



# Parent Handbook

# Parent Handbook

## Your guide to your child's education

Welcome to the International Advent School. You have made a very good choice by choosing to enrol your son or daughter in our school and as parents/carers you are a vital part of this ministry. We want to work together in the educational and practical training of your child(ren).

The most information in regard to the procedures in school you will find in the Student Handbook, which we request you to read. Besides you will find some specific information in this Parent Handbook that you need to know as a parent/carer. The information will be listed in alphabetical order for your convenience. The board and the staff members of the Advent School do their very best to make the school a place where your child(ren) will feel at home and to arrange the learning process in such a way that they can reach their goals. May the rules, advice and directions in this handbook contribute to that.

International(e) Advent School

[www.adventschool.nl](http://www.adventschool.nl)

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The Netherlands

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*“... Jesus called them unto him, and said, Suffer little children to come unto me, and forbid them not: for of such is the kingdom of God.”*

*Luke 18:16*

## **Absence**

The Dutch law requires that children in school age (5-18) who are registered in a school have to attend on the appointed times. But sometimes things can happen that your child cannot come, because of sickness or a medical appointment. In that case, please inform the school in time, by telephone or email before 8.00 am if your child will be absent (part of) that day. In some other special cases absence is permitted, but needs to be requested beforehand. Please provide a note in the diary on your child's return explaining the absence for our records. Any unexplained or unlawful absence will be recorded as unauthorised and will have to be reported to DUO.

## **Be in time**

School starts at 8.15 am. Students will be registered 'late' if they arrive after 8:15 am and will receive a demerit if they don't have a note from home covering their late arrival. Punctuality is primarily a parent rather than a student issue; you can make life run more smoothly for your student by getting him/her into school in time.

## **Communication parent/supervisor**

Parent-School communication is a vital part of our partnership; we will make every effort to bring to your attention anything we think you should know concerning your child – please do the same; open doors and open hearts are essential to the wellbeing of our relationship, and therefore to the welfare of our children and young people.

When students talk at home about things that happen in school they may well have their own view or interpretation of events, and it isn't always easy for parents to be sure exactly what did or didn't happen. It's very important

in this sort of situations to have quick communication between you at home and us at school. Most issues, real or apparent, can be resolved by us getting together and talking them through, so do please contact us by email: [adventschool.nl@gmail.com](mailto:adventschool.nl@gmail.com) or talk to your student's supervisor directly.

There is an important saying: "We promise you as staff not to believe everything the student tells us about you and home, please do not believe everything the student tells you about us and school." Experience has shown that it's best to talk first and form conclusions later!

### School-app

We have a school-app in signal for parents-supervisors, to inform the parents/carers about opportunities, policies and procedures held by the school, upcoming trips, or other things of importance or communicate about them. Please reply to questions, so that communication will go smooth. Decisions will be based on the replies we received, as we are not able to address every parent/caretaker personally.

### Report gatherings

Twice a year there are parent-supervisor gatherings to discuss the progress of your child(ren) and where we can answer your questions. The progress reports are given home, so you can compare with the congratulation slips. If all is accurate with the records, please sign the progress report and return it for a copy for our records. After that it will be yours to keep.

Because the school is small scale, contact with parents is rather frequent. If there are ideas or things that would take some more explanation, we can discuss a parent-evening as needed and would then love to hear from you.

### Annual Awards Ceremony

Parents are expected for the Annual Awards Ceremony once a year. This is a time of great joy and encouragement to see students achieve their ambitions in school, college, practical development, employment or university and nice time to have fellowship and a lovely meal together!

## **End of school day**

School ends at 3:15 pm from Monday to Thursday. Please note this very important fact: Students become parents/carers responsibility at 3:15 pm. In practical terms we have to hand over responsibility in this way, because we have other commitments to fulfil after 3:15 pm. Staff are instructed to hand over responsibility to parents/carers at 3:15 pm and from this point on, you are in charge.

Parents/carers must collect and escort students safely from the school playground, being careful of any moving traffic in the parking lot. If you need to stay and talk with a staff member or other parents please park your car and come inside the school.

At the same time please remember to supervise your child(ren). They should not be allowed to go off and play unattended.

## **Flags**

Our school has a unique system of obtaining help from staff. Students have two flags – a national and a Christian flag – and you put one or the other of these above your office when you need help. In this way you can keep working on another subject while you wait for help, and your supervisor and monitor can see at a glance who needs help.

The national flag, also called the ‘monitor flag’ is the ‘doing’ flag. This is to be used if you need to sharpen a pencil, score, get a dictionary etc.

The Christian flag, also called ‘supervisor flag’ is the ‘helping’ flag. This is to be used if you have questions about PACE work or other theory subjects, if you need personal help etc.

To make best use of the time, one works on something else while you put your flag up.

## **Food & Drinks**

Health is an important subject within our school. In some periods fruit or vegetable juice may be given half an hour before lunch. Since corona the smoothies are mandatory to be in school. Children are not allowed to bring snacks, chewing gum, candy, sweets, milk etc. to school. Children are taught not to snack between meals. If children are used to eating in between meals, for 1 month parents can send a food box with fruit for their child in order to make the change gradually.

At 1:00 pm is lunch time. Children then have an hour break to eat at home or can eat their food in designated area, (none dairy only). The big kitchen can be used conditionally, and for vegan meals only. General rules for using kitchen facilities:

- 1) Leave kitchen and dining room tidy and cleaned.
- 2) Put pots, pans etc. back clean where they belong.
- 3) Tables, sinks, dishes etc. all cleaned up.
- 4) Compost on designated place.
- 5) Food left overs in refrigerator to be used the next day. Food which is no longer for human consumption, can be put separate for the chickens.
- 6) Follow the instructions for machines and other issues that are hanging in the kitchen.
- 7) On rotation basis one person is to take responsibility to clean the kitchen and dining room thoroughly once a week, including the refrigerator.

We encourage healthy habits, an open attitude to try new foods, good manners and respect for one another.

Studies show that having a good breakfast not only reduces the risk of sickness, but also improves memory, helps in more efficient problem solving and causes better scholastic scores (Proof Positive, p. 6).

## **Health and medical issues**

If a student is sick either at home or in school, they should not return to school until the sickness has fully abated; (at least 24 hours from the last episode). No child should be sent to school having taken any medication in order to reduce temperature.

The school has the right to exclude a student from the premises if they are deemed not well enough to attend, or if there is danger or risk to other students.

If a student becomes ill at school, we will help the student by simple hydro-therapy (water) treatments, herbs, vegetables and fruits and make him/her as comfortable as possible while arrangements are made with parents/carers. Medicines will not be given to students at school without written permission and instructions from a parent. If a student gets hurt, first aid will be given, until further action can be taken in consultation with the parent(s)/carer(s).

Any asthma medicine that a child needs should be given to the student's supervisor clearly labelled with the student's name. The supervisor's responsibility is to make the medicine available to the student to administer themselves when the student feels it is required.

Parents must inform the school and the child's supervisors of any relevant health problems such as special glasses or contact lenses, hearing insufficiency, disabilities or allergies (nuts, wheat, material, bee stings, etc.). This information must be recorded in the student's file. All those supervising the children must be informed of relevant health problems.

If a student is found to have head lice, parents will be informed and the child should be kept at home until effective treatment has been administered.

Please plan medical appointments (dental & other) as much as possible after school!

## **Homework**

Younger students will be able to complete most of their (homework) goals during school hours. As they get older, they will need more time to cover the necessary ground. They can expect to be setting goals which will regularly involve taking home a number of pages. Extra's that will require preparations are oral and written reports and for older students, convention preparations.

Homework usually means unfinished goals at the end of the morning. On Thursday however, students receive homework for Friday, as they are not at school. Please remember that Friday is not a free day. Even though we don't have a problem that parents have some flexibility, the homework needs to get done before Monday morning. If this is not made possible, by planning too many activities, the need for Friday as a schoolday may then have to be considered.

Homework will also be recorded by the staff and checked the next morning in school. The homework sticker will be found in the diary and needs to be signed by parents/carers daily. Please check if your child made the appointed pages of homework and check that their handwriting is neat between the lines. If there is a good reason why the child has not been able to complete their goals, the parents need to write a note in the diary, under the homework sticker explaining this. The homework is scored (checked) at school.

Parents/carers – you have a significant part to play in helping your child develop good homework habits.

It is your child's responsibility to complete their homework, but they will need training when they are young (it will not come naturally!!), and they will need encouragement as they grow older and the workload increases.

Homework is simply a part of life for older students and time should be allocated to it - either in the evening or early morning – at least one hour as they work towards their certificate.

Encourage them to be responsible about their work, finishing it neatly and accurately. If the answers are not researched well they will spend valuable be

time the next day correcting work from the previous day when they should free to start the new day's goals. The more the student develops responsible homework habits as a youngster the more peaceful home life will be!

Homework is not optional and needs to be completed before the next school day starts.

### **Detention**

If children have a detention which means that they have to stay in class to finish their work, write lines or otherwise in case of misconduct, the parent/carer needs to supervise the child during this time. If it is not possible because of appointments that particular day, it needs to be done the next day. Detention in the practical area, is taken care by an appointed supervisor.

## **Oral reports**

Oral reports help to train you to be an effective speaker. The younger the student speaker is, the more help they need from parents/carers, as part of the preparation work will have to be done at home. More information to be able to assist them, is found on page 31 of the Student Handbook.

## **Parents helping in school**

We are happy for everyone who is willing to give a hand, in making certain arrangements or keeping the school premises in order etc.

- Remind yourself regularly of the immense value of your contribution to the student's lives!
- Aim to work with staff in the best interests of the students, making their needs (but not necessarily their wants!) your first priority.
- Try to ensure that all students in your care know they have equal access to you; you are no longer "Mummy" or "Daddy" while in school!
- Make sure you follow the supervisor's instructions! Don't pick up other people's jobs as you go along!
- Please keep the same dress code as the children while working in school: See Student Handbook.
- Parents who are Dutch or registered in the Netherlands and want to help in school regularly as a volunteer will be required to fill a form and provide a VOG. Thank you very much for your help and support!

## **Pictures and video's**

At school, in trips, at the Annual Award Ceremony and during the International Campmeeting, pictures and video's are being taken for remembrance sake and only used for the school website or Facebook page.

## **Sufficient sleep**

A good night rest is essential according to scientific research. Children who have a poor sleep are more often ill, behave fidget, have more risk for obesity and do not learn as good. That one in three children regularly has problems to fall asleep according to the research of J/M is alarming.

The consequences? They are tired and inattentive in their classes.

Children who get sufficient sleep also function a lot better mentally. Maybe logic, but bad enough a lack of sleep is not always recognized. Contrary to what many think, children with too less sleep do not become sluggish, but rather hyperactive and fidget. So they should not get to bed later - in order to get rid of their energy - but earlier. Swedish research has proven that mobile phones next to the bed can result that one does not fall asleep so easily, does not sleep very deep and has a shorter REM-sleep. No less guilty are electronics that the young have: tablets, laptops, smartphones, gamecomputers and television, who rob children and young people of their sleep. The blue-greenish screen colour fools our biologic clock. The brain produces less melatonin, a hormone that helps one to sleep well, but also protects against illness. To use app's, twitter, google or play games, is not an ideal night cap: the brain remains too active. Besides you feel you want to finish an exciting game, on every beep you need to react and negative information often comes back in your dreams. Also we want to point out that many children imitate what they see and hear (Philippians 4:8, 1 John 2:16).

Especially with young children the bedtimes are to be strictly guarded. Most preschoolers go to bed by 7 or 8 o clock and easily get 11 or 11,5 hours of sleep that is recommended. But the older the children, the more often sleeping rules are taken too lightly. Young people get tired later, because their biological clock shifts between the 15th and the 25th year to a later timing, but even they still need 9 hours of sleep, especially the hours before 12 pm.

Those who sleep well, also learn easier. This works in two ways. A child that has slept good, can better take in new lesson materials. The later in bed, the less deep sleep. Three hours too late to bed and one missed nearly all deep

sleep. In that period you do not only rest, but your brain works very hard: it records in your memory what one has learned. This proved to make a difference of 20% during tests.

Recommended bed time per age group:

5 years old: 11 to 11,5 hours per night  
6 years old: 10,5 to 11 hours per night  
7 years old: 10,5 hours per night  
8 years old: 10,5 to 10 hours per night  
9 years old: 10 hours per night  
10 years old: 9,5 to 10 hours per night  
11 years old: 9,5 hours per night  
12 years old: 9 to 9,5 hours per night  
13 years old: 9 to 9,5 hours per night  
14 years old: 9 hours per night  
15 years old: 8,5 to 9 hours per night  
16 years old: 8,5 hours per night

## **Telephones and other equipments**

Students may not receive calls or send text messages during school hours, but parents are welcome to leave a message with the secretary. Mobile phones, iPods, iPads and tablets will be kept safe in the school office during school hours and returned when the child goes home. Playboys, gamers etc. are not allowed to be brought to school at all.

## **Trips**

When your child(ren) is/are registered in Advent School he/she is expected to take part in all school activities, including Campmeeting and school trips away from school premises and regular school times. Trips include museum days or a camp week.

### Campmeeting

The campmeeting is less than a week in July, but includes several schooldays and a weekend. Chapel services are a part of schools functioning under CEE (11)

and ICCE where special guest speakers are invited. In Advent School we have chosen not to do this in between the school programme, but during one specific timing in the year and is included in the school calendar. This is always a nice time of meeting friends from different parts of the world, of spiritual growth and service. Children in the abc's are required to join in the children's programme and have some practical chores as usual. Juniors and seniors are required to attend three meetings a day, instead of their theory hours. They also help with the dishes and the preparation and cleaning up of one meal a day or something equivalent, instead of the practical.

*“... to him that soweth righteousness shall be a sure reward.”*

*Proverbs 11:18*

God bless you as you do your best and invest in a Christian and practical education for your child(ren)!

The Advent School team.