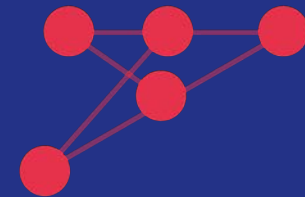


Welcome Guide 2023-2024



International
School
Utrecht

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Welcome ISU families

Dear parents and caregivers,

We look forward to extending you a warm welcome at our new building, after the summer, and a special welcome to our new families. We hope you settle in well over the summer break, ready to join the ISU community in the new school year.

The purpose of this welcome guide is to give you all the information you will need regarding the first weeks of school as well as guiding you towards the essential information you will need throughout the year. Please enjoy reading the welcome information and attached separately you will find the class lists relevant to your children.

Please note that the school administration will close for summer break on Tuesday 11 July and re-open on Wednesday 16 August 2023.

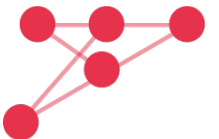
We wish you a lovely summer break and look forward to an exciting academic year with an enthusiastic teaching staff and curious learners.

You are [warmly invited to the opening ceremony](#) of our new building on 23 August 2023.

With warm regards,

*Marieke Folkers
Head of School*

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You are invited!

You are invited to the **official opening** of our new school campus on Wednesday 23 August from 15:30–18:00.

Programme

- 15:30 Welcome to students, parents & guests
- 16:00 Official Opening Ceremony
- 16:15 Families explore the new facilities
- 17:00 Sweet treat & catch up with friends

Please come by bike or public transport. Parking is not possible at school for the official opening. Instead use P&R Papendorp.

First day of school: Thursday 24 August

Please note that it will not be possible to look round the new building on this day.

New Address & Contact Information from August 2023

International School Utrecht
Van Deventerlaan 1
3528 AG Utrecht

T +31 308 700 400
M info@isutrecht.nl
W isutrecht.nl



Save
the date



School website

The [website](#) is a very important resource for parents, and we encourage you to become familiar with it. It contains a wealth of information including the annual calendar and holidays, information on day-to-day life and learning, along with links to all school policies, news articles, social media and videos.

In the '**For Parents**' section of the website, you will find PYP, MYP and DP documents, along with information about Youth Healthcare, The Participation Council and library login information.

To access the **For Parents** section you will need to enter the email address and password below:
forparents@isutrecht.nl
36ISUparent@!

Within the website is the [School Guide 2023-2024](#). The school guide is a particularly important reference guide providing a complete overview of the school.



School calendar & important dates

The [school holidays list](#) for the new academic year is published on the school website. This includes staff professional development days. The school calendar is published on the the ISU App and will be updated throughout the year.

Wednesday 23 August- [opening ceremony of our new school building](#). This is an opportunity for the parents to see the school in totality.

Thursday 24 August- first full day of school. Parents drop off students.

Early years and PYP starts at 8:30. New parents information session starts at 8:45 for early years and PYP.

MYP and DP starts at 9:30. New parents information session starts at 9:45 for MYP and DP.

Tuesday 5 September- Whole school information evening

We invite all parents, primary and secondary, to a whole school information evening. During the evening, the head of school will share general information and the focus of the academic year. You will also have the opportunity to meet your child/ren's class teachers (primary) and/or mentor (secondary). Further information will follow in August.

Friday 8 September- Introductory coffee morning at 8:45 for new parents.

An opportunity for new parents to meet each other and the [Parent Support Group \(PSG\)](#).



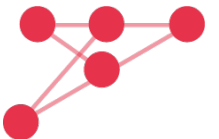
ELA information session

Thursday 12 September– 13:30–14:30 English Language Acquisition (ELA) information session for **secondary**– parents of children with English Language Acquisition needs are invited to attend an information session, face-to-face with the ELA teaching team.

Wednesday 13 September– 13:00–14:30 English Language Acquisition (ELA), multilingualism and Home Language maintenance information session for **primary**– parents of children who are new to English this year or in the Early Stages of Development (New to English last year). The session will be face-to-face in the primary building with the ELA teaching team.

If you would like to know more about the session or are unsure if you should join, for primary please contact Ms Helen Absalom: helen.absalom@isutrecht.nl and for secondary, Ms Amy MacGregor amy.macgregor@isutrecht.nl

You will receive a reminder in August via the school app.



Staff 2023–2024

Please find a complete overview of our [primary staff](#), [secondary staff](#) and [leadership](#) and [support staff](#) on the school website.

We warmly welcome our new staff and know that they will be supported by the whole ISU community.



Starting dates for new students

A warm welcome to our new students as they join us throughout the year.
The first full day of the new academic year is Thursday 24 August 2023.

Further starting dates – For families arriving at different stages during the year, our admissions team will guide you towards the next best date to start at International School Utrecht.

- 6 September 2023
- 27 September 2023
- 25 October 2023
- 29 November 2023
- 10 January 2024
- 7 February 2024
- 13 March 2024
- 15 May 2024



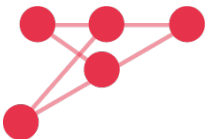
Primary – Start of school

On **Thursday 24 August**, school starts at 8:30 (as usual) for our existing families and new families. Doors open to students at **8:20**.

From August 2023 primary students start at 8:30 and finish at 14:30 every day.

Please refer to the school website for the [primary school times](#).

During the initial days in the Primary Years Programme, the students will be getting to know each other. In order to do this, we will be focusing on forming a class and grade community, on routines, expectations, and independence.



Primary – What to bring to school

KG, Grade 1

All students must bring packed a healthy snack, a packed healthy lunch and water bottle every day of the week. Please label each of these items with your child's name.

Kindergarten – Please bring the following on the first day of school:

- A pair of indoor shoes to wear in class that can be also used for kindergarten PE. A good example is [a shoe with a proper sole with velcro](#). These shoes will stay at school for the remainder of the year.
- A complete set of clearly marked clothes, including: a shirt, trousers, underwear and socks, to allow for accidents. Please bring these packed in a labelled ziploc bag.

Early years (Kindergarten and grade 1):

To encourage independence, please dress your child in clothing and shoes they can change themselves. We also ask that you appropriately dress them for the weather as we will play outside no matter rain, sun, snow or wind.

Physical Education days (PE): Students are encouraged to wear sports clothing; T-shirt, shorts, sweatpants, or sweatshirt. Please avoid open shoes for safety and comfort reason.

For all other items your child might need – you will be informed during the first week of school. Please look at our new sportswear [ISU webshop](#).



Primary – What to bring to school

Grade 2 – 5

All grades must bring packed a healthy snack, a packed healthy lunch and water bottle every day of the week. Please label each of these items with your child's name.

Grade 2

As part of the PSPE (Personal, Social and Physical Education) programme, grade 2 students attend swim lessons. On this day, please send a bag with a towel and swimming costume.

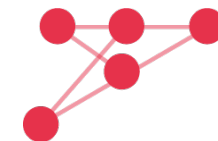
Grade 2 – 5

On Physical Education (PE) days, please send a set of sports clothes consisting of a T-shirt, shorts or tracksuit trousers, socks and indoor gym shoes (non-marking soles). The students will need to be able to change into their own PE clothes.

Grade 5

Students in grade 5 should bring a homework agenda/diary for planning purposes. They should also bring headphones or earbuds.

For all other items your child might need – you will be informed during the first week of school. Please look at our new sportswear [ISU webshop](#).



Primary – Teacher welcome

To help you get to know our wonderful team of teachers we have made these ‘first impression’ short video clips:

[KG1](#)

[KG2](#)

[Grade 1](#)

[Grade 2](#)

[Grade 3](#)

[Grade 4](#)

[Grade 5](#)

[Arts team \(specialist teachers\)](#)

[Dutch Language Acquisition team](#)

[English Language Acquisition team](#)

[PHE team](#)



Secondary – Timetable

On **Thursday 24 August**, school starts at 9:30 for our existing families and new families. Doors open to students at **9:20**

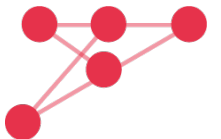
Secondary students will receive their personal timetable on our portal, [Zermelo](#). This will be given out and explained on the first day of school. Most secondary students will finish their day at 14:30. However, depending on the timetable, some classes finish at 15:30 or 16:45.

Any questions regarding the new timetable will be dealt with during mentor time during the first days back at school.



Secondary day 1 and day 2

Day	Start	Finish	Bring	Preferably wear
Thursday, 24 August	All Secondary students start at 9:30	All Secondary students finish at 14:30	All Secondary students should bring packed lunch to school	Grade 6, 7 and 8 should come in/ bring sportswear
Friday, 25 August	All Secondary students start at 8:30	All Secondary students finish at 14:30	All Secondary students should bring packed lunch to school	Grade 9, 10, DP1 and DP2 should come in/ bring sportswear



Secondary – Laptops

All students in secondary require their own personal Apple MacBook for school. The MacBook needs to be directly arranged by parents, and we are keen to remind you about our webshop for Apple products and accessories. Although you are welcome to order your Apple MacBook directly, we recommend you arrange this via the ISU webshop as it includes insurance. An educational discount has been incorporated, and in addition, a 36-month insurance is automatically included in the purchase price of the Macbook.

The link for the webshop is <https://ISU.choose-it.nl/> and on entering the website, students must register with either their personal or school email.



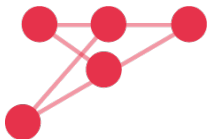
Attendance & Absenteeism

Every child in the Netherlands has both, a right and an obligation to attend school. Under Dutch law, school attendance is compulsory for all children aged 5 -18. Parents are required to register their child at a school and are responsible for ensuring their child attends school.

Our expectations

Of our students	Of our parents
<ul style="list-style-type: none">• Attend school every day• Arrive to school on time and be on time for each lesson	<ul style="list-style-type: none">• Encourage regular and punctual attendance• Notify school of absenteeism via the school app by 7:30• Communicate with the school any home circumstances that might affect the behaviour and learning of their child

For more information, please read our [Attendance Protocol](#) on the school [website](#).



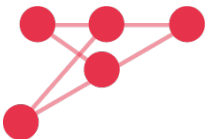
Reporting absence

Reporting ill

When a student is absent due to illness or another legitimate reason, parents are requested to inform the school before 7:30 each day the child is absent. This must be done via the ISU App.

Reporting appointments

When a student has an appointment that cannot be booked outside school hours, please notify the school before 7:30 via the ISU App. Please always try and book appointments (doctor, dentist or municipal) outside of school hours to ensure your child does not miss school unnecessarily. Please also mention the time your child will arrive at school or be collected from school.



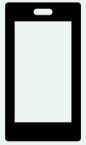
Exceptional leave

In accordance with the Compulsory Education Act, leave outside of the school holidays is **not allowed**. Parents must plan holidays and special events during the official school holidays which are always published on the school calendar. Only in very significant circumstances are we able to grant exceptional leave.

An 'exceptional leave form' will be given to parents at the welcome desk, if the conditions are fulfilled. Please be aware the request should be made at least 4 weeks in advance of the requested dates. For further information, please view the [municipality website](#).

Should parents take their children out of school without permission, the school has the legal obligation to report this to the Leerplicht Ambtenaar (school attendance officer), who, in most cases takes legal action.





Reporting ill

Parent(s) report ill via the schoolApp **every day before 7:30**



Ill during the day

The student calls in ill at reception.

The reception contacts parent(s).



Appointment during the day

Appointments take place after school hours.

For medical appointments that cannot be scheduled after school, parents notify **minimum 2 days beforehand** via schoolApp.

Emergency? Please explain in the schoolApp.



Late

The student reports at reception and signs in. After sign in the student can go to class.

Primary students will be invited to a meeting in case of repeated lateness.

Secondary students report at 8:00 the following day. If the student does not report at 8:00, they report at 8:00 the remaining workdays.



Exceptional leave

Parents can only request leave via the exceptional leave form. The form can be requested by parents only via the student admin at reception.



Absent without reason (truancy)

Parents are contacted when students are absent without reason.

The attendance officer is notified of truancy.

Our inclusive approach

Creating a positive and supportive environment for all students

Students are more likely to thrive and achieve academic success when they experience **a sense of belonging, well-being** and can form **strong relationships** in school. Achieving this is a shared responsibility in our school.

Our approach to teaching and learning helps build a sense of community and provides each student with consistent support and guidance. To proactively address the academic, behavioural and social-emotional needs of our students, we also provide additional support:

- Counselling & well-being
- Learning support services



Counselling & well-being

All new students arriving to ISU will meet the school counsellor during the 'new student groups' as part of the induction programme.

Throughout the year the counsellor provides school counselling services for students in Kindergarten through to grade 12.

Specialised individual support is offered through our community partners. You can contact our counsellor or inclusion coordinator for more information.



Learning support at ISU

Learning support services are offered through the inclusion team and include where possible early intervention strategies.

Our specialists offer consultation with teachers, observation, in-class support, small group support and where needed, individual academic support.

For more information about our approach you can read the [Inclusion Policy](#) on the school website.



Primary Parental Partnerships: Home Language Development and English Language Acquisition

Your child's English develops with the support of a solid home language foundation in all the skills of reading, writing, listening and speaking. You can support this in your child by finding books in your home language which are connected to the school curriculum that they will be able to use at home to support their learning during the year. So, while you are in your home country, please use this opportunity to obtain these books to support your child's home language development which will support their English language development. There is a list of areas according to grade level below:

If your child is New-to-English, and new to ISU, as well as obtaining books in the home languages, you can support their first few days by sending their favourite story books or picture books to school on the first day so that they can share these with us.

Units	KG 1	KG 2	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
Unit 1	Weather	All about me. What I like, what I don't like	Communication through technology	Emotions, behaviour and solving problems with friends	Traditions, values and cultural celebrations	Creative writing: story-telling, culture languages	Government and organisations in society
Unit 2	Families and friends	Arts: music, dance, drama, painting, drawing. Emotions and creativity	Farms and products	Storytelling	Consumers- goods and services	Materials and matter- how they change	Light and energy
Unit 3	Towns and jobs	Materials: recycling and being a scientist	Geology rocks , landforms, maps	Human body systems	Space and exploration	Human body systems	Sharing finite resources
Unit 4	Colour and art	Plants and animals, nature and the environment	Animals and their habits, endangerment	Inventions	Forces, mass, speed.	Poetry	Migration: why people move refugees and immigrants
Unit 5	----- ----	Homes and journeys	Forces in physics	Materials and matter	Plants- life cycle, parts of a plant, types of plants	Market place- products in the community	(Exhibition unit- individual choice for learners)
Unit 6	----- ----	----- -----	Healthy eating, exercise, hygiene	Town planning and communities	Heroes in our community and society	Ancient civilisations	All about me: culture, spiritual, well-being, self expression and language

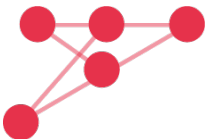


Secondary Language Hub

The language hub was established in previous academic years with the aim of enabling our English language learners to fully access the IB curriculum within a few years.

Along with three hours of English Language Acquisition lessons per week, these learners are able to gain additional support from English language teachers.

The English support offered aims to reinforce what students learn in their other subjects, as well as build communicative and academic language skills—speaking, reading, writing, and listening. There will be independent working time, guided support, and explicit language instruction lessons.



School Fees

Invoices for the school year 2023–2024 have been sent between 28 June and 6 July 2023 from International School Utrecht. The invoices are dated 24 August 2024 and are due within 14 days.

Should you have opted for direct debit, please expect the deduction to be made on 25 September 2023.

If you have opted for 4 direct debit payments, the dates are:

25 September 2023

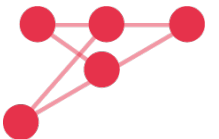
25 October 2023

27 November 2023

27 December 2023

For further details regarding fees and finance please refer to [Standard Terms and Conditions 2023–2024](#).

Any queries regarding finance should be sent to finance@isutrecht.nl.



ISU App

The school communicates with families via the ISU App.

Please download the ISU App from the Apple or Google Play Stores.

During the last week of August all families will be uploaded to the ISU App. **Existing families** will remain logged in, but should you be logged out please click on '**Messages**' and then on '**Request Account Info**' to receive a new code to log in.

New families will receive an automated email (in Dutch) from 'ParentCom' with a code that you will need to use to activate your account. Ignore the Dutch text and only use the code. On the App you downloaded click on '**Messages**' and then enter the email address you supplied to the school during enrolment and the code you received. Please ensure you leave **Notifications** on. Do log into the App as soon as you receive the email and please check your Junk mailbox if you have not received it by 22 August. Each parent must log in with their own unique email address provided during enrolment.

Do **check** that you have access to all communication and that you have your child/ren linked by clicking on the **Messages** block. There you should see a welcome message already on the App. At the top click on **Personal information** where you should see all your children's names.

It is really important that you download the ISU App by 21 August and log in as you will miss out on important information at the start of the school year if you do not have the app on your phone or tablet.

Should you have problems with the App, contact Ms. Liesl Little or Ms. Ingrid Schmoutziguer via info@isutrecht.nl.

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Change in personal, financial, medical & emergency details

Importance of student BSN, and continued updating of personal, financial, medical & emergency details

The school must have an accurate data base containing personal, financial, medical and emergency details.

On arrival in the Netherlands, a citizen service number (BSN) is allocated to each student. This unique personal number must be used by all schools to formally enroll students.

Families new to the Netherlands

Newly arrived families should update the school immediately with their BSN.

Please also provide the school with an update of the mobile numbers, home address and huisarts (doctor's) details.

Changes in information throughout the year

All families are asked to inform the school of any changes to personal details by emailing info@isutrecht.nl.



School sportswear

We proudly present our new line of school sportswear and sweatshirts. All clothing can be purchased directly from the [ISU webshop](#).

Orders made before 10 August (for delivery 25–30 August to classrooms)

Do not forget to enter the full name of the class (eg grade 2 white, grade 9Y)

When asked for a company and address, please use

International School Utrecht

Van Deventerlaan 1

3528AG Utrecht

Fitting session

Thursday 7 September MKH Business will be at school from 13:30–16:00

Orders placed before 12 September will be delivered to classrooms (free of charge)

Ordering through the school year?

Your purchases will be delivered to your home at a standard delivery rate.

If you choose for this option, please of course use your home address.

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Parent Support Group

Dear New Parents,

Welcome to our parent community, welcome to the PSG!

In joining the school, all parents become part of the Parent Support Group (PSG). The PSG is actually the parents supporting parents within ISU, and helping each other settle in and have fun.

Within the PSG, there is also a PSG Organising Committee which organises a number of events, with the collaboration with ISU leadership and staff. The PSG Organising Committee welcomes willing and committed volunteers so more events can be organised for the benefit of all. For more information please look at [how we connect](#) on the school website.

Join the PSG Facebook group

The PSG Facebook group is a closed parent group where parents share information. [Click here to join](#) – Be sure to answer the questions, we limit the group to school families.

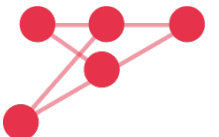
Contact the PSG “New Parent Connectors”

The PSG New Parent Connectors (NPC) are volunteer parents who assist new parents with basic school and community questions. We do our best to connect you with current school parents who are willing to share their ISU experiences. If you would like a new parent connector to contact you, please email npc@parent.isutrecht.nl. In your email, you can indicate if you are hoping to meet someone with experiences with certain countries, languages or other interests.

We look forward to meeting you as a member of the ISU parent community!

The PSG

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Travelling to school

Our school is easily reached by bike, public transport and car. [See the map for more details.](#)

Bicycle

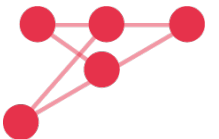
This is the most popular way to travel to school and we strongly recommend this. Please use the designated parking. Parked bicycles should always be locked.

Public transport

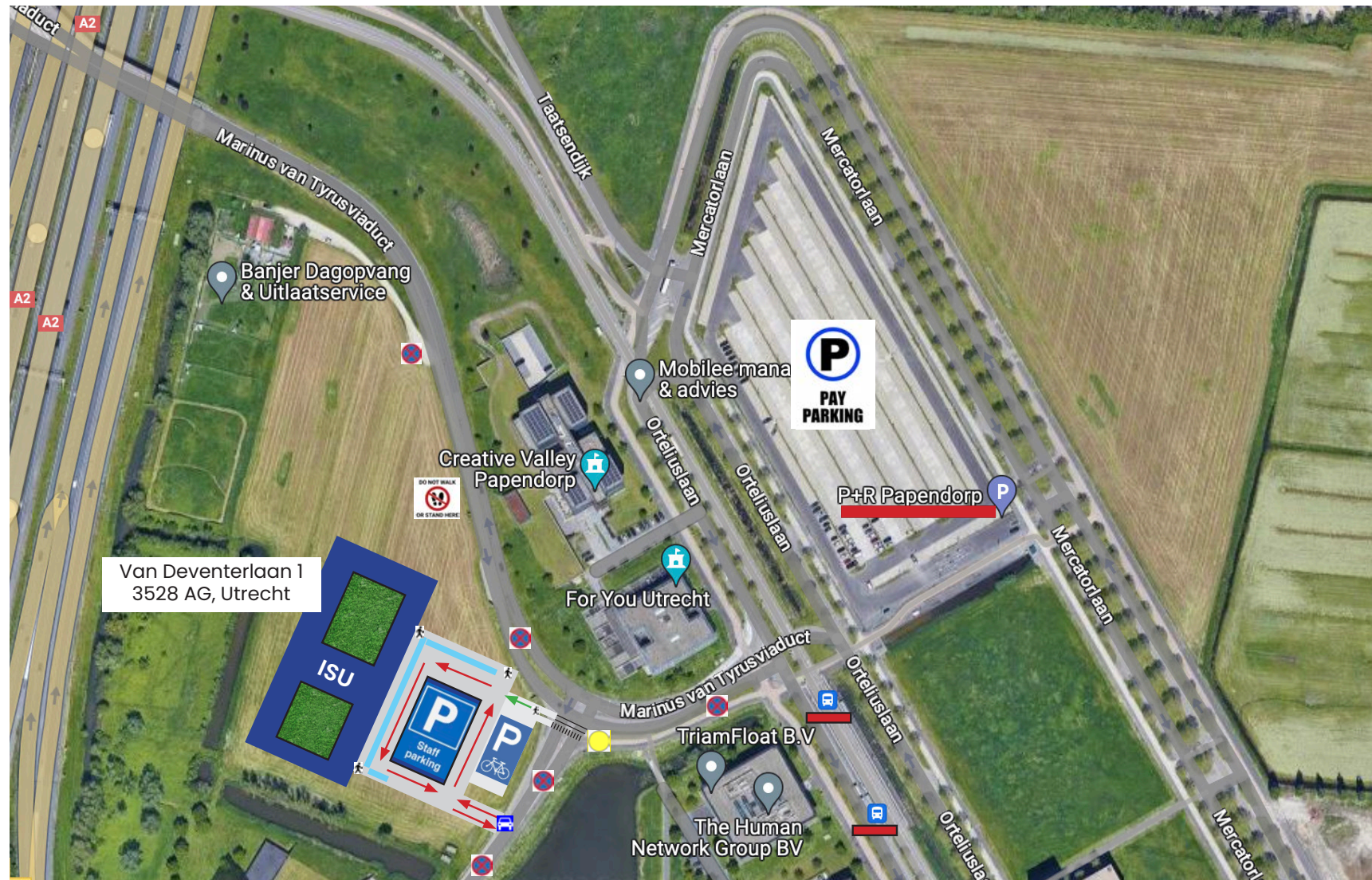
We are well connected with and bus stops.

Car

Students can be dropped off by car, carefully coming in from the vehicular entrance. There are 18 kiss and ride spots where the students can get out of the car. The cars then follow the route to the exit. [See the map for more details.](#)



Arriving by bus, bicycle and car



Miss & Ride x 18



Kiss & Ride direction



Bus stops



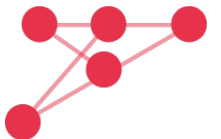
Paid parking



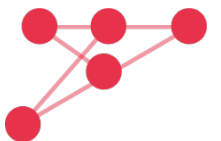
No stopping

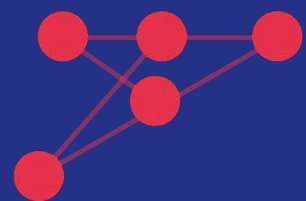


Bike & pedestrian entrance



Entrance, kiss and ride, exit





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