enjoy their
youth.



Our approach

- Providing innovative approaches to learning.
- Encouraging achievement.
- Fostering international mindedness with local and global engagement.
- Modelling ethical behaviour
- Acting respectfully and with honesty.

RISS Vision and Mission

Our Vision

Educating for self-awareness, curiosity and integrity in a changing world.

Culture

- Love for and enjoyment of learning
- Joy in achievement
- High expectations
- Collaboration
- Tolerance, Diversity and Belonging
- Sense of Service

Performance

- Providing a broad, balanced and connected curriculum
- Developing innovative and outstanding pedagogy
- Fostering inquiry, action and reflection
- Promoting multilingualism and intercultural understanding
- Addressing the school community's social, emotional and physical wellbeing
- Identifying and valuing learning diversity
- Modelling citizenship, leadership and lifelong learning

Strategic Goal

To be an exceptional example of an international school.

RISS Definition of Internationalism & Interculturalism

At RISS, we strongly believe that international mindedness is defined by our capacity to recognise that we are one world – a world whose inhabitants are interconnected as one community with values, aspirations and faiths better served by focusing on our commonalities than our divisions. As a community we promote Internationalism and Interculturalism as interrelated realities where people from different cultures connect and learn from each other, while retaining a strong sense of appreciation of their own identity. This enables us to understand each other, work together and

enhance the sense of sharing while creating a community. While many schools claim to be international simply because of the curriculum they offer, RISS is a genuinely comprehensive coalition of teachers, students and parents drawn from across the globe, united by a common belief in the importance of an inclusive, culturally diverse, child-centred, inquiry & concept based driven education that not only prepares young people for university and life beyond, but that ensures young people actually enjoy their youth too.

Curriculum

We provide an international curriculum catering for students 11 to 19 years of age. The details are as shown in the table below.

Grades	Age	Course
6 – 8	11 – 14	Foundation Years
9 – 10	14 – 16	Middle Years/IGCSE
11 – 12	16 – 19	Senior Years/IB Diploma and IB Career-related Programme



Students in the first three grades of the school join the Foundation Years. In Grades 9 and 10, students study for the Middle Years by participating in International General Certificate of Secondary Education (IGCSE) and school-based courses. In Grades 11 and 12 students prepare for the International Baccalaureate Diploma Programme (IBDP) or International Baccalaureate Career-related Programme (IBCP). The language of instruction is English.

Academic Programme

At RISS students take an active role in their learning and they are encouraged to take responsibility, have the courage to challenge themselves, build positive relations with their peers and to embrace the opportunities given to them during their time at our school.

Foundation Years Grades 6 to 8

At RISS our Foundation Years consist of Grades 6, 7 and 8 (ages 11 to 14 years). This is a very exciting and precious time in a young person's life. It is also a period of transition as students move into secondary school and adolescence. At RISS, we recognise that each student will experience this journey differently. Our core values of Relationships, Respect, Courage and Responsibility stand at the centre of our practice. We aim to provide an environment and opportunities where students can feel comfortable and confident in their learning as well as their social and emotional development.

In an inquiry-based setting, we strive for our students to take an active role in their learning. The Foundation Years is a creative programme where students follow a range of subjects that enable them to enter the Middle Years as well-rounded and balanced individuals. In an international school with more than 70 different nationalities represented, we celebrate diversity. Our students all have potential, and bring their own gifts and talents. We aim to provide opportunities to develop these in various settings: pastoral programme, foreign/heritage language programme, learning diversity programme, extra-curricular activities and also within and outside classrooms.

We aim to provide an environment and opportunities where students can feel comfortable and confident in their learning as well as their social and emotional development.

We provide specific support for our new Grade 6 students, who are transitioning into secondary school. Additionally, we also welcome students who join our school community throughout the year. It is important to us that all students' learning continue smoothly and that they have the opportunity to find their feet and feel at home at RISS.

In general students in the Foundation Years are supported to:

- be engaged and confident in their learning and progress
- establish healthy and positive relationships with their peers and teachers
- in their learning and everyday life
- take responsibility for their learning and wellbeing
- be courageous, innovative and risk takers
- be reflective about and challenge ideas with inner steel and resolute diplomacy
- be respectful of the school environment, of others and towards themselves
- recognise that other individuals have different interests, needs and aspirations
- develop their understanding of international mindedness, which entails to acknowledge that we are one world and we are responsible for one another.

All of the above aims at preparing students to enjoy life now and be ready for strong learning for the future.

RISS Rose Programme

As a school, we also strive to evolve and enhance our students' learning by providing unique learning opportunities. The RISS Rose programme that was phased in with Grade 6 in 2021/2022, is designed specially for this purpose. We are excited to continue with the implementation of the RISS Rose programme in 2022/2023 in Grade 6 and in Grade 7. For more information on these opportunities please follow the [link](#) to our RISS Rose Programme page.





Teaching and Learning

Our instructional approach here is inquiry driven, rooted in the development of conceptual understanding and will be experiential in nature. It will be delivered as part of a normal student schedule and creatively and formally assessed to ensure student progress and achievement.

Assessment

Assessment will take various forms including but not limited to teacher assessment, criterion-based assessment, project-based evaluations, self assessment, formal summative evaluations (with grades), oral/written feedback, personal reflections and recorded presentations.

One key aspect will be a performance exhibition at the end of Grade 6 and 7, in which students will exhibit their year's worth of learning. This has the intention to reflect much of the skills acquired within the cycles: photography, public speaking, and gastronomy.

The programme includes both a single subject strand and a series of interdisciplinary cycles.

Curriculum offer in Foundation Years

Grade 6	Grade 7	Grade 8
Core subjects	Core subjects	Core subjects
English Language Arts English Additional language Dutch Mathematics Integrated Science Integrated Humanities Art and Design ICT Drama Music PE	English Language Arts English Additional language Dutch Mathematics Integrated Science Integrated Humanities Art and Design ICT Drama Music PE	English Language Arts English Additional language Dutch Mathematics Integrated Science Integrated Humanities Art and Design ICT Drama Music PE
Foreign languages (electives) <i>Students select two languages.</i>	Foreign languages (electives) <i>Students select two languages.</i>	Foreign languages (electives) <i>Students select two languages.</i>
French Spanish German Chinese	French Spanish German Chinese	French Spanish German Chinese
RISS Rose Interdisciplinary Units	RISS Rose Interdisciplinary Units	
<ul style="list-style-type: none"> · Mr Murphy's Kitchen · Speak Up, Speak Out, Speak Well · Life Through a Lens 	<ul style="list-style-type: none"> · Mr Murphy's Kitchen · Speak Up, Speak Out, Speak Well · Life Through a Lens 	

* For more detailed information on the RISS Rose courses, you are welcome to visit our [website](#).

Student Data and External Assessments

At the start of the school year our students will sit [MidYIS](#), a computer-adaptive assessment that provides information to help identify strengths and areas for improvement and predict how students are likely to perform in the future. This assessment will be delivered in September and it is intended to provide further information about our students' learning stage and needs. Our Head of Foundation Years will engage with parents further on this.

Additionally, in Grade 8 students have the opportunity to participate in external exams in French, Chinese, German and Spanish. They are intended to provide the school and students with an international benchmark for individual student performance. Each student receives a statement of achievement and a diagnostic feedback report, giving the school and parents a recognised level for students language ability.

- DELF (Diplôme d'Etude en Langue Française) exam in French at level A1 and A2
- DELE (Diplomas de Español como Lengua Extranjera) exam in Spanish at level A1 and A2
- HSK (Chinese Proficiency Test) exam in Chinese at level A1 and A2.
- Start Deutsch 1 Goethe Institut (German Proficiency Test) Exam in German for level A1

Language Policy in Foundation Years

The below are the main themes in relation to our main Language Policy.
This specific document can be found on our [website](#).

English Language Arts

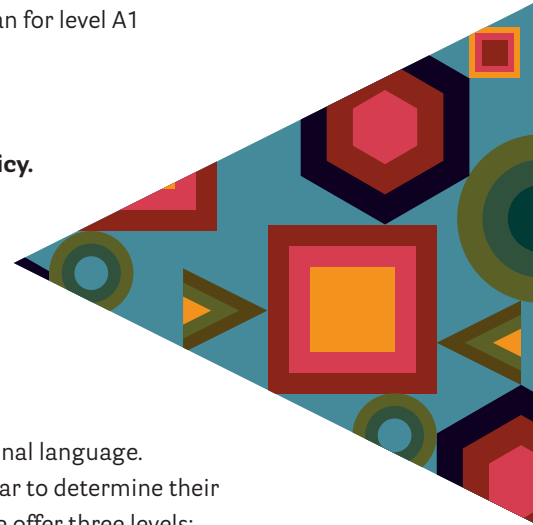
In Grades 6, 7 & 8, all students except EAL Beginner students will have English Language Arts.

English as a second language (EAL)

Students have EAL classes to support their learning of English as an additional language. All non-native English speakers are tested at the beginning of the school year to determine their English language proficiency. Should a student test into the programme, we offer three levels:

- EAL Beginners (four lessons a week)
- EAL Intermediate and (two lessons a week)
- EAL Upper-Intermediate (two lessons a week)

At the discretion of the Head of Foundation Years and the Curriculum Leader for Languages, students may be re-tested after the first term. All students are tested again at the end of the school year to determine whether they stay in the programme or move up a level. The exception is Grade 8 students, who are tested in March due to IGCSE subject choices.



Dutch

All Students are required to take Dutch, excluding EAL Beginner Students. Dutch is offered at the following levels:

- Dutch foreign beginner level
- Dutch foreign intermediate level
- Dutch foreign advanced level
- Dutch first language

Students who have had no exposure to the language will be in the Dutch foreign beginner level. Students who have had some exposure or students whose heritage language is Dutch, will be tested to determine their Dutch language proficiency. At the end of the year students will be tested again and moved to the next level, should they test into a new level.

In line with our commitment to international mindedness, our students in the Foundation Years also have the opportunity to take additional languages.

Foreign languages

Grades 6-8:

In line with our commitment to international mindedness, our students in the Foundation Years also have the opportunity to take additional languages. We work with the principle that all our students are entitled to experience and enjoy a full curriculum. Therefore, all our students will be offered two extra languages from French, Spanish, German and Chinese.

Please observe the following conditions:

- Students select two languages from the above list.
- For specific cases, conditions may apply. The Head of Section will discuss this with the Curriculum Leader for Languages, and parents.
- All Students whose Heritage language is either French, Spanish, German or Chinese, must select their heritage language.

- Students joining RISS in Grade 8 cannot opt for a brand new language (or languages), as students are already well advanced and preparing for their IGCSE provision in Grade 9. Parents will be informed of this situation during admissions.

Middle Years/IGCSE: Grades 9 and 10

The RISS Middle Years (Grades 9 and 10) are an exciting period of a student's academic, personal and social development. They form both a natural progression from the RISS Foundation Years (Grades 6-8), and an excellent preparation for the RISS IB DP/CP programmes (Grades 11 and 12) or other pathways of study and work. We hope that our students will look back on their RISS Middle Years with great memories of these formative teenage years.

In the Middle Years, RISS offered the two-year International General Certificate of Secondary Education (IGCSE) which has been run by Cambridge Assessment International Education for over 30 years. This flexible curriculum is designed for international contexts and encourages confident, responsible, reflective, innovative, engaged and confident learners. Each year, it attracts over 800,000 entries from around 160 countries.

Middle Years students study a combination of IGCSE and RISS subjects that is broad, balanced and connected. Students are stretched, challenged and inspired by IGCSE subjects in Languages (both English and a world language), Mathematics, Science, Humanities and Social Sciences, and The Arts. They have the opportunity to pursue particular interests through subject electives, as well as fostering their mother-tongue language through optional private IGCSE language study.

Alongside IGCSE subjects, RISS students develop skills in the language of their host country through regular Dutch lessons, and knowledge and understanding of social-emotional and physical wellbeing through our tutorial and Physical Education programmes. The new RISS Reach programme empowers students to become thoughtful and reflective global citizens.

The selection of subjects is guided, and the school strongly advises that students study a wide spectrum of subjects. Please contact the Head of Middle Years for more information.

Student Data and Assessments

In Grade 9 students complete the Yellis adaptive baseline assessment run by CEM. This is a computer-adaptive assessment that delivers information to help identify strengths and areas for improvement and predict how students are likely to perform in their IGCSEs. This is intended to provide further information about students' learning stage, and is used to inform teaching and learning.



Middle Years/IGCSE Subjects

Grade 9	Grade 10
IGCSE Subjects offered	
English First Language English Second Language World Literature French Foreign Language Spanish Foreign Language German Foreign Language Chinese Foreign Language Own First language self-study <i>(On request. Also requires a private tutor)</i>	English First Language English Second Language World Literature French Foreign Language Spanish Foreign Language German Foreign Language Chinese Foreign Language Own First language self-study <i>(On request. Also requires a private tutor)</i>
International Mathematics	International Mathematics
Co-ordinated Science (double award) Environmental Management	Co-ordinated Science (double award) Environmental Management
Geography History Travel and Tourism Business Studies Economics Enterprise	Geography History Travel and Tourism Business Studies Economics Enterprise
Art and Design Drama Music	Art and Design Drama
RISS Subjects offered	
Dutch First or Foreign Language Physical Education Tutorial RISS Reach	Dutch First or Foreign Language Physical Education Tutorial RISS Reach

Notes about Dutch Language for Grade 9 and 10 Students

Dutch First

Our Dutch First students study the Language One course. This is an excellent course, tailored to lead into the IB. The course is already used by many other international schools in the Netherlands and abroad.

Dutch Foreign

For our Dutch Foreign students we will be offering our own curriculum, tailored to our needs, so that students are able to progress to the IBDP or IBCP.

Summary of IGCSE Grading System

IGCSE subjects are graded from A* to G. A U grade indicates achievement below the minimum standard required for a G grade. Students can take some IGCSE subjects at either core or extended level. Students taking core can only gain a maximum of a 'C' grade. The certificate will not mention whether the student has taken core or extended level. In Mathematics, all students start with the extended level, and the decision whether to move to core is taken after consultation with students, parents and teachers. Students are advised to take a subject at core level either if there is a fear they will gain an F or G at extended level, or if they would like to ensure a strong possibility of gaining a C grade. Teachers discuss the options individually with students and their parents, and make a recommendation.

	A* or A	B	C	D	E	F	G	U
Core level	Unavailable		Available grades					Fail
Extended level	Available grades					Fail		



International Baccalaureate: Grades 11 and 12

The International Baccalaureate offers high quality academic examination courses which fosters diversity, curiosity and a love for learning. RISS offers both the International Baccalaureate Diploma Programme (IBDP) and International Baccalaureate Career-related Programme (IBCP) as pathways for students aged 16-19 years. The courses are academically demanding, however, a student with a good work ethic, excellent school attendance and motivation can succeed.

These unique international programmes are followed in the final two years of school in more than 146 countries across 3,020 schools, and combine a wide scope of learning with specialised focus, challenging students to think critically, ask the right probing questions and make links across disciplines. The aim of the IB programme is to develop internationally minded people who, by recognising their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

The IBDP (Diploma programme) is a universally recognised course aimed at academic development. The course develops students who have a depth and breadth of knowledge, excel in traditional academic subjects and explore the nature of knowledge.

The IBCP (Career-related programme) is aimed to equip students with future-ready skills and prepares them to follow their career pathways, combining academic subjects with their own professional interests. **RISS offers a Career-related programme focused on Business.**

The development of the IB learner profile and Approaches to Teaching and Learning, the IB programmes place student agency at the core of its process, thus developing communication, social, research and thinking skills to support students and encourage their continual self-development as they pursue achievement throughout their lives.

IB Learner profile plus!

We are an IB Diploma Programme School and we have a duty to develop the Learner Profile from early on and across the school to secure appropriate transition, continuation and progression for our students within the principles and practices of the programme. The learners profile plus applies to teachers and students.

Inquirers – We develop our natural curiosity. We are skilled in inquiry and research and show independence in learning. We enjoy and are engaged in their own learning and this will be sustained throughout their lives.

» **Students:** “I ask questions to help my learning.”

Knowledgeable – We explore ideas and issues that have local and global significance. We acquire in-depth knowledge and understanding across a broad and balanced range of disciplines.

» **Students:** “I try to learn many things.”

Thinkers – We exercise initiative in thinking critically and creatively to recognize and approach complex problems. We make reasoned, ethical decisions as a consequence.

» **Students:** “I try to connect the things I know.”

Communicators – We are confident, creative and fluent in expressing complex ideas in a range of ways and languages. We work effectively and willingly in collaboration with others.

» **Students:** “I share my ideas with others.”

Principled – We act with integrity and honesty, with a strong sense of fairness and respect for the dignity of the individual, groups and communities. We take responsibility for their actions.

» **Students:** “I try to do what is right.”

Open-minded – We understand and appreciate our own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. We are accustomed to seeking and evaluating a range of points of view and are willing to grow from the experience.

» **Students:** “I listen to and accept other points of view.”

Caring – We show empathy, compassion and respect towards the needs and feelings of others. We have a personal commitment to service and act to make a positive difference to the lives of others and to the environment.

» **Students:** “I help others and I am kind.”

Risk Takers – We approach unfamiliar situations and uncertainty with courage and forethought and have the independence of spirit to embrace new roles, ideas and strategies. We are enterprising individuals.

» **Students:** “I try new things that add value to me as a person!” well-being

Balanced – We understand the importance of intellectual, physical, economic and emotional balance to achieve personal well-being for themselves and others and they are in control of their own lives. We can act independently but we understand our responsibilities as citizens.

» **Students:** “I work and play hard!”

Reflective – We reflect deeply on our lives, knowledge and experience in ways which may be profoundly spiritual and emotional.

» **Students:** “I think about what I do and how that can help me.”

Leaders – We show character and have vision and can motivate others to achieve it. We are brave and articulate in defending our beliefs.

We understand and take responsibility for others in the process.

» **Students:** “I believe that this is the right path for me and my community, although some may question or doubt it.”

Adaptable – We have the attitude and skills to respond to and take advantage of changes in an increasingly technological world.

» **Students:** “I know what and how to do this in this case.”

Global minded – We understand that we are citizens of the world. We understand global interdependence and appreciate diversity and have the confidence and skills to relish the challenge of the future in a global society and workplace.

» **Students:** “I feel that the misfortune of others is my own and I want to do something about it!”



IBDP - Subjects Offered

Candidates study a total of 6 subjects from a broad spectrum: One subject is chosen from each of the following groups.

(Note: it is possible to take two Languages from Group 1 and none from Group 2)

	Group Name	Subjects
1	Studies in Language and Literature	English Literature, English Language and Literature or Dutch Language and Literature or the student’s own language with literature as a school supported self study course.
2	Language Acquisition	A second language B (Dutch, French, English, Spanish) or Dutch ab initio
3	Individuals and Society	Economics, Geography, History, Business Management, Psychology
4	Sciences	Biology, Chemistry, Physics, Sports Exercise & Health Science (SL only), Environmental Systems & Societies (SL only)
5	Mathematics	Mathematics Analysis & Approaches (HL and SL) and Mathematics Applications & Interpretations (HL and SL only)
6	The Arts/Electives	Visual Arts, Theatre or Another subject from Groups 3 or 4 (see below table)

IBCP - Pearsons

BTEC Business	International Level 3 Diploma in Business
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IBDP - Subject Package Selection

At RISS, for the IBDP students have to make their choice from the following subjects, which are offered: 3 Standard Level (SL) and 3 Higher Level (HL) subjects.



Students must choose one subject from each column from 1 to 6

1	2	3	4	5	6
English A Lit SL/ HL	USS - SL only (School supported self-study own language A)	History SL/HL	Biology SL/HL	Mathematics: Analysis & approaches SL/HL	Visual Art SL/HL
English A Lang Lit SL/HL	Dutch A - Lang Lit SL/HL	Geography SL/HL	Physics SL/HL	Mathematics: Applications & interpretation -HL and SL	Theatre SL/HL
English B HL only	French B - SL/ HL	Business Management SL/HL	ESS - SL only		Economics SL/HL
	Spanish B - SL/ HL	Psychology SL/HL	Sports Science, Exercise & Health - SL only		Chemistry SL/ HL
	Dutch B - SL/ HL				Biology SL/HL
	Dutch Ab SL				

Students should take great care in selecting their subjects, keeping in mind later university admission requirements. Grade 11 students can only change subjects in consultation with the IB Lead and DP Coordinator until the end of September 2022.

Please note:

- The subjects offered will only run if we can meet the minimum number of students required, and satisfy both staffing and timetable constraints.
- Therefore, we might not always be able to meet all subject packages requests.



IBDP Core Component

There are 3 further requirements which students must undertake in addition to their six subjects in order to successfully complete their diploma course. These three core subjects are designed to develop skills.

- **Theory of Knowledge (TOK)** explores the different methods by which knowledge claims are justified across each area of the IB programme, and provides students the opportunity to reflect on the nature of knowledge and how we know what we claim to know. TOK is taught two periods per week, and is assessed via an exhibition and a TOK essay.
- **The Extended Essay (EE)** is an in-depth academic study on an aspect chosen from one of the student's six subjects for the IBDP. It promotes academic research and helps hone students' academic writing skills and intellectual curiosity. The 4000 word research essay is written in the students' own time with support and guidance of a school supervisor.
- **Creativity, Activity and Service (CAS)** represents a practical aspect of service learning of the core values of the learner profile. Students will develop skills through a variety of individual and group experiences whilst at the same time allowing them to explore areas of interest to them, while they also develop their identity, passions, and perspectives.
- The CAS programme consists of three strands:
 - **Creativity:** exploring and extending ideas, which leads to an original or interpretive product or performance
 - **Activity:** physical exertion contributing to a healthy lifestyle
 - **Service:** collaborative and reciprocal engagement with the community in response to an authentic need

Students need to demonstrate that they have met all three strands and 7 learning outcomes to successfully complete the course over the full two years whilst they are enrolled in the IBDP. Experiences and reflections are documented via Managebac. Projects are done individually as well as in groups.

IBCP Package Selection

Candidates for the IBCP study three IB subjects and the BTEC Level 3 Diploma in Business as part of their subject package. Students must choose a subject from the first three columns but the Btec Business subject is a mandatory subject for all CP students.

1	2	3	4
English A - Literature SL/HL	USS - SL only (School supported self-study own language A)	Mathematics: Analysis & approaches SL/HL	B Tech Business (Equivalent to two A level subject)
English A - Lang/Lit SL/HL	Dutch A Lang Lit SL/HL		
English B - HL only	French B - SL/HL	Mathematics: Applications & interpretation SL only	
	Dutch B - SL/HL		
	Spanish B - SL/HL		
	Dutch Ab Initio SL		
	French Ab Initio SL		

We encourage one DP subject to be taken at Higher Level (HL) with two at Standard Level (SL).

IBCP Core Components

There are 4 further requirements which students must undertake in addition to their three DP subjects and their CRS (Career-Related Study) in order to successfully complete their diploma course. These four core subjects are designed to develop core skills.

- **Personal & Professional Skills (PPS)** is designed for students to develop attitudes, skills, and strategies to be applied to personal and professional situations and contexts. PPS is taught one period per week. Students need to demonstrate they have met all five learning outcomes over the course of the two years of study.
- **Service Learning** is a programme of activities pursued outside the classroom, where students engage on an ongoing basis in activities serving their community and developing social, creative and interpersonal skills. Students need to submit a service learning portfolio demonstrating they have achieved each learning outcome at least once.

- **Reflective Project** is an in-depth body of work produced over an extended period. It is the product of the student's own initiative and should reflect their personal experience of the IBCP. The Reflective Project is assessed using five assessment criteria and must be submitted as a 3000 word written essay.
- **Language Development** encourages students to improve their proficiency in a language other than their best language. CP students are required to maintain and complete a language portfolio to document their learning activities and provide evidence of language engagement and development.

Student Data and Assessments

In Grade 11, the ALIS [CEM](#) adaptive baseline assessment for students aged 16 to 18, is taken. This test provides information to help students identify areas of strengths and development, and see how they are likely to perform for their IB final results. After this process has been completed, our Higher Education Team (HE Team) meets the students individually and discusses the outcome with them. These results are the start of a conversation and it is never a clear-cut indicator of future performance.

We encourage students to be active and responsible learners, who can identify their own strengths, and areas that they need to work on.

Target Setting and Student Learning

At RISS, it is one of the school's aims to create independent learners. We encourage students to be active and responsible learners, who can identify their own strengths, and areas that they need to work on. Our tutors and teachers support students to address these areas. This is done via target setting, which aims to give the student an individual, yet realistic year goal. The process requires the students to assess their own abilities and performance in collaboration with their teachers and tutor.

This process involves a discussion between students and subject teachers at the start of the school year. We will use the available data, such as MidYIS (Foundation Years), Yellis (Middle Years) and ALIS (Senior Years), Teacher Assessment (TA), together with evidence of past performance and abilities, to agree a year-end target grade that represents a student's ability, current stage and need for progress and achievement, i.e., realistic and challenging. Once set, this target will be assessed each term to identify how the student is progressing and to inform appropriate review and actions. At the end of each term, there will be a learning conversation between the students and the teacher, of which the target and the performance of the students becomes part of the reflective process, helping students to self-assess and identify strengths and areas for attention.



Assessment

Term Assessment

During each term, students are assessed in a variety of formats during class. Students receive a minimum of two assessments per term (except Grade 6 in Term 1, where they should receive one assessment; Grade 10 in Term 2, where they focus on mock exams; and Grade 12 in Term 2, where they focus on IAs and mock exams). The type and length of the assessments will vary depending on the subject. The results of these tests will form the end-of-term report grade. All assessments will be published at the beginning of the term for students' timely preparation and organisation. Any changes will be communicated with plenty of time within our school bulletins and in accordance with the student charter.

Teachers supervising internal assessments (IAs) in Grades 9 - 12 may include students' coursework assessment as one of the two assessment items for the term. Please see the Teaching and Learning Policy, Assessment Policy and Student Charter in our website for an in-depth understanding. The current status of a student's grades is available via Magister, so that parents can monitor the progress of their children throughout the year. Please go to our section on the website for details. Specific assessments can be awarded different weights due to their format and purpose. The weight is determined by subject areas and teachers and it is indicated on Magister.

Please note the following item from the Student Charter:

"13.3 To arrive at the final mark for a particular subject, the various tests, assignments and so on are weighted by the factor 1, 2 or 4." Curriculum areas will inform students of approaches.

End-of-Year Examinations (EYE)

Students in Grades 6, 7, 8, 9 and 11 are examined in all subjects during an official exam period at the end of each school year. The students are assessed on the entire year's work. A timetable for the exam is drawn up and distributed to staff, students and families ahead of the exam weeks. The results of this end-of-year exam contribute to the end of year report grade as shown below.

The EYE exams for Grade 11 are significant, informative and a valuable instrument to ascertain potential performance in actual examinations. Grade 11 students must prepare for them as they would do for their real ones. The EYE are instrumental in determining a student's predicted grade (PG).

Calculation of Report Grades

For Terms 1, 2 and 3, the report grade is based upon the assessed work completed during the term. At the end of Term 3 the complete year's work is assessed in the end-of-year exam. Teachers will give guidelines to students about revision strategies and preparation.

The end-of-year grade is calculated as follows:

Item	% Weighting for Year Grade
Term 1	20%
Term 2	30%
Term 3	20%
End of Year Exam	30%
Total	100%

The figures used in this calculation are the raw marks used in the calculation of the original term report grades. Adjustments will only be made in the case of a student who has enrolled after the first term.

Calculating Report Grades for Students Enrolled for Less Than One Year Terms 2 & 3 only including End of Year Examination (EYE)

	Term 2	Term 3	EYE Exam
% Weighting	30%	20%	30%

This is then expressed as a percentage as if it were for a whole year.

In general, to enable a year grade to be assessed it is necessary that a student attend for at least two terms.



Magister Grade Boundaries (2022-2023)

These are the grade boundaries that are programmed into the automatic grade and report software Magister. All marks are automatically translated into letters (FY and IGCSE/MY) or numbers (IB) grades.

Foundation Years Grade Boundaries

Grade	Percentage %
A*	100-95
A	94-83
B	82-74
C	73-58
D	57-45
E	44-35
F	34-25
G	24-15
U	14-0

IGCSE / Middle Years Grade Boundaries

English First Language	A*	100-95	World Literature	A*	100-92	Dutch, Spanish, French, German, Chinese Foreign and English Second Language	A*	100-95
	A	94-90		A	91- 82		A	94-85
	B	89-77		B	81-71		B	84-75
	C	76-65		C	70-61		C	74-63
	D	64-52		D	60- 50		D	62-51
	E	51-40		E	49 - 38		E	50-41
	F	39-30		F	37- 31		F	40-31
	G	29-15		G	30 - 23		G	30-21
	U	14-0		U	22-0		U	20-0
Maths Extended	A*	100-91	Maths Core	C	100-75	Art and Design, Music	A*	100-90
	A	90-75		D	74-62		A	89-80
	B	74-62		E	61-53		B	79-70
	C	61-53		F	52-44		C	69-60
	D	52-43		G	43-35		D	59-50
	E	42-37		U	34-0		E	49-40
	F	36-31					F	39-30
	G	30-25					G	29-20
	U	24-0					U	19-0
Coordinated Science Extended	A*	100-80	Coordinated Science Core	C	100-51	Environmental Management	A*	100-85
	A	79-66		D	50-43		A	84-75
	B	65-54		E	42-37		B	74-65
	C	53-42		F	36-32		C	64-55
	D	41-35		G	35-23		D	54-46
	E	34-29		U	22-0		E	45-37
	F	28-22					F	36-28
	G	21-15					G	27-17
	U	0-14					U	16-0
Travel & Tourism	A*	100-88	History	A*	100-95	Geography	A*	100-95
	A	87-76		A	94-80		A	94-80
	B	75-65		B	79-65		B	79-65
	C	64-55		C	64-50		C	64-50
	D	54-47		D	49-40		D	49-40
	E	46-39		E	39-30		E	39-30
	F	38-30		F	29-20		F	29-20
	G	29-21		G	19-10		G	19-10
	U	20-0		U	9-0		U	9-0

Business Management & Enterprise	A*	100-88	Economics	A*	100-91	Drama	A*	100-90
	A	87-76		A	90-85		A	89-74
	B	75-65		B	84-71		B	73-65
	C	64-55		C	70-56		C	64-56
	D	54-47		D	55-45		D	55-48
	E	46-39		E	44-35		E	47-40
	F	38-30		F	34-21		F	39-28
	G	29-21		G	20-11		G	27-17
	U	20-0		U	10-0		U	16-0
Physical Education	A	100-95						
	A	94-83						
	B	82-74						
	C	73-58						
	D	57-45						
	E	44-35						
	F	34-25						
	G	24-15						
	U	14-0						

IBDP / Senior Years Grade Boundaries

English Lit A Dutch and English A Literature & Language SSST	7	100-86	English B Dutch B French B Spanish B Dutch ab Chinese ab	7	100-89	Economics Business Management	7	100-85
	6	85-71		6	88-75		6	84-70
	5	70-56		5	74-62		5	69-55
	4	55-46		4	61-48		4	54-45
	3	45-31		3	47-33		3	44-30
	2	30-16		2	32-16		2	29-15
	1	15-0		1	15-0		1	14-0
Geography	7	100-88	History	7	100-90	ESS and Physics	7	100-70
	6	87-75		6	89-75		6	69-60
	5	74-53		5	74-60		5	59-50
	4	52-40		4	59-45		4	49-40
	3	39-27		3	44-30		3	39-30
	2	26-14		2	29-15		2	29-15
	1	13-1		1	14-1		1	14-0

			Visual Art	7 6 5 4 3 2 1	100-86 85-72 71-56 55-42 41-27 26-13 12-0	Mathematics	7 6 5 4 3 2 1	100-90 89-75 74-60 59-50 49-35 34-21 20-0
Chemistry, Biology Sports Science and Health	7 6 5 4 3 2 1	100-80 79-68 67-56 55-45 44-33 32-18 17-0	TOK*	A B C D E	100-73 72-51 50-33 32-13 12-0	Theatre SL/HL	7 6 5 4 3 2 1	100-82 81-65 64-49 48-33 21-32 20-10 9-0

*TOK grades in the final IB exam are reproduced as letter grades (A-E).
These grades do not count as part of our promotion criteria (please refer to page 48).

These grade boundaries have been determined by the school in consultation with CAIE and IB subject grade boundaries, and may differ from the final externally determined grade boundaries.

IGCSE and IB students' grades during term times inform parents and students of progress, but do not necessarily indicate potential final results in their IGCSE or IB examinations.

IB CP Grade Boundaries

BTEC International Level 3 Diploma qualifications are awarded at the grade ranges shown in the table below.

Diploma Qualification Grade	
Grade	Points Threshold
U	0
PP	72
MP	88
MM	104
DM	124
DD	144
D*D	162
D*D*	180

As shown in the table below, all units are assessed using a grading scale of Distinction (D), Merit (M), Pass (P) and Unclassified (U). All mandatory and optional units contribute proportionately to the overall qualification grade. The table below shows the number of points available for each unit. For each, points are allocated depending on the grade awarded.

Points Available for Units			
	60 GLH	90 GLH	120 GLH
U	0	0	0
Pass	6	9	12
Merit	10	15	20
Distinction	16	24	32



Reports

Students receive a report at the end of Terms 1 and 2 and after the end-of-year exams.

In Grades 10 and 12, students receive only a Term 1 report and then one after the Mock Exams in Term 2. Reports are handed to the students during tutor time and an email is sent out to the parents to inform them of this after each term. These include target and effort grades, as well as an indication whether the teachers would like to meet with parents. The following apply:

1. Definitely would like an appointment with the parents
2. An appointment should be made and might be helpful
3. An appointment is not necessary

Parents can review effort grades on Magister prior to parent/teacher report meetings. This allows them to evaluate a student's strengths and weaknesses for each subject. Parent conferences (PC) are held after terms 1 and 2 and after mock exams.

Homework is an extension of the learning experience for our students. Teachers are expected to explain the purpose and benefits of completing a given task at home.

Homework

Homework is an extension of the learning experience for our students. Teachers are expected to explain the purpose and benefits of completing a given task at home. The activities are not solely based on a textbook, but they may take a variety of forms such as portfolios, visual and performance tasks, research and/or narratives. Homework assignments are an essential part of course requirements, especially in the senior years.


Homework must be entered in Magister for all subjects and grades, but as students progress from Grade 9 upwards, they are expected to take ownership of their own organisation and learning.

Homework may form at least one of the term assessments. When a student fails to hand in homework, the teacher notes this and where appropriate will award zero marks. This results in a 1 on Magister. A regular failure to produce completed homework or meet deadlines is reported to the tutor, who will contact the parents.

Students must be given reasonable notice for deadlines for homework assignments to enable them to spread their workload. The Student Charter contains further information on this aspect. Grade 6 students **do not** receive homework until the end of September to enable them to adjust to the school and build relationships with peers and teachers.

Effort Grades

Our effort scale is a holistic tool that works in line with our School Values. They highlight the expectations our school would like students to demonstrate in their interactions with peers, teachers and the community and in the actions that denote a commitment to their learning and progress.

Guiding values	4. Exceptional performance	3. Meeting expectations	2. Cause for concern	1. Underperforming
Relationships We strive to build strong, positive lifetime relationships. 	The student shows exceptional qualities when relating to peers, teachers and the whole community. S/he participates in extra-curricular activities, school life and shows leadership when necessary.	The student shows commitment in succeeding and creating relations that enable him/her to work with teachers and peers to ensure that s/he meets collaborative expectations in lessons.	The student struggles or shows difficulty when establishing relationships with peers in order to collaborate with them within the subject(s). His/her teacher must constantly ensure that the student works with his/her classmates.	The student shows little social skills, desire and/or confidence to create a support network with teachers and peers that would enable him/her to feel happy and make progress socially. There must be a discussion with parents/guardians to establish the cause.

<p>Respect We believe in respecting ourselves, others and our environment.</p> 	<p>The student shows exceptional skills in his/her behaviour and attitudes that denote care for him/herself, others and a great concern for the environment and the community that leads him/her to actions beyond subjects.</p>	<p>The student demonstrates consistent positive and courteous behaviour towards his/her teachers, peers and the community enabling him/her to be recognised as a respectful and caring individual.</p>	<p>The student shows inconsistent levels of appropriate behaviour, which are negatively affecting his/her progress in learning and can sometimes affect his relationship with others.</p>	<p>The student shows little awareness of how his/her actions have an impact on him/herself and the learning of others. The student needs excessive monitoring and supervision during lessons. There must be a discussion with parents/guardians to establish the cause.</p>
<p>Courage We have the courage to be ourselves, to make ethical choices and to grasp fully the opportunities offered by the school and community.</p> 	<p>The student shows an exceptional willingness to overcome his/her own personal limitations to challenge themselves to achieve to the best of their ability, making connections between their subject and the school environment.</p>	<p>The student shows consistency in his/her efforts to learn and achieve. His/her willingness leads to improvements and progress within the subject area no matter how small.</p>	<p>The student occasionally demonstrates commitment and strength to overcome challenges. The student loses concentration or focus easily and distracts others from learning. The cause of this must be investigated.</p>	<p>The student does not wish to engage with the work presented or does not show willingness to gain an insight into ideas and content in lessons regardless of ability. There must be a discussion with parents/guardians to establish the cause.</p>

Responsibility

We accept responsibility for our actions and the effect they have on us and those around us.



The student shows an exceptional capacity to respond positively and eagerly beyond specific subjects to any academic and pastoral demands and deadlines.

The student shows consistent effort to complete all tasks, activities and deadlines allocated to his/her within the subject.

The student has struggled to respond to complete and/or fully comply with expectations and deadlines set in the subject area for their progress. This may be due to choice and/or difficulties for which s/he has not asked for support.

The student does not adhere to deadlines and has struggled to submit tasks and work that will allow teachers to effectively assess progress and learning. There must be a discussion with parents/guardians to establish the cause.



RISS Website

riss.wolfert.nl

Our website is the go-to place for everyone familiar and unfamiliar with our school. Besides being a beautiful representation of our school with photographs and videos, it includes all information about our academic programmes, the most updated versions of key documents, calendar and news updates. Finally, our website displays our social media feeds for you to see what is happening at our school on a daily basis. Our website serves both our existing community as well as prospective students and families with our identity clearly outlined throughout the design and information provision.

School Bulletin

RISS aims to connect with its community as often as possible. For this purpose our school provides families and students with a weekly bulletin that contains updates on key areas of our school life, announcements, information and alerts for the days to come. It has proven to be a strong tool that has enabled our school to move forward in unison during times of both normalcy and hardship.

Families will receive this document every Friday afternoon.

The school also intends to minimise any other correspondence ensuring that families feel reassured that information is effectively managed.


Magister 6 Database

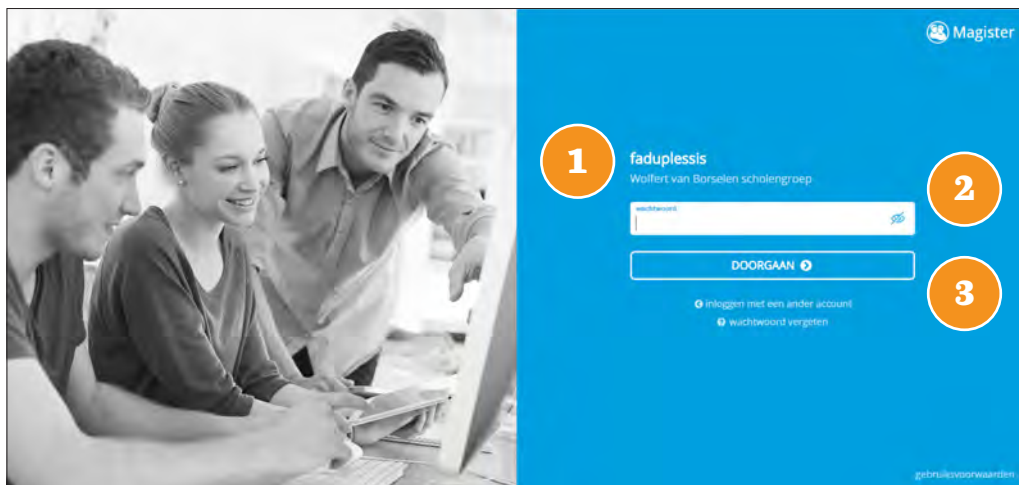
In order to access their child's grades, their timetable and attendance record, parents can access Magister. Every parent who is registered with our school has a personal account with **USERNAME** and **PASSWORD** to allow them to view their own child's records. This is personal and will not be available to anyone else. This information is sent to you when you register at RISS. Please note your password and username are case sensitive, so you must use small (lower case) letters. This password is different from the one your child has.

On Magister, it is also possible to see any timetable changes which may occur from time to time. Teachers may enter homework assignments for specific subjects. Parents can also see absences, lateness and missed homework assignments on Magister.

Information on accessing a student's timetable, grades and attendance records

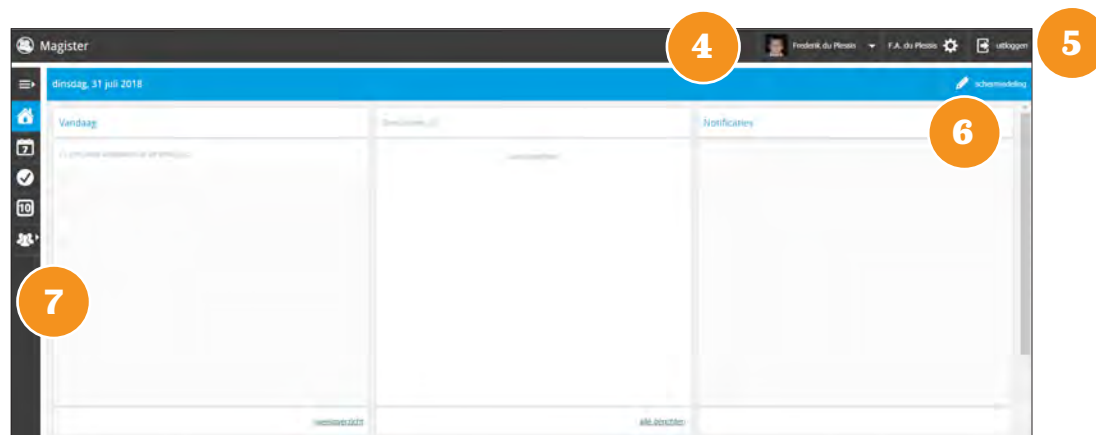
To get started:





1. Go to our school website riss.wolfert.nl
2. Click on the Public Resources icon () at the top right of the page, and select Parents, then Magister 6.
 - 1 Gebruikersnaam = username
 - 2 Wachtwoord = password
 - 3 Doorgaan = continue



3. You will now see the following welcome screen:

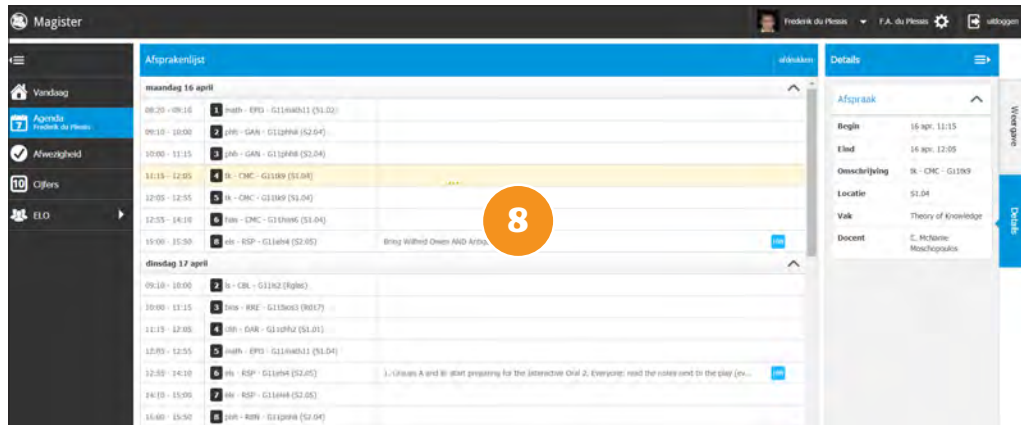
- 4 The child's name and information, if there are more than one child enrolled in the school, they will all be nested under this icon, and their information will appear here
- 5 Logout
- 6 Changing the arrangement of your screen
- 7 The main menu, with the following buttons:



 Vandaag	Displays the time table for the day, in addition to other more pertinent info.
 Agenda Frederik Du Plessis	Shows the timetable of the week, in addition to any posted homework
 Aanwezigheid	Gives information regarding absences, lateness, homework or books forgotten
 Cijferoverzicht	An overview of all grades

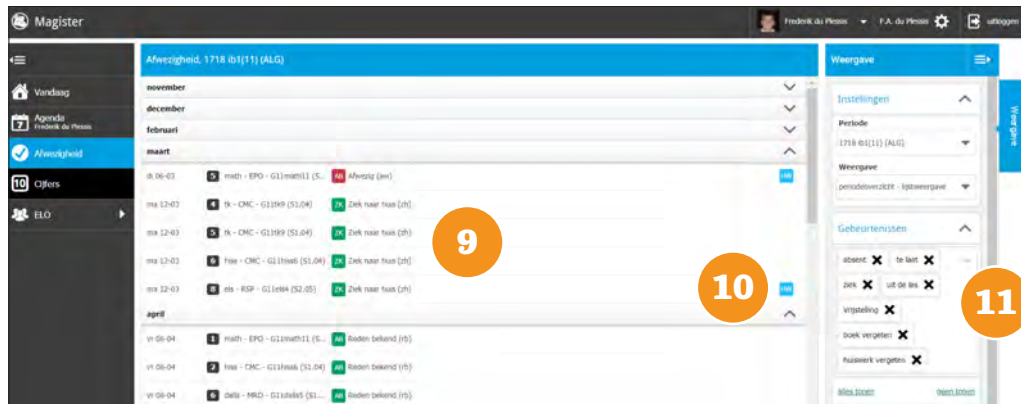
Agenda Button

- 8 Displays the student's agenda for the week, including the subject, teacher and room.



Attendance (Aanwezigheid)

- 9 An overview of absences or special notices. See the box on the right of the screen.
- 10 The blue box indicates that homework has been placed on Magister. Clicking on the icon will reveal the homework.
- 11 The list of abbreviations used to indicate a student's attendance or behaviour:



zk	sick	ta	dentist
aw	absent without reason	do	doctor
tl	late to class	or	orthodontist
hw	no homework	vo	public transport delay
bv	book forgotten	zh	sick, gone home
ve	sent out of class	rb	reason given to school
ex	extra leave asked and given	ho	hospital

Grades (Cijfers)

- 12 Term is indicated
- 13 The grades are added as percentages. Clicking on a grade will reveal information as to the type of assessment, the date and the weighting of the grade. This is displayed in the box to the right. A red one (1) either indicates the work has not been handed in, or that the score is very low.
- 14 The effort grades per term is visible here. The first column indicates that the teacher would like to request a meeting with the parents.

Vak	900	901	902	903	904	905	906	907	908	910	912	913	914	915	920	921	922	923	924	925	926
English Language	90	98	100							A	A+	5	5	5	5	90	100	98			
World Literature	100	90	100	100	93		94	100		A	A	4	4	4	4	90	82	86	84	81	76
French	85	53	66							B	D	4	4	4	4						
Dutch First Level	57	39	61									4	4	4	4						
Economics	87	80	83							A	B	5	4	4	4						
History	90	82	81	87	88	75	90	97		A	A	5	5	5	5						
Physics	89		100		79					A	4	4	4	4	4	85					

Should you have any problems with logging in, etc. you can contact our school administrative staff who will be able to help you or refer you to Mr. Maljkovic, (bma@wolfert.nl) the RISS IT Technician, for help. Please do not forget to mention your username when you contact him for help.

RISS Academic Achievement and House Point Schemes

RISS Award Schemes

As teachers, we see a wide range of commendable behaviours from our students. We like to recognise positive and considerate actions by our students, which is in line with our vision and values. We also recognise the good things our students achieve or the good deeds they do.

Below is a summary of the different awards we give at RISS to encourage students.

There are two main types:

- Awards presented throughout the year
- Awards presented only at the end of the school year

Awards Presented Throughout the Year

House Points System

Houses and individual students can accrue house points in the following fields: curricular, house events, general help and extra-curricular. Points are added through Epraise which students can see online (www.epraise.co.uk).

Academic Achievement Award

The school recognises academic excellence by the award of an “academic achievement award”. This award is given at the end of Term 1, 2 and at the end of the year. It is recognised in the following ways:

- An Academic Award certificate is given to the student
- The award is entered into the student’s records
- 10 house points are added to the student’s house total
- The criteria used to award academic achievement differ according to the academic programme being followed, but each award reflects a high level of excellence.

FY - The students achieves eight A grades across all subjects

IGCSE - The students obtain six As across subjects

IB - The students obtain four grades of 6 or above across the six subjects, excluding TOK

Awards Presented at the End of Year

The following awards are given once per year at the end of the academic year (early July).

Best in Class Award

This is awarded to the student (or students in the case of a tie) in each grade who has the best end-of-year score (Grades 6 to 9 and Grade 11) or external exams results (Grade 10 and 12).

This award is recognised in the following ways.

- A *Best in Class* certificate is given to the student
- The award is entered into the student's records

Academic Progress

This award is made to the student (or students in the case of a tie) in each (non-external exam) grade, who, in the opinion of the staff who teach them, has made the most academic progress during the course of the year. The effort grade system is also included in considering this.

This award is recognised in the following ways.

- An Annual Academic Progress Award certificate is given to the student.
- The award is entered into the student's records

Core Values

RISS has four core values: Respect, Responsibility, Relationships and Courage. A pin with a value engraved on it, is presented and awarded to the student in each tutor class, whom the staff feel has represented and embodied the value best in the past school year. Values will only be awarded if there is a suitable candidate in the tutor group.



Spirit of RISS

This award is made to one student from each section (Foundation Years, Middle Years, Senior Years) of the school who, in staff assessment, best embodies the vision, mission and core values of RISS. The criteria against which the students are measured are based on our school values.

The student(s) exhibits the following key aspects:

1. The student(s) shows exceptional qualities when relating to peers, teachers and the whole community. S/he participates in extra-curricular activities and school life.
2. The student(s) shows exceptional skills in his/her behaviour and attitudes that denote care for themselves, others, the environment and the community. This leads him/her to take action beyond his/her subject.
3. The student(s) shows an exceptional willingness to overcome his/her own personal limitations to challenge themselves to achieve to the best of his/her ability.
4. The student(s) shows an exceptional capacity to respond positively and eagerly beyond specific subjects to any academic and pastoral demands and deadlines.

Recognition of Excellence in Outside Achievement

This is a special award for our school where parents as well as teachers are asked to nominate a student in recognition of experiences outside of our curriculum. In addition, the school wants to acknowledge not only our students' achievements in academics, but also the discipline and commitment required to achieve excellence in a range of fields from performing arts to sports, and other extracurricular pursuits such as debating, public speaking or writing competitions. If you would like us to acknowledge your child's discipline, commitment and success in extra-curricular events and activities, please send your child's tutor an email informing them of this. Include a short description of what the event was, when it took place and how your child excelled. The recognition happens at the end of the year.

Courage/Spitfire Award

An award which celebrates the student who exhibits courage and motivation to succeed or to overcome any obstacle – physical, emotional, social or academic – to achieve to the best of their ability. This award recognises the student's focus, persistence, willingness to push at boundaries and determination to engage with and surpass their own expectations outside the classroom. This award can be parent or teacher nominated.



Promotion Criteria

Absences and Promotion

If a student has missed **10% or more of lessons** without valid documented reasons, then they will not be promoted to the next year. On average this would equate to missing 140 lessons.

If a student is not promoted for a second time in the same year, the school will work with families and external agencies to establish an appropriate course of action. At this stage it is not advisable to continue at RISS due to psychological effects of repeating the same year twice.

Please note that ongoing communications will mean that parents will be informed about students at risk, with the aim of collaborating to support their child's progress.

Parents must be proactive in keeping themselves informed about their child's progress eg. Magister, Bulletin, and email communication from teachers, tutors and Head of Section.

We aim at working with parents on this as we believe that much can be done to support student achievement when parents and the school work together.

Promotion to the next grade depends upon a satisfactory academic performance in the previous year. If a student has consistently failed to meet satisfactory standards, this will be communicated to the student and parents via our report cards and parent teacher report conferences during the year. We aim at working with parents on this as we believe that much can be done to support student achievement when parents and the school work together.

Promotion to the different grade years depends on the following criteria:

Grade 6 into Grade 7

Six C grades or higher and satisfactory progress in the RISS Rose Programme	Automatic promotion
Six C grades and not meeting RISS Rose standards	In this scenario, students are not making enough progress in his/her/their learning, however individual cases will be assessed and considered by the Head of Section, Tutor and teachers to determine the best course of action for the child.
Five C grades or Lower	Student will need to resit the year

Grades 7-9

Eight C grades or higher	Automatic promotion
Seven C grades	In this scenario, students are not making enough progress in their learning, however individual cases will be assessed and considered by the Head of Section, Tutor and teachers to determine the best course of action for the child.
Six C grades or Lower	Student will need to resit the year

Grade 9 to 10

Promotion into the second year of the IGCSE programme will depend upon satisfactory academic progress in Grade 9. **Six C grades are required in the final end-of-year grade. This may include Dutch and PE. Satisfactory progress in RISS Reach is also part of the consideration for promotion.** If a student consistently does not achieve a satisfactory level of academic progress, struggles with English as the language of instruction or has a poor work ethic, then they may be required to repeat the year. This decision will be made by the Head of Section, the tutor and teachers, taking into consideration the best educational interest of the student. A student may not repeat the same year twice.

Grade 10 to 11

A minimum of six C grades at IGCSE is required to be considered for automatic admission to IB programmes. A student's grade in PE and Dutch can also be part of the consideration for promotion. Satisfactory progress in RISS Reach is also part of the consideration for promotion. In addition, it is strongly recommended that a student has a minimum of a **B** in the subjects intended to be studied at Higher Level. If a student wishes to study Mathematics A&A at HL level, an **A*** in Cambridge International Maths Extended Level is strongly recommended.

Please note that the school will honour the promotion criteria, but when a student does not meet the requirements detailed in the Handbook regarding behaviour, attendance or work ethic, the school will contact the parents for a discussion to ensure family and school works together from the outset. We do this in line with our values to keep families informed and ensure student success.

RISS Grade 10 students who do not meet the aforementioned criteria will be formally informed by the Deputy Principal.

The following will be considered for students not meeting the criteria:

- A. the student should have a sufficient level of English to be able to access the IB programmes
- B. the student should satisfy the school's standards of work ethic and behaviour that will allow them to manage the challenges of an IB education. For this, teacher feedback, grades and information within the student file in Magister will be taken into account
- C. the student should have adhered to the national standards of attendance and lateness. In order to progress to the IB programmes specifically, the students must achieve a minimum of 90% attendance
- D. Parental responsiveness to school communications

For cases of **students coming from countries with local qualifications or other international exams**, the admission officer will request appropriate documentation for our Deputy Principal to assess suitability and validation.

Please note the below:

- The **IB Preparatory Year** is only for those students entering the IB whose Heritage Language does not yet allow them to fully access the school's language of instruction, or who transitions to our school halfway through the year. The IB Prep year is not for students who have not met the requirements and have not managed to be promoted into the IB programme. The decision for this rests on the Deputy Principal.
- The **ICE Diploma** is neither a qualification nor does it provide access to the IB programmes. It simply tells that the student has written examinations on a variety of subjects. Depending on the ICE Diploma, the students may achieve distinctions, merit or pass. These results have no influence on students' promotion into the IBDP. This is because a student can obtain a merit and yet score G, E and D in their IGCSE Exams.
- The **Mock Exams** for IGCSE students are sat in January. IGCSE students who do not meet the requirements are contacted after the mock exams, to help them and their parents explore possibilities for the student's future.

Grades 11 to 12

For the IBDP, students must obtain a total of 26 IB points in six subjects with:

- no grade 2 or lower for a subject
- the student must attain a minimum **of 12 points on their higher levels and**
- satisfactory progress on IBDP Core (CAS, EE)
- not lower than a D grade in TOK
- internal Assessment requirements for Grade 11 must have been met
- comply with a 90% attendance for the programme

For the IBCP students must have

- No grade of 2 or lower in the DP courses
- No U awarded for any BTEC unit
- Show satisfactory progress on Core subjects: PPS, RP, and SL
- Have met internal assessment requirements for Grade 11
- Comply with a 90% attendance for the programme

Students not meeting these requirements will be invited by the Deputy Principal to discuss their case, and take precautionary measures, in coordination with staff and parents. The final decision is made at the discretion of the IB Lead and the IBDP or IBCP Coordinator.

Successfully completing Grade 12

The IB Diploma will be awarded by the IB to a candidate provided all of the following requirements have been met.

- The candidate has obtained more than 24 points in total
- The candidate has met the CAS requirements
- The candidate does not have a “N” awarded for TOK, the EE or for a contributing subject.
- The candidate has obtained a grade of D or above for TOK and/or the EE.
- The candidate does not have a grade 1 awarded in any subject/level.
- The candidate does not have more than two grade 2s awarded (SL or HL).
- The candidate does not have more than three grade 3s or below awarded (SL or HL).
- The candidate has gained 12 points or more on HL subjects. (For candidates who register for four HL subjects, the three highest grades count.)
- The candidate has gained 9 points or more on SL subjects. (Candidates who register for two SL subjects must gain at least 5 points at SL.)
- The candidate has participated in and completed the Group 4 Project in Science in school. This is a compulsory part to obtain the IB Diploma.
- The candidate has not received a penalty for academic misconduct from the Final Award Committee.

Award of the IB CP Programme

The CP will be awarded by the IB to a candidate provided all of the following requirements have been met.

- The candidate has completed the specified career-related study.
- The candidate has been awarded a grade 3 or more in at least two of the DP courses registered for the CP.
- The candidate has been awarded a grade of at least D for the reflective project.
- All approaches to learning, community and service and language development requirements have been met.
- The candidate has not received a penalty for academic misconduct from the Final Award Committee

Students who are 18+

From the age of 18 young people no longer have a [qualification obligation](#). This means that they no longer need to go to school. Please check with the [Leerplicht](#) your entitlements' status.

RISS however will continue to operate within the Leerplicht framework for attendance and lateness for all students enrolled with us. The students who are 18+ will have to meet our attendance requirements to progress from Grade 11 to Grade 12 and be entered to take their finals in Grade 12. Much conversation will happen with the students to rectify this situation; failing this, we will engage with families under the principle that they cover the costs of school fees, sustenance and provision at home.

In specific cases, the Deputy Principal will contact students and parents to clearly stipulate per letter the requirements and obligations of the school and students over 18 who are enrolled in our programmes.

Students need to be made aware that at university or Higher Education there are attendance and lateness regulations and if they are not meeting them now, it may impact on their performance. In addition, potential letters of recommendations for their universities of choice will reflect on accounts related to work ethic and time management skills, which is key at higher education.



RISS High School Diploma (HSD)

All students who successfully meet our High School Diploma requirements receive the RISS High School Diploma, which is equivalent to a US College Preparatory High School Diploma. RISS is accredited by the NEASC, and is therefore able to offer the High School Diploma as an alternative or additional pathway as a school leaving certificate. The RISS High School Diploma is awarded based on the last four years of secondary school.

All students who successfully meet our High School Diploma requirements, receive the RISS High School Diploma, which is equivalent to a US College Preparatory High School Diploma.

To qualify for a RISS High School Diploma a student in Grades 9 – 12 must gain credits over four years. **A minimum of 24 credits** must be obtained to earn the diploma. Credits are given for subjects completed successfully for one year. This means that the student has successfully followed the course for the full academic year.

RISS offers subjects and courses from different internationally-recognised programmes:

In Grades 9 and 10 students follow the International General Certificate of Secondary Education (IGCSE) courses by Cambridge Assessment International Education. The grades range from an A* to a G. In Grades 11 and 12 students follow programmes offered by International Baccalaureate. We offer the IBDP and IBCP pathways.

- International Baccalaureate Diploma Programme (IBDP). Students follow three Higher Level and three Standard Level subjects. Grades range from 7 - 1
- International Baccalaureate Careers Programme (IBCP). Students follow three Higher Level and three Standard Level subjects. Grades range from 7-1.
- International Baccalaureate Careers Programme (IBCP) with Pearson's BTEC programme in Business Management. Students follow three IB subjects and the Pearson Business Double award programme.

RISS also offers some school-created subjects which contribute to the diploma, such as Dutch, RISS Reach and the PE programme in the IGCSE years.

Subject	Credits
English	4
Foreign/Other Languages	4
Mathematics	4
Humanities *	4
Science**	2
Creative or Physical Subjects	1
TOK/PPS	1
EE/RP/Reach***	1
CAS Project/Service Learning	1

Further notes:

- Two credits from other electives can be taken from any other subjects such as sciences, another language, or humanity / creative subject
- Credits must be gained over a four year period.
- All transfer students will need to produce their transcripts as proof of courses completed successfully in order to qualify for credits.
- (*) Pearson's BTEC Double Award counts as two humanities subjects per year
- (**) Coordinated Science in the Middle Years will count as two subjects, i.e., two credits per year.
- (***) To meet this requirement, students should produce a piece of analytical/reflective writing, referencing sources and showing proficiency in academic writing or appropriate presentation skills



The School Day

Lesson period	Starts at	Ends at
1	08.20	09.05
2	09.10	09.55
3	10.00	10.45
Morning Break	10.45	11.10
4	11.15	12.00
5	12.05	12.50
6	12.55	13.40
Lunch Break	13.40	14.05
7	14.10	14.55
8	15.00	15.45
9	15.50	16.35

The schedule is drawn up at the beginning of the school year and generally remains the same throughout the year. Changes may occasionally be necessary and the school will keep families informed via Magister and bulletins. The student timetable, which is available on Magister, shows the day of the week, lesson hour, the subject abbreviation, the teacher abbreviation and the classroom where the lesson will take place.

Each lesson lasts for 45 minutes; followed by a five minute gap between lessons to ensure a smooth change. Students must be punctual to all lessons as expected within the [Dutch Attendance Regulations](#).

Students must leave the school buildings by 17:00 in the afternoon. Staying later must always be in consultation with a Head of Section.

Subject Abbreviations used in the Timetable

Foundation Years

aad	Art & Design	ealb	English Additional Language Beginner
chin	Chinese Foreign Language	eali	English Additional Language Intermediate
drm	Drama	ealu	English Additional Language Upper Intermediate
eng	English Language Arts	ger	German Foreign language
dfb	Dutch Foreign Beginners	ict	Information and Communication Technology
dfa	Dutch Foreign Advanced	is	Integrated Science
dfi	Dutch Foreign Intermediate	mat	Mathematics
duf	Dutch First Language	mus	Music
fr	French Foreign language	pe	Physical Education
hums	Integrated Humanities	sp	Spanish Foreign Language
tt	Tutorial	rro	RISS Rose

Middle Years/IGCSE

aad	Art & Design	geo	Geography
bus	Business Studies	ger	German Foreign Language
chin	Chinese Foreign Language	hi	History
drm	Drama	mate	Intl Mathematics extended
dfb	Dutch Foreign Beginners	matc	Intl Mathematics core
dfi	Dutch Foreign Intermediate	mus	Music
dfa	Dutch Foreign Advanced	us	Own Language
duf	Dutch First Language	pe	Physical Education
eal	English (additional)	rre	RISS Reach
eco	Economics	sci	Coordinated Science
eng	English First Language	scic	Coordinated Science Core
esl	English Second Language	sp	Spanish Foreign language
envm	Environmental Management	tt	Tutorial
ent	Enterprise	trtu	Travel and Tourism
fr	French Foreign language	wl	World Literature

IB

bios/h	Biology SL/HL	maas/h	Math Analysis and Application SL/HL
buss/h	Business Management SL/HL	mais/h	Math Approaches and Interpretation SL/HL
chinab	Chinese ab initio SL	phs/h	Physics SL/HL
chs/h	Chemistry SL/HL	psys/h	Psychology SL/HL
dalls/h	Dutch A Lang and Lit SL/HL	spbs/h	Spanish B SL/HL
dbhs/h	Dutch B SL/HL	ssehs	Sports Science Exercise and Health SL
duab	Dutch ab initio SL	tk	Theory of Knowledge
ecoh/s	Economics SL/HL	thrs/h	Theatre SL/HL
ebh	English B HL	tt	Tutorial
els/h	English A Lit SL/HL	us	Own language
ells/h	English A lang and Lit SL/HL	varts/h	Visual Art SL/HL
ess	Environmental Systems and Societies SL		
frbs/h	French B SL/HL		
frab	French Ab Initio		
geos/h	Geography SL/HL		
hiss/h	History SL/HL		

IB Career-Related Programmes

cpbtec	BTEC
cptt	Tutor time
cpcas	CP service learning
cppps	CP Personal & Professional Skill

Members of Staff

Specialist and Administrative Staff

Mr Bart Oremus	Director, Wolfert van Borselen School Group
Dr Mónica Gilbert-Sáez	Principal, RISS School
Ms Lani du Plessis	Deputy Principal/IBDP Lead
Ms Melanie Ward	Head of Middle Years
Ms Marietjie Swart	Head of Foundation Years
Mr Tim Mottram	Curriculum Leader for English Language, Literature & Society and Literacy Coordinator
Ms Lynn Libert	Curriculum Leader for Language, Heritage & Culture
Ms Anna Kuipers-Tupko	Curriculum Leader for Mathematics
Mr Ben White	Curriculum Leader for Humanities and Learning Technology
Ms Ylva Muilwijk	Curriculum Leader for Science
Mr Clint Marshall	Curriculum Leaders for Sports Science, PPS, RPC and IBCP Coordinator.
Ms Eva Noorduijn	IBDP Coordinator, CAS advisor
Mr Rafael Moreno-Adelantado	Community and House Mentor Coordinator
Ms Jaun-Mari Moraal	Community and House Mentor Coordinator
Mr Gerald Oudman	Acting Head of Foundation Years & Learning Technology Coordinator
Mr Dave Green	Student Data and Timetable Coordinator
Ms Margriet van Rooij	HE and Careers Guidance Coordinator
Mr Bogdan Maljkovic	IT Technician
Ms Charline Lugtigheid	Admissions and Public Relations Officer
Ms Sarah Beecham	Leadership Assistant and Support Staff Manager
Ms Cinzia Maffazioli	Leadership Assistant
Ms Houria Lamrini	Manager Assistant and Attendance Coordinator
Ms Jayne Bier	Teacher Librarian and teacher of TOK / English
Mr Jan Senden	Facilities Manager
Mr Stewart McGoldrick	Concierge

Mr Tom Pot	Concierge
Ms Caley Stearn	Head of Counselling
Ms Sanne Rosetti-van Papeveld	Counsellor
Ms Scarlett Murphy	Wellbeing and Health Advisor & School Nurse
Mr Kenneth Muller	CAS and Service Learning Coordinator
Ms Simone Christoffelsz	CAS advisor
Mr Marco Dessí	TOK Coordinator
Ms Diana van Adrichem	Staff Confidante “Vertrouwenspersoon”
Ms Elisa Nicolosi	Lab Assistant
Mr Philip Westra	Internship Coordinator and Supervisor

Emergency Response Team

Dr Mónica Gilbert- Sáez
Mr Stewart McGoldrick
Ms Elisa Nicolosi
Mr Clint Marshall
Ms Eva Noorduijn
Ms Lynn Libert
Ms Sarah Beecham
Ms Melanie Ward
Ms Margriet van Rooij
Ms Cinzia Maffazioli
Ms Lani du Plessis
Ms Charline Lugtigheid
Ms Marietjie Swart

Safety group

Ms Ylva Muilwijk
Dr Mónica Gilbert- Sáez
Ms Marietjie Swart
Mr Stewart McGoldrick
Mr Tom Pot
Ms Cinzia Maffazioli
Mr Jan Senden
Ms Lani du Plessis
Mr Jens Roos
Ms Charline Lugtigheid



RISS
STAFF ROOM



Teaching Positions/Staff

To contact any staff member by email use their code@wolfert.n (e.g jro@wolfert.nl for Mr Roos.)

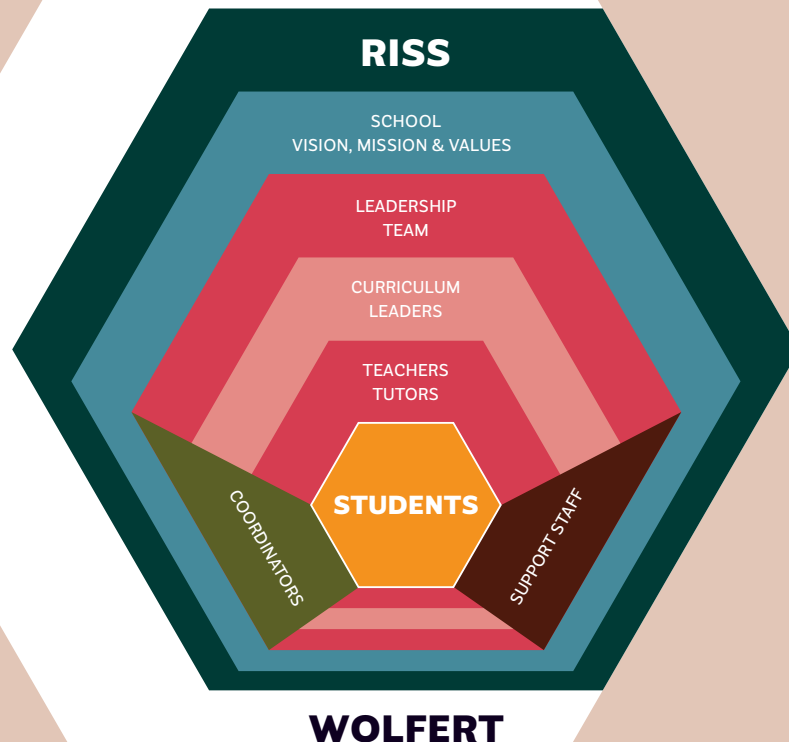
Adrichem, van.....	Diana.....	dad	Teacher of English Literature
Akcay	Hatice.....	hak	Teacher of Biology and Science
Alberts.....	Paul.....	pal	Teacher of Geography
As van.....	Celina.....	cea	Teacher of Music
Badyna	Glen.....	gbd	Teacher of Drama, Theatre and English
Bakirman.....	Melissa.....	mba	Teacher of Learning Diversity (SEND)
Beecham.....	Sarah.....	sbe	Leadership Assistant, Support Staff Manager
Bell	Douglas.....	dbl	Teacher of History and Humanities
Bestebreuer.....	Linda.....	lbs	Teacher of Dutch
Bier.....	Jayne.....	jbi	Teacher of English, TOK and Librarian
Blijleve.....	Mariëlle.....	mbi	Teacher of Dutch
Briggs	Shirley.....	sbr	Teacher of Business, Economics and Geography
Christoffelsz.....	Simone.....	sch	Teacher of Drama and English
Croesdijk, van.....	Anouk.....	acr	Teacher of Dutch
Dessí.....	Marco.....	mde	Teacher of Humanities, History & TOK
England.....	Christina.....	cen	Teacher of EAL
Edwards.....	Joanne.....	jpr	Teacher of Psychology & Head of Learning Diversity
Ezzy.....	Donia.....	dez	Teacher of French and Cover Teacher
Frost	Ryan.....	rfo	Teacher of Humanities and PE
Gilbert-Sáez.....	Dr Mónica.....	mgs	Principal
Groffen.....	Yoeni.....	ygr	Teacher of Maths
Katerberg.....	Maya.....	mkt	Teacher of Dutch
Healey	Michael.....	mha	Teacher of English
Kacor	Martin.....	mka	Teacher of Business and Economics
Kaijser.....	Veronique.....	vka	Teacher of Visual Art and Design
Kharlamova.....	Tania.....	tkh	Teacher of English and EAL
Kuipers-Tupko.....	Anna.....	atu	Curriculum Leader for Mathematics, Teacher of Maths
Kumar-Singh.....	Sadhna.....	sku	Teacher of Science
Lamrini.....	Houria.....	hla	Manager Assistant and Attendance Coordinator
Lugtigheid.....	Charline.....	clu	Admissions and Public Relations Officer

Libert	Lynn	lli	Curriculum Leader for Language, Heritage & Culture, Teacher of Eng B and EAL
Maffazioli	Cinzia	cmf	Leadership Assistant
Maljkovic	Bogdan	bma	IT Technician
Marshall	Clint	cmr	Curriculum Leaders for Sports Science and Extracurricular Events, Teacher of PE and Sports Science
Maxwell	Marcia	mmx	Teacher of Visual Arts
McGoldrick	Stewart	smc	Concierge
McMinn	Peter	pmc	Teacher of Biology
Mottram	Timothy	tmo	Curriculum Leader for English and Teacher of English
Moraal	Jaun-Mari	jmo	Teacher of Mathematics
Moreno- Adelantado	Rafael	rmo	Teacher of Spanish and Community and Service Learning Coordinator
Muilwijk	Ylva	ymu	Curriculum Leader for Science, Teacher of Science
Muller	Kenneth	kmu	Teacher of English CAS Coordinator
Murphy	William	wmu	Teacher of Science & Learning Diversity
Murphy	Scarlett	smu	Staff Wellbeing and School Nurse
Myburgh	Tineke	tmy	Teacher of Maths, and Learning Support
Noorduijn	Eva	eno	IBDP Coordinator and Teacher of French
Oudman	Gerald	gou	Acting Head of Foundation Years, Teacher of ICT & Learning Technology Coordinator
Oudman	Lexi	lou	Teacher of History and Humanities
Serbrock	Jo	jsr	Teacher of English, SSST and TOK
Papeveld, van	Sanne	spa	Counsellor
Plessis, du	Lani	lpl	Deputy Principal, IB Lead, Teacher of English
Poposka	Elena	epo	Teacher of Maths
Priego Garcia	Nuria	npi	Teacher of Maths
Razafindrakoto	Laurence	lra	Teacher of French
Rooij, van	Margaretha	mro	Teacher of Dutch, HE Guidance Coordinator
Roetman	Anne	art	Teacher of Dutch
Roos	Jens	jro	Teacher of Physical Education, ICT and Humanities
Philips	Scott	sph	Teacher of Biology and Science
Schellekens	Janneke	jas	Teacher of Spanish
Shen	Yu	ysh	Teacher of Chinese
Spiertz	Ian	isp	Teacher of Science and Chemistry
Stearn	Caley	cse	Head of Counselling

Swart	Marietjie	msw	Head of Foundation Years
Ternieden.....	Fabienne	fte	Teacher of French and German
Veenstra	Eva	eve	Teacher of Music
Ward	Melanie	mwr	Head of Middle Years
Westra	Philip.....	pwe	Teacher of Economics & Humanities
White.....	Ben	bwh	Curriculum Leader for Humanities & Learning Technology, Teacher of Economic and Business

Interns

Berg, Van den	Yacintha.....	English language and Literature
Groenland.....	Nina	Biology
Jordaan.....	Jantine.....	Art
Wouters	Jason	English language and Literature



General Description of Staff Positions

Director or Executive Principal

Has overall responsibility for the Wolfert van Borselen School Group.

Principal of the School

Leads the entire school. She is responsible for the planning, management, progress and implementation of the overall strategic vision of the whole school.

Deputy Principal/Heads of Sections (Team Leaders)

Leads the school in supporting and implementing the school vision, mission and values, the strategic plan and yearly plan, with a focus on the pastoral programme and managing teaching and learning in their respective years. The Deputy Principal also represents the school and deputises for the Principal.

In addition, the Head of Middle Years & Deputy Principal, the latter as IB Lead, supervises the correspondence with the respective examination boards, and monitors the timetable and running of external exams. They maintain reference publications and materials which support delivery in their respective years. The Head of Middle Years is responsible for the communication, administration and implementation of the IGCSE exams. The Heads of Sections and Deputy Principal also interview students to ensure a rigorous admission process and effective placement of students within the school. The Head of Foundation Years also liaises with feeder schools to assist students' transfer into Grade 6.

Deputy Principal and IB Lead

The IB Lead manages the roles of the IBDP and IBCP Coordinators, supervises the IB Core programmes and supports the pastoral care and provision for students in the Senior Years. The IB Lead is the Deputy Principal at RISS. In her role, she is supported by the IBDP and IBCP Coordinators, TOK Coordinator, EE/Reflective Project Coordinator, CAS/Service Learning Coordinator and the Principal, as an IB Administrator, plus HE Guidance and counselling. This ensures effective and opportune action in the care of senior students.

RISS Leadership Team

The RISS Senior Leadership Team consists of:

The Principal	Dr M Gilbert-Sáez
Deputy Principal and IB Lead	Ms L du Plessis
Head of Middle Years	Ms M Ward
Head of Foundation Years	Ms M Swart
Acting Head of Foundation Years	Mr G Oudman

This team provides the strategic educational and pastoral leadership of the school, and manages the implementation of the School Improvement Plan (SIP).

Pedagogical Leadership Team

Principal	Dr M Gilbert-Sáez
Deputy Principal and IB Lead	Ms L du Plessis
Head of Middle Years	Ms M Ward
Head of Foundation Years	Ms M Swart
Acting Head of Foundation Years	Mr G Oudman
Learning Technology Coordinator	
IBDP Coordinator	Ms E Noorduijn
IBCP Coordinator	Mr C Marshall
MR representative	Ms J Moraal
Curriculum Leader Representative	Ms L Libert
Staff Confidante	Ms D van Adrichem
Support Staff Representative	
Student Council Representative	
Parent Representative	

This group acts in an advisory and consultative capacity on matters related to pedagogy, strategic implementation, curriculum direction, and student and staff wellbeing. The aim of this group is to give agency to our school community in these areas. The group is composed of 13 to 16 members and they all represent members of our community. The group meets 6 times a year.

RISS Curriculum Leaders

Curriculum Leader of Mathematics	Ms A Kuipers-Tupko
Curriculum Leader of English Language, Literature & Society	Mr T Mottram
Curriculum Leader of Heritage Languages and Culture	Ms L Libert
Curriculum Leader of Science	Ms Y Muilwijk
Curriculum Leader of Humanities and Learning Technology	Mr B White
Curriculum Leader of Sports and Extracurricular Activities	Mr C Marshall

Curriculum Leaders lead teaching and learning (instruction) within their area and across the school. They promote their curriculum area and monitor their curriculum pedagogy; they organise and facilitate meetings during collaborative time; they promote interdisciplinary collaboration; and they manage the professional learning and development of their staff.

Coordinators

The coordinators organise events and activities and negotiate with others to ensure specific work or tasks are implemented successfully, cohesively and collaboratively.

IBDP Coordinator	Ms E Noorduijn
IBCP Coordinator	Mr C Marshall
CAS/Service Learning Coordinator	Mr K Muller
CAS Advisor	Ms S Christoffelsz
TOK Coordinator	Mr M Dessí
HE Guidance and Career Coordinator	Ms M Van Rooij
Community and House Mentor Coordinator	Mr R Moreno
Community and House Mentor Coordinator	Ms J-M Moraal
Learning Technology Coordinator	Mr G Oudman
Learning Diversity Coordinator	Ms J Edwards
Timetable and Student Data Coordinator	Mr D Green
Internship Supervisor and Coordinator	Mr P Westra
Manager Assistant and Attendance Coordinator	Ms H Lamrini

Learning Diversity Team

Team that works with specific students within our Special Educational Needs (SEN) programme. They provide support, information and training for our staff ensuring they can maximise students' learning opportunities. This team consists of full time and part time members of staff.



List of Tutors/RISS Organisational Chart



Tutors

Tutors are responsible for the pastoral and academic wellbeing of the students in their care. Therefore, **they are the first point of contact for all parents**. The role of the tutor is key and it encompasses the following:

- Instil and foster our school values, vision and mission amongst students
- Promote student charter as a key cornerstone of the students' voices in our school
- Build up a positive and constructive atmosphere within the grade group
- Access and inspect lockers to ensure they are being maintained in accordance with the conditions set in this document
- Deliver the pastoral programme ensuring that the provision is at the highest possible standard
- Target the development of skills and dispositions for students' improvement and achievement as lifelong and independent learners.
- Promote house spirit and student leadership under the guidance of the Community and House Mentor Coordinator
- Collaborates with other tutors to enhance the tutoring experience
- Monitor Magister documentation to check on students' wellbeing and academic progress, especially to pinpoint incidences that may need urgent attention
- Meet with students individually and during tutor time to cater for their individual needs
- Maintain records of students, including their reports or logbook, and discuss these with parents/guardians
- Liaise with the Attendance Coordinator about weekly absences and lates and inform both students' parents and Head of Section/Deputy Principal when action is necessary
- Issue progress reports and discuss them with parents/guardians
- Build positive relations with parents to ensure close links with home
- Organise one educational experience outside school in one academic year
- Communicate with subject teachers, other tutors and counsellors when applicable
- Engage timely with students and their parents/guardians, especially when there are academic or concerns
- Meet regularly with the relevant Head of Section or Line Manager
- Participate in and attend with their tutor group the end-of-year trip
- Supervise students' progress, attendance and discuss disciplinary issues
- Enrich the approach of students to their school work as a whole by introducing a variety of approaches to learning and study skills
- Refer students to Learning Diversity in consultation with Heads of Section or Deputy Principal
- Complete all training required linked to their role and in line with child protection and safeguarding policy and protocols.

Student Organisations at RISS

The two main ways in which the students at RISS are actively represented are the Student Council and the House System. The Community and House Coordinator is in charge of their functioning and organisation in the school.



The Student Council

In the school community, the student council represents and furthers the interests of the Rotterdam International Secondary School student body. The Student Council is divided into the Senior Executive Council (Grade 11), and the Junior Representatives (Grade 9).

The students elect two students from each tutor group who act as their representatives on the council. Council meetings take place regularly and allow students to raise any ideas or concerns that they may have in order to deliver them to the School Leadership Team for discussion.

House System

All students are randomly allocated to a house (brothers and sisters may choose to be in separate houses). The Student Executive organises various events for the students to compete against each other in their respective house teams. House events throughout the year including: Sports Event, Easter Egg-hunt, and Charity Day.

Attendance and participation is compulsory. The events are on the school calendar, so please take this into consideration when planning after school activities.

The purpose of a house is to:

- foster a sense of collective responsibility
- encourage horizontal collaboration between year groups
- make students feel they are part of a community
- foster a sense of competition in the school
- give more purpose to events such as sports day and quizzes
- foster engagement in the school due to community activities

All students and teachers are placed in one of four houses:



House Structure and Organisation

- Each house has a staff member who functions as house advisor
- Each house has a senior House Captain (from Grade 11)
- Each house holds a general meeting at the beginning of the school year to select the student leaders in their house. The appointment is for one year.

House Point System

Houses and individual students can accrue house points in the following ways: curricular, house events, general help and extra-curricular. Teachers and Tutors are responsible for adding house points via E-praise.

Curricular: At the end of every term, subject teachers award points based on the grade achieved, using the table below.

House events: Students can get points participating in the different House Events organised throughout the year winning games in the sports event, finding chocolate in the easter egg hunt or participating in the different charity events that take place at the end of the year.

General help: Assisting teachers, helping classmates or doing good deeds can also be a good way of getting House Points

Extra-curricular: Students can also get points if they participate in the different clubs and groups at school (student council, gala committee, debate club, sports club, public speaking competition to name some)

Foundation Years		Middle Years		Senior Years	
Curricular		Curricular		Curricular	
Item	Value	Item	Value	Item	Value
A*	10	A*	10	7	15
A	5	A	5	6	10
B	4	B	4	5	5
C	3	C	3	4	4
D	2	D	2	3	3

House System and Student Council

The house system and the student council have been integrated to improve the coordination and functioning of both.

The Student Executive Council is governed by a six-person body of students made up of a president, vice-president, secretary and treasurer (from Grade 11) and two junior representatives (from Grade 9).

The **Senior Student Council members** are in charge of the proper functioning of the Student Council, and work with student feedback to have a positive impact on the school. They delegate their rights and duties to the Junior Representatives in the Senior Campus.

Under the umbrella of the Student Council, there are several groups that work in a specific field: The **Gala Committee** is formed by four students from the Grade 11 who will plan the RISS Gala for Grade 12 in conjunction with the Deputy Principal. They will meet weekly and will be in charge of the venue(s), contacting different businesses and organising the decorations and events.

The **Green (or Eco School) Team** is an extra-curricular voluntary group of students that meets once a week to discuss environmental and 'green' issues pertinent to both the school community and to the wider community outside. In particular, the group has addressed issues such as re-cycling, the problems of plastic waste, the types of foods and drinks available in school, and the provision of 'green' spaces in the school. There are two Green Teams in the school: the Senior Green Team meets in the SC and includes students of Grade 11 and 12; the Junior Green Team meets in the JC and includes Grades 6 to 10. The activities of the Senior Green Team can contribute to CAS experiences for the IB Diploma.

The **Tech Crew** is in charge of the electric and sound equipment used in the school's activities and will set up, tidy up and run the music, lights and technology during discos, house events, the school play and other activities.

To ensure that motivated and competent students fill these positions, interested candidates will be interviewed by an appointment committee consisting of the house mentors, house captains and outgoing executive council officers.

Any Grade 11 student interested in applying for one or more of the student council executive positions must apply by filling in a form during the first weeks of school. The students will then be interviewed by the appointment committee. Recommendations from these interviews will then be considered by the leadership team and the appointments made. The leadership team has no power to change these recommendations, only confirm them (or ask for them to be reconsidered).

Student Representatives

The student representatives to the Student Council will be elected by each tutor group and will meet with the Executive Council approximately once a month. Two representatives are elected by each tutor group.

In the Foundation Years, student representatives are encouraged to take responsibility and start the process of taking initiative and growing into more mature students.

Leadership is expected from students who choose to stand for student representatives. They are supported by tutors and Community and Service Learning coordinators. This is an excellent opportunity to grow and acquire life skills.

Duties of Student Representatives

Represent their class at the Student Council, they are encouraged to do the following:

- Report back from the meetings in the Student Executive Council
- Be the link between the class and their tutor/Head of Section, and report to them anything unusual that happens
- Speak on behalf of the class to subject teachers to ask for study guides in preparation for tests, or raise issues of concern
- Cooperate with the Green Team in their duties, advertisement and maintaining the rooftop
- Go to the office to communicate that there is no teacher present or work
- Generally, remind the class to be quiet and respectful when students are unruly during lessons
- Remind the students to stand along the wall and not block the hallways while waiting for lessons
- Advertise the different school events among students by creating posters or announcements in class
- Students Representatives can be asked for help from the Student Executive Council in House Events, Discos and other activities.



Formal Code of Conduct or Restorative Process

Behaviour

RISS is a school where all students and staff should feel safe, respected and fairly treated. We have two parallel approaches: **Restorative Practices** and a **Formal Code of Conduct**. The former aims at providing a greater voice to students and enabling intrinsic behavioural change. However, we are conscious that sometimes behaviour can be of such a nature that the school needs to take unequivocal action to protect our student population. Staff and students are expected to be aware of, and adhere to, the Staff Code of Conduct and the Student Charter available on our website.


RISS is a school where all students and staff should feel safe, respected and fairly treated.

RISS students and staff are encouraged to embody and demonstrate our core values: relationships, courage, respect and responsibility:

- Take **responsibility** for our own actions
- Have the **courage** to challenge ourselves academically and socially and be honest
- Show **respect** towards the community, the school and the environment
- Contribute to a positive environment by building positive and strong **relationships** with all members of our school community and those that work closely with us

Behavioural Concern process: approaches and stages		Communication
Stage 1	Any behavioural concerns during breaks and lessons are communicated formally via Magister to students' tutors. This is in the logbook section.	Magister
Stage 2	Tutors (or mentors) are in charge of addressing any problems related to their tutees. They will also write overall behavioural concerns within Magister to maintain formal records. The tutor will also organise a meeting with the student and, if necessary, the parents, to discuss and remediate the situation.	Tutor/Mentor & Parents (if applicable and necessary)
Stage 3	Any further repetition or deterioration will lead to the tutor consulting with the appropriate Head of Section/Deputy Principal regarding further action and, at this stage, a formal letter (which will be added to the student file and Magister) will be sent home to raise awareness with parents/guardians. Parents may be invited for a meeting.	As above plus Head of Section/ Deputy Principal for the Senior Years
Stage 4	If there is no substantial improvement, parents/guardians will be invited to the school to discuss solutions to restore appropriate levels of behaviour that leads to progress for the student in question. It is expected that much of the conversation with parents/guardians will serve to establish the potential causes of a student's difficulties and, where appropriate and possible, support will be provided.	Head of Section/Deputy Principal and Parents
Stage 5	Involvement of the Principal is the ultimate stage in the process. Her participation will mean that the whole community is concerned about the current state of the situation and remediation is a key priority for the whole school community.	Principal, Head of Section/ Deputy Principal and Parents. This could involve external agencies.

Note: Subject teachers may contact parents, but they will inform tutors for the need of this action.



The first course of action is to decide if the situation should be remedied via a restorative or formal disciplinary approach. Once this is determined, the process will develop. The first step is to make the students aware that their behaviour is not acceptable and that their actions go against the school community's values. Change must take place.

Restorative Practices

The values we believe in are set out in our vision, mission and core values and so our beliefs about behaviour are designed to uphold these. The aim is to foster a sense of responsibility in the individual. This is done to inspire in students a respect for the rights of all other members of the school community as well as to develop an awareness of their need to attain their personal potential in academic, physical and social areas. When students act against our values, we will opt, if it is possible and appropriate, primarily for a restorative response that gives agency to the student voice to rectify their thinking, re-engage with the core values and change their mindset. This is an intrinsic act of repentance and reparation, and possible restoration of relationships, that leads to a better understanding of responsibilities toward others based on mutual respect.

Restorative Practices is a safe and private procedure where students are asked key restorative questions:

- What happened?
- What were/are you thinking?
- What were/are you feeling?
- Who has been affected and how?
- What do you need (to do) to move forward?

It is hoped that the above will serve the majority of our student population in the resolution of conflict and poor behaviour, but we will not hesitate to act if alternative responses are deemed necessary.

Reparation activities

In principle, what we want students to understand is the effect of their actions on others. At times it is necessary to provide tasks that will enable students to understand that they need to be mindful and caring of those around them. Depending on the nature of the incidents, teachers,

tutors and/or the leadership team will request students to do reparation activities in order to make amends through positive actions and repair relations with community members.

They can be:

- Teacher/student conference
- Rearrangement of seating privileges in lessons
- Supervised Community Service. Community service may range from helping to clean the school to supporting simple administrative tasks around the school.
- Support a teacher's class
- Provide a talk to younger students on issues related to the wrongdoing
- Confiscation or limitation in the use of personal media equipment
- Limitation of privileges across the school, i.e. break
- Behavioural contracts
- Compulsory supervised homework support
- Parental shadowing in lessons
- Presentation to the Leadership Team on issues related to the wrongdoing
- Work or research to learn more about the issues related to the incident.
- This will be given to the Head of Section/Deputy Principal
- Tutoring younger students
- Cleaning classroom(s)
- Organise a project
- Creation of a poster to be displayed across the school
- Letter of apology and action
- Lead on actions that represent a change in students' understanding

Formal Code of Conduct

Consistent and serious inappropriate behaviour or choices that either fail to be or cannot be addressed via Restorative Practices or other school and parental efforts such as counselling, will lead to the Leadership Team taking decisive action. Decisions and steps taken will be formally communicated to parents/guardians and the student. This means that there will be occasions where drastic steps will be taken such as

suspensions and exclusions. The safety, health and wellbeing of our wider school community is paramount. In such instances, formal measures will be undertaken to protect the school community and official letters will be sent to parents, students and the relevant authorities.

During lessons

A student will only be sent out of a class for a **serious breach of discipline**. If this happens, the student will sit at a desk immediately outside the classroom and will work on assignments set by the teacher. The class teacher will monitor the student and the student will report back to the teacher for further instructions at the end of the lesson period. Such an incident will be reported to the student's tutor and a note made in Magister (logbook).

During lessons and breaks

When a **very serious breach of discipline** occurs, the class teacher will direct the student to report immediately to the appropriate Head of Section, **with assigned work**. If s/he is unavailable, the student will report to another member of the Leadership Team who will supervise and a note will be placed in Magister. In these circumstances, the student will also report back to the teacher for further instructions at the end of the lesson period. The teacher will later discuss the incident with the Head of Section/Deputy Principal and they will jointly decide on actions to be taken. Such an incident will be reported to the student's tutor, who will inform parents/guardians, Head of Section/Deputy Principal and the Principal.

Note: Please refer to the "Student Charter" (available on our [website](#)) for further details about Students' Rights and Responsibilities.

The line of responsibility for behavioural issues and communication is as follows:

1. Subject teacher or tutor
2. Tutor
3. Head of Section/Deputy Principal
4. Principal
5. External

In all events above it is expected that parents should be informed and, where necessary, invited to school.

In extreme cases:

- An immediate suspension in consultation with the Head of Section and Principal
- Exclusion in consultation with the Leadership Team, Crisis Team, parents and external agencies
- Being placed in an alternative school in consultation with the Leadership Team, external agencies and parents

Extreme cases where the above will be enacted:

Smoking

RISS is a non-smoking school. Students and teachers are not permitted to smoke on the school premises (it is against governmental regulations) or in the close vicinity of the school. If a student is caught smoking on the school terrain then their parents will be informed, outlining the school rules and expectations. Repeated offences will be treated as a breach of the school vision and mission and an official suspension may be given.

Alcohol

Possession or drinking of alcoholic beverages is not permitted in either campus or during school organised or endorsed outings, unless during a school social event organised and authorised by the Leadership Team and the PTA in consultation with the administration, and then for over-18s only. The breaking of this rule is a serious breach of our school values, mission and vision, and will result in an immediate suspension or exclusion.

Drugs

The use of soft or hard drugs is not permitted in the school or at any school function or activity internally or externally organised and led by the school. Any student caught with, under the influence of, or suspected of being in possession of drugs will be suspended with immediate effect and the parents informed. The school reserves the right to contact the police. Depending on the circumstances, the Leadership Team may seek to exclude the student(s) permanently.

Weapons

Weapons are forbidden. Items that might be considered a weapon or have a likeness to a weapon, or are suspected of being adapted for use as a weapon, are also forbidden. Any student caught in possession of a weapon as such described will be suspended with immediate effect and the parents informed. The school reserves the right to contact the police. Depending on the circumstances, the Leadership Team may seek to exclude the student(s) permanently.

Vandalism

Misuse or damage to school property will result in disciplinary action. Students should treat the property of others with respect and care. The parents or guardians will be contacted and held responsible to pay for any damage related to school property, or the personal property of other students. In the event of very serious intentional damage, the student may also be suspended or excluded from the school with immediate effect.

Theft

Theft of any article from the school, whether of school property or staff or student valuables, will result in the police being contacted and appropriate disciplinary action will be taken. The security cameras present may be used to find evidence of theft.

Discrimination

Discrimination based on race, nationality, gender, appearance, sexual orientation or religion will not be tolerated. Students guilty of such behaviour will have their parents brought into the school for discussions and appropriate disciplinary action will be taken. Any repeat of the discriminatory behaviour will result in the student being suspended with immediate effect from the school or they may be directed to seek an alternative school.

Sexualised Behaviour

The school has a zero-tolerance approach to the delivery, viewing or sharing of any material of a sexual nature, whether it is spoken, written, video or images. Our school has a young population and, as part of our child protection obligations, any action indicative of sexualised content will be viewed as serious and the student will be suspended with immediate effect and parents contacted. For students, this is a concerning issue, one that will potentially involve the Crisis Team and appropriate external agencies.

Abusive/Violent Behaviour: Students

Students whose behaviour is violent or language is abusive towards students or staff in the school or who in any way endanger the safety and wellbeing of staff and students, will be suspended with immediate effect from the school. The parents/guardians of any student involved in any such incidents will be brought to the school to discuss ways to deal with the behaviour. Any repetition of such incidents by the student may lead to the student being directed to seek an alternative school. The school reserves the right to contact the police.



Academic Integrity Policy

Developing and maintaining the required skills and knowledge required by students to perform curricular or extracurricular work with academic integrity is a key priority of the RISS.

All students and teachers at RISS should be aware of what constitutes authentic work and what is meant by malpractice. This should be addressed during tutor time in all classes and especially in the exam years. **Plagiarised work submitted for any assessment will lead to an automatic failure for the student.** Any staff member who is involved in, or neglects their duty to ensure academic integrity, will face disciplinary action.

Authentic work

- Work that is based on the candidate's individual and original ideas
- Work and ideas of others are fully acknowledged and not copied with many words or ideas from a source that it makes up the majority of the work, whether credit is given or not
- Assignments, written or oral, must use the candidate's own language and expression and not just changing words and copying the sentence structure of a source
- Work is submitted on time, according to the teacher's instructions and written by the students who submit the work
- No extra support from parents/friends/family members or online sources have been
- incorporated into any work, outside of the teacher's knowledge and requirements
- Sources used, must be fully and appropriately acknowledged
- Students may also be asked to submit work directly to Turnitin, a website that checks work for plagiarism.

Malpractice/Academic Misconduct

Malpractice is 'behaviour that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components'.

Malpractice includes:

- **Plagiarism:** the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment

- **Collusion:** supporting academic misconduct by another candidate, for example, as in allowing one's work to be copied or submitted for assessment by another
- **Duplication of work:** the presentation of the same work for different assessment components and/or Diploma Programme core requirements
- **Leakage:** this means that the total or partial content of an exam has been obtained, disclosed or shared prior to the examination
- **Impersonation:** An individual who is not registered as a candidate take the place of one that is registered
- **Smuggling of foreign materials:** This is the introduction of unauthorised materials notebooks, crib notes, charts and answers into the examination hall. The material is normally hidden pants, shoes, hems or underwear or written on parts of the body
- **External Assistance:** Individuals who are not examination candidates giving unauthorised assistance to candidates. This can be done by an individual, using electronic devices or oral/visual aids
- **Copying:** Reproduction of another candidate work with or without permission
- **Intimidation:** threaten physically (or emotionally) a member of staff or student(s) to provide extra help to student(s)
- **Makers Malpractice:** Deliberate changes of marks designed to inflate or deflate a candidate's original mark
- **Other Behaviour that allows any student to gain unfair advantage:** for example, disrupting or distracting other candidates during an exam, stealing examination material, providing all or partial answers to exams prior to its delivery. This also includes failure to respond to exam protocols, such as to stop writing after the allocated time has passed
- **Specifically for the Exam Years:** Falsifying a CAS record and receiving or passing of information from candidates about the content of an examination paper within 24 hours after a written examination



Penalties* for internal malpractice across the school

*Please see our *Academic Integrity Policy* for detailed information

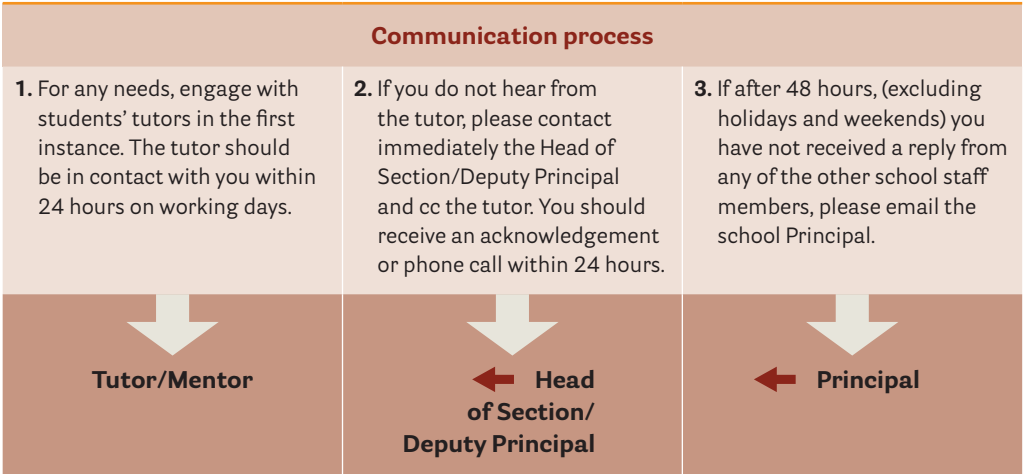
- If a student has plagiarised a homework assignment, then they will receive a mark of one (1) for that assignment and be given a warning about the seriousness of what they have done.
- The parents will be formally informed via written communication or an interview
- If a student has plagiarised internal assessment work for their IGCSE or IB, then their parents will be called in to discuss with the student the seriousness of the malpractice and to make it clear that it is a serious breach of our Academic Integrity and Malpractice Policy. This will be documented via Magister, evidence kept on file and an appropriate penalty and disciplinary action will be decided by the school.
- Students sign off on the authenticity of their work. Our school must adhere to the requirements of any of its external exam boards or organisations.
- Any member of staff involved in any of the above practices, or who fails to ensure adherence to best practice regarding academic integrity, will undergo disciplinary procedures by the school leadership team. The IB Programmes, IGCSE, Wolfert School Group and the country's legislation have strict rules and expectations on exam malpractice and academic integrity and the school will adhere fully to their regulations and guidelines. The school will report all cases of suspected malpractice to the external examining bodies.

General School Information and Guidelines

With the cooperation of students, members of staff and parents/guardians, we believe in high standards of appropriate, consistent and positive behaviour. This applies to us all and it serves to reassure and provide a working and collaborative environment that we can be proud of.

School/Home Communication

The school engages with parents and guardians via email. Please ensure that all your personal data is updated on Magister to enable effective communication.



N.B. Phone calls to the school are not effective. Expecting to talk to members of staff on the spot is unrealistic as they will have unavoidable scheduled teaching or other commitments. It is far better to email and organise any necessary communication from there. That said, of course, genuine emergencies will be treated accordingly once this is communicated during the call.

Children's Conflict

We would like to request parents to be aware that their child's social life is an ongoing learning experience, particularly when they are younger. Children make mistakes, they fall out and then they are friends again. They are learning to build relationships and establish them for the longer term. For children, friendship is everything. Of course, there are limits and when students cross the line you and the school will be there to assess and take action. Please ensure that you are supportive of your child, but also take your time to contact the school to establish the whole picture, as this will be more enabling and put you in a position of strength with actions.

Malicious, Threatening, Nuisance and Abusive Phone Calls

The school welcomes parents to contact the school by phone for a variety of purposes. Please remember that email is our primary and preferred method of communication. When callers contact the school, they are answered by our support staff. In all instances, they do not know of the private circumstances of your case, therefore, it is fitting to deliver a simple and straightforward message for them to transfer onto the appropriate individual.

The school welcomes parents to contact the school by phone for a variety of purposes. Please remember that email is our primary and preferred method of communication.

If the caller becomes abusive towards the member of staff, they will indicate this to you immediately and give you the chance to rectify your approach. If this does not happen, we will invite you to write an email and the phone call will be ended. In extreme cases, the school reserves the right to take further action.

Abusive and Violent Behaviour: Visitors

The school is an environment with a young population and all visiting adults are expected to exercise high levels of excellent behaviour, no matter how difficult the issues may be. Encountering an out-of-control adult is a very disturbing experience for a child. The school will not tolerate such behaviour. Adults who come to the school and are loud, abusive and/or violent verbally or physically will be requested to leave the school premises immediately.

Further contact with the individual will be decided by the school leadership team. In addition, no visiting adult that arrives suddenly will be seen, especially if that person is showing signs of anger. All parents have the right to ask for an appointment; a process which will help with planning and addressing any issues effectively. The school reserves the right to call the police in extreme cases.

ID Cards

All students are issued with a school identity/cash card with a lanyard and **should carry it** during school hours and at every school-related activity. Students will receive their first card free of charge. Losing or damaging the card and or lanyard will result in having to pay for a replacement card and lanyard at the cost of €10.00.

The student identity card is a health and safety item that each student needs to have with them. It serves the following purposes:

- It allows students to enter the RISS building. A detector is positioned outside the main and back door to RISS buildings. To get in, a student must place their card flat against the detector. This unlocks the door and allows it to be opened. In case of difficulty, ring the front doorbell
- In the Senior Campus, the card allows the student to open the gate to leave the school grounds outside of the normal hours when the terrain is accessible
- It opens the students' lockers using a similar detector to that mentioned above
- It allows students to print copies on the copiers for a nominal fee. Students can make black/white as well as colour copies. Prices are posted in the media centre
- It allows students to log into the computers and print
- It allows students to borrow books from the school library
- Grade 10 and 12 students may need their cards during their final exams for identification purposes
- Students are assigned their textbooks via their school cards

New students should see one of the administrative assistants, who will inform them how they can obtain the ID card. If there is a problem with the card you have to contact one of the administrators for guidance.

Charging cards

Students can charge or recharge their school card for printing. Instructions to do this can be found on the school website myprint.wolfert.nl/RicohmyPrint/Login.aspx



Lessons

Lesson periods are 45 minutes long. There is a 5 minute interval to ensure a smooth changeover. Students may not leave the room before the bell sounds to end the lesson.

Changes of room or lesson time can only be approved daily by the Timetabler. Changes can be seen when possible on Magister and on the monitors in the school lobby, Aula, and hallway.

- Students must proceed to their classes at the first bell or at the appropriate time in SC
- In the SC, students and teachers are responsible for timekeeping, as there are a minimal number of bells
- Students must wait outside the classroom until the teacher arrives
- By the second bell, all students in the JC must be inside the classroom, and prepared for the lesson to begin
- If the teacher is not in the classroom by the second bell, the Student Council representative should contact the school administrator. All other students must wait quietly outside the classroom
- Students must line up along one wall so that it is possible for other students and teachers to pass
- In general, students should not request to leave the classroom in order to go to the WC during lessons.
- Students are expected to be ready to resume their lessons at the end of the breaks
- Students must ensure their food purchases and bathroom breaks occur in a timely fashion and not during lesson time

Deadlines

To promote a structured approach to learning within RISS, students and staff are expected to meet deadlines. Deadlines are important to all the programmes. Failure to meet deadlines affects planning, assessments and results. Deadlines are also an intrinsic part of an adult professional world for which we are preparing our students.

Attendance & Lateness

Attendance and lateness is highly regulated in the Netherlands and RISS has to comply with the strict guidelines and actions when students are not on time or do not come to school without a valid reason. Please visit the official Dutch [website](#) (Leerplicht), please also see Attendance protocol – Municipality of Rotterdam below.

Attendance is recorded at all lessons. Students must attend all classes for which they are registered. Absenteeism is permitted only when the parents or guardians of the student document a valid reason for the absence. **Parents or the Guardian must contact the school before 8:15 am on the day of the absence.**

Parents with students at JC report matters of attendance here: jc.attendanceriss@wolfert.nl
(please cc student's tutor)

Parents with students at SC report matters of attendance here: sc.attendanceriss@wolfert.nl
(please cc student's tutor)

Students and parents/guardians, who do not comply with these rules will be reported to the Rotterdam school authorities - this is a legal requirement.

Students are obliged to make up for work missed during their absence. It is the responsibility of the student to contact subject teachers directly to discuss the work missed.

Students who are late to school will have a detention, which is announced via their Magister. Lateness without a reason will be reflected on Magister as “tl”. When a student is late, the detention time will be a time to reflect. Listening to music or working on phones will not be permitted.

Medical, dental or other appointments should be made outside school hours, as far as possible.
There is a no-tolerance policy concerning trancies (skipping classes). Any student “skipping” a class will automatically be given detention and it will be appropriately documented within Magister. The parents will be informed.

When a student is absent ‘**aw**’, without a reason, it will also be reported in Magister. The school will pass the information on to parents.

When a student is illegally absent for more than 16 hours within a four week period, then the school is obliged to report this to the Leerplicht. All letters sent out will be cc-ed to Tutors, Team Leaders and be placed on the student's record file.

Illness at School/School Nurse

Students who feel unwell in school, will be seen by the school nurse in the JC, if she is present. The school nurse will assess the situation and determine the further course of action.

If a student becomes unwell during the day, they must report to a teacher, or the Head of Section/Deputy Principal. Before they are allowed to go home, the school will contact the parents to inform them. Students who leave the school are given **a permission slip**. Students must keep the slip to show to the truancy officers or police if they are questioned on the street.

Special Leave

The granting of special leave is fully regulated by the Dutch Government.

Parents/guardians who require a **Special Leave or “appeal for exemption”** for their children during school days, must seek and receive prior permission from the Head of their Section and then have the decision ratified by the Principal / Deputy Principal. **This needs to happen legally eight weeks before the requested day.** A Special Leave for Absence form, available from the school [website](#), must be completed.

A maximum of 10 school days per school year may be granted for unavoidable special leave requests. Failure to comply with this rule could result in parents having to pay substantial fines issued by the local education authorities. There are specific regulations linked to granting special leave, please visit this [link](#).

Attendance protocol - Municipality of Rotterdam

Process for managing: number of lateness are measured per school year

Type	Action
Weekly:	Tutors check Magister on attendance, discuss any recurring issues with student lateness. Tutors write in Magister logbook
3 x late	Tutor talks to the student and writes it in the Magister logbook, and tells the Head of Section. Tutor reports to Head of Section
6 x late	Tutor to send a letter; report of Head of Section. A note should be made in the Magister logbook.
9 x late	Letter sent to the parents by the Head of the Years. A note should be made in the Magister logbook.
12 x late	Head of Section to request the situation to be reported to Leerplicht which will send a letter to parents/carers.
15 x late	Process led by Leerplicht. Their actions could potentially lead to a HALT type programme

Notes to consider

- Lateness: the time frame is measured per school year. (This is official, so it is definitive)
- In the case of sustained lateness due to trains, weather or traffic conditions, etc, a decision must be made by the Head of Section/Deputy Principal. This means that students are normally marked late with a reason if there is a delayed train etc. This is acceptable only up to a certain level, not weekly. This is going to be dealt with case by case and led by Heads of Section
- Only for Period 1, a “late” is considered a “late” within the first 15 minutes of the start of the lesson, anything beyond that becomes an **unexplained absence**
- For a lesson lateness during the day, if a student is more than 10 minutes late for a lesson, it becomes an unexplained absence, without a valid reason. An example of this would be speaking to a Head of Section, Deputy Principal or Principal. The Head of Section will inform the teacher of this, or accompany the student back to his/her lesson
- For RISS students only, parents need to communicate to our Heads of Sections if there are special circumstances that will affect their normal attendance itinerary in the long term

Further information can be found on our website in Key Documents under [Attendance Regulations](#).

Attendance at After-School Functions

In general these functions are open to all students for whom they are intended. However, any student who has been absent from school on the day of the function may not be allowed to attend.

Breaks and Non-Timetabled Periods

During breaks and non-timetabled periods students may go in the:

- JC to the Aula for work or to the basketball area behind the JC building, but not by the bicycle area
- SC to the ORC, balcony/canteen or courtyard
- Students who need to pay special attention to their studies might be requested to work in specific areas
- Student in the JC may not leave the school during breaks of free periods, as **we have a closed campus policy**

Any study areas such as library, classroom and Aula (during lesson time) should be used for quiet studying. No food, drink, loud conversations or game playing is allowed during class time. The areas must be kept neat and clean at all times.

During classes and after school, students are expected to remain respectful and quiet in the school building. Shouting, running, playing loud music or loud talking is disruptive to our learning atmosphere.

Students may only leave the building when their classes are over for the day. Once a student enters the building at or before the start of their lessons they may not leave again until after their last lesson of the day.

Food and Drink

Food and drinks are only to be consumed in the Aula or on the roof terrace. However, during breaks, students are permitted to relax and organise their lunch in the building, but not in the stairs at the back of the building in the JC. The SC has a designated area for food and drink in the canteen during the day. **No food is allowed in the ORC or Library in the SC and JC.**

Only **water** may be consumed in class. No food is permitted in the classroom.

Note: The use of chewing gum and energy drinks are strictly forbidden in the school building.

Students can buy snacks and drinks in the Aula/canteen. Alternatively, of course, students may wish to bring their own food and drink to school.

The microwave in the SC canteen must be cleaned after each use by the student using it. Please follow the clear directions on its use.

Any other requests from students related to food and drinks need to be discussed with their Head of Section/Deputy Principal.



Healthy School

Our school and canteens are striving to become known as a healthy school, by offering healthy food choices to the students. For this purpose, the school canteen is working towards the following basic rules and guidelines:

1. In every product group, offered in both canteen and vending machine, a healthy alternative will be available for the students
2. The healthy choices on offer for the students, will be available in an easily recognizable place, with the healthy choices displayed prominently within sight. In the vending machines, the healthy choice should be displayed prominently in the top half of the machine. At the till, only healthy choices like fruit should be displayed
3. Water should always be easily available, either in the water fountain or as a choice to buy.

Electronic Equipment and Mobile Phone

At RISS we operate a “**no see no hear**” approach. Students will keep their mobile phones in their bags at all times from Monday to Thursdays. It is important to emphasise that the school respects families’ decision not to purchase mobile devices for their children. Mobile/smart-phones and headphones may be used for personal use before entering the building and when students leave the school premises, however these devices must be placed inside their bag prior to entering the school building.

The use of mobile phones in lessons will be decided by the teachers, and it must be for strictly educational purposes. Teachers must be aware that not all students will have a mobile phone, therefore appropriate planning should be considered.

Other considerations:

- Equipment with loudspeakers are not allowed in the school.
- If students would like to practise dance moves/skits during the break, they may use the drama/ flex room during break after obtaining permission.
- Parents should not phone or message students during their lessons. Any urgent message can be communicated to the school administration staff, who will locate the student and pass on the message.

Further information is available in our new **Mobile Phone policy** and the Acceptable Use of Technology Policy in our website within Key Documents.



Failing to comply with the above

We hope our students will work with us on this all too important document that seeks to establish clarity in the use of mobile phones. If a student is found to be using his/her mobile phone when not expected. The following applies.

- **First Call**

The student will be requested to take the mobile phone to the Principal's office to be looked after. A note will go in the Magister logbook. The student will collect the phone from the office at the end of the day. It is always the student's responsibility to collect the phone.

- **Second call**

The students will be requested to take the mobile phone to the Principal's office to be looked after. An email will be sent home to inform parents and an entry will be written in the Magister Logbook. For the next three days, the student will leave the mobile phone under the care of the Principal /Deputy Principal as they arrive and leave the school. The student will collect the phone from the office at the end of the day. It is always the student's responsibility to collect the phone each day.

- **Third and Subsequent calls**

The school sincerely believes that this will not happen and after much discussion, the students will understand our need to put this policy in place. However, under this potential scenario, the student and parents will be invited to school to discuss this situation and establish a course of action that acknowledges the school's entitlement to establish clear expectations for us all to work together. A formal letter will be written home and uploaded to the Magister logbook in addition to reparation activities, detention and/or attending courses linked to mobile phone use such as gaming addiction or cyberbullying.

- **Please note**

A student found with more than one phone, in order to deceive a member of staff, may risk direct confiscation and the parent will be expected to come to school to collect the device and meet with the Head(s) of Section/Deputy Principal about a possible suspension.

Public Recording

Students (and members of staff) are not allowed to record lessons, persons or incidents in the school, with either an audio or visual recording device, without the express acknowledgement and written permission of the person(s) being recorded. Students cannot post images of other students or teachers in social media without the express permission of the people involved. Further information regarding GDPR issues is available on the [website](#).

RISS Wireless Internet and Social Media Use

A wireless internet connection is available within the RISS buildings with the aim of providing students and staff online access for educational purposes. The connections can be monitored to ensure no improper use.

In consideration of the ongoing circumstances related to possible needs for remote learning, it is important that parents consider investing in a portable device. However, we do not promote any brand. Devices will need to enable our students access and connect to our systems for them to study and work both in school and remotely.

We have desktops/laptops in the Senior and Junior Campus that students can borrow with a teacher's permission for educational purposes only. If you wish to inquire where to buy a cost effective unit, please contact our Heads of Section or Deputy Principal. Please also contact them if there are any other situations related to acquiring a device for your child.

Gaming

Online games, downloading torrents, harmful content or watching inappropriate videos that go against our school values, (i.e. 18+ content,) hacking and streaming videos are not allowed.

No RISS computers may be damaged or willfully infected with a virus. Students are urged to perform regular virus scans and spyware scans at home on their personal devices.

Please visit our [website](#) for our diverse policies on the use of technology, safety and privacy.

Online bullying

Sexting, harassment, flaming, exclusion, outing (or doxing), cyberstalking, trikering, fraping, dissing, trolling and masquerading are all forms of cyberbullying which are against our school vision, mission and values and some of them against the law. They will be dealt with severely.

For more information, please check Acceptable Use of Technology Policy on our [website](#). Further information regarding cyber safety and bullying can be found at [ThinkuKnow.co.uk](https://www.thinkuknow.co.uk). Although this is from the UK authorities, not Dutch, the information it provides is relevant and valid, especially for parents.

The school will contact parents to restore relationships if this is possible and appropriate via restorative practices. **Parents are first and foremost the main carers of their children's wellbeing and must not relinquish their duty to monitor their child's online presence and actions.** Online peer-to-peer abuse can happen for months without being noticed.

Such events often happen outside of school hours and it is impossible for the school to be held accountable during times where students are not at school. We provide a great deal of training and workshops for children, but this must be reinforced at home. The school cannot work and deal with such situations in isolation, nor should it be expected to solve it in isolation.



Hats, caps and similar

As a matter of general courtesy, hats, baseball caps, hoodies and similar headgear are not allowed to be worn in the school.

Dress Code

Dress should be appropriate to a respectful and healthy school environment and should not impede a student's learning. Students who do not adhere to this rule will be spoken to and asked to cover up, change or be sent home to change the offending or inappropriate garments.

As a school we recognise that our students come to us with varying backgrounds and cultural differences and norms. Freedom of expression is encouraged, while also taking into consideration the respect, health and safety of each student. Clothing should enable and encourage, and not hinder progress and learning.

If in doubt about the school dress code, a quick glance in the mirror can quickly solve this. If your private part(s) are visible, which includes your chest area, buttocks and/or midriff, students should consider changing to more respectful and appropriate attire for school.

Freedom of expression is encouraged, while also taking into consideration the respect, health and safety of each student.

Lockers and Locker Rules

Lockers will be provided for RISS students on an annual basis. This will be arranged through the administration.

After the pandemic period, RISS will re-initiate the locker service in August 2022 with a close observation in their use. The school has previously noticed a very poor use of this provision. If after this year, students do not show consideration and adherence to the below rules, the school will remove the service and proceed to use the space for other purposes.

Locker Rules

- 1.** The lockers are provided by RISS to support students' wellbeing and organisation.
- 2.** The school retains the right to access and inspect lockers to ensure they are being maintained in accordance with the conditions set in this document. All inspections of student lockers shall be conducted by the Heads of Section, Deputy Principal, Principal or Tutors. We reserve the right to confiscate items that prove to go against the acceptable use of locker rules.
- 3.** Lockers are to be used to store school supplies and items necessary for use at school. Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by the Dutch law or school rules. Any illegal substances are prohibited.
- 4.** Any library book not properly checked out or overdue, or any stolen items, or any obscene material banned by school rules or regulations found in the lockers will be dealt with in accordance with our policies.
- 5.** Students are expected to keep their lockers clean, organised and in an orderly condition.
- 6.** Lockers may only be used when arriving at school or during breaks.
- 7.** Any lateness related to lockers will not be accepted as an excuse. Students are expected to get to class on time.
- 8.** Excessive lateness may result in the loss of locker privileges.
- 9.** NO LONG TERM STORAGE of perishable foods is allowed. No open containers of food or any food/food containers are allowed in lockers.
- 10.** It is the student's responsibility to clean their lockers. Students may be requested to do so if after an inspection it is deemed necessary.
- 11.** ANY ITEMS WHICH ARE LOST OR STOLEN from the locker are the sole responsibility of the student.
- 12.** Vandalism of the locker will be investigated and culprits will be suspended as per our policies.
- 13.** Students may not share the locker with another student. Anything found in a locker will be the sole responsibility of the person to whom the locker is assigned.
- 14.** Objects/articles must not be put in the locker if it is against the law or school policy. The Principal, Deputy Principal or Tutors may (randomly) inspect the contents of the locker at any time.
- 15.** Kicking, hitting, slamming, defacing, using graffiti, bending/prying/jamming of lock, and other such abuse is not allowed.
- 16.** No (stickers) may be glued, taped, or affixed to the inside/outside of the locker.

17. No extra personal padlocks or added keys are to be used on lockers; only the school card is allowed for access; any padlocks or other contraptions used will be cut off.
18. Students/parents may be liable for any costs incurred for damages to the locker.
19. Materials or liquids that might cause a fire must not be placed in the locker.
20. Do not place large bulky items such as sweaters and backpacks into the locker as they can jam the locker door.
21. In the event that a locker gets jammed, the problem should be reported to the Main Office. Fixing a jammed locker may take some time to resolve.
22. Failure to follow any of the above rules will result in the loss of locker privileges for an amount of time determined by the Head of Section/Deputy Principal.
23. PUBLICATION OF RULES. A copy of these rules shall be provided to each student and their parents or guardian at the start of each school year for a virtual signature of approval. The provision of a locker will only happen when this has occurred.

Responsibility for Valuables

Whilst every reasonable measure is taken, the school will not accept responsibility for lost or missing objects. Money or other valuables should never be left unguarded, especially in the PE changing rooms.

Lost and found

Every year, the school is full of garments and equipment that—despite several reminders and being put on display during parent conferences—is not collected. The school will donate these items to charity at the end of every term. Students should not leave their jackets abandoned in the hooks for weeks, it should be taken home for appropriate washing.

Elevator / Lift

Students are not permitted to use the elevator. In case of exceptional circumstances (sickness, infirmity etc.) they should get permission from their Head of Section.

Language

Students are expected to use respectful language throughout the school. Foul or abusive language and inappropriate comments in school and during school functions will not be tolerated and will be dealt with in accordance with our behaviour expectations in the section above.

Security Cameras

Security cameras which make continual recordings are located throughout the school. Whilst they are not constantly monitored, students should be aware that their actions could always potentially be seen, and looked up on the camera recordings. The security cameras are used to ensure the safety of all students and staff, both inside and outside the school area. BOOR has a policy for CCTV cameras applicable to RISS, this can be found on key documents in our website under *Wolfert Key Documents*.

Admittance to the school

Admittance to the school for students and staff is **via the school card. Students should carry their school card on them at all times for access and safety.** Students should not open the door to anyone without a card. Students without a card or visitors should go to the reception area and ring the bell for admittance to the school. Conversations will be held with students that do not bring their card and parents will be contacted. If lost, students will cover the cost of replacement.

Visitors

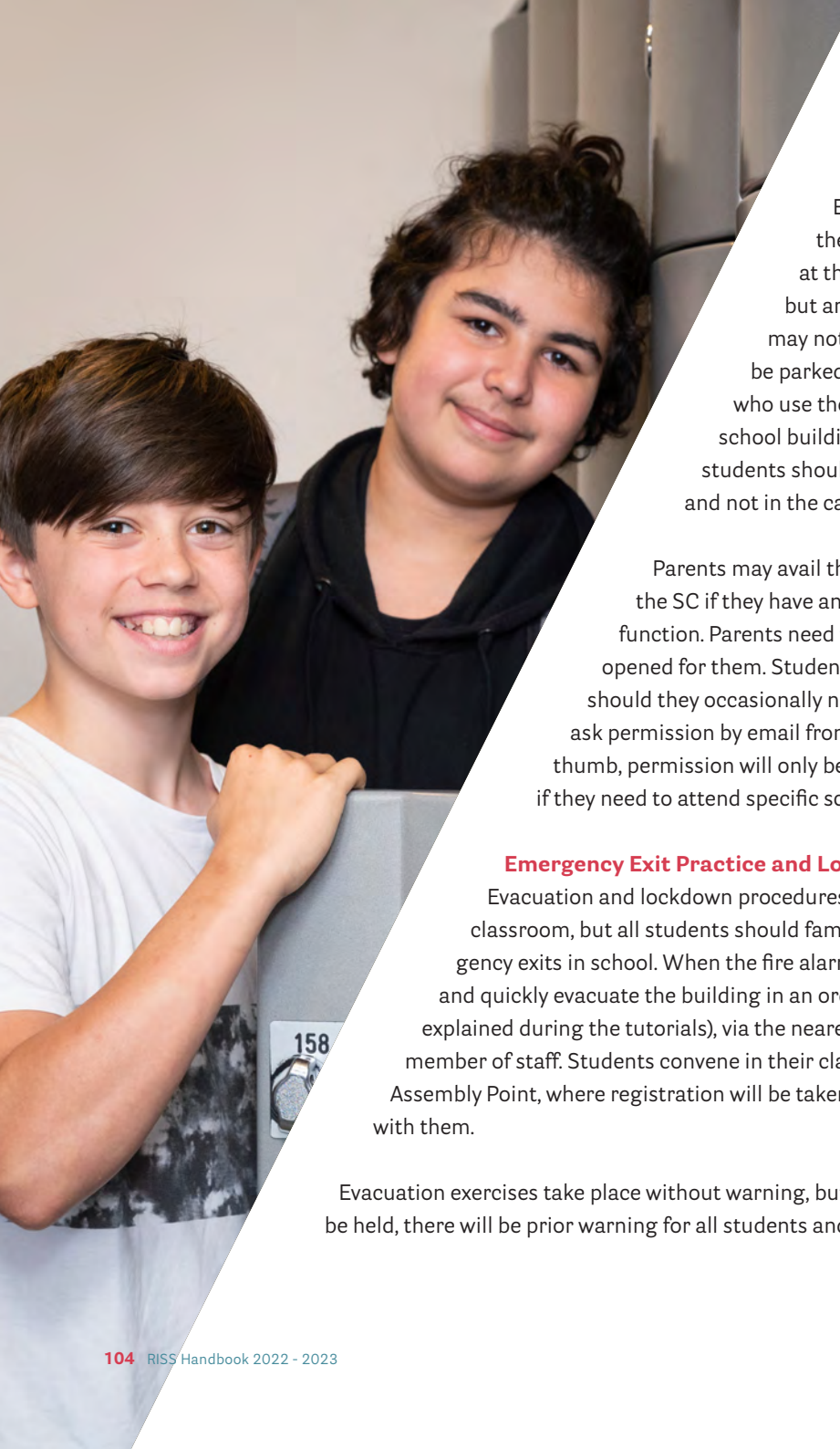
Visitors to the school should report firstly to the **concierge's office** in the main entrance and will be issued a visitor's badge and lanyard, which must be displayed prominently. They are expected to sign in and out for safety reasons. This applies to all visitors including staff, workers and students' guests.

Roof Terrace/Balcony

Our roof terrace, balcony and courtyard is open for the use of students during breaks and free periods. Students are expected to respect the learning environment, and should not make undue noise. To ensure the safety of students, the roof terrace and SC balcony is bounded by a safety fence and is under constant observation by our internal security camera system. It is not allowed to throw any object from these areas, or to climb on or over the safety fence.

Play Area

A supervised play area is available during breaks for students. It is suitable for playing ball games, etc. Students wishing to use this area should assemble in the JC entrance hall at the beginning of break and wait until the staff escort arrives. **Students may not leave the school without teacher supervision during breaks.** Students should follow the instructions of the staff who escort the students out to the field. Students should return to the school timely, in order to attend to personal needs.



Bicycle Storage and Parking

Bicycle racks are available behind the RISS school building in the JC and at the SC. These racks are monitored, but are used at the owner's risk. Bicycles may not obstruct the emergency exits, nor be parked outside the staffroom. Students who use the bicycle racks in the JC, may enter the school building through the back door. In the SC, students should park in the bicycle shed provided and not in the carport or in the teacher bicycle shed.

Parents may avail themselves to the (free) parking area in the SC if they have an appointment at school or attend a function. Parents need to phone the school to have the gate opened for them. Students may not use the parking space and should they occasionally need to use it, they must always first ask permission by email from the Deputy Principal. As a rule of thumb, permission will only be given for students to park at the SC if they need to attend specific school events or write final exams.

Emergency Exit Practice and Lockdown Rehearsals

Evacuation and lockdown procedures are covered in the tutorial and the classroom, but all students should familiarise themselves with the emergency exits in school. When the fire alarm sounds, all students should quietly and quickly evacuate the building in an orderly manner (and as indicated and explained during the tutorials), via the nearest emergency exit indicated by a member of staff. Students convene in their class groups in the designated Assembly Point, where registration will be taken. Students should not take any bags with them.

Evacuation exercises take place without warning, but if and when a lockdown exercise will be held, there will be prior warning for all students and staff.

School Trips

The school trips are an integral part of the school curriculum and **it is compulsory for students to attend**. Not participating in the school trip is regarded as an unauthorised absence (please read attendance and lateness section).

Students in Grades 6 to 9 and 11 go on school trips that are carefully designed to meet both academic aims and form social cohesion within a grade. Students will be informed in a timely manner of the place and nature of their trip, which differs according to their age. **The cost for the school trip is included in the school fees.**

Extra-Curricular School Activities

There are a number of extra-curricular clubs at RISS.

All the details, (for example, any equipment you will need, specific times, dates and how long the activity will last) will be given at the start of the school year by the activity leader.

The extra-curricular activities include:

- Sporting clubs
- Drama Club
- Duke of Edinburgh International Award
- Model United Nations: MUN
- Green Team
- Hiking Club
- Human Rights
- Debate Club/Public Speaking
- Maths Club
- Running Club – 5km runner
- The RISSUE: School Magazine
- The Art Club

Many of the clubs and activities are free with several requiring payments. All students are welcome to join.

RISS Learning Diversity Programme (LDP)

The RISS Learning Diversity Programme (LDP) expands the capacity of the school to respond to some individual educational needs and be as inclusive as possible within our means (funding) for all students. The RISS comprehensive model combines academic tutoring, study and organisational skills guidance and socio-emotional support to address the needs and interests of each student.

The school community shares understanding that inclusion improves educational outcomes for all children. Curriculum areas and the LDP work as a team to ensure maximum educational benefit for students with a variety of abilities, skills and talents.

The short-term goals for students may include preparation for tests, homework completion assistance and in-depth review of classroom materials. Long-term goals include development or reinforcement of skills leading to life independence including study and organisational dispositions, developing attention and focus skills, encouraging self-advocacy skills and healthy self-esteem.

The school community shares understanding that inclusion improves educational outcomes for all children.

Learning Needs Supported at RISS

RISS provides stages of support for students with different learning needs as well as some mild learning disability conditions. RISS supports students with a variety of individual learning differences including:

- **Dyslexia:** learning difficulty that can cause problems with reading, writing and spelling
- **Specific numeracy difficulty:** learning difficulty that can cause problems with numeracy, i.e. maths-related skills
- **Dyspraxia:** difficulty with writing caused by problems coordinating movements
- **ASD, Autism Spectrum Disorder:** (mild, high-functioning)
- **ADD/ADHD:** Attention Deficit Hyperactivity Disorder

- **Talented:** exceptional performance in other disciplines, such as sports, where students require flexibility with schooling. Within this programme, the school will need parents to provide appropriate valid evidence and/or the school will need to formally assess students to ascertain the extent of their exceptional performance. This will include academic profile, work-ethic, attendance/lateness, social skills, oral/written communication, previous school report, formal assessments, etc. The school does not offer a special programme, nor can it modify the timetable. Families will need to negotiate separately and privately any catch-up session for their children.

Our school believes that **all our students have unique strengths and potential**, therefore the school will ensure, where possible and within our means, that our students are served within their ability, age or stage, overall progress and personal circumstances.

A variety of arrangements as well as extra academic and non-academic (e.g. hand-writing) supports may be offered by the school including:

1. content presentation (alternate modes of access to content such as are auditory, multi-sensory, tactile, and visual)
2. student support (completing activities, assignments, and assessments in different ways)
3. setting and environment review
4. timing and scheduling review

Sometimes the above is not enough and a student has to be taught according to her/his current developmental and academic levels. Individual cases when curriculum modifications (reducing, simplifying or changing the subject content) may be necessary are decided on a case-by-case basis by the school and if spaces are available within the service.

Learning Support Entrance Requirements

RISS recognizes that the admission of children with learning needs is complex and needs to be undertaken on a case-by-case basis. Every student with an existing support plan and school accommodations is required to turn in a complete application for admission including previous IEPs/care plans, including any psychoeducational and medical reports and evaluations that a student has previously been given.

The application and supporting documentation will be considered by the School's Admissions team including Head of Years, the School Counsellor, EAL Coordinator and Learning Diversity (LD) Head to decide if RISS can meet the student's needs and provide the students with the opportunity to succeed. The placement and stage of support, as well as Care Plan necessity, would be decided and discussed with parents. In some cases a prospective student may be tested by the school LD Specialist to determine basic academic levels.

School Counsellor

The word "counsellor" might mean many different things to you, depending on your background and experience in the past with counselling. The role of the school counsellor is to be a person who can be trusted, who will listen to the students, who will not judge the students and with whom they can feel safe. The counsellors understand the challenges, obstacles and difficulties of secondary school; especially an international secondary school and being a teen. Together, the counsellor and student can work as a team to help the student sort through any issue that is bothering them.

The counsellor is able to offer short term services to students to discuss areas in which they wish to grow or they might be a trusted person to speak with. An environment is created where students can feel safe to express themselves and where students and counsellors can work together to create a solution for any issue they might be experiencing. Complex problems and longer therapy sessions will be referred to professionals who can offer specialised help in Rotterdam. Counselling sessions in school normally last around six weeks. The sessions are confidential. However, in cases of self-harm, abuse or threat to oneself or others, the counsellor is required by Dutch law to report such incidents. The counsellors also liaise with Dutch national authorities to support students and/or families.

How to make an appointment

RISS uses a comprehensive pastoral approach, so if a student wishes to meet with the counsellor, they need to be referred by their tutor and the Head of Section for their grade. Students should not self-refer themselves to counselling.

Students or parents wishing to meet with the school counsellor should notify their tutor and the tutor will inform the Head of Section. From there, the Head of Section will make a referral to the school counsellor.

All students at RISS under the age of 16 require parental permission to meet with the counsellor. When parents give permission for their child to meet with the school counsellor, this is an acknowledgement of the mandatory reporting code related to child abuse, neglect and endangerment that Dutch law requires of school counsellors, teachers and staff.

Bullying (or peer-on-peer abuse)

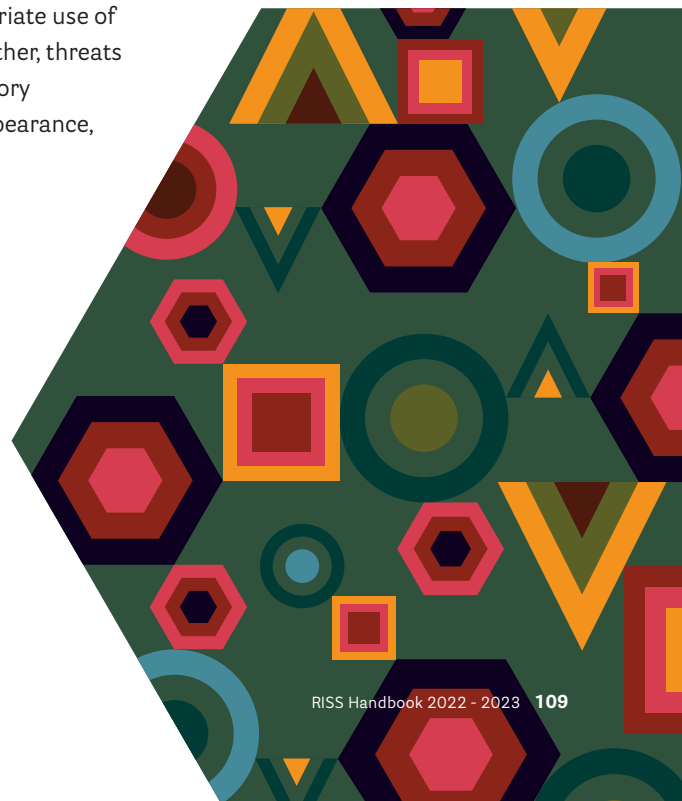
Bullying is not tolerated at RISS and, as a school, we are dedicated to preventing negative behaviour before it starts. Tutors work diligently to educate and guide our students on the signs of bullying. This includes offering the tools to know how to report bullying and what measures we can take to ensure that each student feels safe and protected while at school.

Bullying can include verbal or physical harassment, inappropriate use of social media and digital devices to incite fear or harm to another, threats of physical or emotional harm to an individual or discriminatory behavior based upon a person's ethnicity, culture, gender, appearance, religion or sexual orientation.

If a student is experiencing or observing bullying, they should approach their tutor for guidance and action.

The school views bullying seriously. Where necessary, disciplinary action will result if bullying behaviour persists. Behaviours such as those described above, may result in an immediate suspension.

In The Netherlands, bullying can be considered illegal and in certain cases is punishable by law.



Child Abuse

At RISS, we are committed to identifying the signs of childhood abuse and following a course of due diligence to report such incidents according to Dutch law. Child abuse can comprise several categories, including physical abuse, emotional abuse, sexual abuse, neglect (physical and emotional) and exploitation.

As required by Dutch law, educators and staff at RISS have a duty to report any instance where abuse or neglect is suspected. Signs of abuse or neglect include, but are not limited to: bruises, cuts, broken bones, low-self worth/low mood as a result of emotional/physical/sexual abuse, habitual absences or lateness, sleeplessness, insufficient parental support & guidance, poor diet or poor hygiene.

If any member of the RISS community at any time suspects that a child is being abused, it should be immediately reported to the School Counsellor, Principal or a member of the Leadership Team. All reports are handled confidentially and will be processed according to the reporting code as indicated by Child Protection laws in The Netherlands.

Child Protection and Safeguarding Policy

Rotterdam International Secondary School is committed to child safety and ensuring the wellbeing and protection of students and staff. Our approach to child protection takes into consideration the unique multicultural aspects that accompany an international setting.

In particular, we pay close attention to the individual cultural, ethical and emotional aspects of the children we educate. We strive to maintain the highest level of standards and training that encompass each and every child. This includes making student safety awareness and sensitivity training an integral part of our curriculum delivery.

The approach is holistic which includes but is not limited to an in-depth pastoral programme, a dedicated student protection lead & team, continuous professional development for our teachers and staff so that they may keep aware of the latest news regarding student safety and coordination with local and national authorities who are experts in the field of protecting our youth.

We endeavour to engage our students, teachers, staff and parents to adopt a constant commitment and vigilance to ensure our community is a safe and approachable atmosphere for children to learn and grow.

For a comprehensive view of the protocols RISS follows, please refer to our Child Protection and Safeguarding policy.

Student Protection & Crisis Team

The members of the Student Protection and Crisis Team are:

Dr M Gilbert-Sáez	mgs@wolfert.nl	(Child Protection Lead)
Ms L du Plessis	lp@wolfert.nl	
Ms M Swart	msw@wolfert.nl	
Ms M Ward	mwr@wolfert.nl	
Mr G Oudman	gou@wolfert.nl	(until November 01, 2022)
Ms Caley Stearn	cse@wolfert.nl	

Note: *in serious cases some members of staff and external agencies are also involved and invited to take part in the meetings. They can be tutors, counsellors, Koers VO Reps, Wolfert Reps and The National Attendance & Truancy Office.*

Higher Education (HE) & Careers Advice (CA) at RISS

The HE and CA guidance and counselling team at RISS work within the school community to ensure the highest possible standards are utilised when guiding our students through the higher education process. Our role at school is to work together to guide RISS students and parents in the decision making

process for their future careers and higher education plans. We take a multi-disciplinary approach that takes into consideration the students' goals, academic performance, YELLIS and ALIS assessment results, and we offer personalised attention to the HE process.

The HE counsellor will offer individual guidance on decision-making, researching career paths and university possibilities, assisting in the application process, and managing key deadlines. Students begin meeting 1:1 with the HE coordinators beginning in Grade 11. By the end of Grade 12, students will have completed a total of two personal interviews with the HE team and will have had the opportunity to attend local University Fairs, learn about careers & university paths during tutorial sessions and also have access to the Unifrog network.

The added benefit of having access to Unifrog, a Careers & University search engine, will aid in finding the best-fit university, building a CV, and creating a personal statement, amongst other things. Here students and parents can access the latest university admissions criteria and find country/region specific tips for gaining admission.

We have also created an [HE platform](#) on the RISS website, containing up-to-date information regarding higher education in the Netherlands, UK, USA and abroad. The website also contains the HE newsletter, a calendar with key HE dates and practical help regarding the application process.

The HE counsellor is committed to making this crucial transition from secondary school to higher education a meaningful and growthful process. Our counsellor attends various conferences, locally, regionally and worldwide to ascertain the latest guidance and admissions standards and trends.

The HE counsellor has a dedicated office in the senior campus where students can come to do their own research on Unifrog and also read the prospectus for hundreds of universities all over the world.

To contact the HE counsellors, email he.riss@wolfert.nl



Library: ORC and Textbooks

The RISS Library is located in the ORC in the Senior Campus, but the library collection extends throughout the school, as well as in the online catalogue, which can be found at riss-wolfert.auralibrary.nl/auraicx.aspx

Senior Campus ORC

The ORC at the Senior Campus houses the majority of the library's print collection of independent reading materials and research sources, which are available for check out by students, staff, and family members.

The ORC also serves as a central study area for IB students. Because of this, we ask that all visitors to the library speak and move in a calm and quiet manner.

Junior Campus Mini Library R104A

Room 104A at the Junior Campus is home to the Mini Library, a rotating collection of middle grade and young adult titles that are of particular interest to Foundation and Middle Years students. Junior Campus students are welcome to borrow materials from the entire collection, but the Mini Library provides easy access to books that are most popular and useful for these students.

The Mini Library is overseen by the librarian or Assistant Librarian with the help of the Junior Librarians, a student club that is trained in how to lend out and return library books to their peers, and dedicated to maintaining the Mini Library space.



Textbooks and Classroom Books

Textbooks and classroom books that are loaned to students are also managed through the Aura™ library system. All books issued to students must be properly registered in their Aura accounts, and scanned back in when returned. Books should be returned in one of the clearly marked book return boxes located within the school (ORC, 104A and front entrance of Junior Campus.)

The students should bring their books to class and should not write in the books in ink, deface or deliberately mistreat the books. If a student destroys a book outside normal usage, or loses the book, they will be charged for the book.

All books borrowed for classes are due by the last day of the exam period. Students are encouraged to return their textbooks on the day they take the exam for that subject and to check their accounts to make sure they know which books they need to return. After the last day of exams, books that have not been returned will incur a fine.

Lending Policy

The standard lending period for library books is 21 days and this period can be renewed twice via the app or the website. To extend a loan beyond three lending periods, the librarian must be contacted.

Certain materials may have shorter or longer lending periods. Textbooks are lent for the duration of the course for which they are issued, and books in high demand may not be available for renewal.

When materials are lost, destroyed or damaged, the borrower will be fined. If a lost book has been paid for, and the book is found and returned during the same school year, the borrower may receive a refund provided that the book is in usable condition.

Online Catalogue and Aura App

The Online Catalogue can be viewed at riss-wolfert.auralibrary.nl/auraicx.aspx, or via the link on the “Library” section of the school website.

Students and staff can use the Aura Library App (available for iOS and Google) or “My AuraSpace” to view their current checkouts, extend their loan periods, or place holds on unavailable library materials.

To create an account for the App/My AuraSpace, students and staff can use their school ID number (Pass Number) with their school email address, and create their own secure password.

Parents and Family members can request an account by contacting the librarian (jbi@wolfert.nl).

The Parent Teacher Association (PTA)

Outline

The role of the Parent Teacher Association (PTA) at RISS is to support the school community. This is done by organising social or cultural events for parents, students and staff. The PTA is an important body in the partnership that makes up the community that is the RISS

Organisation

The PTA elects a chairperson, secretary and treasurer from amongst those parents who are interested. Meetings are held at RISS and are open to all parents and staff. The dates of upcoming meetings are posted on the school's website in the PTA Section.

The meetings are informal and all parents are encouraged to attend. The meetings are attended by a school representative, if possible. Members of the Student Council are also invited to attend and work with the PTA on various projects.

The PTA organises wonderful events throughout the school year.

Events

The PTA organises wonderful events throughout the school year. Examples of annual events organised are the wine and cheese reception, the Festival of Light, the International Food Fair and the Sports Day Barbecue. Regular Parent Coffee Mornings are also held. These events and others provide a wonderful opportunity for students, teachers and parents to meet and talk in an informal atmosphere (and sample the cuisines of the world).

The school gives the PTA an annual budget to assist it in running its programmes and to fund the various activities. A very warm invitation is extended to all parents with the hope that they will participate in the Parent Teacher Association.

If you are unable to come to our meetings, please keep an eye on the school's [PTA website](#) page for upcoming events and our Newsletter. The PTA seeks to work with as many parents as possible to create an inclusive and supportive community for everyone at RISS.

PTA Meetings for Year 2022/2023

PTA meetings for the coming year will be duly informed at the beginning of the academic year via the PTA Newsletter or our school Bulletin.

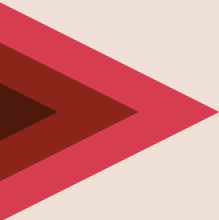
The PTA Bylaws can be found on our website in the [Key Documents section](#).



United Nations Universal Declaration of Human Rights

Our school has an active human rights group which meets regularly to raise awareness of the importance of human rights, and to highlight both the rights and the responsibilities we have as human beings. One of their aims is also to create awareness of the abuse of human rights in the world. The United Nations Declaration of Human Rights can be found in various languages around our school.

1. We Are All Born Free & Equal. We are all born free. We all have our own thoughts and ideas. We should all be treated in the same way.
2. Don't Discriminate. These rights belong to everybody, whatever our differences.
3. The Right to Life. We all have the right to life, and to live in freedom and safety.
4. No Slavery. Nobody has any right to make us a slave. We cannot make anyone our slave.
5. No Torture. Nobody has any right to hurt us or to torture us.
6. You Have Rights No Matter Where You Go. I am a person just like you!
7. We Are All Equal Before the Law. The law is the same for everyone. It must treat us all fairly.
8. Your Human Rights Are Protected by Law. We can all ask for the law to help us when we are not treated fairly.
9. No Unfair Detainment. Nobody has the right to put us in prison without good reason and keep us there, or to send us away from our country.
10. The Right to Trial. If we are put on trial this should be in public. The people who try us should not let anyone tell them what to do.
11. We Are Always Innocent Till Proven Guilty. Nobody should be blamed for doing something until it is proven. When people say we did a bad thing we have the right to show it is not true.
12. The Right to Privacy. Nobody should try to harm our good name. Nobody has the right to come into our home, open our letters, or bother us or our family without a good reason.
13. Freedom to Move. We all have the right to go where we want in our own country and to travel as we wish.
14. The Right to Seek a Safe Place to Live. If we are frightened of being badly treated in our own country, we all have the right to run away to another country to be safe.
15. Right to a Nationality. We all have the right to belong to a country.

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- 16. Marriage and Family.** Every grown-up has the right to marry and have a family if they want to. Men and women have the same rights when they are married, and when they are separated.
 - 17. The Right to Your Own Things.** Everyone has the right to own things or share them. Nobody should take our things from us without a good reason.
 - 18. Freedom of Thought.** We all have the right to believe in what we want to believe, to have a religion, or to change it if we want.
 - 19. Freedom of Expression.** We all have the right to make up our own minds, to think what we like, to say what we think, and to share our ideas with other people.
 - 20. The Right to Public Assembly.** We all have the right to meet our friends and to work together in peace to defend our rights. Nobody can make us join a group if we don't want to.
 - 21. The Right to Democracy.** We all have the right to take part in the government of our country. Every grown-up should be allowed to choose their own leaders.
 - 22. Social Security.** We all have the right to affordable housing, medicine, education, and childcare, enough money to live on and medical help if we are ill or old.
 - 23. Workers' Rights.** Every grown-up has the right to do a job, to a fair wage for their work, and to join a trade union.
 - 24. The Right to Play.** We all have the right to rest from work and relax.
 - 25. Food and Shelter for All.** We all have the right to a good life. Mothers and children, people who are old, unemployed or disabled, and all people have the right to be cared for.
 - 26. The Right to Education.** Education is a right. Primary school should be free. We should learn about the United Nations and how to get along with others. Our parents can choose what we learn.
 - 27. Copyright.** Copyright is a special law that protects one's own artistic creations and writings; others cannot make copies without permission. We all have the right to our own way of life and to enjoy the good things that art, science and learning bring.
 - 28. A Fair and Free World.** There must be proper order so we can all enjoy rights and freedoms in our own country and all over the world.
 - 29. Responsibility.** We have a duty to other people, and we should protect their rights and freedoms.
 - 30. No One Can Take Away Your Human Rights.**

The Convention on the Rights of the Child (in child friendly language)

Article 1 Everyone under 18 has these rights.

Article 2 All children have these rights, no matter who they are, where they live, what their parents do, what language they speak, what their religion is, whether they are a boy or girl, what their culture is, whether they have a disability, or whether they are rich or poor. No child should be treated unfairly on any basis.

Article 3 All adults should do what is best for you. When adults make decisions, they should think about how their decisions will affect children.

Article 4 The government has a responsibility to make sure your rights are protected. They must help your family protect your rights and create an environment where you can grow and reach your potential.

Article 5 Your family has the responsibility to help you learn to exercise your rights, and to ensure that your rights are protected.

Article 6 You have the right to be alive.

Article 7 You have the right to a name, and this should be officially recognized by the government. You have the right to a nationality (to belong to a country).

Article 8 You have the right to an identity – an official record of who you are. No one should take this away from you.

Article 9 You have the right to live with your parent(s), unless it is bad for you. You have the right to live with a family who cares for you.

Article 10 If you live in a different country than your parents, you have the right to be together in the same place.

Article 11 You have the right to be protected from kidnapping.

Article 12 You have the right to give your opinion, and for adults to listen and take it seriously.

Article 13 You have the right to find out things and share what you think with others, by talking, drawing, writing or in any other way, unless it harms or offends other people.

Article 14 You have the right to choose your own religion and beliefs. Your parents should help you.

Article 15 You have the right to choose your own friends and join or set up groups, as long as it isn't harmful to others.

Article 16 You have the right to privacy.

Article 17 You have the right to get information that is important to your well-being, from radio, newspaper, books, computers and other sources. Adults should make sure that the information you are getting is not harmful, and help you find and understand the information you need.

Article 18 You have the right to be raised by your parent(s) if possible.

Article 19 You have the right to be protected from being hurt and mistreated, in body or mind.

Article 20 You have the right to special care and help if you cannot live with your parents.

Article 21 You have the right to care and protection if you are adopted or in foster care.

Article 22 You have the right to special protection and help if you are a refugee (if you have been forced to leave your home and live in another country), as well as all the rights in this Convention.

Article 23 You have the right to special education and care if you have a disability, as well as all the rights in this Convention, so that you can live a full life.

Article 24 You have the right to the best healthcare possible, safe water to drink, nutritious food, a clean and safe environment, and information to help you stay well.

Article 25 If you live in care or in other situations away from home, you have the right to have these living arrangements looked at regularly to see if they are the most appropriate.

Article 26 You have the right to help from the government if you are poor or in need.

Article 27 You have the right to food, clothing, a safe place to live and to have your basic needs met. You should not be disadvantaged so that you can't do many of the things other kids can do.

Article 28 You have the right to a good quality education. You should be encouraged to go to school to the highest level you can.

Article 29 Your education should help you use and develop your talents and abilities. It should also help you learn to live peacefully, protect the environment and respect other people.

Article 30 You have the right to practice your own culture, language and religion. Minority and indigenous groups need special protection of this right.

Article 31 You have the right to play and rest.

Article 32 You have the right to protection from work that harms you, and is bad for your health and education. If you work, you have the right to be safe and paid fairly.

Article 33 You have the right to protection from harmful drugs and from the drug trade.

Article 34 You have the right to be free from sexual abuse.

Article 35 No one is allowed to kidnap or sell you.

Article 36 You have the right to protection from any kind of exploitation (being taken advantage of).

Article 37 No one is allowed to punish you in a cruel or harmful way.

Article 38 You have the right to protection and freedom from war. Children under 15 cannot be forced to go into the army or take part in war. **Article 18** You have the right to be raised by your parent(s) if possible.

Article 39 You have the right to help if you've been hurt, neglected or badly treated.

Article 40 You have the right to legal help and fair treatment in the justice system that respects your rights.

Article 41 If the laws of your country provide better protection of your rights than the articles in this Convention, those laws should apply.

Article 43-54 These articles explain how governments and international organizations like UNICEF will work to ensure children are protected with their rights.



Study Materials for Different Curricula

Use of Computer and Computing Skills

Officially the school communicates via emails. Students and parents will need to engage with the school via this means. Students need to check their accounts daily to ensure they are up to date with school needs and information.

Students and parents can purchase hardware and software and anti-virus ware at considerably reduced rates through www.slim.nl. Students are expected to use their **school email account** for sending and receiving work and sending staff messages. The school email connects directly to the school servers so files transferred to staff are secure and recorded.

Physical Education

RIS has implemented a uniform policy for students engaging in Physical Education. The objective for introducing a uniform for physical education is based on two key elements, these are to maintain a high standard of health and safety for all students while also highlighting our school's community and team spirit.

Students from Grade 6 through 9 are required to wear the PE uniform during the Physical Education lessons. The initial cost of the PE uniform is included in the school fees. However, any additional items to replace the original uniform, will not be covered by the school.

The following uniform is provided to each student:

- Boys: Shirt, shorts, trousers, hoodie
- Girls: Shirt, shorts, trousers (or leggings), hoodie.

Sturdy School bag

Students need a sturdy school bag to carry their equipment for the day.

General Stationery

- An exercise book for each subject is provided by the school.

- Agenda (Diary) is provided by the school.
- Several reliable ballpoint or cartridge pens, blue or black and HB pencils
- Stationery such as 30 cm ruler, eraser, pencil sharpener, scissors, small stapler, glue stick, paper clips, sellotape, highlighting pen and hole punch
- Headphones/earphones with a 3.5mm audio jack

Mathematics

Grades 6 to 8

A plastic folder to organise handouts and assessments

Basic scientific calculator e.g. TI-30xa or Casio FX-82ES

Programmable calculators are only allowed in maths in IGCSE.

The new IGCSE and IB curriculum specify that a graphics calculator is required.

Grades 9 - 10 IGCSE

Students will be issued with a graphics calculator

Grades 11 – 12 IB

TI-Nspire CX (for all levels)

Languages

Spanish Dictionary (both to and from the language studied)

English

Dictionary and Thesaurus for home use such as the Oxford Series.

All students need the following:

- A4 dividers
- Clear plastic pocket files for notes and assignments

All IGCSE and IB also need:

- 2-ringed A4 ring binder
- A5 exercise booklets for journaling

EAL

- Own language translation dictionary
- No electronics dictionaries are allowed

during tests and exams, only pocket size simple paper dictionaries. The department will provide a list of reliable electronic dictionaries for students to use at home.

- Accordion folder

Dutch

Van Dale pocketwoordenboek, Nederlands.

Science

For sciences students should have

- Grades 6-8: calculator, ruler, protractor, pens, coloured pencils (8 colours), pencil and eraser.
- Grades 9-12: scientific calculator, protractor, ruler, pens, coloured pencils (4 colours), pencil, pencil sharpener, eraser.

Physical Education

RISS Physical Education Uniform.

History – all levels

- 2-ring binder, binder paper and 15 plastic sleeves
- Coloured pencils (8 colours)

For IGCSE History

- 1 lever arch file with dividers.
- 2 two ring binders with dividers
- Set of coloured pencils

For IBDP History

- 1 Lever arch file with dividers
- 2 Two ring binders with dividers (3 in HL)
- Set of coloured pencils

School Calendar Year Overview 2022 - 2023

The schedule is drawn up at the beginning of the school year and remains the same all year unless unforeseeable -circumstances demand changes. Families will be notified.

August							September						October						November							
Week				0	1	2		2	3	4	5	6	6	7	8	9			10	11	1	2	3			
Mon			1	8	15	22	29			5	12	19	26		3	10	17	24	31			7	14	21	28	
Tue			2	9	16	23	30			6	13	20	27		4	11	18	25			1	8	15	22	29	
Wed			3	10	17	24	31			7	14	21	28		5	12	19	26			2	9	16	23	30	
Thur			4	11	18	25			1	8	15	22	29		6	13	20	27			3	10	17	24		
Fri			6	12	19	26			2	9	16	23	30		7	14	21	28			4	11	18	25		
Sat			6	13	20	27			3	10	17	24		1	8	15	22	29			5	12	19	26		
Sun			7	14	21	28			4	11	18	25		2	9	16	23	30			6	13	20	27		
December							January						February						March							
Week		3	4	5	6				7	8	9	10		10	11	12	13				1	2	3	4		
Mon				5	12	19	26		2	9	16	23	30			6	13	20	27			6	13	20	27	
Tue				6	13	20	27		3	10	17	24	31			7	14	21	28			7	14	21	28	
Wed				7	14	21	28		4	11	18	25			1	8	15	22			1	8	15	22	29	
Thur			1	8	15	22	29		5	12	19	26			2	9	16	23			2	9	16	23	30	
Fri			2	9	16	23	30		6	13	20	27			3	10	17	24			3	10	17	24	31	
Sat			4	10	17	24	31		7	14	21	28			4	11	18	25			4	11	18	25		
Sun			5	11	18	25		1	8	15	22	29			5	12	19	26			5	12	19	26		
April							May						June						July							
Week		4	5	6	7				8	9	10	11		11				12				13				
Mon				3	10	17	24		1	8	15	22	29			5	12	19	26			3	10	17	24	31
Tue				4	11	18	25		2	9	16	23	30			6	13	20	27			4	11	18	25	
Wed				5	12	19	26		3	10	17	24	31			7	14	21	28			5	12	19	26	
Thur				6	13	20	27		4	11	18	25			1	8	15	22	29			6	13	20	27	
Fri				7	14	21	28		5	12	19	26			2	9	16	23	30			7	14	21	28	
Sat			1	8	15	22	29		6	13	20	27			3	10	17	24			1	8	15	22	29	
Sun			2	9	16	23	30		7	14	21	29			4	11	18	25			2	9	16	23	30	
General Holidays							Report meetings no school for students																			
Term Time							RISS CPD Days (study days) - no school for students. Feb 12 DISS Teacher Conference																			
Trip week							RISS End of Year's Exams																			

New students start on August 22, returning students start August 23, 2022. The LT and Admin staff start August 15, 2022. Rest of staff starts August 18, 2022. Summer break for students starts July 5 and summer break for teachers starts July 8, 2022. **Please note that students in their final exam years (G10 & G12) have a slightly different organisational schedule during the year.**



A20

A13

S113

M Blijdorp metro

Diergaarde Blijdorp (Zoo)

RISS Junior Campus

RISS Senior Campus

Stadhoudersweg
Statenvweg
Bentinccklaan

Walenburgeweg



Rotterdam Centraal (Railway Station)

Gemeentehuis (Town Hall)

World Trade Center

Markthal

Maritiem Museum

CENTRUM

S115

Beukelsdijk

Heemraadsignel

Weena
Henegouwenlaan

S110

Museum Boijmans van Beuningen

Kunsthal Rotterdam

Erasmus Universiteit (University)

S110

Erasmusbrug (Bridge)

Euromast

Nieuwe Maas

Junior Campus

Bentincklaan 294
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Email: jc.attendanceriss@wolfert.nl

Senior Campus

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Administration, Assistance & Attendance

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