

SCHOOL GUIDE 2024 / 2025

AiCS

Amsterdam International
Community School

International education in English for
Primary & Secondary



Learning is at the **heart** of everything we do!

esprit
SCHOLEN

 **dutchinternational**
schools



 **Primary Years
Programme**

 **Middle Years
Programme**

 **Career-related
Programme**

 **Diploma
Programme**



AMSTERDAM INTERNATIONAL COMMUNITY SCHOOL

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WELCOME TO THE AICS!

We are a school with students who value differences and diversity, who are curious and want to learn. Education at the AICS aims to develop compassionate and wise human beings through knowledge and inquiry. This School Guide provides a good impression of what learning looks like at the AICS.

The 2023-24 academic year was a defining year for the AICS. The AICS celebrated 20 years of education and it also marks the first full academic year in our two permanent campuses in Amsterdam Zuid and Amsterdam Zuidoost. The move to the Sandcastle SE campus in Zuidoost enables us to meet the growing demand for international education in the wider Amsterdam region.

During this academic year we will focus on inquiry. Inquiry is the building block of our education. Being curious about the world, the people in and outside our community and ultimately approaching the unknown with an open mind.

Through this focus area, we work to consolidate and improve our educational programmes and strengthen our relationship with our community. [Our School Plan for 2021-2025](#) guides the process and illustrates the high expectations of our accredited member status of the Council of International Schools (CIS) and the International Baccalaureate Organisation (IBO).

In order to keep on learning as well as growing, we need to keep the balance: between growth and stability, between consolidation and innovation, and between inclusion and attainment.

In line with the Education Manifesto of the Esprit Schools, in every decision we make, we strive to ask ourselves what the impact will be for the learning of our students. We aim to legitimise our decisions in such a way that our learning focus guides dialogue, with each other at school, and with our stakeholders. We want to be held to account regarding our goals and aspirations as a learning organisation, and how we seek to make those aspirations a reality. Learning really is at the heart of everything we do.

We look forward to meeting you at the AICS!



1. EDUCATION MANIFESTO OF THE ESPRIT SCHOOLS

The purpose of this Education Manifesto is to provide insight into the Esprit School members' collective outlook and our shared goals, expressed in five ambitions:

Hope and possibilities for all students, Personal development, Attractive to employees, Sustainability, Navigating the digital world.

Based on these ambitions, the Esprit Governing Board, and the principals of the schools with ultimate responsibility, aim to provide inspiration to our schools. For this, our ambitions must be translated into day-to-day education in close association with our students. We believe it is important to allow room for the development of individual qualities. Consequently, we aim to offer education at Esprit Schools that enables students to use the talents they have to achieve the best possible educational results. The Education Manifesto points the way, and is intended as the basis for the policy agenda of the various Esprit schools. In the context of 'good leadership and the quality framework, School Directors render account of the results of their policy to the Esprit Governing Board. The Esprit Governing Board in turn renders account to the Esprit Supervisory Board and Dutch government authorities.

The AICS is part of the Esprit School Group, a large group of many different schools in Amsterdam (Primary and Secondary schools). Other member schools of Esprit are: Berlage Lyceum, De Nieuwe Internationale School Esprit, Cartesius Lyceum, Cartesius 2, 4de Gymnasium, Marcanti College, Mundus College, Spring High, Europa School, de Eilanden, de WSV, Montessorischool Landsmeer de Verwondering and TASC.

The Esprit Governing Board regards the Education Manifesto as a 'dynamic' document. This means that we shall not attempt to 'freeze' reality, but on the basis of annual evaluations, we shall adapt the Education Manifesto to changing circumstances.

You can read the entire Esprit Education Manifesto online:

[Esprit Education Manifesto](#)



2. ESPRIT'S VALUES: INSPIRING, INNOVATIVE, INTERNATIONAL

Our name says it all: Esprit is energy, vitality and inspiration. Esprit Schools stand for a contemporary – and sometimes contrary – approach to education, with an open connection to the whole world. Esprit is innovative and future-focused, with a strong emphasis on possibility and resilience.

At Esprit Schools, we prioritise the personal development of our staff, both as individuals and in their roles as employees. Because our schools are close-knit communities that unite the learning journeys of staff



and students alike, it's no wonder that they find their way to Esprit. To facilitate this, we are courageous in going off the beaten path and pushing our own boundaries. The diversity within our schools is clear in everything we do. We offer education ranging from liberal arts and sciences to practical education, from education for newcomers to Montessori education, and from grammar school to international education. Our students are aged from four to 18 years and come from every part of Amsterdam. This diversity provides opportunities for thinking and acting outside the box, and for education without boundaries.

3. PROGRESS ON EDUCATIONAL QUALITY AT THE AICS

At the AICS, important values are fundamental to our work. They include diversity, integrity, inquiry and community. These values embody who we are and are the starting point for achieving our goals.

Our goal is to provide our students with the highest possible quality of teaching and learning. We believe that the interaction between the teacher and the student is at the core of educational quality, and that it consists of three components: (1) inspired teachers; (2) a written, aligned and concept-based curriculum including outcomes; and (3) essential day-to-day learning methodologies, resources and assessment tools.

We have also been working on the development of professional learning communities to improve thinking skills, conceptual curriculum building, inquiry-based learning, authentic learning experiences, language development and the understanding and differentiation of the IB programmes.

In 2019-2020 we were accredited to introduce the IB career-Related Programme (CP), and we achieved candidacy status to introduce the IB Primary Years Programme (PYP).

We use the criteria of the Council of International Schools (CIS) as the most whole-school and process-oriented criteria to achieve this. The AICS continues to evaluate and strives to improve standards and practices as an ongoing process, led by the school's Quality Care Committee.

We use the recommendations from the Dutch Inspectorate and the International Baccalaureate to achieve our goals. Compared to the CIS criteria, these recommendations are more outcome-oriented and serve as important markers for the progress we are making. In 2021-22, the school successfully underwent a combined evaluation (CIS and IB) of all aspects of the quality of the whole school. We are proud to share that the Amsterdam International Community school is now the first and only fully accredited four programme IB world school in the Netherlands.



3. PROGRESS ON EDUCATIONAL QUALITY AT THE AICS

Partly as a result of the combined evaluation we have been working to improve our whole school social emotional learning programme in order to ensure alignment across campuses and schools (Primary and Secondary). We are introducing KIVA as a school social safety programme, the Common Sense Programme in order to foster digital citizenship and comprehensive sexuality education in order to ensure that our students feel empowered to make informed decisions that support their social and emotional safety. In the course of 2024-2025 we will be further consolidating these programmes as well as focusing on social safety in and around the school. Wellbeing and academic achievement are inextricably linked and interdependent.

Focus on the learning spaces, the Community Safety Agreement and the Device Agreement align with the opportunity for students to develop self-efficacy and to feel that they are in charge of their own development. All members of our community play a role in supporting this by ensuring that we help each other where needed.



4. MISSION, VISION AND CONTEXT STATEMENT

MISSION STATEMENT

The AICS facilitates high-quality, accessible, community-based international learning for students of all nationalities living in the Netherlands.

VISION STATEMENT

TO BE A COMMUNITY WHERE LEARNING IS AT THE HEART OF EVERYTHING WE DO.



CONTEXT STATEMENT

- The AICS is a partly stated funded (subsidised) Dutch subsidised international school. This enables us to deliver high-quality education at competitive fees.
- The AICS is not a private school and is accountable for high standards to the Inspectorate of the Dutch Ministry of Education.
- The AICS benefits from the resources in the Esprit School Group and is accountable to its Board of Governors.
- The AICS is part of the Esprit School Group, a large group of many different schools in Amsterdam. Other member schools of Esprit are: Berlage Lyceum, De Nieuwe Internationale School Esprit, Cartesius Lyceum, Cartesius 2, 4de Gymnasium, Marcanti College, Mundus College, Spring High, Europa School, de Eilanden, de WSV, Montessorischool Landsmeer de Verwondering and TASC
- The AICS is a member of the group of Dutch International Primary and Secondary Schools (DIPS and DISS). The DIPS and DISS cater for the needs of students with foreign nationalities who will only be spending a few years in the Netherlands, as well as for those Dutch students who need to be educated in an international school to ensure continuity of education. The main language of instruction in our classes is English. The Dutch authorities contribute to the costs of these international schools, each of which must be closely connected to a Dutch school.
- The AICS is an IB World School. The Learner Profile of the International Baccalaureate Organisation (IBO) is reflected in our mission statement.
- The AICS is a member of the Council of International Schools (CIS) and the European Council of International Schools (ECIS). The CIS and ECIS help us to maintain a Quality Care Cycle in the school and train our staff to answer to the highest quality standards.

5. ESPRIT INTERNATIONAL

Internationalisation of education within the AICS and the Esprit School Group is a process, the aim of which is to ensure that the same quality of provision and the same degree of access, without social stratification, is available at Esprit schools all over Amsterdam.

The Esprit Schools facilitate students' possibilities to take part in international education and internationalising programmes.

The Europaschool also offers foreign language programmes (English, French and Spanish) which ease possible transition to the TTO (Dutch/English bilingual) programme at the Berlage Lyceum.

Berlage students with a good command of the English language who have completed their higher Secondary education (HAVO 5), or those who have finished the last year before pre-university education (VWO 4) successfully, can study the International Baccalaureate Career-Related Programme (IB CP) or Diploma Programme (IB DP) at the AICS. For these students Dutch will be taught at the highest [Language A] level.

Students with a good command of the Dutch language, returning from abroad, can study the internationalising, bilingual (Dutch/English) TTO programme at the Berlage Lyceum, possibly after a transition period at the AICS.



Mundus College is specialised in vocational education for international students. This makes transitions possible to further vocational education at de Nieuwe Internationale School Esprit.

6. ONE SCHOOL, TWO CAMPUSES

The AICS is one school with Two campuses; South and South East (Sandcastle) The curriculum and the approach to teaching and learning is aligned between the campuses. Staff and the Student Council, from both campuses, work closely together.

THE SOUTH CAMPUS

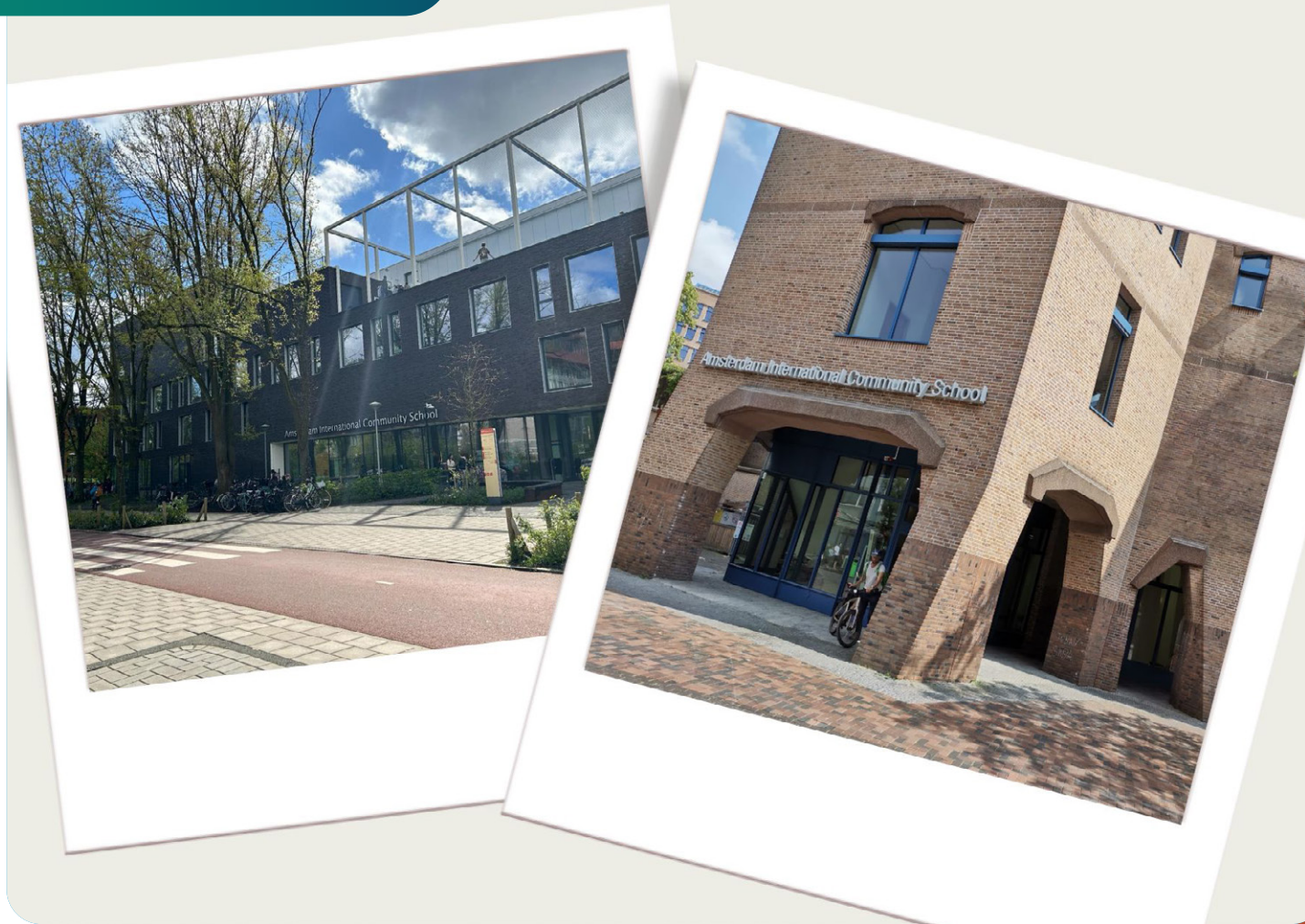
The AICS South Campus is a state of the arts purpose built building and now has approximately 1314 students, 640 in Primary and 674 in Secondary. As of September 2020 we successfully introduced the Career-Related Programme, an alternative route to the Diploma Programme.

THE SOUTH EAST CAMPUS

Our newly renovated Sandcastle campus opened in August 2023. We will begin the 24-25 school year with more than 508 Primary students and 481 Secondary students.

TRANSFERRING BETWEEN CAMPUSES DURING THE PRIMARY YEARS OR DURING THE MIDDLE YEARS

Programme is not possible. Students start and remain at one campus throughout the Primary and Middle Years Programmes. Career-related Programme is currently offered at the South Campus only.



7. CURRICULUM INFORMATION PRIMARY SCHOOL

ALL OF THE INFORMATION BELOW APPLIES TO AICS SOUTH AND AICS SOUTH EAST SANDCASTLE.

The Primary School is organised in age-based year groups. Only in exceptional circumstances will students be placed in a different year group.

To enter Group 1	a student should be four by	1 November of that year
To enter Group 2	a student should be five by	1 October of that year
To enter Group 3	a student should be six by	1 October of that year
To enter Group 4	a student should be seven by	1 October of that year
To enter Group 5	a student should be eight by	1 October of that year
To enter Group 6	a student should be nine by	1 October of that year
To enter Group 7	a student should be ten by	1 October of that year

GRADE COMPARISON TABLE

Please note this is a 'grade equivalent' comparison and not a 'curriculum' comparison:

AICS	USA & CANADA	ENGLAND/WALES
Group 1	Pre School	Reception
Group 2	Kindergarten	Year 1
Group 3	Grade 1	Year 2
Group 4	Grade 2	Year 3
Group 5	Grade 3	Year 4
Group 6	Grade 4	Year 5
Group 7	Grade 5	Year 6

Within the Student Support Center, in the Primary school the Fireflies programme has two age-related groups at each campus. One group has younger years students between the ages of 4-8 and an older years group with students between the ages of 8-11.

Group 1 Admissions

Please read carefully to ensure you understand when your child joins AICS in Group 1 (G1) and when they move to Group 2. Once a child turns 4, they can join Group 1 at AICS from the start of the school year up until May 31st of the same school year. In the Netherlands, children usually join the day or week after their 4th birthday. Those who turn 4 after May 31 join Group 1 after the school's summer holidays at the start of the new school year.

In Group 1, the children who have turned 4 before 1 November will move to Group 2 (G2) at the start of the next school year. Those children turning 4 after 1 November will remain in G1 in the next academic year.

Example: Max turns 4 on 22 November 2023 and joins G1. He stays in G1 throughout the academic year and returns to G1 in the new school year August 2024, even though he had been in G1 for several months in the previous academic year. All children moving to G2 must turn 5 before November 1 2024 and Max only turns 5 on November 22 2024, so he 'misses' the cut off.



7. CURRICULUM INFORMATION PRIMARY SCHOOL

PRIMARY SCHOOL ORGANISATION THE PRIMARY SCHOOL IS ORGA- NISED INTO THREE SECTIONS:

Community A: Groups 1, 2 and 3

*Students within the AICS Student Support Centre: Fireflies 1 & 3 classes belong to Community A

Community B: Groups 4 and 5

*Students within the AICS Student Support Centre: Fireflies 2 classes belong to Community B

Community C: Groups 6 and 7

*Students within the AICS Student Support Centre: Fireflies 2 classes belong to Community C

Primary classes have a maximum of 22 students; in exceptional circumstances classes may exceed this number.

Primary classes within the AICS Student Support Centre: Fireflies 1& 2 programme have a maximum of 10-12 students; students within

the Fireflies 3 programme have a maximum of 5 students

In order to ensure an optimal learning environment for our students, the profile of class groups at the AICS is guided around the principles of mixed attainment levels; social/emotional and educational requirements; English language level; behavioural needs; social groups and friendships; and gender balance. In order to establish and/or maintain an optimal learning environment, these principles will be reviewed at the end of each academic year and our Teaching and Leadership Team will decide whether or not a class group will remain the same or be 'mixed'.

Each class has a designated Primary school qualified teacher who is responsible for the individual year group. The year group teachers work collaboratively on planning the PYP curriculum. In addition to the class teacher, there are specialist teachers who deliver Dutch Language and Culture, English Language Acquisition (ELA), Dance and Personal, Social and Physical Education (PSPE).

Groups 1 and 2, as well as all of the groups within the Fireflies programme, have assigned teaching assistants to help support the teaching and learning. Group 3, 4 and 5 classes have shared, part-time teaching assistants, who may



also assist other areas of the Primary school according to different curricular and student needs. Teaching assistants help support the diverse learning environment so that the class teacher may differentiate to meet the needs of individual students and make optimal use of a multi-learning approach in daily lessons. A Learning Diversity Specialist (LDS) may also work with individual students and or small groups to provide specialist support as part of our inclusion programme.

7. CURRICULUM INFORMATION PRIMARY SCHOOL

PRIMARY YEARS PROGRAMME

The Primary Years Programme is a curriculum framework of the International Baccalaureate, which is committed to the development of internationally-minded, global citizens of the world. Student-centred approaches to teaching and learning are at the heart of the PYP. Students are active participants in their own learning and exercise agency - voice, choice and ownership. They contribute their ideas and thinking to learning processes as members of our learning community. The PYP is taught through transdisciplinary units of inquiry, meaning that traditional subject area content is integrated into real world explorations and inquiry projects. Knowledge, skills and concepts are developed through the transdisciplinary units of inquiry.

The Learner Profile and Approaches to Learning

In addition to a robust academic curriculum that encourages creative and reflective thinking, we place a strong emphasis on children's emotional and social development at the AICS. The [IB Learner Profile](#) encourages students to deepen their awareness of ten specific dispositions, reflecting on them as part of their daily and weekly classroom routines, and celebrating and acknowledging them in assemblies.

These ten skills and dispositions (Thinkers, Inquirers, Knowledgeable, Communicators,

Principled, Open-minded, Caring, Risk-takers, Balanced and Reflective) as well as IB Approaches to Learning, which instil important learning skills, contributing to alignment with the MYP, CP and DP, programmes.

Educational Play

Engagement in various forms of purposeful and imaginative play is an essential aspect within inquiry-based learning. It is through purposeful play that students are given the opportunity to construct meaning individually and collectively, deepen sensory experiences, generate inner dialogue, self-reflect and self-regulate. Well-designed learning activities that involve play are a cornerstone of creativity and imagination - characteristics we seek to develop in students as global citizens of the world.

Wellbeing at the AICS

Wellbeing and academic achievement are inextricably linked and Interdependent. The AICS has implemented a Whole School Wellbeing programme to support students to develop their personal identity with confidence to develop a sense of belonging. The goal is for students to feel empowered to make informed decisions that support their physical, social, emotional and spiritual safety (World Health Organisation, 2021). There are four pillars within this programme: Comprehensive Sexuality Education (CSE), Common Sense Digital Citizenship, KIVA

Social Safety programme (anti-bullying), and the Community Safety Agreement.

At the AICS, we believe in holistic education, meaning that non-academic, social and emotional growth is essential. In addition to the above programmes, we encourage children to connect with nature during outdoor learning experiences, which stimulate the senses, boosts resilience and develops self-knowledge in a way that learning indoors cannot achieve. Also, a growing number of classes in the Primary school carry out mindfulness activities as part of their daily or weekly routine. For many children, this is as simple as sitting in silence and observing their breath for a few minutes. It may also include reflections on students' emotional well-being, gentle physical stretches, and direct and mindful focus on movements and actions. We believe in equipping our students with tools that will enable them to calm themselves in stressful situations. It is our hope that through learning some very simple mindfulness activities at a young age, our children will be able to navigate the challenges of life with calmness and compassion.

7. CURRICULUM INFORMATION PRIMARY SCHOOL

Outdoor Learning

Students take part in regular outdoor learning inquiries with their class teachers. A growing number of groups from group 1 to 7, extend their classrooms outdoors. They take regular direct experiences around the natural neighbourhood that are related to their Transdisciplinary Units. While enjoying a healthy environment, our students develop their creativity, problem solving skills and executive functions - working memory, control of attention, cognitive flexibility. Beside this, groups 6 and 7 also attend the Schooltuin programme (School Gardens). "The more high-tech our lives become, the more nature we need" [Richard Louv]. Outdoor Learning boosts school outcomes, is crucial for health and well-being and is a fundamental for environmental education. We are always looking for new and exciting ways to incorporate nature education into our curriculum.

Clothing for Outdoor Learning and healthy recess

There is no such thing as bad weather, only bad clothing. All families are expected to check the weather forecast and children are to come to school dressed in comfortable clothing, appropriate for all weather conditions, with a special attention on waterproof shoes appropriate to wet grounds:

- Waterproof shoes and coat with a hood for rainy weather, plus rain pants. Keeping a pair of waterproof shoe covers at school can also be an option.
- A scarf is a must to keep the throat protected, gloves and beanie for cold weather, plus extra layers
- Hat for sunny weather.





LANGUAGES

At AICS Primary, we study two Languages: English and Dutch (Nederlands).

ENGLISH:

Our academic language of instruction is English and this is a requirement for the International Baccalaureate Career-Related Programme and Diploma Programme that students between 16 and 18 years of age study at our school. Many of our international students are developing English as an additional language to their home or best language. It is very important that these students not only have a curriculum that develops their ability to communicate in English but also to conceptualise (think at a deep level) in English.

Language research recognises that Primary students develop language in a cognitively different way to adults or teenage students. Primary students arriving at AICS with little or no English often become socially confident in spoken English in just six to twelve months. However, the ability to think conceptually in English takes up to seven years of focused study in Language and Literature. Our Primary

English Language Curriculum has been constructed around this understanding:

We provide English Language Acquisition support to students learning English as an extra language. This may take place in the classroom or in separate pull out sessions depending on the needs of the students.

Inter-Lingualism: We recognise that the most effective way to become literate and cognitive in a language is to build on the template of the Best Language or Home Language. As such, students new to English or Dutch will be encouraged to think and write first in their Best Language with English being translated and transcribed afterwards. This enables us to grasp the depth of thinking and feeling of the student in their writing. We encourage parents to communicate at home in their own cultural language as well as to provide reading books in their cultural language. This is especially effective when a student reads a school set text in his or her home language before the class text in English.

7. CURRICULUM INFORMATION PRIMARY SCHOOL

All of our Primary students, regardless of their stage of English development, experience English language development with their peers in their main classroom. Reading and Writing in English are taught through weekly workshops as well as being integral to all curriculum subjects.

In Reader's Workshop, we choose not to follow only one reading programme (e.g. Oxford Reading Tree) because we believe reading to be much more complex and multifaceted than simply learning to read. Some children begin from a big picture (abstract) perspective. They see whole words and whole sentences and seek the story first. Some children begin from the codes, letter sounds and diagraphs and build up into the words and sentences and the story gradually reveals itself (concrete). The majority of children use a combination of both strategies – moving between abstract to concrete and concrete to abstract. Therefore, our approach to reading reaches into every area of our curriculum through a variety of approaches. For instance, guided reading, reading for meaning, levelled reading, and reading for pleasure at school and at home.

In Writer's Workshop, students will work through the writing process as they publish written pieces in a variety of text types. All students will have the opportunity to write narratives, non-fiction and poetry over the course of the school year. During each writing unit, students will also be introduced to the six writing traits: ideas, word choice, organisation, sentence fluency, voice, and conventions.

The children also learn about the nature and use of the English language by learning about:

- The skills which help them to use the language effectively
- The meaning, use and form of language
- Enjoyment and appreciation of language

We look forward to inspiring the inner author in all of our students!



7. CURRICULUM INFORMATION PRIMARY SCHOOL



DUTCH:

Dutch lessons are provided by a Dutch language specialist teacher.

Dutch - DLA

Our school offers three hours of Dutch language acquisition for all students from group 1 onwards. In group 1, the teachers differentiate within the classroom. This means they can stay in a familiar environment with their friends and teaching assistant. From groups 2-7, students are grouped according to their general language need: emergent (beginning students who might stay in the Netherlands short term), capable (most AICS students; the lessons are differentiated according to developmental need) and fluent (students who might speak Dutch at home or more regular basis).

The Dutch team follows their own programmes of inquiry centred around transdisciplinary generalisations and language targets through completely immersive language lessons. They provide students many ways to actively engage with the Dutch language- discussions, presentations, role-play, art and other various activities.

Lucia Marthas is a leading institute for performing arts in The Netherlands. Groups 1, 2 and 7 participate in Lucia Marthas Institute for Performing Arts to support language learning through performing arts for one hour a week. Through activities such as singing, dancing and acting, students engage and connect with the Dutch language in an interactive and creative setting.

MATHEMATICS

The mathematics curriculum at the AICS follows the principles of the IB PYP and its inquiry-based approach to learning.

We recognise that current mathematics teaching practices might be significantly different from school experiences of parents and carers. Families are invited to workshops, held at least once a year, to help them better understand the most up to date mathematics methods and teaching practices.



Mathematics is a rich language which describes the world around us and a way of thinking which unlocks the interconnectedness, patterns and structures in the world. We believe children have an entitlement to discover, experience and appreciate mathematics; to learn the craft of communicating and thinking mathematically and to engage with mathematics within moments which are relevant to them.

The Primary Mathematics programme is integrated into inquiry units of work, stories and other exciting contexts in which children are guided to unfold and discover mathematical concepts. Important Maths skills and knowledge are also taught through stand-alone Maths lessons.

Mathematics teaching is supported by use of the Numicon Approach, a text-book free teaching methodology, which is organised into five dimensions:

- Numbers and the Number System
- Pattern and Algebra
- Calculating
- Geometry and Measure (including Shape, angles, units, ratios)
- Statistics (Tables, Charts, Graphs, Data Analysis)

The students collaboratively work on problems using practical and visual aids designed to develop conceptual understanding and help recall. Together, they discuss problems, using practical equipment to help develop language of new concepts and explore, explain and justify relationships between new ideas. Teachers guide children to draw out big ideas from the mathematical conversation of the students.

Children have opportunities for the whole class, paired and individual work to practise and deepen knowledge and understanding. The students become confident problem solvers by applying their learning to different real-life contexts.

Every Primary classroom is fully equipped with specialist practical mathematics equipment which children can access to help their mathematical conversation and problem solving.

The success of every student is important to us and we use assessment data and teacher reporting to provide additional support or challenge where needed.

www.numicon.com

SCIENCE

Science is taught through PYP units and covers four key strands: Living Things, Earth and Space, Materials and Matter and Forces and Energy. Our inquiry-based approach encourages students to explore scientific concepts and connect them to real-world issues. Through questioning, data gathering, analysis and communication, students become active participants in their learning. Our goal is to develop their scientific understanding and skills, enabling them to become informed, responsible, and curious learners who can make sense of the world around them.

Computational Thinking

Whilst technology can help us solve complex problems or tasks, we first need to break them down to understand the ways in which they can best be solved. Computational thinking, a new specialist subject in Primary, allows

us to approach and understand complex problems and develop possible solutions, with instructions that can be understood by humans or computers. Computational thinking has significant benefits for children of all ages but is normally only taught in Secondary schools. At AICS we stimulate computational thinking throughout the Primary school via programmable robotics and other 'unplugged' programming activities. It introduces an iterative approach to problem solving, providing a logical progression to Secondary school subjects such as Design, ToK and Computer Science. Problem solving and critical thinking skills built into these immersive activities persist and are readily transferable to academic learning and social skills development. Robotics taught within this structure is therefore not only highly engaging, it provides critical and long lasting skills that will be of use throughout a student's education and future careers that are as yet unknowable.



7. CURRICULUM INFORMATION PRIMARY SCHOOL

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

ICT is integrated into all areas of the curriculum to enhance teaching and learning whilst developing students' digital awareness and skills. Classrooms are equipped with a promethean interactive board, a small number of iPads and groups 4 to 7 have access to shared class sets of macbooks. Students have regular access to these resources during classroom activities and projects. A range of other technology is used within Primary including robotics and coding based resources. Teachers are supported in their use of technology in the classroom by working with a Science and Technology subject area coordinator, the librarians, a specialised computational thinking skills teacher and by sharing good practice with each other.

Students develop digital citizenship skills through the Common Sense curriculum. This is a comprehensive program designed to help students develop essential digital citizenship skills, such as responsible online behaviour, safe internet usage, and digital privacy.

Teachers use age-appropriate resources and tools to teach students about key concepts related to digital citizenship. Students are encouraged to reflect on their own digital practices and engage in discussions with their peers about how to use technology in a responsible and ethical manner. Wherever possible, the lessons are integrated into units of inquiry and resources are occasionally shared with parents to support digital device use in everyday life and at home. It is regularly updated to reflect the latest trends and issues in the digital world.



SPECIALIST LESSONS

Specialist classes consist of English Language Acquisition, Dutch Language Acquisition, Dutch Language and Literature, Personal, Social and Physical Education (PSPE), and the Performing Arts. These classes are given by specialist teachers and allow for small group learning opportunities and/or specially equipped learning environments. These are timetabled throughout the week and located in the appropriate specialist learning area.

Performing Arts

At the AICS we base our Performing Arts curriculum on a conceptual dance education approach that combines imagination and expression with developmentally-appropriate movement. Students explore their own creativity whilst increasing their movement skills and technical vocabulary. We create opportunities to link dance with the concepts and content of their classroom environment. Children learn to explore and express their emotions through movement, whilst developing a deeper understanding of their own bodies and of the ways to interpret different steps and dance moves. This connects to language and knowledge development, as children describe and analyse their practice.



Our conceptual dance programme challenges and inspires children to explore, inquire, and solve problems. We challenge stereotypes and help children to develop their self-esteem and confidence through our holistic and child focused approach.

7. CURRICULUM INFORMATION PRIMARY SCHOOL

PHYSICAL AND HEALTH EDUCATION

PHE classes are provided for all age groups.

In PHE, children learn about healthy lifestyles and performing a range of movement activities. They are taught about developing physical competence and confidence, developing creativity and imagination, teamwork and communication. The knowledge, transferable skills and understanding which children gain through their study of physical and health education can be regarded in terms of skills, planning, performance, evaluation, fitness and health. Students will be able to explore various games and activities, both outdoors and indoors, through the lenses of Cooperation, Sportsmanship, Risk-Taking, Creativity and Active Living.

Students are required to have the following gym kit in order to participate in PHE lessons:

Clothing and Shoes for PHE Lessons

All children are required to come to school dressed in comfortable clothing appropriate for physical activity on their PHE lesson day. All clothing should allow freedom of movement.

Groups 3-7

- Gym bag marked with child's name
- Indoor gym shoes

Please clearly label all items with your child's name. Failure to have their gym kit on a PHE day will result in an unexcused absence of participation.

Jewellery is not to be worn in the PHE lesson. Please email the class teacher and PHE teacher to explain any significant religious/cultural jewellery which cannot be removed. Jewellery which needs to remain worn should be covered by clothing. This is to ensure the safety of the students and the jewellery.

PHE Facilities for AICS South Campus

For the warmer months, August-October and May-July, students in Groups 3 -7 use outdoor PHE facilities. Each group walks to the PHE facility with supervision. Students need to be dressed appropriately for the weather and PHE and be prepared for an outdoor lesson. From October- May, Groups 3-7 use indoor PHE facilities. Students need to bring a pair of indoor gym shoes that remain at school and are not worn outside the PHE facility. Students need to be independent in putting on these shoes.



PHE Facilities for AICS Sandcastle

For the warmer months, August-October and May-July, students in Groups 3 -7 use outdoor gym facilities. Each group catches a bus to the PHE facility with supervision. Students need to be dressed appropriately for the weather and PHE and be prepared for an outdoor lesson. From October- May, Groups 3-7 use an external PHE facility which is indoors. Each group will catch a bus to these facilities with supervision. Students need to bring a pair of indoor gym shoes that remain at school and are not worn outside the PHE facility. Students need to be independent in putting on these shoes.

Groups 1, 2 and Fireflies in both campuses have their PHE lessons at school in a small gym.

7. CURRICULUM INFORMATION PRIMARY SCHOOL

AMSTERDAM MUNICIPAL PROGRAMMES

Students in groups 4-7 will participate in a variety of activities provided by the Amsterdam Municipality. This includes students who are part of the AICS Student Support Centre: Fireflies programme.

Swimming

Group 5 students participate in a swimming programme provided by the Amsterdam City Council. The swimming programme supports all levels of swimming with the goal that children attain their Diploma A at the minimum. Parents are firstly responsible to ensure their children are given the opportunity and support needed to obtain their A-diploma. The swimming programme is provided to help support the success of this goal. Swimming lessons take place weekly for 6 months and are a mandatory part of the curriculum.

Students are required to have the following swim kit in order to be allowed to participate:

- Swim bag
- Swimsuit
- Towel

Please clearly label all items with your child's name. Further information can be found in the swimming guidelines that will be communicated by the Group 5 team.

Ice Skating

During the winter months, Group 4 Primary students have the opportunity to participate in a four-week ice skating programme, along with other Dutch schools. These take place at the Jaap Eden Sports Centre. Private bus transport is provided to and from the skating rink, and students are accompanied by their class teacher.

Music at the AICS

The AICS Primary School participates in a music program that is offered by Amsterdam City Council. Specialist music teachers join our classes and teach our students, along with our teachers, how to explore music and the arts in school. This includes singing programmes, music and rhythm lessons, and guitar lessons (in group 7) from Muziekschool Amsterdam and Muziekschool Zuidoost. Group 1-3 classes and the Fireflies classes receive 30 minute lessons and group 4-7 receive 60 minute lessons each week. All year groups will also enjoy a trip to the world famous Concertgebouw to participate in an interactive musical performance that they prepare for in Music lessons prior to the event.

Transitioning from the PYP to the MYP

A student's first day in Group 7 marks the first day of a two-year transition programme into the MYP. To support our students in this important transition from Primary school to Secondary school, time is needed to gradually introduce the students to the structure and expectations of the MYP programme. In Term 2 of Group 7, students will start attending 'taster' lessons in MYP 1. Group 7 students will experience a combination of MYP lessons such as (and/or) Maths class, an Integrated Sciences lesson, a mentor class, etc. Both Group 7 students and Group 7 parents will be invited to attend a series of webinars and information sessions about the MYP at the end of Term 2 in Group 7 to further facilitate this transition.

8. THE PRIMARY SCHOOL DAY



THE SCHOOL DAY

We ask all children and parents/guardians to wait outside until it is time for the children to enter the school. Parents/guardians, please say goodbye to your children at the entrance. If arriving early, parents are responsible for their children before the school opens.

Group 1 - 7 will have 1083 hours of lessons per year.

Arrival/school opens: 8:10 (Students wait in welcome area sitting calmly)

Students walk to class: 8:20

Registration / lessons / Start 08:30

Lessons

Morning break/Play time - 30 minutes

Lessons

Lunch Break, 30 minutes (lunch time); 30 minutes (play time)

End of day (Monday, Tuesday, Thursday, Friday) 15:15

*For some students within the AICS Student Support Centre: Fireflies programme there may be an adjusted end of day time

Wednesday finish at 12:00 (half day)

8. THE PRIMARY SCHOOL DAY

Snack and lunch

Students need to have a snack box, and a separate lunch box provided from home. Parents/guardians are asked to send healthy foods. Please avoid sweets. Only water is allowed in water bottles. Students are able to refill their bottles in their village. Please label the boxes and drink containers with your child's name, and mark clearly which box is for snack and for lunch.

We encourage the children to eat healthy food and to develop healthy social eating habits. The children are expected to remain seated at the lunch table with their peers. We don't force

children to finish all of their lunch/snack - we encourage them to eat until they are full and regularly remind them how much time they have left to eat.

If a child forgets their lunch, the school will contact parents and ask for the lunch to be brought in. Please note we do not provide food for children.

Snack time is part of educational learning time and teachers are expected to use it in a productive way; older children may continue to work whilst they eat their snack.

Labelling your child's belongings and clothes

Please label all your child's belongings and clothes as there is always a large pile of unclaimed lost property by the end of each school term. Any items that are labelled can be easily returned to the student.

Messages for the teacher/meeting with a teacher

As all class teachers, specialist teachers and classroom assistants are busy preparing for lessons in the morning, we ask that all parents who need to inform the teacher of something in the morning to do so via a short email. This way we can ensure all AICS staff can properly attend to their responsibilities in the morning. All parents have the opportunity to speak to their child's teacher at the end of the day when they pick up their child from the designated area. If you require more than a quick talk, please email your child's teacher to set up an appointment. For issues concerning the academic or social/emotional wellbeing of your child, setting up a 15 minute meeting with the class teacher is the preferred method of communication. Please avoid lengthy email communication. Please note that it may take 1 to 3 days before a teacher is able to respond to your email due to their teaching duties and/or after-school meeting schedules.



8. THE PRIMARY SCHOOL DAY

ABSENCES, LATE ARRIVALS, AND AFTER-SCHOOL PICK-UP

Absences

The AICS closely monitors student attendance on a daily basis; this includes being late for class. The Absence Department closely monitors attendance. Parents / Guardians will initially be contacted by Absences when their child is consistently late for class. The school is legally obliged to report unapproved absences to Bureau Leerplicht (Truancy office) of the municipality where the student is registered.

In case of illness, parents/guardians are responsible for informing the school on a daily basis by using the parent portal before 8.30 a.m.

In case of expected lates/absences (doctor's/dentist appointments), parents/guardians are responsible for informing the school in advance by using the parent portal.

Late Arrivals

Students arriving later than the start times must report to the Welcome desk, located at the

entrance of the school. Students will be registered late by their class teachers. This confirms that the student in question has been entered as 'present' in the school's database. This is an important safety measure so that we know who is in the building at all times. In these instances, the students will enter through the front door on their own to walk to their classrooms. With younger students needing assistance, the caretakers or Head of Campus present for morning duty will accompany the student to the classroom.

Parents/guardians are responsible for the arrival of their children at the correct time. You will be contacted if your child consistently arrives late. The Administrator will send a letter to the parent for an invitation to meet with the Head of Campus. Late arrivals will be recorded and reported to the School Truancy Officer. If students are not in school, and we have not heard from the parents/guardians by 09:00 we will contact them to ensure the student's safety.

After-school pick-up

Please keep in mind that our teachers often have scheduled planning and meeting times after school. If you would like to meet with your child's teacher, please contact them for an appointment. Pick up will be outside at the South campus and at the base of each tower at the South East campus.

Regarding afternoon pick-up, we would like to make the following requests:

- Parents need to ensure that if their child has permission to go home alone (Groups 6 and 7 only), this has been discussed with the class teacher and Head of Campus in order to be permitted. There is a letter that will need to be signed by parents to give their permission. We strongly recommend that permission to leave school independently begins in February/March. These students must leave the school premises at 15:15 and go straight home. Students from Group 5 and above may leave with an older sibling in the Secondary school if permission is granted by parents, teachers and Head of Campus.
- If children are to be collected for a play-date, etc. by another student's parent/guardian after school, the class teacher needs to be notified via email. Students will not be sent home with the parent or guardian of another student unless the class teacher has been notified.
- Please ensure your child is collected on time. The Welcome Desk will keep records of children who are collected late from school.

We make these requests in order to ensure that all of our students are supervised at all times during our afternoon exit routine. After you have collected your child, it is your responsibility to supervise your child.

8. THE PRIMARY SCHOOL DAY

After-School Clubs

A variety of after-school clubs are organised every term. Children can participate in after school clubs such as dance, sewing, film, art, guitar, and many more. You will be informed of these clubs via the AICS Parent APP.

Anyone interested in running an after-school club should contact the After-School Clubs organisers, i.selderijk@kindenco.nl

After school care (BSO)

Our South campus after school care is offered by Partou. Partou is the largest provider of high-quality childcare in the Netherlands and has offered their services to the AICS since 2016. Their after school care is located within the South school building.

For our Sandcastle (SE) campus after school care is offered by Kind&Co. Their after school care is located within the Sandcastle (SE) school building.

For any questions regarding after school care, please contact either Partou (South) or Kind&Co (Sandcastle-SE) Campus.



9. CURRICULUM INFORMATION SECONDARY SCHOOL

Our three programmes, the Middle Years Programme (MYP), the Career-Related Programme (CP) and the Diploma Programme (DP) in the Secondary School are authorised by the International Baccalaureate Organisation (IBO) and the CIS. These programmes aim to develop internationally minded people, who, recognise their common humanity and shared guardianship of the planet, help to create a better, more peaceful world. IB learners strive to be inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced and reflective.

For further information:
www.ibo.org or www.ibo.org/programmes

IB MYP (International Baccalaureate Middle Years Programme)

The MYP is a concept-based inquiry curriculum which encourages teaching and learning for understanding. The programme is completed in MYP5 with eAssessments leading to an MYP Certificate or Course Completion. MYP classes have a maximum of 22 in exceptional circumstances, classes may exceed this number.

THE EIGHT SUBJECT GROUPS

- 1 Language and Literature (English and Dutch)
- 2 Language Acquisition (Dutch, English, French, German and Spanish)
- 3 Mathematics (Starting in MYP4 Standard or Extended)



- 4 Arts (Theatre, Music and Visual Arts & Media)
- 5 Sciences (Integrated Sciences)
- 6 Physical and Health Education
- 7 Individuals and Societies (Integrated Humanities)
- 8 Design (Product and Digital Design)



MYP TEACHERS DEVELOP THE CURRICULUM WITH APPROPRIATE ATTENTION TO:

- Teaching and learning in context. Students learn best when their learning experiences have context and are connected to their lives and the world they experience. Using global contexts, MYP students explore human identity, global challenges and what it means to be internationally minded.
- Conceptual understanding. Concepts are big ideas that have relevance within specific disciplines and across subject areas. MYP students use concepts as a vehicle to inquire into issues and ideas of personal, local and global significance and examine knowledge holistically.
- Approaches to learning skills (ATLs). A unifying thread throughout all MYP subject groups that provide the foundation for independent learning and encourage the application of knowledge and skills in unfamiliar contexts. Developing and applying these skills helps students learn how to learn.
- Language and identity. MYP students are required to learn at least two languages. Learning to communicate in a variety of ways is fundamental to their development of intercultural understanding and crucial to

their identity affirmation. Because we believe in maintaining the language of origin, we also offer the optional 'Best Language' club for French, Spanish, Italian and German at a language and literature level.

eAssessment

AICS offers the externally assessed IB Middle Years Programme eAssessment is an innovative exam that combines onscreen examinations (on the school computers), ePortfolios (samples of student coursework), the Personal Project and Service As Action. (<https://www.ibo.org/programmes/middle-years-programme/assessment-and-exams/>).

The eAssessment is based on students' concep-

tual understanding, and focuses on synthesising information, evaluating findings and applying them to real-world situations. Moreover, it gives a reliable indication of the skills, knowledge and understanding students have developed during MYP and it also prepares MYP5 students for the rigorous demands of future studies such as the IB Career-Related Programme (CP) or Diploma Programme (DP). The eAssessment involves all the MYP 5 students and it takes place in May. An official IB MYP Certificate or a Course Overview will be awarded to MYP 5 students who successfully meet the eAssessment requirements.

eAssessment is a compulsory part of the programme and involves an additional fee.



THE MYP CERTIFICATE

The MYP Certificate is the highest standard of achievement in the MYP and results in official recognition and IB-validated grades. The MYP Certificate requires participation in the final year of the programme, with recommended participation for two years, and successful results from:

- Five on-screen examinations from each of the four required subject groups, plus an interdisciplinary assessment
- One ePortfolio from a course of study in Language Acquisition (instead of a Language Acquisition, a student may opt for two Language and Literature subjects)
- One ePortfolio from a course of study in Physical and Health Education, Arts or Design
- The Personal Project
- Meeting the school's expectations for Service as Action.

Conditions for the Award of the MYP Certificate

The MYP Certificate will be awarded when all conditions have been met in compliance with the General regulations: Middle Years Programme and as described below.

The IB will award an MYP Certificate to each candidate who has:

- Gained a grade total of at least 28 from six subject groups, the interdisciplinary on-screen examination and the Personal Project combined, out of a possible maximum of 56
- Gained at least a grade 3 in at least one subject from each subject group
- Gained at least a grade 3 for the personal project
- Gained at least a grade 3 for the interdisciplinary on-screen examination
- Completed the school's requirements for Service As Action.

IB MYP Bilingual Certificate

The IB MYP Bilingual Certificate is awarded to students who have achieved a minimum of 28 points, with a minimum grade 3 in two Language and Literature courses or have completed another MYP subject group, or Interdisciplinary Assessment or the Personal Project in a language which is different to their Language and Literature assessment. This does not include Language Acquisition subjects.

IB MYP Course Results

Students who do not take the full eAssessment programme, are awarded IB MYP course results. The course results show the subject, level and grade a student has achieved in the eAssessment and also their achievements in the Interdisciplinary Assessment, Personal Project

and Service. The IB MYP course results provide the student with official documentation of their successful grades which have been validated by the IB MYP eAssessment.

Recognition of IB MYP Certificate

All subjects offered in the IB MYP eAssessment have been accepted by and registered as being Level 1 and Level 2 qualifications by The Office of Qualifications and Examinations Regulation (Ofqual), in the United Kingdom.

Students who have completed the IB MYP programme can apply for any higher education courses in any school or college in India. Further information about the recognition of IB awards in different countries is available through our Career Guidance Counsellors and IB coordinators.

SERVICE LEARNING

Service As Action in the MYP

What is it?

- 1 Service is a core element of the MYP curriculum.
- 2 Service is a type of action that starts in the classroom but extends beyond the classroom.
- 3 Service can take different forms:
 - Direct service
 - Indirect service
 - Advocacy
 - Research
- 4 Service is a self-directed, personal learning experience: through engagement in service, you not only make the world a better place, you also learn a great deal about yourself.



9. CURRICULUM INFORMATION SECONDARY SCHOOL



Overview of total amount of lesson hours (45 minutes) per student per subject area per week MYP 1-5

Subject areas	MYP 1	MYP 2	MYP 3	MYP 4	MYP 5
Language and literature & Language Acquisition	total: 8	total: 8	total: 8	total: 8	total: 8
Dutch	4	4	4	4	4
English	4	4	4	4	4
Language acquisition	total: 0	total: 3	total: 3	total: 3	total: 3
German (MYP 2 - 4)	0	3	3	3	3
Spanish (MYP 2 - 5)	0	3	3	3	3
French (MYP 2 - 5)	0	3	3	3	3
<i>MYP 2-5 choice of one language acquisition</i>					
Mathematics	total: 4	total: 4	total: 4	total: 4	total: 4
Mathematics	4	4	4	4	4
Mathematics Standard or Extended	-	-	-	4	4
Arts	total: 6	total: 6	total: 6	total: 4	total: 5
Music	2	2	2	2*	2*
Theatre	2	2	2	2*	2*
Visual Arts	2	2	2	2	3
<i>*For MYP4 and MYP5 students choose either music or theatre</i>					
Sciences	total: 3	total: 3	total: 5	total: 5	total: 5
Integrated Sciences	3	3	5	5	5
Physical and health education	total: 4	total: 4	total: 3	total: 3	total: 3
Physical and health education	4	4	3	3	3
Individuals & Societies	total: 4	total: 4	total: 4	total: 4	total: 4
Integrated Humanities	4	4	4	4	4
Design	total: 2	total: 2	total: 2	total: 2	total: 2
Design	2	2	2	3	2
Mentor hour	2	1	1	1	2
Library	1	1	-	-	-



MYP PERSONAL PROJECT

The Personal Project (PP) allows students to demonstrate the skills developed in the MYP. It is a Core element of the MYP Programme and therefore it is mandatory for all the MYP students. The PP starts in the middle of MYP4 and is completed in MYP5 with the support of a school teacher. The PP is evaluated using the MYP assessment criteria and the results, internally standardised, are part of the MYP5 promotion criteria. The PP, being an IB component is also externally moderated for the eAssessment results. More detailed information about the PP can be found in the PP Students Guide.

IBCP (International Baccalaureate Career-related Programme)

In their final two years, students may follow the IBCP (International Baccalaureate Career-Related Programme) culminating in official IB examinations and satisfactory completion of the BTEC International Business Programme (Level 3 Diploma) at the end of the two-year course of study. Successful participation in this programme leads to the IB Career-Related Certificate, offering entrance into universities of applied sciences and institutions of further education worldwide.

During the two years of the CP course, students follow the BTEC Level 3 International Diploma in Business and follow three IB Diploma Programme courses: Maths Applications and Interpretations SL, English Language and Literature or English B SL/HL levels, and a choice between either Environmental Systems SL or Geography SL.

In addition, in the CP Core hours, students develop an extra language independently, write a Reflective Project focusing on an ethical dilemma in Business, and complete Service Learning activities. They also follow a course in Personal and Professional Skills to develop their personal and career profile.

The BTEC Business Programme In this programme, students complete 9 Units of study worth 720 Guided Learning Hours (GLH):

- Exploring Business (90 GLH)
- Business Ethics (60 GLH)
- Research and Plan a Marketing Campaign (90 GLH)
- Business Finance (90 GLH)
- International Business (60 GLH)
- Pitching for a Business (60 GLH)
- Business Decision Making (120 GLH)
- Managing An Event (90 GLH)
- Work Experience in Business (60 GLH)

IBDP (International Baccalaureate Diploma Programme)

In their final two years, students may follow the IBDP (International Baccalaureate Diploma Programme) culminating in the official IB Examinations at the end of the two-year course of study. Successful participation in this programme leads to the IB Diploma, offering entrance into universities and institutions of further education worldwide.

The IBDP for dutch students living permanently in the netherlands

This programme is open to all Dutch students who have a HAVO diploma or a promotional VWO 4 report. In addition, all students need to be fluent in spoken and written English and take Dutch Language and Literature.

IB diploma programme subject choice overview

Students of the IB Diploma Programme need to choose six subjects: three at Higher Level (HL) and three at Standard Level (SL). HL subjects are chosen based on the student's academic strengths and interest in those subjects, the requirements of institutions of tertiary learning and the advice of the Career Counsellor and subject teachers. SL subjects cover topics in less depth than HL subjects and are intended to give the IBDP student a well-rounded education. HL subjects are usually timetabled for five teaching periods per week. SL subjects can be timetabled together with HL subjects, but require a minimum of three teaching periods per week. Students are required to choose one subject from each of the six subject groups. It is technically possible to take two Languages A instead of (or in addition to) a B Language and Literature and Language Acquisition (subject to timetabling constraints).

In addition to their six subjects, all IB Diploma Programme students will attend lessons in Theory of Knowledge. Furthermore, they must write an Extended Essay and fulfil the requirements of the Creativity, Activity and Service (CAS) programme.



SUBJECT GROUPS IN THE DIPLOMA PROGRAMME



SUBJECT GROUP	SUBJECTS OFFERED AT THE AICS
Group 1: Language and Literature	English Language and Literature HL/SL and Literature HL/SL Dutch Language and Literature HL/SL School-Supported Self-Taught Literature (SL only)
Group 2: Language Acquisition	English B HL/SL French B HL/SL Spanish B HL/SL Dutch B HL/SL Dutch Ab Initio (SL only) Or 1 extra Group 1 Language
Group 3: Individuals and Societies	Geography HL/SL History HL/SL Economics HL/SL Business Management HL/SL Psychology HL/SL
Group 4: Experimental Sciences	Biology HL/SL Physics HL/SL Chemistry HL/SL Environmental Systems & Societies (SL only) Computer Science HL/SL
Group 5: Mathematics	Applications and Interpretations SL Analysis and Approaches HL/SL
Group 6: The Arts	Visual Arts HL/SL Music HL/SL Or Any choice from Groups 3 and 4

Conditions for awarding the Diploma (at the end of DP 2)

All assessment components for each of the six subjects and the additional IB Diploma requirements must be completed in order to qualify for the award of the IB Diploma.

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

- The candidate has gained 24 points or more.
- 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).
- There are no more than three grades 3 or below awarded (HL or SL).
- There is no grade 1 awarded in a subject/level.
- There are no more than two grades 2 awarded (HL or SL).

- There is no 'N' awarded for Theory of Knowledge, the Extended Essay or a contributing subject.
- There is no grade E awarded for Theory of Knowledge and/or the Extended Essay.
- CAS requirements have been met.

Please note that students must study a language at the appropriate level of challenge. For further information on language choices please refer to our Language Policy. Subject allocations are subject to availability.

*Passing conditions as published by the IB will always take precedence.

DP Bilingual Diploma

A bilingual diploma is awarded to candidates who complete and receive a grade 3 or higher in two languages selected from the DP course studies in language and literature.

Recognition of the IB CP certificate

The CP Certificate is an internationally recognized diploma which gives students access to universities of applied sciences in The Netherlands and universities worldwide. The IB has developed a database that gives information about assessment criteria for universities for over 40 countries. To find out more use [this link](#).

Conditions for awarding the Certificate (at the end of CP2)

- The candidate has been awarded a grade 3 or more in at least two of the DP courses.
- Completion of the BTEC program; all nine units have a Pass or higher (Merit or Distinction).
- All requirements for personal and professional skills, service learning and language development have been met.
- The Reflective project has been awarded a grade D or higher.

STATUS OF PRELIMINARY EXAMS IN DP2

Preliminary Exams in February are an opportunity for students to experience the final DP Examinations in as realistic a setting as possible. We aim to identify students who are not ready for the DP examinations at the end of DP1. In exceptional cases where teachers have serious doubts about the student's ability to obtain the IB Diploma after the Preliminary Exams, parents will be fully informed of the risks involved. In consultation with the school, parents may choose to withdraw their child from the May examination session.

THE CORE OF THE DIPLOMA PROGRAMME

Extended Essay

The Extended Essay is part of the core of the Diploma Programme and an in-depth study of a focused topic chosen from the list of available Diploma Programme subjects - this is normally one of the student's six chosen subjects. The Extended Essay comprises academic research and an in depth exploration of a chosen subject and topic. The process is supervised and coordinated at school.

Theory of Knowledge

The TOK course is part of the core of the Diploma Programme and provides students with an opportunity to explore and reflect on the nature of knowledge and the process of knowing. Students have three lessons of TOK in DP1 and two lessons in DP2. During these lessons students explore different areas of knowledge and reflect on knowledge, belief and opinions. Furthermore, subject teachers use TOK links in their lessons to explore ways of knowing in their specific subjects. All DP students will complete two IB assessments, the TOK exhibition and the TOK essay.

TOK and the EE offer the chance for candidates to collect up to three bonus points.

CAS (Creativity, Activity, Service)

CAS is part of the CORE of the Diploma programme and connects to the IB mission statement which encourages students to engage in activities outside their academic studies.

The three strands of CAS are:

- Creativity – arts, and other experiences that involve creative thinking.
- Activity – physical exertion contributing to a healthy lifestyle, complementing academic work elsewhere in the DP.
- Service – an unpaid and voluntary exchange that has a learning benefit for the student. The rights, dignity and autonomy of all those involved are respected.

CAS enables students to enhance their personal and interpersonal development by learning through experience. CAS is an important counterbalance to the academic pressures of the DP.

Promotion policy

At the AICS, in line with its philosophy, each student is guided to achieve to the best of their ability. The AICS takes into account both achievement grades and approaches to learning skills. Students complete a year of study by meeting the requirements of the IBMYP, IBCP and IBDP Assessment Criteria. In addition to the academic requirements, the student must demonstrate commitment to the Service as Action and CAS Programmes.



9. CURRICULUM INFORMATION SECONDARY SCHOOL

The AICS only requires students to skip or repeat a year when it is considered to be of personal or academic benefit to the student. The decision not to promote a student is taken with the individual student's best interests in mind, both personal and academic. This decision is designed to give the student more opportunity to meet the requirements for that MYP, CP or DP level. Please Note: At the AICS it is not possible to re-sit in two consecutive years, or to re-sit a year twice.

Promotion criteria MYP 1-5

Guidelines

We recognise that it is in the best interest of the student to progress to the next school year. To this end, our staff supports students to meet the requirements of the MYP programme.

MYP1 and MYP2

All students are promoted to the next school year level. We expect all MYP1 and MYP2 to complete their assessment requirements. Only in exceptional circumstances, do MYP1 or MYP2 students repeat the school year.

The promotion requirements for MYP 3-5 students are:

A. Completion of all the summative assessment tasks, regardless of levels of achievement.

- B. Students should have successfully met all the learning outcomes for Service and completed the Personal Project (MYP 5).
- C. A minimum of grade 4 (out of 7) in every subject and the Personal Project (MYP 5). Students could also be promoted if they have achieved up to two grades 3 (out of 7) in two subjects from two different subject areas. Grades 1, 2 and 3 (out of 7) are considered non-promotional.

MYP 5 achievement requirements for CP/DP subjects

Students making subject choices for DP subjects will be guided by the Career Counsellor, mentors and teachers. Some subjects have particular requirements please see table below.

Promotion criteria MYP 5 - CP 1

- Students will be accepted into the CP with a Promotional report at the end of MYP5
- They are allowed two grades '3' in two different subject areas. All other grades must be a '4' or above.
- There is no minimum grade '4' requirement for English or Maths SL.
- We will review individual cases as necessary

Promotion criteria for CP 1 - CP 2

- The student has a passing BTEC continuous assessment report

- The candidate has been awarded a grade 3 or more in at least two of the Diploma Programme courses registered for the Career-Related Programme.
- The student has completed the requirements for Language Development, Personal and Professional Skills, Reflective Project and Service Learning

Promotion criteria for DP1 - DP2

- To qualify for promotion from DP 1 to DP 2 the students must reach an overall score of 24 points for their six chosen subjects
- Students must have a minimum of 12 points for their Higher Level subjects and a minimum of 9 points for their Standard Level subjects.
- A grade 1 for a Higher or Standard Level subject is a failing condition, as is more than one grade two.
- For the seven subjects the student may not score more than three grades 3, or more than two grades 2.
- At the end of the academic year, the student must have met the necessary CAS requirements
- For the Extended Essay, the students should have met the necessary deadlines and show sufficient progress.

9. CURRICULUM INFORMATION SECONDARY SCHOOL

Promotion criteria for MYP5 - DP1

If a student wants to choose the following DP subject	then the following condition must be met in the second report card in MYP5
Group 1: Language and Literature	<ul style="list-style-type: none"> Students coming from the MYP Language and Literature: a final grade of 5 is required for HL and a grade of 4 is required for SL
Group 2: Language Acquisition	<ul style="list-style-type: none"> Ab Initio (only Dutch offered): complete beginners in the language, or phase 1 students Standard level: a grade 4 in phase 4 is required Higher level: a grade 5 in phase 4 is required
Group 3: Individuals and Societies	<ul style="list-style-type: none"> History-Geography: a final grade of 5 is required for HL and a grade of 4 is required for SL Business and Management and Psychology: a passing report in MYP5 Economics: a 5 for HL, 4 for SL
Group 4: Experimental Sciences	<ul style="list-style-type: none"> For Physics, Chemistry, Biology: a 5 is required for HL and 4 for SL; a 6 in criterion A is required for HL, a 5 in criterion A is required for SL ESS, Computer Science: a passing report in MYP5
Group 5: Mathematics	<ul style="list-style-type: none"> AA HL: a grade 6 in extended Maths is required AA SL: a grade 5 in extended Maths or a grade 6 in SL maths is required AI SL: a passing report in MYP5
Group 6: The Arts	<ul style="list-style-type: none"> Visual arts: a final grade of 5 is required for HL and a grade of 4 is required for SL Music: HL: 1. Fluent knowledge of music literacy. 2. Have one lesson a week on your chosen instrument or voice. Prior knowledge is strongly recommended. SL: 1. Knowledge of music literacy. 2. Have one lesson a week of your chosen instrument or voice

9. CURRICULUM INFORMATION SECONDARY SCHOOL

Destinations

(Universities) where our students are now studying or have previously studied)

AICS Graduates are to be found in many different countries and institutions around the world. The studies, courses and paths they have chosen also differ widely from one student to the next. Amongst the institutions and degree courses attended by our graduates are the following:

The Netherlands

Amsterdam University College
Hogeschool voor de Kunsten Utrecht
Gerrit Rietveld Academy
Hotel School, The Hague
Maastricht University
Erasmus University
University of Amsterdam
The Hague University of Applied Sciences
TU Delft Faculty of Architecture
TU Delft Faculty of Aero Space Engineering
Vrije Universiteit Amsterdam
Leiden University School of Law

United States of America

Parsons the New School for Design
Florida International University
Houghton College New York
University of Massachusetts Amherst
University of Miami
University of Virginia School of Architecture

University of Iowa
Evangel University
Rutgers University

United Kingdom

Glasgow University
University of Edinburgh
University of Glasgow
Imperial College London
London School of Economics and Political Science
Queen Mary University of London
University for Creative Arts, Epsom
University of Manchester
University of Essex

Canada

University of Toronto
University of Calgary
Liberal Arts University of Calgary

Other

Moscow State Linguistic University, United Federation of Russia
Open University
Université de Paris, France
University of Pretoria, South Africa
Hitotsubashi University in Tokyo, Japan
University of Barcelona (Masters in Artificial Intelligence)
École Hôtelière Lausanne
Gonzaga University

NEW, PROMOTED AND LEAVING STUDENTS 2023-2024

% new students who joined the AICS:

MYP 1-5	25%
DP and CP	5%

% students leaving the school during or at the end of the school year.

MYP 1-5	28%
DP and CP	6%

Diploma Programme 2022-2023 (DP2)

Final exam results:	96%
Number of candidates:	91
Number of candidates who achieved their diploma:	87
Highest mark:	43
Average mark:	31
Average grade:	4.97

Career-related Programme (CP) 2022-2023

Final exam result:	88%
Number of candidates:	9
Number of candidates who achieved their diploma:	8
Average grade:	3,5

Universities of Applied Sciences (CP)

Hogeschool van Amsterdam
Hogeschool van Utrecht
Hoge School Rotterdam
University of Brighton (UK)

10. THE SECONDARY SCHOOL DAY

The AICS Secondary Day at the South and South East Campus:

MYP 1 – 2		
Start	Finish	Description
08:30	09:15	1st period
09:15	10:00	2nd period
10:00	10:15	Morning break
10:15	11:00	3rd period
11:00	11:45	4th period
11:45	12:30	Lunch break (5th period)
12:30	13:15	6th period
13:15	14:00	7th period
14:00	14:45	8th period
14:45	15:00	Afternoon break
15:00	15:45	9th period
	15:45	End of day

MYP 3 – 5		
Start	Finish	Description
08:30	09:15	1st period
09:15	10:00	2nd period
10:00	10:15	Morning break
10:15	11:00	3rd period
11:00	11:45	4th period
11:45	12:30	5th period
12:30	13:15	Lunch Break (6th Period)
13:15	14:00	7th period
14:00	14:45	8th period
14:45	15:00	Afternoon break
15:00	15:45	9th period
15:45	16:30	10th period
	16:30	End of day

CP/DP 1 - 2		
Start	Finish	Description
08:30	09:15	1st period
09:15	10:00	2nd period
10:00	10:15	Morning break
10:15	11:00	3rd period
11:00	11:45	4th period
11:45	12:30	5th period
12:30	13:15	6th period
13:15	14:00	Lunch break (7th period)
14:00	14:45	8th period
14:45	15:00	Afternoon break
15:00	15:45	9th period
15:45	16:30	10th period
	16:30	End of day

10. THE SECONDARY SCHOOL DAY

DP timetables differ according to subject choice.

We aim for MYP 1 lessons to end no later than 15:45, but this cannot always be guaranteed.

Lessons on Thursdays start at 11:00, however, students will be required to regularly attend individual meetings or workshop sessions at 10:15, which is part of the CORE requirements of the IB (e.g. PP, EE, Service, CAS and personal mentoring). In some cases students may be required to start at 08:30.

We will strive to announce notifications about the CORE at least one week in advance via ManageBac. Detentions, catching up on assignments, SST appointments and special events will be scheduled from 8:30 to 10:00.

Timetables are given to students at the start of the school year and may be subject to change in response to changes in teaching staff.

In 2024-2025:

- IB MYP 1 students will have 1241 hours of educational learning time;
- IB MYP 2 students will have 1316 hours of educational learning time;
- IB MYP 3 students will have 1354 hours of educational learning time;
- IB MY 4 students will have 1316 hours of educational learning time;
- IB MYP 5 students will have 1391 hours of educational learning time;
- IB CP1 and CP2 students will have a total of 2432 hours of education learning time over two years.
- IB DP 1 and IB DP 2 students will have a total of 2231 hours of educational learning time over two years.



10. THE SECONDARY SCHOOL DAY

Device Agreement for AICS Secondary students

Reviewed January 2024

The school trusts students to make the right decisions regarding responsible and appropriate use of devices. Students also have a responsibility in calling out inappropriate behaviour in alignment with our school Community Safety Agreement and the Commonsense Programme.

The basic agreement is as follows: Phones should be out of sight during class and contact time. Devices can be used during break or lunch time, only in designated, sign-posted device zones.

- Students have a school MacBook or their own laptop and may bring an additional personal device and earbuds/headphones.
- Students are responsible for ensuring that their laptop is fully charged before they come to school.
- There are designated areas of the school where students may use their device. Students may not eat in these device zones.
- If students are accessing audio in the device zones, they must use earbuds/headphones.
- The Atrium (South) and Secondary Hall (SouthEast) will be device free during lunch time.
- During lessons, use earbuds/headphones and all devices other than the student's laptop away in their bag unless the teacher asks them to use them for educational purposes. During instructional time, students close laptops unless the teacher asks them to keep it open.
- When moving around school, for safety reasons, put devices away. If students need to check iSAMS, do this after previous lesson, before leaving the classroom.
- When moving around school, for safety reasons, keep earbuds/headphones in your bag or pocket. Be present in your surroundings.
- Only take photos/videos with prior and explicit consent, whether or not they are for social media.
- Do not make or accept calls or text messages during lessons. Approach the Welcome Desk if you need to make an urgent call. During breaks, lunch, or non-contact time, make urgent personal calls immediately outside the school entrance doors.



10. THE SECONDARY SCHOOL DAY

If students do not follow these guidelines, their device may be confiscated. If this happens, they can collect the device from the Welcome Desk at 16:30, regardless of the end of their final lesson.

This agreement will become part of the ICT policy and pending endorsement from the AICS PC.

Leaving campus during school hours

Students in MYP1 and MYP2 are not allowed to leave the school premises unsupervised during school time. MYP3, 4 and 5 students are given the privilege of leaving the school premises during the breaks only. CP and DP students are given the privilege of leaving school premises during breaks and study periods. These privileges can be revoked at any time if misused.

Snack and lunch

Students are recommended to bring a healthy snack, lunch and drink from home. The AICS also provides a canteen facility. The canteens in South and South East are run by Cordaan staff with coaches (supervisors).

LATE ARRIVALS AND SICK LEAVE

Student absences

The AICS closely monitors student attendance on a daily basis; this includes being late for class.



The school is legally obliged to report unapproved absences to Bureau Leerplicht (Truancy office) of the municipality where the student is registered.

In case of illness, parents/guardians are responsible for informing the school on a daily basis by using the parent portal before 8.30 a.m.

In case of expected lates/absences (doctor's/dentist appointments), parents/guardians are responsible for informing the school in advance by using the parent portal.

Late for class and bureau halt

If a student has been late four times within four school weeks, a warning letter will be sent out to the student and parents/guardians. If the student continues to arrive late for class, the school will report the lates to the Truancy office. The school may ask the Truancy officer (Leerplichtambtenaar) to mediate between the school, student and parents. The Truancy officer will then invite parents and student for a meeting.

10. THE SECONDARY SCHOOL DAY

The Truancy office will report students with more than twelve lates in four school weeks to **Bureau Halt**. Halt is a Dutch organisation with a national network of offices which aims to prevent and combat juvenile crime. Bureau Halt offers a special programme for school absences. For more information on Truancy and Bureau Halt:

www.amsterdam.nl/en/education/compulsory-education/

<https://www.halt.nl/over-halt>

Information about the Behaviour Policy and detentions can be found in the Student Handbook.

Whole school guidelines concerning Extra ordinary leave (Leave of Absence) can be found further on in this School Guide. If a student is ill for a day or more, the school takes no further action, unless the absence forms part of a pattern, in which case further information may be requested. If the student has an unexplained absence, a disciplinary measure is taken. If a student is late without a valid reason (to be approved by the Head of Campus), the student has to come in for an Early Morning Check-In. Information about the Behaviour Policy and detentions can be found in the Student Handbook.



11. ASSESSMENT, REPORTING AND PARENT-TEACHER MEETINGS

Assessment at the AICS is an ongoing process of collecting and interpreting evidence for use by students, teachers and parents/guardians to decide where the students are in their learning, where they need to go, and how best to get there. Assessment is based on developmental stages rather than age expectations.

PRIMARY SCHOOL REPORTS

The school year is divided into two terms:

Term 1 August - January

Term 2 February - July

The teachers engage in formative assessments. This means that the children's everyday work is monitored.

Teachers, students and teaching assistants work together to monitor skills, knowledge, aptitudes and conceptual understanding gained.

This data can be discussed with the class teacher at any time but is also reported on as follows:

- There are two academic reports
- Parents meet with teachers at the beginning of term 1 to establish a relationship and get to know parents. Parent-teacher conferences are held once a year after the term 1 reports.
- In Term 2, learners engage in dialogue about their learning process with each other and with their teachers to create a Self-reflection report.
- In Term 2, a Student-Led Conference is also held where parents can view and celebrate the learning of their children.

*It is important to note that at the AICS, each student is guided to achieve to the best of their ability. The AICS takes into account the academic achievement, the stage of development and skills in approaches to learning. The AICS only requires students to repeat a year in exceptional circumstances and when it is considered to be of personal or academic benefit to the student.

SECONDARY SCHOOL REPORTS

The school year is divided into two terms, and a Term Report is issued at the end of each term:

Term 1 August - January

Term 2 February - July

1. All Term Reports are summative and indicate criterion-referenced assessment and numerical grades for each subject.
2. In addition to the Term Reports, two Progress Reports will be released in November and March. These will not contain summative grades but will indicate the child's performance in their lessons.
3. Parents and students will have access to teacher feedback and grades on assignments throughout the year via Managebac.
4. Parent-Teacher-Student Conferences are held in November. This is an opportunity for parents to meet a selection of three of their child's teachers to discuss their progress.
5. Student-Led Conferences are held in April for MYP 1- MYP 4. This is an opportunity for parents to view their child's work and for the students to set goals for the next academic year.

11. ASSESSMENT, REPORTING AND PARENT-TEACHER MEETINGS

Standardised testing

Standardised testing is a way of assessing children within an age group to see if they are making appropriate developmental progress about a majority of children of their age. We carry out Cognitive Abilities Tests (CAT4) at the start of MYP1, MYP4, new students of DPI and CPI and we endeavour to ensure that our approach is not stressful for the students and that they have a positive experience of testing.

CAT4 is a diagnostic assessment that is designed to help students and their teachers understand how they learn and what their academic potential might be. It assesses how students think in areas that are known to make a difference in learning. While many tests focus on a child's attainment in subjects, CAT4 is designed to give schools a much broader, more rounded view of each child, their potential and how they learn. Results help teachers decide about the pace of learning that is right for a student and whether additional support or challenge is needed.



Tasks involve thinking about shapes and patterns (Non-Verbal Reasoning), words (Verbal Reasoning), and numbers (Quantitative Reasoning) and some questions are answered by mentally generating and transforming visual images (Spatial Ability).

CAT4 is based on years of research and development. The current edition took five years to develop and the involvement of 25,000 students across the UK. It is a well-known

assessment in schools; teachers value its ability to provide an understanding of what a child is capable of rather than defining them by their understanding of a body of knowledge in particular subjects.

12. STUDENT SUPPORT & WELL BEING

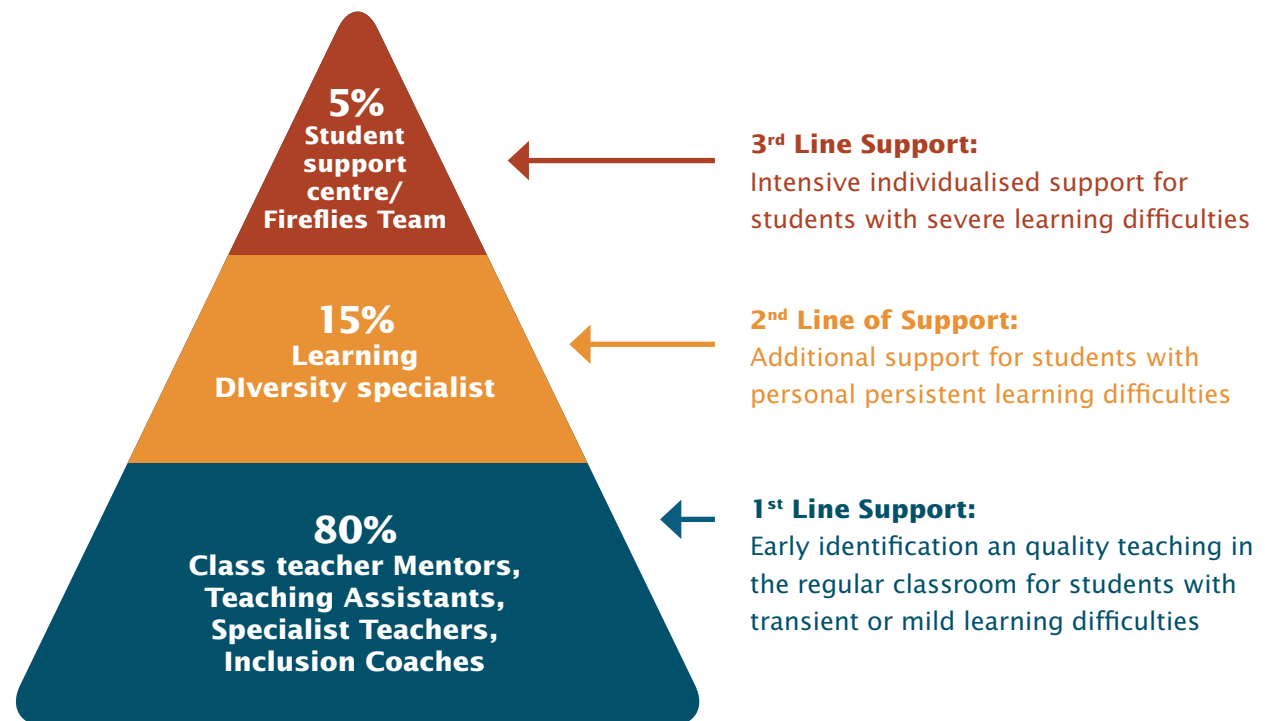
At the AICS, our mission is to facilitate high-quality, accessible, community-based, international learning for students of all nationalities living in the Netherlands. Our values are: diversity, community, integrity and inquiry. Our mission that everyone is included, challenged and successful is one we take very seriously, believing that an inclusive educational programme has a value that enriches the whole community. Please see our [Inclusion Policy](#) and [Student Support Policy](#) for more information.

We accept students with complex learning profiles. Through our project with the [Samenwerkingsverband \(SWV\)](#) and [Stichting Kolom](#), we are now able to offer increased opportunities for Special Education within our school.

In the interest of giving the best education and support, we carefully assess all students with complex learning profiles who apply to the AICS. We collaborate with a wide range of external partners to support our students. While we strive to be inclusive, we may not be able to meet the needs of some students. When we are unable to support a student's learning diversity needs we advise families on alternative schooling possibilities.

Student support & well-being structure

Support for students begins within the classroom itself, led by teachers and mentors. Our aim is to ensure that we are able to meet the diverse needs of our student population by tailoring our teaching around individual student needs.



12. STUDENT SUPPORT & WELL BEING

Student Support Pyramid: The first tier

Within the first tier of support the Primary School Teacher, Primary Teaching Assistants and the Secondary School mentors and teachers are the first point of reference. All teachers are responsible for the well-being of the specific students under their care. Within this tier, teachers provide in-class differentiation and accommodation in order to best meet the needs of their students. Discussion through Student Forum and advice from our Learning Diversity Specialist and Inclusion Coaches are also used in this tier. Support within this tier should accommodate the needs of approximately 80% of our student population.

Student forum

Throughout the school year our primary teachers engage in a discussion called Student Forum. At this forum teachers share observations, questions and strategies on the academic and social-emotional development of their class as a community. In addition to discussing the well-being of a class as a whole, observations, questions and strategies are shared in relation to the academic, social and emotional development of individual students.

In secondary, the year level mentors meet every two weeks to plan the mentor curriculum, monitor school attendance and discuss

concerns about student behaviour, and well-being. Each year level has a member of the wellbeing team who is responsible for advising the mentors and liaising with the wellbeing team. The mentors meet with the IB programme coordinators to monitor and discuss students' academic progress.

The College Counsellors are responsible for guiding and advising students about their subject choices, possible career pathways and university and college applications.

Peer Coaches are Primary and Secondary school students who are trained and supervised to assist their fellow students in settling into a new class/school, mediating in disputes and peaceful conflict resolution. This is part of our whole school KIVA social safety programme.

Student Support Pyramid: The second tier

Within the second tier of support, students with more specialised (diagnosed) needs are supported by Learning Diversity Specialists. In tier two, students receive support individually and/or in small groups. It is important that

students, parents and teachers work closely together to design the form that the support will take. The aim of these support sessions is to support students to develop the skills and strategies to be independently successful in the classroom. Students typically receive determined cycles of active support (duration); their progress is then monitored by the Learning Diversity Specialist and teacher. Support within this tier accommodates the needs of approximately 15% of our student population.

Student Support Pyramid: The third tier

Our third tier of support is where students with more complex needs are supported by care organisations external to the school. Our Student Support Center team is responsible for monitoring, communicating and coordinating their care. Support within this tier accommodates the needs of approximately 5% of our student population.

12. STUDENT SUPPORT & WELL BEING

External specialists

The AICS works with a number of external specialists on a structural basis. This is because the AICS is an educational organisation and at time students require support that goes beyond the educational field in the Netherlands such as counselling, psychological support, medical support, etc.

The external specialists that we work closely with are:

- Parent-Child Advisor Primary & Secondary
>> a multidisciplinary team that can support families at home in areas such a social support, counselling, psychology, etc.
- Speech and Language Therapists
- Occupational Therapist
- School Nurse
- Youth Doctor
- School Attendance Officer

In addition, the AICS works with other specialists more specifically related to individual student needs.

It is important to note that the services provided by our Speech and Language Team and Occupational Therapist need to be covered by parent's health insurance.

Point of contact for bullying / Confidential counsellor

The school has two internal confidentiality advisers, one at each campus. The internal confidentiality advisers act as a point of contact for students and parents who have questions or complaints. The internal confidentiality person advises and guides the student and their parents in finding an appropriate solution.

Confidentiality Person

South Campus

Debbie Popplewell

d.popplewell@aics.espritscholen.nl

Sandcastle SE Campus

Brian Wasky

b.wasky@aics.espritscholen.nl

Bullying prevention coordinator

The bullying prevention coordinator is responsible for the whole school implementation of the KIVA social safety programme, the implementation of the school's bullying prevention policy. They coordinate the school's bullying prevention and intervention policy.

The bullying prevention coordinator is supported by the student care coordinators from Primary and Secondary, the KIVA team from Primary and Secondary and the heads of wellbeing. The bullying prevention policy forms

part of the school safety plan and can be found on the school website.

Bullying prevention coordinator

Miriam van Bijlert

m.vanbijlert@aics.espritscholen.nl

Student care coordinator

When a student needs more support than the class teacher or class mentor can offer, the class teacher or mentor registers the student with the student care coordinator. In collaboration with the student, their family and the class teacher or mentor, the student care coordinator makes a plan for extra support and guidance for the student. There are three student care coordinators at AICS.

Student care coordinator Primary

Sanne Zaadnoorddijk

s.zaadnoorddijk@aics.espritscholen.nl

Student care coordinator Secondary

South Campus

Maartje Evenhuis

m.evenhuis@aics.espritscholen.nl

Sandcastle South East campus

Miriam van Bijlert

m.vanbijlert@aics.espritscholen.nl

12. STUDENT SUPPORT & WELL BEING

Safety Coordinator

There is one safety coordinator at the AICS. The safety coordinator works closely with the student care coordinators to monitor and evaluate the social safety at school. For more information please refer to the [school safety plan](#).

Leader of Operations

Bert van Noort

b.vannoort@aics.espritscholen.nl

Child Protection and Safeguarding

The heads of wellbeing for Primary and Secondary are responsible for ensuring that the protocol for reporting suspected cases of child abuse is implemented in compliance with Dutch law.

Head of Wellbeing Primary

Lyndsay Gregory

l.gregory@aics.espritscholen.nl

Head of Wellbeing Secondary

Breda Kelly

b.kelly@aics.espritscholen.nl



13. CODE OF CONDUCT FOR STUDENTS, STAFF AND PARENTS/GUARDIANS

(Please also refer to the Primary and Secondary School Student Handbooks)

The Code of Conduct for AICS students, Staff and Parents/Guardians is a tool to put our mission into practice; to facilitate high-quality, accessible, community-based international learning for students of all nationalities living in the Netherlands. It is also a tool we use to work towards our vision.

Students, Staff and Parents/Guardians are expected to be committed to our Code of Conduct.

STUDENTS

1 attitude

We are engaged and self-motivated. We maximise our learning experience. This means that homework is done on time and that we are in class on time, to get ready for planned activities and for lessons to start. We make sure the right materials are brought for the tasks set and that they are taken out and ready for use. We do not wait for the teacher to give instructions to do so.

2 organisation

We make good use of our time. This means that the first few minutes of an activity are used to organise materials and to check whether everything is in the right order. We may receive some materials for activities, upon which our name and the date should be written.

We all have a diary, which we use to record our assignments and plan our activities.

3 behaviour

We behave with courtesy and consideration towards all members of our community. This means that we are polite to everyone and we try to be positive and encouraging towards ourselves and others at all times. AICS recognises the importance of online social media

networks as a communication tool. We ask that students obtain permission from all third parties before posting on social media, in accordance with European Privacy Laws and AICS/Esprit policies.

4 responsibility

We have final responsibility for our work and our behaviour. This means that we take action if we have missed a class and need to catch up on our assignments.

If we know in advance we are going to miss a class, we will inform the school in advance and ask our teacher what assignments we will miss. It is up to us to make sure we hand in the work to our teacher on an agreed date. Taking responsibility means that we can never refer to someone else's behaviour to justify our own actions. We are expected to be on the school premises for the scheduled on-site activities, where all rules of normal conduct and behaviour apply.

For more information about the AICS philosophy concerning correct conduct we refer to the Student Handbook and to our teachers. In certain circumstances the Heads of School are justified in organising an unannounced search anywhere in the school building.

13. CODE OF CONDUCT FOR STUDENTS, STAFF AND PARENTS/GUARDIANS

STAFF

- 1 We demonstrate personal engagement to our commitments as teachers, as well as enabling and inviting our students to participate wholeheartedly in their education.
- 2 We enable and invite both students and colleagues to participate in their education in a safe manner – both physically and mentally – and to anticipate and prevent threatening or unsafe situations.
- 3 AICS recognises the importance of online social media networks as a communication tool. We ask that teachers obtain permission from all third parties before posting on social media, in accordance with European Privacy Laws and AICS/Esprit policies.
- 4 We make students aware of their duties through open communication, by being role models for them in our own conduct, such as being courteous, friendly and respectful.
- 5 We invite students to be self-motivated and to show initiative, whilst we attempt to model these behaviours ourselves at all times.
- 6 We implement transparent and constructive working rules to enable positive interaction between all members of the learning community. This includes being sensitive to the needs any students may have due to their individual backgrounds or learning styles and/or capabilities. We are willing to provide differentiated education according to the needs of the student.
- 7 We encourage effective teamwork. Furthermore, we encourage teachers to seek opportunities to enhance the learning experience by involving the whole community.
- 8 We accept full responsibility as educators, for making students aware of their responsibilities in their learning process and in interaction with our community.
- 9 We promote a clean and healthy community, whilst encouraging and enabling students to do the same.



13. CODE OF CONDUCT FOR STUDENTS, STAFF AND PARENTS/GUARDIANS

PARENTS/GUARDIANS

Communication

- 1 If we have a concern or complaint, we first discuss the matter with our child's teacher. If the matter is not resolved, we discuss it with the Mentor first (Secondary School), then the Head of Campus. If, after seeing the Head of Campus, we are still not satisfied, we refer to the Deputy Principal or the Principal. We contact the school to schedule a date and time convenient to all participants. In the event the matter is still unresolved after its referral to the school management, it can be passed to the school's Confidentiality Advisor or the Esprit Executive Board (for contact details, see under Contact Us). It is inappropriate to co-copy other parents into emails to the class teacher that voice concerns or complaints.
- 2 We notify the school immediately about any changes of address or telephone numbers. This is a crucial aspect of our duty of care for your child.
- 3 We encourage parents to inform the school in writing about any medical issues or other special needs that our child may have, only when this is relevant to the student's participation in school activities.



COURTESY

- 1 We check in at the Welcome Desk upon arrival at the school.
- 2 In order to maintain a safe atmosphere at school, we ensure that our children do not take the following items to school: pets, cigarettes or any other tobacco products, alcohol, drugs or weapons. We encourage them to respect the school's clear guidelines for the use of mobile phones, and other electronic devices.
- 3 We ensure that all payments due to the school are made on time.
- 4 AICS recognises the importance of online social media networks as a communication tool. We ask that parents/guardians obtain permission from all third parties before posting on social media, in accordance with European Privacy Laws and AICS/Esprit policies.

13. CODE OF CONDUCT FOR STUDENTS, STAFF AND PARENTS/GUARDIANS

ABSENCES: LATE ARRIVALS, SICK LEAVE, EXTRA ORDINARY LEAVE (LEAVE OF ABSENCE).

Student absences

The AICS closely monitors student attendance on a daily basis; this includes being late for class. The school is legally obliged to report unapproved absences to Bureau Leerplicht (Truancy office) of the municipality where the student is registered.

In case of illness, parents/guardians are responsible for informing the school on a daily basis by using the parent portal before 8.30 a.m.

In case of expected lates/absences (doctor's/dentist appointments), parents/guardians are responsible for informing the school in advance by using the parent portal.

Late for class and bureau halt

If a student has been late four times within four school weeks, a warning letter will be sent out to the student and parents/guardians. If the student continues to arrive late for class, the school will report the lates to the Truancy office. The school may ask the Truancy officer (Leerplichtambtenaar) to mediate between the school, student and parents. The Truancy officer will then invite parents and student for a meeting. The Truancy office will report

students with more than twelve lates in four school weeks to **Bureau Halt**. Halt is a Dutch organisation with a national network of offices which aims to prevent and combat juvenile crime. Bureau Halt offers a special programme for school absences. For more information on Truancy and Bureau Halt:

www.amsterdam.nl/en/education/compulsory-education/

<https://www.halt.nl/over-halt>

Information about the Behaviour Policy and detentions can be found in the Student Handbook.

Whole school guidelines concerning Extra ordinary leave (Leave of Absence) can be found further on in this School Guide. If a student is ill for a day or more, the school takes no further action, unless the absence forms part of a pattern, in which case further information may be requested. If the student has an unexplained absence, a disciplinary measure is taken. If a student is late without a valid reason (to be approved by the Head of Campus), the student has to come in for an Early Morning Check-In. Information about the Behaviour Policy and detentions can be found in the Student Handbook.

Attendance

Parents can view their child's attendance online via iSAMS.

- 1 Parents / Guardians are responsible for the student's attendance at school. If the student is ill, you contact the School Office by 08.30 a.m. on the first day of absence via the parent portal, and then keep the school informed -on a daily basis- of the student's condition, as well as providing medical documentation on request. Please inform the school in advance of any medical or other appointments which cannot be scheduled outside of school hours. Holidays taken during the school term need specific permission from the Dutch Education Authorities as well as the Director (see Extra ordinary Leave (Leave of Absence).
- 2 Parents/Guardians ensure that the student is at school 10 minutes in advance of the first lesson. Lateness interrupts learning, makes classroom organisation difficult, and is discourteous to the teacher and other students.

The AICS closely monitors prolonged or frequent student absence due to illness. The school is legally obliged to reports cases of concern to the appropriate external agencies e.g. the Bureau Leerplichtplus (Truancy Office) of the municipality where the student is registered.

13. CODE OF CONDUCT FOR STUDENTS, STAFF AND PARENTS/GUARDIANS

It is important that absences due to illness are signalled to the AICS team so that the right approach is implemented to ensure that the student returns to school. Good communication between parents/guardians and the school is imperative.

Definition

- Long-term illness absence: more than 10 consecutive days sick
- Frequent illness absence: sick more than 4 times in 12 weeks
- Doubtful illness absence: doubt about the statement of illness, suspicion that illness is not the cause of absence e.g. very vague symptoms, a pattern of informing us of the illness after the event, often absent for particular classes or on particular days or a pattern of absence before or after school holidays.

AICS protocol

- 1 If a student is absent due to illness for more than 6 consecutive days, the school will contact the parents by telephone and/or email. The school will enquire how the student's recovery is progressing, what agreements on school work are in place and whether it is known when the student will return to school.
- 2 If the agreed period to return to school has expired and the student is still not present, the school will contact the parents/guardians again.
- 3 In the following cases the school doctor and truancy officer will also be involved:
 - The student is absent due to illness for more than ten consecutive days
 - The students is absent due to illness more than three times in two months
 - There is doubt about the statement of illness
 - There are concerns about the student
- 4 It may be decided that the student needs to be referred to the Youth doctor. The student and parents/guardians will be invited for a consultation to discuss the reason for absence, to make arrangements for returning to school and if necessary be referred to other medical/care consultants.
- 5 Parents/guardians will be informed if the school does report the student to the truancy officer. The truancy officer will then take the appropriate action in consultation with the other medical/care consultants.

Note

The school will also report the following cases to the truancy officer:

- Student and parents/guardians do not adhere to the agreements that are made with the Youth doctor about returning to school and the absenteeism continues.
- Student and parents/guardians do not appear at arranged consultations with the Youth doctor and the absenteeism continues.



14. EXTRA ORDINARY LEAVE (LEAVE OF ABSENCE)

Families wishing to take their children out of school for one day or more during term time must apply in advance for an extra ordinary leave (leave of absence). Leave Requests are to be submitted via the parent portal and should be submitted for approval 6 to 8 weeks in advance of the proposed absence. Approval for absences will be considered for medical reasons, moving house, attending a funeral, wedding or religious occasion, or if the student must return to their home due to the serious illness of relatives. The Dutch Truancy Laws will be leading for the school's decision approving the request. Families are entitled to take holiday leave in a situation when a family holiday during the normal school vacation is not possible. In such a case, a letter from the employer should support the Absence Request Form. In such cases, the school administration is authorised to grant a holiday leave of a maximum of ten school days, once per school year per family. For a request of more than ten days, a formal letter is required one month in advance. It must be submitted via the parent portal 6 -8 weeks in advance. The Absence team will consult if necessary with the Amsterdam Truancy Office. Holiday leave will not be granted in the first of the school year.

Students who are taking courses or are involved in sporting activities which require absence from school must apply before the start of the

school year. Their application must include documentation from the body offering the course and must explain when and why the absence from school is necessary. The request will be forwarded to the Truancy Office for approval, without which leave cannot be granted.

There are times when parent/guardians wish to take their children out of school for long-term absences. The reasons for this request may vary. The following guidelines should be followed.

1. Reasons that will be considered for this request

- Continuation of mother tongue
- Work for the parent/guardian
- Illness

2. Duration of absences

A maximum of 3 months will be granted for the absence.

3. Financial implications/ requirements

- The AICS will hold the student's place for a maximum of 3 months.
- The parents/guardian will be expected to pay the tuition fees plus all costs for the 3 months the student is not at school on extended absence.

- The parent/guardian must confirm in writing their acceptance to pay the tuition fees for the requested long-term absence of 3 months.
- The parent/guardian must realise that should they extend the absence for longer than 3 months, they will be required officially to withdraw the student (s) from the AICS. The parent/guardian will then be required to go through the Admissions process in order to put their child / children back on the waiting list. In this regard, it is important to note that any returning students will have priority on the waiting list.
- The Truancy Office must be informed of the request for a long-term absence. The Truancy Office's written decision will be communicated to the AICS.

15. COMMUNICATION WITH PARENTS/ GUARDIANS AND STUDENTS

We strive to keep open communication channels with our parents and students and encourage you to make appointments with the relevant member(s) of the AICS team if you have particular queries or concerns. In addition, parents and students will receive a monthly update of AICS activities and information via the AICS Parent App and via our website. Emails will be sent home when specific, important information needs to be communicated immediately.

Our teachers and Admissions office do not distribute the email addresses of all the families in a particular class to parents. If you are interested in collecting the email addresses and/or contact information of families in your child's class, we request that you do this in person. This is to respect the individual contact preferences of our AICS community.

The AICS Parents Society

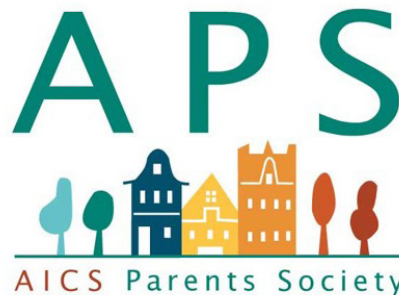
The AICS Parents Society (APS) is a parent-led organisation working to build and support an active community of parents around the school.

We host regular social events, such as coffee mornings, and organise clubs around parents' interests. We run popcorn sales and winter fairs. We support the school and the student council

by volunteering at special events and outings. We offer support and community to incoming families. We connect parents to each other and strive to foster a constructive relationship between parents and the school.

Please join us!

Come to a coffee morning, send us an email (aps@aics.espritscholen.nl), or register your interest [here!](#)



Participation Council (PC)

The Participation Council (PC) is the legal representation for staff, students and parents from Primary and Secondary and across both campuses, with the exception of the school leadership team (LT). The Teaching Staff, as well as the Support Staff, are represented in the

Staff Council (SC). In the General PC, the Staff Council is joined with representatives from the parents and the students. While the leadership team is responsible for all decisions regarding the school, the PC actively considers, and when necessary, advises the school.

Staff council

The Staff Council is made up of teaching and support staff from both the Primary and Secondary Schools. It functions in an advisory and policy-making capacity. Suggestions concerning regulations and other appropriate matters may be brought to the notice of Staff Council members.

Student Council

The Student Council is made up of student representatives of both Primary and Secondary Schools and functions in an advisory as well as policy-making capacity. Suggestions concerning regulations and other appropriate matters may be brought to the notice of Student Council members.

Contact

The Participation Council can be contacted via email at aics.council@aics.espritscholen.nl

16. ADMISSIONS PROCEDURE

The AICS caters for the needs of students of all nationalities living in the Netherlands who require high-quality, accessible, community-based international learning.

If you are a temporary resident in the Netherlands or a Dutch national either returning from or planning to relocate abroad and are interested in enrolling your child at the AICS, you are welcome to apply.

Please complete the Enquiry form via OpenApply to begin the admissions procedure. The link to OpenApply can be found on our website. Once we have received the Enquiry form, we will check if you meet our entry criteria and if we have any spaces available. We will send you this update via a message in OpenApply, along with instructions on how to complete the Application form.

Before you can submit the Application form, you will be directed to a credit card payment link for the €200 non-refundable Registration fee. Only when this fee has been paid will we process your application and officially add you to the AICS waiting pool or offer you a place (subject to availability). Your application date (the date you pay the Registration fee) determines your place in the waiting pool.



Although we have two campuses, you only need to complete one application. You can make your campus choices via the online application. You will have the option to select both campus choices if you wish.

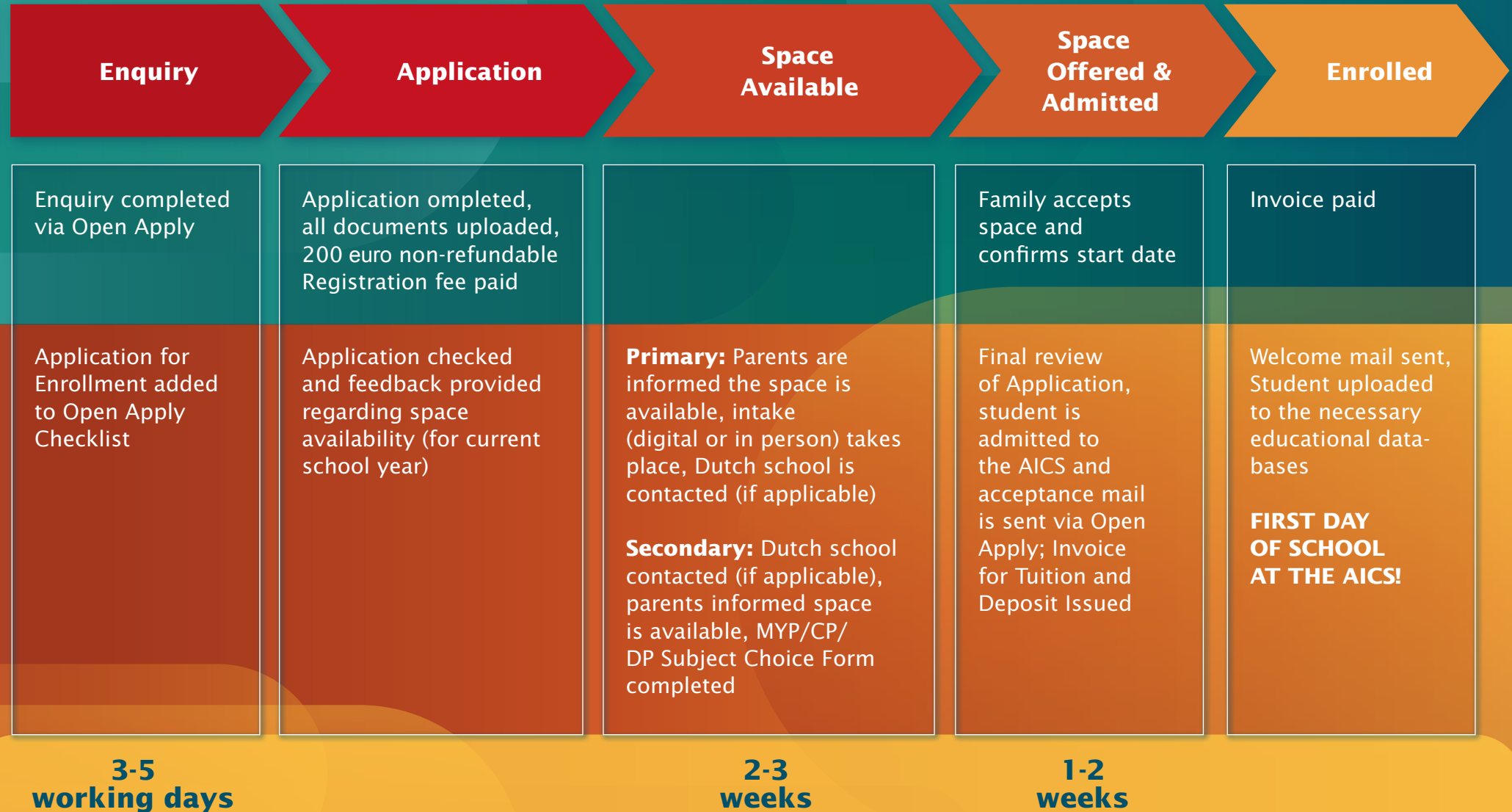
You will be contacted via an OpenApply message if a place becomes available. All primary applicants will be invited for an intake. MYP, CP and DP applicants may be invited for an intake and may need to take a placement test for English, Dutch and/or Maths, depending on their current level. We will take this into consideration along with the school reports, to help us make the final decision and determine the subject level.

For children entering Group 1, Group 2 and Group 3, the intake is in the form of a play morning or afternoon. This play session provides children the opportunity to interact with their peers and the teaching team in a new learning environment. It is through this play session that children are introduced to some of our daily routines and expectations in order to prepare them for their first day. Through this play session our team can see if a child would benefit from any additional support in order to best prepare them for their start in our school.

If you have had an intake appointment with us or accepted a place with us but decide to withdraw or defer your application, you will need to pay another €200 Registration fee to go back into our waiting pool.

If, after a child has joined the school, the AICS is unable to meet the child's support needs, we will assist the family in finding an alternative setting, which may include moving to Dutch practical, vocational or special education. In this event, all fees paid (with the exception of the Registration fee) will be refunded.

ADMISSIONS FLOW



17. FINANCIAL MATTERS

SCHOOL FEES

The AICS is formally acknowledged by the Dutch Ministry of Education, which allocates funds to support the school. Each year, school fees are established in accordance with the Dutch International Primary and Secondary School Guidelines. These fees are essential for carrying out the educational responsibilities of the AICS.

The school fees are set annually for the following academic year, taking into account, amongst other considerations, indexation and inflation. In addition, the school reserves the right to further adjust the school fees in order to accommodate changes in state funding, along with any increases in external examination fees. The school does not make use of sponsoring and has no plans to do so.

NEW STUDENTS - STARTING IN AUGUST 2024

ANNUAL SCHOOL FEES 2024-2025

To secure enrollment, parents must sign the application form, acknowledging their financial commitment to AICS by ensuring timely payment of both School Fees and the Deposit as specified on the invoice.

NEW STUDENTS - ANNUAL SCHOOL FEES 2024-2025 - PRIMARY & SECONDARY

School Group	Primary Group 1-5	Primary Group 6	Primary Group 7	Secondary MYP1-MYP4	Secondary MYP5	DP1 & CP1	DP2 & CP2
Tuition Fees	€ 5.505,00	€ 5.505,00	€ 5.505,00	€ 6.531,00	€ 6.531,00	€ 7.671,00	€ 7.671,00
Excursion & Activities	€ 138,00	€ 422,00	€ 343,00	€ 628,00	€ 628,00	€ 628,00	€ 628,00
Lunch Supervision	€ 363,00	€ 363,00	€ 363,00	€ -	€ -	€ -	€ -
Year Book	€ 19,00	€ 19,00	€ 19,00	€ 19,00	€ 19,00	€ 19,00	€ 19,00
Examination Fees	€ -	€ -	€ -	€ -	€ 450,00	€ -	€ 850,00
Total School Fees	€ 6.025,00	€ 6.309,00	€ 6.230,00	€ 7.178,00	€ 7.628,00	€ 8.318,00	€ 9.168,00

Total Deposit € 500,00

Paid with the first instalment

PAYMENT STRUCTURE - STARTING IN AUGUST 2024

Parents will receive 2 invoices:

1. Deposit €500
 2. Annual School Fees invoice (Check table 1)
 - >> Invoices are received via an email from WIS COLLECT
 - Payments can be settled as follows (Check table 2):
1. Deposit and School Fees can be settled in full within 14 days from the invoice date.

If the student will start before the 14 days, payment should be received at least two working days before the starting date.

2. The School Fees can be settled in 2 instalments:
 - >> The first instalment (and deposit) is due within 14 days from the invoice date. If the student will start before the 14 days, payment should be received at least two days before the starting date.
 - >> The second instalment is due by 31 October, 2024

Students cannot start school without settling the required payments

Implications of missed payment deadlines:

- Delay in the student start date;
- Forfeiting the student's place to another student on the waiting list.

NEW STUDENTS - PAYMENT STRUCTURES STARTING IN AUGUST 2024 - PRIMARY & SECONDARY

School Group	Full Amount	1st Instalment	1st Instalment Deposit	2nd Instalment
Primary Group 1-5	€ 6.025,00	€ 3.012,50	€ 500,00	€ 3.012,50
Primary Group 6	€ 6.309,00	€ 3.154,50	€ 500,00	€ 3.154,50
Primary Group 7	€ 6.230,00	€ 3.115,00	€ 500,00	€ 3.115,00
Secondary MYP1-MYP4	€ 7.178,00	€ 3.589,00	€ 500,00	€ 3.589,00
Secondary MYP5	€ 7.628,00	€ 3.814,00	€ 500,00	€ 3.814,00
DP1 & CP1	€ 8.318,00	€ 4.159,00	€ 500,00	€ 4.159,00
DP2 & CP2	€ 9.168,00	€ 4.584,00	€ 500,00	€ 4.584,00

17. FINANCIAL MATTERS

NEW STUDENTS - STARTING AS OF OCTOBER 2024

SCHOOL FEES 2024-2025 AS PER THE STARTING MONTH:

- To secure enrollment, parents must sign the application form, acknowledging their financial commitment to AICS by ensuring timely payment of both School Fees and the Deposit as specified on the invoice.

NEW STUDENTS - SCHOOL FEES 2024-2025 AS PER THE STARTING MONTH

Starting Month	Primary %	Primary Group 1-5	Primary Group 6	Primary Group 7	Secondary MYP1-MYP4	Secondary MYP5	Secondary DP1 & CP1	Secondary DP2 & CP2	Payment Options
August	100%	€ 6.025,00	€ 6.309,00	€ 6.230,00	€ 7.178,00	€ 7.628,00	€ 8.318,00	€ 9.168,00	In 2 Instalments
September	100%	€ 6.025,00	€ 6.309,00	€ 6.230,00	€ 7.178,00	€ 7.628,00	€ 8.318,00	€ 9.168,00	In 2 Instalments
October	90%	€ 5.424,40	€ 5.680,00	€ 5.375,70	€ 6.462,10	€ 6.912,10	€ 7.488,10	€ 8.338,10	FULL AMOUNT
November	80%	€ 4.823,80	€ 5.051,00	€ 4.780,40	€ 5.746,20	€ 6.196,20	€ 6.658,20	€ 7.508,20	FULL AMOUNT
December	70%	€ 4.223,20	€ 4.422,00	€ 4.185,10	€ 5.030,30	€ 5.480,30	€ 5.828,30	€ 6.678,30	FULL AMOUNT
January	60%	€ 3.622,60	€ 3.793,00	€ 3.589,80	€ 4.314,40	€ 4.764,40	€ 4.998,40	€ 5.848,40	FULL AMOUNT
February	50%	€ 3.022,00	€ 3.164,00	€ 2.994,50	€ 3.598,50	€ 3.598,50	€ 4.168,50	€ 4.168,50	FULL AMOUNT
March	40%	€ 2.421,40	€ 2.535,00	€ 2.399,20	€ 2.882,60	€ 2.882,60	€ 3.338,60	€ 3.338,60	FULL AMOUNT
April	30%	€ 1.820,80	€ 1.906,00	€ 1.803,90	€ 2.166,70	€ 2.166,70	€ 2.508,70	€ 2.508,70	FULL AMOUNT
May	20%	€ 1.220,20	€ 1.277,00	€ 1.208,60	€ 1.450,80	€ 1.450,80	€ 1.678,80	€ 1.678,80	FULL AMOUNT
June	10%	€ 619,60	€ 648,00	€ 613,30	€ 734,90	€ 734,90	€ 848,90	€ 848,90	FULL AMOUNT
July	10%	€ 619,60	€ 648,00	€ 613,30	€ 734,90	€ 734,90	€ 848,90	€ 848,90	FULL AMOUNT

PAYMENT STRUCTURE - STARTING IN OCTOBER 2024

Parents will receive 2 invoices:

1. Deposit €500
2. School Fees invoice as per the starting month

Payments Terms & Conditions:

- Deposit and School Fees can be settled in full within 14 days from the invoice date. If the student will start before the 14 days, payment should be received at least two working days **before the starting date**.
- Students cannot start school without settling the required payments.
- For students starting in October or later, no instalment payment options are offered. Full payment is required for students to start school.

Implications of missed payment deadlines:

- Delay in the student start date;
- Forfeiting the student's place to another student on the waiting list.

Cancellation policy for new students

New Students who cancel after acceptance and payment of the deposit and the first instalment of the tuition fees, are required to provide 1 month notice prior to the start date (excluding school holidays). For cancellations without 1 month notice we will keep the EUR 500 deposit. The tuition fee will be fully refunded.

17. FINANCIAL MATTERS

EXISTING STUDENTS - ANNUAL SCHOOL FEES 2024-2025 PRIMARY & SECONDARY

School Group	Primary Group 1-5	Primary Group 6	Primary Group 7	Secondary MYP1-MYP4	Secondary MYP5	DP1 & CP1	DP2 & CP2
Tuition Fees	€ 5.505,00	€ 5.505,00	€ 5.505,00	€ 6.531,00	€ 6.531,00	€ 7.671,00	€ 7.671,00
Excursion & Activities	€ 138,00	€ 422,00	€ 343,00	€ 628,00	€ 628,00	€ 628,00	€ 628,00
Lunch Supervision	€ 363,00	€ 363,00	€ 363,00	€ -	€ -	€ -	€ -
Year Book	€ 19,00	€ 19,00	€ 19,00	€ 19,00	€ 19,00	€ 19,00	€ 19,00
Examination Fees	€ -	€ -	€ -	€ -	€ 450,00	€ -	€ 850,00
Total School Fees	€ 6.025,00	€ 6.309,00	€ 6.230,00	€ 7.178,00	€ 7.628,00	€ 8.318,00	€ 9.168,00



17. FINANCIAL MATTERS

PAYMENT STRUCTURE FOR RETURNING STUDENTS IN AUGUST 2024

Parents will receive 1 invoice:

Annual School Fees invoice (Check table 1)

Payments can be settled as follows (Check Table 2):

1. Full payment of the School fees by 1 July, 2024.
2. The School Fees can be settled in 2 instalments:
 - >> The 1st instalment, equal to 50% of the full school fees, is due by 1 July, 2024.
 - >> The 2nd instalment, equal to 50% of the full school fees, is due by 31 October, 2024.



PAYMENT STRUCTURE FOR EXISTING STUDENTS RETURNING IN AUGUST 2024

School Group	Full Amount	1st Instalment	2nd Instalment
Primary Group 1-5	€ 6.025,00	€ 3.012,50	€ 3.012,50
Primary Group 6	€ 6.309,00	€ 3.154,50	€ 3.154,50
Primary Group 7	€ 6.230,00	€ 3.115,00	€ 3.115,00
Secondary MYP1-MYP4	€ 7.178,00	€ 3.589,00	€ 3.589,00
Secondary MYP5	€ 7.628,00	€ 3.814,00	€ 3.814,00
DP1 & CP1	€ 8.318,00	€ 4.159,00	€ 4.159,00
DP2 & CP2	€ 9.168,00	€ 4.584,00	€ 4.584,00

OTHER FEES

Payment terms & conditions

The identity of the AICS is greatly determined as an institution of education according to Dutch laws which dictate the rules for funding and management for non-profit organisations of International Education. Admission to the Primary and/or Secondary levels of the AICS is, by law, dependent upon the payment of fees according to the agreement between the parents/students and the school. (Please see the rules governing funding and management for non-profit organisations of Internationally Oriented Education [IGVO], article 6a).

By signing the agreement (the AICS Enrolment Application), the responsible party (parent/student) demonstrates a specific choice for the schooling at the AICS and thereby acknowledges and explicitly accepts the duty of payment until the enrolment is terminated.

It is for this reason that if the responsible party does not satisfy the duty of payment according to the terms stated, the educational duties of the AICS cannot be fulfilled. Under these circumstances, the student will either be refused admission or not permitted to continue at the AICS.

In cases of non-payment, the AICS reserves the right to transfer its duties as an education provider to an appropriate institution, thereby satisfying its responsibilities according to the terms of the agreement. In such a case, the parent/student (in advance coordination with the Berlage Lyceum and the Europaschool) will need to apply to the Dual Language educational stream (Tweetalig Onderwijs stroom, TTO) provided at the Berlage Lyceum for Secondary students, or to the Foreign Language educational stream (Vreemde Talen Onderwijs stroom, VTO) provided by the Europaschool for primary students. AICS cannot guarantee a place will be available in these schools.

withdrawals & refunds

Should you wish to withdraw your child from the AICS, please send an email to withdrawals@aics.espritscholen.nl or send a message using the Messages Tab in OpenApply. The Withdrawal Form will be added to your Checklist in OpenApply. The following notice period and conditions of withdrawal must be adhered to to receive a refund of any remaining tuition fees, deposit and costs (if applicable).

- A 30-day written notice submitted through a completed Withdrawal Form in OpenApply is required.
- If your notice period falls over a holiday period, the withdrawal date will be considered the actual last day your child attended school. Therefore, the Withdrawal Form must be completed 30 days before this date, excluding the holiday period.

In addition to the standard notice period outlined in the school guide, we will charge 25% of the school fees for students that withdraw in August.

17. FINANCIAL MATTERS

Requirements for the Deposit refund:

- The notice period of 30 days has been given by completing and submitting a Withdrawal Form in OpenApply.
- School Fees have been paid in full.
- All school books have been returned. If these are not returned, the book costs will be deducted from your deposit.

- The AICS MacBook & charger has been returned (Secondary students only, if applicable). If the MacBook is not returned, or is returned damaged, the relevant cost will be deducted from your deposit.
- The child has officially left the AICS.

The refund will take approximately 4 to 10 weeks to be credited to your bank account.

A student will be excluded from school at any time if fees remain unpaid. Transcripts and reports will be withheld if fees remain unpaid.

PRO RATED REFUND STRUCTURE FOR STUDENTS WITHDRAWING (LEAVING) DURING THE COURSE OF A SCHOOL YEAR

Exit during Month	%	Primary	Group 6	Group 7	Secondary	DP1 & CP1	DP2 & CP2
August	75%	€ 4.518,75	€ 4.731,75	€ 4.672,50	€ 5.383,50	€ 6.238,50	€ 6.238,50
September	50%	€ 3.012,50	€ 3.154,50	€ 3.115,00	€ 3.589,00	€ 4.159,00	€ 4.159,00
October	50%	€ 3.012,50	€ 3.154,50	€ 3.115,00	€ 3.589,00	€ 4.159,00	€ 4.159,00
November	50%	€ 3.012,50	€ 3.154,50	€ 3.115,00	€ 3.589,00	€ 4.159,00	€ 4.159,00
December	40%	€ 2.410,00	€ 2.523,60	€ 2.492,00	€ 2.871,20	€ 3.327,20	€ 3.327,20
January	30%	€ 1.807,50	€ 1.892,70	€ 1.869,00	€ 2.153,40	€ 2.495,40	€ 2.495,40
February	20%	€ 1.205,00	€ 1.261,80	€ 1.246,00	€ 1.435,60	€ 1.663,60	€ 1.663,60
March	10%	€ 602,50	€ 630,90	€ 623,00	€ 717,80	€ 831,80	€ 831,80
April	0%	€ -	€ -	€ -	€ -	€ -	€ -
May	0%	€ -	€ -	€ -	€ -	€ -	€ -
June	0%	€ -	€ -	€ -	€ -	€ -	€ -
July	0%	€ -	€ -	€ -	€ -	€ -	€ -

The refund displayed is based upon the school fees being paid in full.

17. FINANCIAL MATTERS

Additional information

- The school fees include the use of textbooks.
- IB examination costs are subject to change.
- All prices are subject to change in a new school year.
- The first Locker card is free for all Secondary students. Should a student lose their Locker card then they will be required to pay a fee of €5 for a replacement card.

Deposit fee

The deposit fee of €500 is refundable if the Withdrawals conditions are fulfilled.

Costs - excursion fees and activities

Many study trips are organised for AICS students. These are intended to support study, give students a wider understanding of their subjects and generally enrich their educational and social experience. Study trips are an integral, compulsory and enjoyable part of the PYP/IBMYP/IBCP/IBDP curricula, encouraging children to learn through guided first-hand experiences.

Costs - lunch supervision

Students are supervised by class teachers and classroom assistants during morning break. A lunchtime supervision team will supervise the Primary Group 1-7 students while they eat their lunch.



Additional conditions for return of deposit

In the event that you are leaving the Netherlands, you must provide proof that the student is no longer a resident of the Netherlands. This proof is called a 'Bewijs van Uitschrijving' and is available from your local Gemeentehuis (Town Hall). Alternatively, if you are unable to provide a Bewijs van Uitschrijving, we require a letter from the student's next school (on paper with the school letterhead) indicating that the student is enrolled.

It is also the responsibility of the parent/guardian to fill in the official withdrawal form as fully as possible, and to provide adequate and correct bank details. If these details are not provided, no refund will be forthcoming. Withdrawal forms are available from the School Office. Please note that it takes approximately 4 to 10 working weeks for a refund to be credited to your bank account (only if applicable to you), and only after your child has officially left the AICS.

School insurance policy

The school has a collective accident insurance policy for students which provides maximum cover for cases ranging from dental cover to fatal injury. This insurance covers only such injuries which are not covered by the student's



own health insurance policy. It applies to injuries incurred on the way to school, in the school, and during the course of school activities such as study trips and excursions. Damage to property such as mobile phones, electronic devices, spectacles, clothes or bicycles is not covered by this insurance. Esprit Schools has taken out several insurance policies for all its schools, including ours. These include a legal liability insurance, an accident insurance, and a continuous travel insurance. All these insur-

ances are supplementary to private insurances. The basic principle is that if you incur damage, you should first contact your own insurance company for possible compensation. It is important to mention that our insurances exclude coverage for deductibles. Additionally, the school is generally not liable for theft, burglary, loss, or damage to personal belongings of students, staff, and visitors. For other types of insurances (for employees) please click [here](#) to read more.

18. SCHEDULE OF EVENTS AND HOLIDAYS

Please check our [website](#) for the most updated schedule of events and holidays.



19. STUDENT SCHOOL SUPPLIES LIST

PRIMARY GROUPS 1-7

The school will provide all basic school materials. Parents/guardians should ensure that their child has the following items:

- A book bag
- School lunch box, snack bags, and water bottle
- Gym bag marked with child's name
- Indoor gym shoes
- AICS T-shirt (1st T-shirt provided by school, additional T-shirts can be purchased)
- Waterproof trousers and raincoat - to remain at school (Groups 1-3 only)
- Waterproof boots - to remain at school (Groups 1-3 only)
- Spare change of clothes is advisable for the early years

Please clearly label all items with your child's name.

ALL SECONDARY SCHOOL STUDENTS

Parents/guardians must ensure that their child has the following items:

- A4 size file (Ring-binder) with A4 size paper and Exercise Books or dividers for the different subjects.
- Pencil case
- Pens
- Pencils
- Pencil sharpener
- Eraser
- Coloured pencils
- Highlighter
- Glue stick
- Scissors
- Pair of compasses
- Protractor
- USB memory stick
- Graphic display calculator TI-Nspire (MYP 4, MYP5, CP 1 – 2, DPI - 2)
- Gym bag marked with child's name

20. COMPLAINTS PROCEDURE AND CONFIDENTIALITY

1. Complaints procedure

Questions, problems, concerns, and complaints can arise in any school about a wide range of issues. If you, as a student or parent(s), are dealing with something, please let us know as soon as possible so we can discuss it.

For complaints, the first point of contact is the teacher. If you cannot resolve the issue with the teacher, you can go to the mentor, Head of Campus or the Principal. Fortunately, most complaints can be resolved through mutual agreement within the school. However, if this is not possible, you can submit your complaint via email to the Esprit Schools board at bestuur@cb.espritscholen.nl. If no solution is found at the school or board level, there is the National Complaints Committee for Education (LKC). The LKC is part of Onderwijsgeschillen, an independent organization dedicated to finding appropriate solutions for complaints and disputes within education. The [Onderwijsgeschillen website](#) provides information on how to submit a complaint to the LKC. Their phone number is 030 – 2809590.

Our internal confidential counsellors (Debbie Popplewell or Brian Wasky) can assist you with submitting a complaint.



The [Esprit Schools website](#) contains our complaints procedure, which describes in detail all the steps you can take if you have a complaint.

20. COMPLAINTS PROCEDURE AND CONFIDENTIALITY

2. Confidentiality advisors

Our school aims to be a community where students and teachers/lecturers can learn from and with each other in an atmosphere of safety and enjoyment. This can only happen if everyone feels seen, accepted, protected, and supported.

Sometimes, unpleasant things happen to you. You have a long-standing conflict with someone at school or home, you are being bullied, or other things occur that make you angry or sad. Don't keep it to yourself; talk about it with your teacher, mentor, or a lecturer. If you want it to stop but find it difficult to talk to your teacher, mentor, or lecturer, then speak with a confidential counsellor.

The internal confidential counsellors at our school are Debbie Popplewell and Brian Wasky. They have completed the confidential counsellor training from the School and Safety Foundation.

The confidential counsellor:

- takes you seriously, listens to you, and works with you to find solutions;
- provides information about possible assistance and, if you wish, about filing a complaint;
- supports you in taking further steps to ensure you feel comfortable at school again.

You can send an email to d.popplewell@aics.espritscholen.nl and b.wasky@aics.espritscholen.nl to make an appointment for a personal conversation with one of our internal confidential counsellors.

Parents can also contact the internal confidential counsellor with a report or complaint about matters related to the school. Parents can send the complaint via email to one of our confidential counsellors. Depending on the workday, one of the confidential counsellors will contact the student or parent to arrange an appointment as soon as possible.



The internal confidential counsellor acts confidentially and carefully but cannot promise secrecy, as some criminal acts must be reported according to the law. If a minor student comes to the confidential counsellor with a complaint, the confidential counsellor must inform the parents due to parental information rights. The internal confidential counsellors want to be there for all parents and students with school-related complaints and are committed to a safe environment at the AICS.

21. CONTACT US

SENIOR LEADERSHIP TEAM

Principal

Rynette de Villiers
r.devilliers@aics.espritscholen.nl

Deputy Principal Business and Organisation

Noorul Choudhury
n.choudhury@aics.espritscholen.nl

Deputy Principal Curriculum

Netty Foley
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ADMIN, ORGANISATION AND HR

Leader of Administration

Stephanie Laumanns
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Leader of Operations

Bert van Noort
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Leader of Systems and Technology

Dawn Mazurkiewicz
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HR Advisor

Renske Hogenes
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CAMPUS LEADERS SOUTH

Primary Head

Ellie Lucas
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Primary Deputy Head

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Secondary Head

Kieran De Groot
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Secondary Deputy Head

Maddison Turner
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CAMPUS LEADERS SOUTH EAST

Primary Head

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Primary Deputy Head

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Secondary Head

Eva van der Graaf
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Secondary Deputy Head

Michael Adam
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WELL-BEING AND COMMUNITY

Head of Well-Being Primary

Lyndsay Gregory

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Head of Well-Being Secondary

Breda Kelly

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Head of Community Relations

Jessica Morriss

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CURRICULUM: IB COORDINATORS

IB PYP Coordinator

Katina Rikkert

k.rikkert@aics.espritscholen.nl

IB MYP Coordinator

Claudia Casalino-Korevaar

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IB CP Coordinator

Fred Blokzijl

f.blokzijl@aics.espritscholen.nl

IB DP Coordinator

Sabrina Stremke

s.stremke@aics.espritscholen.nl

21. CONTACT US

STICHTING ONDERWIJSGESCHILLEN

(External Education Complaints Committee)

The External Education Complaints Committee can advise to resolve issues in three ways:

- 1 At school or board level;
- 2 At mediation level;
- 3 At External Education Complaints Committee level.

FOR MORE INFORMATION: LKC MEDIATION DESK

Postbus 85191

3508 AD Utrecht

Phone: 030 280 9590

Email: info@onderwijsgeschillen.nl

For the Esprit complaints procedure please see our website.

AMSTERDAM INTERNATIONAL COMMUNITY SCHOOL

Aics South Campus Primary & secondary school

Arent Janszoon Ernststraat 1179

1081 HL Amsterdam

Phone: 020 577 12 40

Aics South East Campus Primary & Secondary school

Bijlmerplein 1000

1102 MK Amsterdam

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AiCS

Amsterdam International
Community School



Learning is at the heart of everything we do!