

# SCHOOLGUIDE

## 2023 - 2024



# ROSguide



International School  
**Rijnlands Lyceum**  
Oegstgeest



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## We're unique!

International School Rijnlands Lyceum Oegstgeest (ISRLO) is the only international school in the Netherlands that's fully embedded in a local school. Proud of our international outlook and Dutch touch, we're a small school within a big one: around 350 international students out of 1,400 overall at the bilingual Rijnlands Lyceum Oegstgeest (RLO). International and Dutch programmes are fully accredited by the Dutch Ministry of Education. Authorised by the International Baccalaureate (IB), ISRLO is an IB World School. We offer the International Baccalaureate Middle Years Programme for students aged 11 to 16 and the International Baccalaureate Diploma Programme for 16- to 18-year-olds.

## Look out for ROS!

The first name of our school – when it was founded in 1956 – was Rijnlands Oegstgeest School Community, abbreviated to ROS. In Dutch, 'ros' is an old word for 'horse'. While the name has changed over time to Rijnlands Lyceum Oegstgeest (RLO), we still honour the tradition of the trusty steed. You'll see the horse in our logo, find a statue of it in our school grounds, and come across 'ROS' in many of our school communications: our newsletter for parents, internal newsletter, our ROS Magazine and this ROS Guide.







# Welcome to ISRLO

## Good to know

When we refer to parents in this school guide, we naturally also mean carers or guardians. For up-to-date and additional information, see our website [www.isrlo.nl](http://www.isrlo.nl) and ManageBac.

### A word of welcome

A warm welcome to all International School Rijnlands Lyceum Oegstgeest's (ISRLO) new students and parents. And 'welcome back!' to all those students and parents who are already part of our community. Once again, this year we look forward to making the school a place where everyone thrives.

In this school guide, we explain more about our education, vision, and the values and principles that guide our work. We briefly describe the history of our beautiful school and we provide practical information for this school year.

For the latest information, please refer to ManageBac, our online learning and information platform. You will also find most of our policies and regulations on our website [www.isrlo.nl](http://www.isrlo.nl) along with recent school results.

We're proud of our school and the opportunity it gives every student to develop their potential, feel seen and heard and build friendships and good memories. To each student, our message is: discover the world, discover your surroundings and discover yourself. As always, we will support you in this.

**Erica van Langen – Principal**  
**Mathijs Hekkelman – Head international school**



Mathijs Hekkelman

Erica van Langen





At International School Rijnlands Lyceum Oegstgeest (ISRLO), we encourage our students to be explorers – to discover who they are, what they can do and what their dreams and ambitions are. At 'the Rijnlands', every student can be sure of our support.

# Explore the world, your surroundings and yourself



## Our mission

At International School Rijnlands Lyceum Oegstgeest (ISRLO), we aim to offer our students a high- quality education that opens up a world of opportunities. We want them to develop and thrive in their education, their careers and their roles as responsible and self-aware global citizens. Our motto is: be mindful of yourselves, each other and the world around you – building a better future together.

In practice, we:

- encourage our students to reach their full potential by actively engaging in high-level, internationally orientated education
- create a safe learning and working environment based on mutual trust and respect, staying open, thinking constructively and looking out for each other
- guide students to discover who they are, what they want, how they think, and what they can do
- teach students to approach challenges with curiosity and an open mind, take risks where possible as they explore – but always respect – their boundaries.





# Core values

Six core values guide our approach to education and our interactions with each other and our environment. We are:



## Internationally minded

In our international and mobile world, cross-border cooperation, respect and tolerance are essential. Knowing that we all share basic human needs but have varied interests and goals, we understand that origins don't define us as individuals.

## Socially aware

We think independently and act responsibly, contributing to society. Our students take part in local activities that expand their horizons and help them connect more fully to the community in which they live.

## Open minded

We value curiosity and foster a constructively critical and tolerant attitude. It's OK to ask questions and hold discussions. We expect everyone in our school community to be open to new opinions and to understand that other people, with their differences can also be right.

## Ambitious

We encourage everyone to get the best out of themselves. We encourage employees and students to set development goals and to take that extra step. We focus on talent development and offer support to realise aspirations.

## Sustainable and future orientated

We want to contribute to a world that meets the needs of current and future generations. We challenge the status quo, follow scientific developments, explore possibilities and act with the future in mind.

## Reliable and engaged

As a school, we stand by what we say and we expect this from our staff, students, and parents. Taking responsibility, working together, looking out for each other and solving problems together are essential pillars of our education.

## IB learner profile

Our core values are in line with the International Baccalaureate's IB learner profile. The aim of all IB programmes is to develop internationally minded people who, recognising their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

IB learners strive to be:

Inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced and reflective.



Lenka:

"I think being a member of the Science club helps in the normal classes. It gives me more insight into subjects and it's good for critical thinking."

# Strategic themes

Every four years we set out a new strategic policy, based on our mission, core values and internal and external developments. For 2022-2026, we are focusing on the following themes:

## Internationally minded – Exploring the world

Our students are growing up in a world where an international outlook and cross-cultural cooperation are increasingly important. At ISRLO, we prepare our students well for this global society. They learn other languages, become more culturally aware and broaden their knowledge of global challenges around sustainability, climate change, diversity and inclusion.

## Community connections – Exploring your surroundings

We want our students to become independent and responsible members of our democratic societies. They learn to make connections between global issues and local situations, between theory and practice and to become actively engaged in democratic processes. We create opportunities to connect with local organisations and high-tech/international companies in our region.

## Self-developmental and student-specific – Exploring yourself

All our students have the opportunity to learn to understand themselves, to discover their talents and reach their full potential. We guide them to become their best selves, offering a safe and stimulating learning environment with flexibility, individual choice and a broad offering of arts, sports and technology. We are constantly modernising our education.







The ISRLO is a school where students feel at home. A school where students actively participate and discover what they can do. Where students are responsible but supported. Where traditions and innovation go hand in hand. A place where students can feel safe, have fun and make friends.

# ISRLO general info

## A unique school

The ISRLO is the only international school in the Netherlands that is fully embedded in a Dutch school. Our 350 students study International Baccalaureate programmes while sharing the Rijnlands Lyceum Oegstgeest (RLO) campus with over 1,000 pupils following Dutch national curricula. It's a unique opportunity to learn to be global citizens with a local network.

### A modern school with tradition

International School Rijnlands Lyceum Oegstgeest (ISRLO) is part of the Foundation 'Stichting Het Rijnlands Lyceum'. This dates back to 1936 when a group of Leiden professors, dissatisfied with the quality of education in the region, decided to set up a new school. It had to be a modern, non-denominational school, with high standards, where children could feel safe and develop optimally.



The first new school was the Rijnlands Lyceum Wassenaar. Two lycea followed in Oegstgeest (1956) and Sassenheim (1972). In 1983 we were among the first schools to offer subsidised international education. In the 1990s, we became the first school in the Netherlands to introduce bilingual Dutch-English education. Today, the foundation comprises eight schools in the Leiden and The Hague region (five secondary schools and three primary schools). Together, they offer Dutch, bilingual Dutch-English, and international education to more than 7,000 students.

### International outlook

The foundation's schools remain true to the tradition of providing high-quality education. 'International mindedness' is one of their distinguishing features.



# Our school community

From students to parents, from teachers to department heads – together we form the bilingual Rijnlands Lyceum Oegstgeest (RLO). The lyceum has more than 1,400 students, including 350 in our International School (ISRLO), and 160 employees. See Chapter 6 for contact details.

## Teachers

The ISRLO employs enthusiastic, qualified teachers who have a BA, BSc, MA or equivalent. A large number are native or near-native speakers of English. We recruit staff with an international outlook. All our international teachers follow additional IB training.

## Tutors

Many of our teachers serve as class tutors. Together with their team leader, they guide students on their school performance, social-emotional well-being, attendance and health. They are also the first point of contact for parents.

## Career counsellor

The career counsellor provides general information to students and their parents and guides students in choosing subject packages, choice of study and career.

## Support staff

A driving force behind our school, our support staff are vital in helping us meet the needs of international families. They provide:

- Administrative and secretarial support (including admissions, student administration, grade administration and communication)
- Other educational support (including teaching assistance, ICT management, care team, media library and timetabling)
- Facilities services (including cleaning, maintenance, reproduction and catering).

**“School needs to be a safe place for everyone. This school should not just be a school, but should feel a bit like home.”**



## Students

ISRLO students have a voice. They participate in the Rijnlands Lyceum Student Council, which includes the school parties, sports, gala and technical committees, the school newspaper, GSA, and the Green Team. Our students are represented in the Participation Council (MR) and can advise or help decide on certain matters.

## Parents

Parents play an important role in our school. Our active Parents' Council is a sounding-board, meeting six times a year with the head of school to discuss school-wide issues. Parents also take part in the Participation Council (MR), advising or helping to decide on certain matters. See Managebac for more information.

## School management

The International School is managed by the ISRLO head, the Middle Years Programme (MYP) team leader and the Diploma Programme (DP) team leaders. They are part of the management team of the Rijnlands Lyceum, along with the principal, the deputy head management and organisation and the deputy head education. The principal reports directly to the executive director of the governing foundation.

## Foundation

The Rijnlands Lyceum is an independent school run by the foundation 'Stichting Het Rijnlands Lyceum'. The Foundation has a Supervisory Board, run by an executive director, with responsibility for the strategy, policy, quality and financial position of the Foundation and its schools.

Want to know more about the Rijnlands Lyceum Foundation? Go to [www.rijnlandslyceum.nl](http://www.rijnlandslyceum.nl). For more about the school see: [www.isrlo.nl](http://www.isrlo.nl).





International School Rijnlands Lyceum Oegstgeest (ISRLO) has been an IB world school since 1983. Uniquely embedded in a Dutch school, we offer our students a high-quality, modern education and the opportunity to become active global citizens with strong local connections.

# 3 International education

## A school like no other

The International School Rijnlands Lyceum Oegstgeest (ISRLO) is authorised by the International Baccalaureate Organisation to offer two renowned international curricula – the International Baccalaureate Middle Years Programme (IBMYP) and the International Baccalaureate Diploma Programme (IBDP). We're one of five schools worldwide that developed and piloted the IBMYP in the early 1990s.

What also makes us special is that we're the only international school in the Netherlands embedded in a Dutch school. Our philosophy is that if you come to live in the Netherlands, you should live and learn in a Dutch context, be part of the local community and have a network outside of school. Our 350 students share their school campus with over 1,000 students who are studying the Dutch havo and vwo programmes – also with a strong international focus. It's the perfect environment in which to develop as global citizens with strong local roots.



We've been offering international education since 1983 with the introduction of the IBDP and have continued running this programme with good results ever since. In the early 1990s, Rijnlands Lyceum was one of five pilot schools to develop an international middle school programme as preparation for the International Baccalaureate Diploma Programme. This later became the International Baccalaureate Middle Years Programme. So, we were among the first schools worldwide to offer an international programme for 11- to 18-year-olds, independent of any national curriculum.

Olivia:

"People here are very open minded."





# The IB learner profile

All IB programmes are designed to develop internationally minded people, who recognise their common humanity and shared guardianship of the planet, helping to create a better and more peaceful world.

As an IB learner, you aim to be:

- **An inquirer:** You develop your natural curiosity, research skills and a lifelong love of active, independent learning.
- **Knowledgeable:** Exploring local and global concepts, ideas and issues, you gain broad and balanced knowledge and in-depth understanding.
- **A thinker:** You apply thinking skills critically and creatively to complex problems, and make reasoned, ethical decisions.
- **A communicator:** You express yourself confidently and creatively in more than one language. You collaborate well with others.
- **Principled:** You act with integrity and honesty, and with a strong sense of fairness, justice and respect. You take responsibility for your own actions.
- **Open-minded:** You appreciate your own cultural background, and are open to the perspectives, values and traditions of others. You seek different points of view as a way to grow.
- **Caring:** You show empathy, compassion and respect to others. You have a personal commitment to service, and act to make a positive difference in your environment.
- **A risk-taker:** You show courage in uncertainty and have the independence of spirit to explore new roles, ideas and strategies. You are brave and articulate in defending your beliefs.
- **Balanced:** You understand the importance of intellectual, physical and emotional balance to achieve personal well-being for yourself and others.
- **Reflective:** You reflect on your own experience. You assess your strengths and limitations to support your learning and personal development.

# Ask, do, review

The IB Learner Profile puts the student at the heart of the programme. The curriculum is broad and balanced. It’s designed to support each individual in exploring their world and becoming their best self.

The IB identifies MYP students as being: “independent, creative and internationally minded learners ready to meet life’s challenges.” They go through a continuous process of enquiry, action, and reflection – asking, doing, and reviewing.

**Ask:** Enquiry-based learning runs through the whole curriculum, making it engage, relevant and challenging.

**Do:** Action relates to learning activities inside and outside the classroom. Action connects learning to real-world experiences. It goes beyond facts and figures, calling on students to make responsible choices and to learn about themselves and each other. Action may also include service and advocacy.



**Review:** Reflection is the process of gaining deeper understanding through curiosity and experience. It ensures students think critically and develop further.

Together, these three processes build competencies that young people need in life: research skills, critical and creative thinking, collaboration, communication, information management and self-assessment.



Adrian:  
“It’s good to be here!”





# The IB Middle Years Programme (IBMYP)

Rijnlands Lyceum Oegstgeest is one of five schools worldwide that developed and piloted the International Baccalaureate (IBMYP) in the early 1990s.

The IB Middle Years Programme – we shorten the name to ‘MYP’ or ‘MP’ – provides our 11- to 16-year-olds with the right level of academic challenge and the life skills they need to prosper in a mobile, international world. It’s a comprehensive programme, giving our young people the opportunity to develop the knowledge, skills and attitudes required to move up successfully into the IB Diploma Programme.

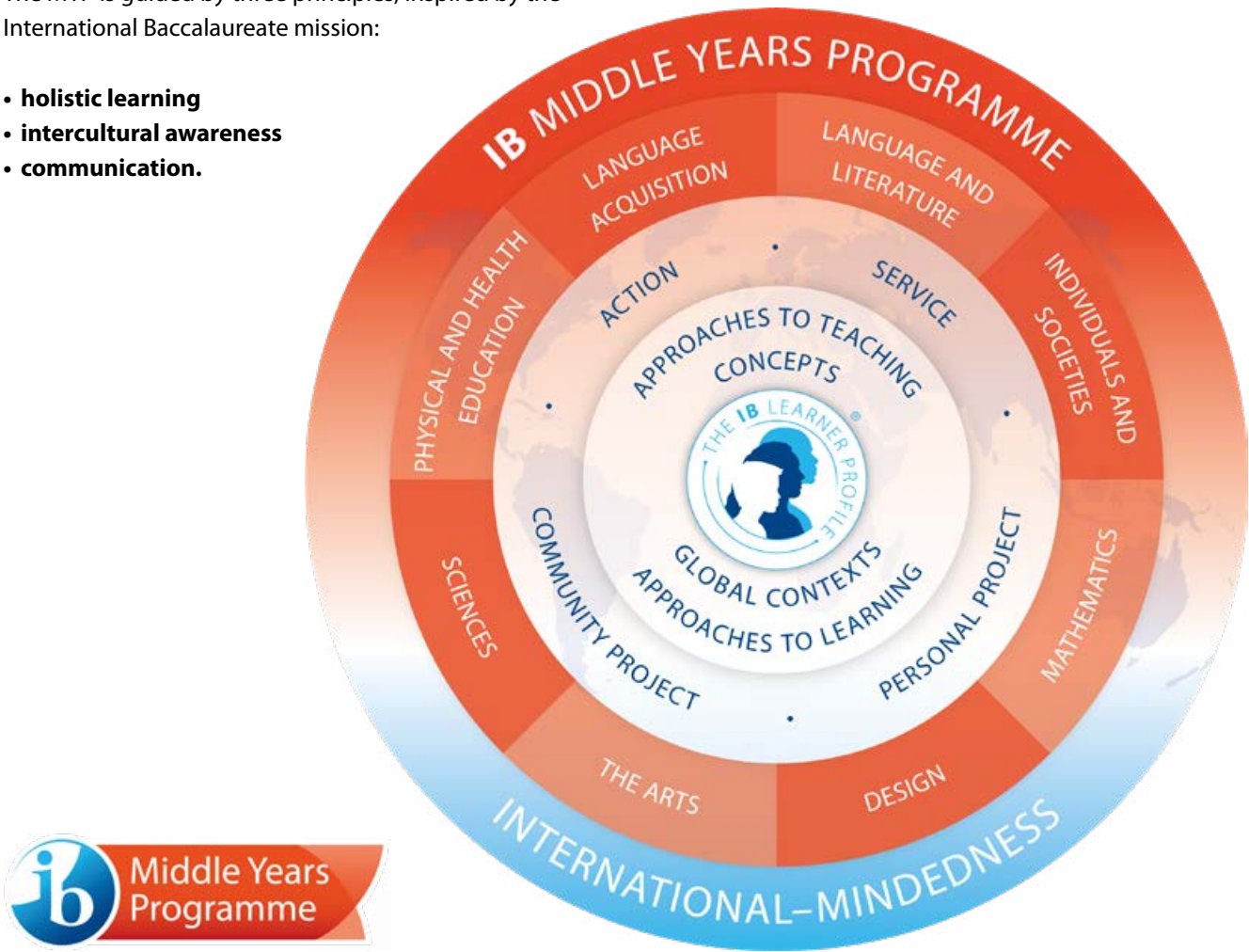
### Three principles

The MYP is guided by three principles, inspired by the International Baccalaureate mission:

- **holistic learning**
- **intercultural awareness**
- **communication.**

You’ll recognise these three principles in the IB learner profile, especially in the attributes ‘balanced’, ‘open-minded’ and ‘communicative’. We find them very useful in helping to guide our young people in making sense of our complex and often bewildering world. The MYP encourages students to think, reflect, explore, to become well-rounded individuals, aware of their place in society and open to diverse opinions.

We’re particularly proud of the opportunity we give our MYP students here at the ISRLO. As an international school embedded in the Rijnlands Lyceum Oegstgeest, we support students in becoming global citizens with strong connections to their local community.



# MYP Programme Model

The IB Learner Profile puts the student at the heart of the programme. The curriculum is broad and balanced. It’s designed to support each individual in exploring their world and becoming their best self.

MYP curriculum	
Language and Literature	Student’s best language or mother tongue: English or Dutch
Language Acquisition	A modern foreign language: French, Spanish, or Dutch
Individuals & Societies	Individuals and societies (MP 1-3), History and Geography (MP 4 and 5), Economics and Business Management taster (MP 5)
Mathematics	Mathematics regular (MP 1-3), Mathematics Standard and Mathematics Extended (MP 4-5)
Design	Investigate, plan, create, and evaluate (MP 1-4)
The Arts	Visual Arts (MP 1-5), Performing Arts: Drama and Music (MP 1-3) and Drama and Music (MP 4-5)
Sciences	General Science (MP 1-3), Biology, Physics and Chemistry (MP 4-5)
Physical and Health Education	Health, hygiene, wellness, individual and team sports (MP 1-5)





# Big ideas

There are **six global contexts** for MYP teaching and learning:

- **Identities and Relationships**
- **Orientation in Space and Time**
- **Personal and Cultural Expression**
- **Scientific and Technical Innovation**
- **Globalisation and Sustainability**
- **Fairness and Development**

We think of these as BIG ideas, giving direction to how students can explore topics. We encourage our students to see connections, and to see how their learning relates to the world. We're equipping them for further study and for life beyond school. This is fully in line with the International Baccalaureate philosophy. An IB education is not about cramming people full of facts. It's about making meaning, developing personal understanding, and finding your place in the world.

The MYP curriculum is broad and balanced. Students develop disciplinary, as well as interdisciplinary knowledge and skills.



## Assessment and IBMYP Certificate

At International School Rijnlands Lyceum Oegstgeest (ISRLO) we regularly update our Middle Year Programme students on their progress. We provide constructive feedback throughout the school year. Assessment is ongoing, varied, and built into the curriculum. To consolidate their learning, every student completes a Personal Project in MP 5.

In addition, MP 5 students go through a final assessment conducted by the International Baccalaureate. This allows the student to demonstrate their disciplinary and interdisciplinary understanding, international-mindedness, critical and creative thinking, problem-solving skills and their ability to apply knowledge in unfamiliar situations. This external assessment takes the form of on-screen examinations and e-Portfolios. Successful candidates receive IB-validated grades and certification.





# The IB Diploma Programme (IBDP)

The International Baccalaureate Diploma Programme (IBDP or DP) is a vigorous, two-year, pre-university course of study, incorporating the best elements of many different national education systems. It equips our 16- to 19-year-olds for further education at colleges and universities around the world. It also broadens their education and challenges them to apply their knowledge and skills.

## Diploma Programme Model

As with the MYP, the individual learner is at the heart of the DP model. The DP curriculum is built around three core elements (see table) and six subject groups: studies in language and literature, language acquisition, individuals and societies, sciences, mathematics, and the arts.

Diploma candidates must choose one subject from each of the six subject groups, except for the arts. Instead of a course in the arts, they can opt to take a second course in sciences, individuals and societies or languages.

At least three subjects – but not more than four – are taken at higher level (HL), the others at standard level (SL). The decision for HL or SL depends on the student’s academic abilities and the entry requirements set by post-secondary education institutions. Due to timetabling constraints, we may not always be able to offer all subject combinations. We make sure students know this before they make their choices.



DP curriculum	
6 Subject groups	
Language A: Language and Literature	Student's 1st language, including translated works. English and Dutch. We can supervise other languages in a self-taught programme.
Language B: Language Acquisition	2nd modern language – English, Dutch, French or Spanish
Individuals & Societies	History, geography, economics, business management, environmental systems & societies
Sciences	Biology, chemistry, physics, environmental systems & societies
Mathematics	Maths analysis & approaches HL/SL, maths applications & interpretations HL/SL.
The Arts	Visual arts, music

3 Core elements	
Theory of Knowledge (TOK)	An interdisciplinary course reflecting on what we know
Extended Essay	A 4,000-word paper based on independent research
Creativity, activity, service (CAS)	A supervised project

For more details see the IBO at <https://www.ibo.org>





# Creative, Active, Service (CAS)

As a DP student, you must participate in extracurricular activities of a Creative, Active or Service nature. It's a formal requirement for the award of the IB Diploma. You don't do this alone! A CAS Coordinator will work with you to identify suitable CAS experiences. And a CAS Advisor will be on hand to guide you and monitor your reflective record keeping.

Kiki: "CAS can be a lot of fun actually! I'm helping children of refugees who have just arrived in the country. They usually don't know how things work at schools in the Netherlands."

Stella: "You can do all kind of different things, something for your own community, be an assistant at the school musical or whatever. You have to show initiative to find something that you want to do."



# The IB Diploma Examinations, Award of the IB Diploma



The award of the IB Diploma is based on performance in internal and external assessments. Internal assessments are marked by teachers in the school and moderated externally by IB examiners.

External assessments, marked by IB examiners around the world, culminate in a series of written exams taken in May of the final IBDP year. Students who gain at least the minimum number of credits required are awarded the widely recognised IB Diploma, potentially giving them access to universities all over the world.

# Tutors and more

All of our International School students have one or more tutor lessons per week. The tutor supports and coaches students in making effective choices, focusing on schoolwork, and enhancing their study skills. They also give advice on CAS, 'service as action', personal projects and extended essays, and are important in career counselling and referrals.

In the MP 2-4 classes, tutor time is scheduled two to three times a week. Students do some of their assignments in class under the supervision of the tutor.

MP 5 and DP students have one supervised tutor hour per week and a set number of compulsory study hours in which they work independently in a designated room under the supervision of a teacher. During this time, we may allow older students to work in the open learning centre or the media centre under the supervision of teaching assistants.

## Supporting courses

We offer several supporting classes throughout the year e.g., English as an Additional Language (EAL), careers advice and a Study Support Group. We also organise dedicated support lessons for students needing extra tuition in maths and science.

## Art Studio with a Dutch touch

In addition to the prescribed curriculum, all MP 2-3 students take Art Studio classes together with Rijnlands' bilingual and Dutch students from the same year levels. The classes are held on one afternoon per week for half a year. Students choose from a variety of visual arts, music and drama topics.

"Your tutor is always the first one to go to. Finding your way, problems in school or at home, exam stress or career questions, your tutor is there to listen and help."





# Academic integrity and AI

Do we encourage our students to use ChatGPT and similar artificial intelligence (AI) software to get their essays written at the click of a button? Definitely not!

We follow the International Baccalaureate’s clear guidance, issued in March 2023: “Students should be aware that the IB does not regard any work produced—even only in part—by such tools, to be their own. Therefore, as with any quote or material from another source, it must be clear that AI-generated text, image or graph included in a piece of work, has been copied from such software.”

We will be working with the IB to help support students in using these new tools ethically and effectively. The IB believes that artificial intelligence (AI) technology will become part of our everyday lives—like spellcheckers, translation software and calculators. Rather than halting innovation and banning AI, the IB calls on us to adapt how we educate and assess students. Academic integrity is key.

[Read the IB’s March 2023 statement on AI](#)



# Education statistics

## DP exam Results:

School year	Pass rate	Average points
2018-2019	100%	32
2019-2020	98%	33
2020-2021	100%	34
2021-2022	100%	32
2022-2023	98%*	31



\*Before November resits

## Nationalities

Country/region of nationality	Students
Netherlands	97
Italy	34
United Kingdom	25
Spain	23
United States	14
France	14
India	11
China	9
South Africa	8
Russia	6
Mexico	5
Nigeria	5
Ukraine	5
Poland	5
Canada	5
Australia	4
Belgium	4
Portugal	4
Brazil	4
South Korea	4
Japan	3
Romania	3
Bulgaria	3
Ireland	3

Country/region of nationality	Students
Greece	3
New Zealand	3
Senegal	2
Slovakia	2
Hungary	2
Sri Lanka	2
Finland	2
Slovenia	2
Pakistan	2
Taiwan	2
Germany	2
Saudi Arabia	1
China, Hong Kong	1
Colombia	1
Kazakhstan	1
Belarus	1
Kenya	1
Croatia	1
Switzerland	1
Turkey	1
Netherlands, Curaçao	1
Uganda	1
Sweden	1
Unknown	1



# Career counselling

We guide MP 4 and MP 5 students in choosing their subjects for the IB Diploma Programme (DP). In the first year of the DP, we help students plan their post-secondary study worldwide.

## @MP 4

As a student at MP 4 level, you'll choose 12 or more subjects to study in MP 5. We'll help you. You might drop some subjects or concentrate on sciences or humanities and languages. This sharper focus will make it easier for you to prepare for the IB Diploma Programme.

## @MP 5

In MP 5, from January to April, you decide on your subjects for the IB Diploma Programme (DP). For the DP you study only six subjects, three of which must be at the higher level. This is a major decision with far-reaching effects for choice of university and career. Through group sessions and individual counselling, we'll help you decide. We also hold special parents' evenings and encourage parents to consult the counsellor directly.



## @DP 1

As a student in DP1, you'll begin choosing what you want to study and where you want to go. We explain application processes in the Netherlands and internationally. Start early! Finding the right place and course requires a lot of research. For some US universities, the application process itself can take up to one year. Do the groundwork in DP 1. Go to university fairs, open days and taster days. Join in our online and in-house career sessions. Again, students and parents can make an appointment with our career counsellor.

## @DP 2

In DP 2, your examination year, we focus on helping you to apply for higher education. In the Netherlands and the UK, your application is processed by a central organisation. You'll have to provide personal statements, essays or transcripts on time. We organise a parents' evening early in the academic year so that everyone's aware of the deadlines.



At the ISRLO, we recognise that every student is unique. We're committed to offering individual support. Our aim is to give every student the best chance to develop their full potential.

# 4 Extra support



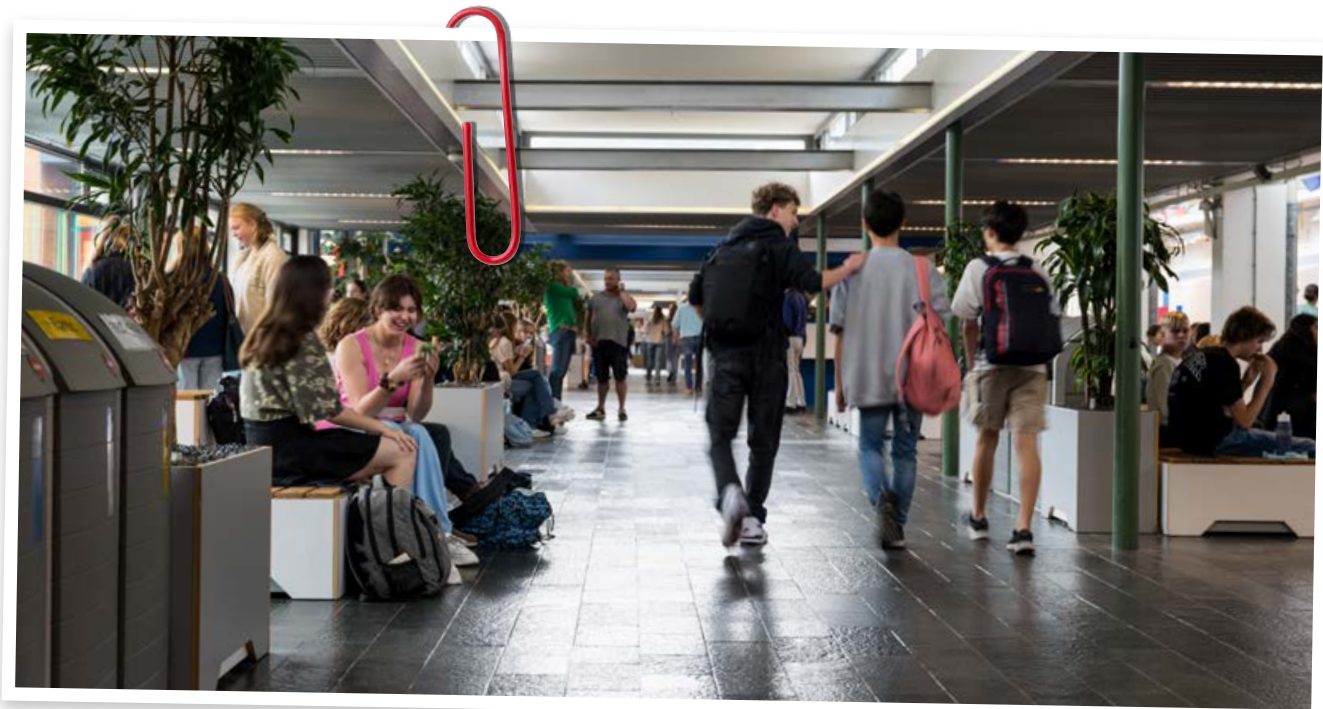
# Appropriate guidance for everyone

For minor issues, pupils receive basic support from their tutor. For more specific needs – for example: autism, concentration problems or fear of failure – students receive extra assistance. This can be individual guidance, a training course and/or the support class ('trajectklas'). Our support coordinator arranges this with the tutors, department heads and the support team.

Our support team consists of:

- A support coordinator (also a psychologist)
- A remedial educationalist
- A pedagogical employee
- External student counsellors.

The support team also provides extra assistance to chronically ill students, non-native speakers and students who need to reintegrate into the school process. For more information, see the support profile on ManageBac.



## Support class

This extra class, known by its Dutch name 'trajectklas', is for students with additional support needs. It's the place where they can take time out, do homework, make plans and take tests. A pedagogical employee is always on hand to help.

Lucía :  
"The extra lessons really help me to speak English better"

# Support Team

Four times a year, the support coordinator gets together with the team leader to discuss the progress of students receiving extra support. If a student requires extra attention, we can refer them to the Internal Support Team.

The IST consists of our school's support coordinator and remedial educationalist along with external experts from

the Centre for Youth and Family (CJG), Youth Health Care (JGZ), compulsory education, Dutch further education partnership, and possibly police and a note-taker. The Head international school also participates and, occasionally, the student's tutor. After discussing a case, the IST issues advice, making each member of the consultation responsible for concrete actions.



## Dyslexia and other special educational needs

At the start of the academic year, we screen new students for dyslexia. If an individual scores below average, our dyslexia coordinator may contact the parents and discuss whether to arrange an external test. Students who are diagnosed as dyslexic can be given extra time for exams.

Please note that the school doesn't offer psychological tests and remedial teaching for dyslexia. If necessary, parents would have to arrange that externally. For the full dyslexia protocol, see ManageBac.



# Confidential counsellors

Need help? First point of contact for our students is always their tutor. If that doesn't work out, or the problems are of a more serious nature, what then? Our confidential advisors are on hand to assist both students and parents.\*

## Internal confidential counsellors

Our confidential advisors can help students and parents with any concerns, questions, or complaints around undesirable behaviour – for example, abuse of power, (sexual) harassment or violence. The counsellors can offer support, advice and, if necessary, refer you on. You'll find their contact details in Chapter 6 of this school handbook.

## External confidential counsellors

Do you prefer to speak to someone outside the school? Both students and parents can consult external confidential advisors, affiliated with the Centre for Confidential Advisors Plus. Their contact details are in Chapter 6 of this school guide.

\*Note that all matters are dealt with on a strictly confidential basis unless the counsellor is obliged by Dutch Law to pass on information discussed during the conversation.

## Youth health care (JGZ)

In MYP 1 or 2 and MYP 3 or 4, we offer each student a digital health test. This questionnaire gives students an insight into their own health. The JGZ then invites each of our younger students to have a talk about their health, development, lifestyle and how they feel. Older students can say whether they'd like to be invited for an interview. The JGZ gives personal or standard advice about living a healthy life, including how to interact well with others and how to prevent bullying. Topics such as stimulants and sexuality can also be discussed. In addition, the JGZ offers guidance if a student is absent due to illness.

## Sick leave assistance

If we're concerned about a student being off sick, our youth nurse or doctor will contact the parents. This might happen if a student is often ill or is away for a long time. Together with the family, the nurse or doctor will discuss what the student needs to get back to school – even if only part-time. If necessary, in consultation with parents and the student, we can bring in another expert or attendance officer to offer further support and advice.



# Social safety

At the ISRLO, we work hard to create a secure and positive atmosphere. We want our students to know they're safe and to feel protected. We speak out clearly and take action to prevent or stop any, discrimination, name-calling, violence or other inappropriate behaviour.

## Bullying

In any situation where people meet each other regularly, there's a risk of bullying – even at the ISRLO. We do NOT accept bullying behaviour. We do our utmost to prevent it. All our pupils are entitled to a safe school environment in which they can develop their full potential, explore their world and have fun.

To tackle and prevent bullying – both at school and digitally – the Rijnlands Lyceum Oegstgeest has drawn up a clear protocol. This applies to both the Dutch department and our International School. We also have two anti-bullying coordinators.

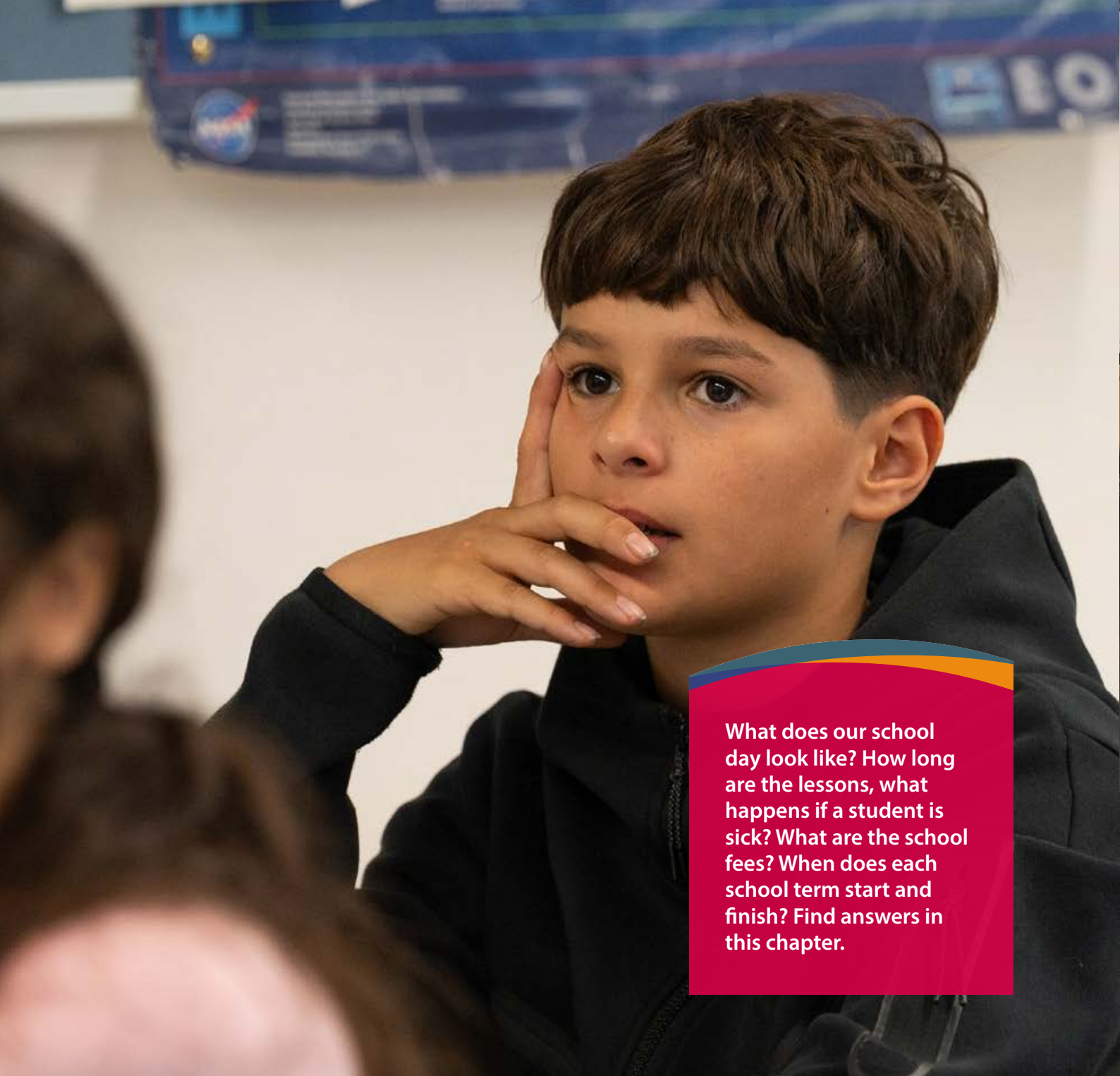
You'll find the school's bullying protocol in ManageBac.

## Domestic violence and child abuse protocol

At the RLO and ISRLO we work with the Dutch Domestic violence and child abuse protocol. This reporting code helps our teachers to identify physical, psychological or sexual domestic violence, neglect or child abuse and to take action. Teachers can raise issues or concerns with their department head and support coordinator. They, in turn, consult the ISRLO head to determine whether it's appropriate to report the issue to the national organisation 'Safe at Home'. Read more about the protocol here.







What does our school day look like? How long are the lessons, what happens if a student is sick? What are the school fees? When does each school term start and finish? Find answers in this chapter.

# 5 Practical matters



## Our schedule

### School year

At ISRLO – and the entire Rijnlands Lyceum Oegstgeest – the school year is divided into four terms. Students take a maximum of eight subjects per term. Some subjects, such as Dutch and mathematics, are on the timetable throughout the school year. Other subjects are repeated in one, two or three terms.

Each term has eight weeks, followed by a closing week for assessments, sports and short excursions. For lower secondary students, every day of the final week starts with a tutor hour.

Indi:

“We have a 75-minute schedule. So each lesson takes 75 minutes. This means you have fewer classes in a day.”

### Classes

Our lessons last 75 minutes, with an average of 21 lessons per week. This means that we have fewer lessons each day than most other schools. The longer lessons offer several advantages: students can focus, they have more variety in one lesson and they can do their homework in class. On a number of days in the year, the lessons are shortened to 60 minutes.

In the lower years, in addition to subject classes, students also have two to four tutor lessons a week. These lessons focus on personal guidance, well-being, citizenship, skills and competencies, learning to study, and homework guidance.

In the upper years, students also have lessons in which they choose the subject or assignment they want to work on. These hours are supervised by a subject teacher and included in the students' schedule. Attendance is mandatory – and we do check!



# Class timetable

Timetables for our standard (75-minute) and occasional (60-minute) lessons:

Standard	75 minutes	Shorter	60 minutes
1st hour	08:30 - 09:45	1st hour	08:30 - 09:30
2nd hour	09:50 - 11:05	2nd hour	09:35 - 10:35
Break	11:05 - 11:30	Break	10:35 - 11:00
3rd hour	11:30 - 12:45	3rd hour	11:00 - 12:00
Break	12:45 - 13:15	4th hour	12:05 - 13:05
4th hour	13:15 - 14:30	Break	13:05 - 13:30
5th hour	14:35 - 15:50	5th hour	13:30 - 14:30
6th hour	15:55 - 17:10	6th hour	14:35 - 15:35

## Full timetable

See our website for the current timetable with corresponding subjects.

## Keep learning!

We do our utmost to make sure lessons go ahead. If a teacher is away, we find a replacement. Substitution in the lower year classes has priority.



# Holidays & study days

## All dates are inclusive

<b>Study day</b>	12 Sep 2023
<b>Leiden 3 October festival</b>	3 Oct 2023
<b>Autumn holiday</b>	16-20 Oct 2023
<b>Study day</b>	5 Dec 2023
<b>Christmas holiday</b>	25 Dec 2023 - 5 Jan 2024
<b>Spring holiday</b>	19-23 Feb 2024
<b>Study day</b>	5 Mar 2024
<b>Easter Monday</b>	1 Apr 2024
<b>May holiday</b>	29 Apr - 10 May 2024
<b>(excluding DP2 + MP5 students sitting exams)</b>	
<b>Whitsun</b>	20 May 2024
<b>Lesson-free days</b>	8-10 Jul 2024
<b>Summer holiday</b>	15 July - 25 Aug 2024

The calendar is also available online at [www.isrlo.nl/general/holiday-calendar](http://www.isrlo.nl/general/holiday-calendar)

## Extra Vacation Leave

Schools are prohibited by law from granting extra holiday leave unless there are special circumstances. Request for extra leave must be made in writing, well in advance of the period of leave and addressed to the Head International School. Under no circumstances will permission be given for requests for extra leave immediately after a regular holiday period i.e. extension of a family vacation.

# Attendance

Parents are requested to keep the absences of their child to a minimum by making medical and dental appointments outside of school hours.



Students can only be excused from school after a timely and written request to the MYP or DP team leader. The Head international school may excuse a student from physical education classes on the basis of a medical report or note from the parent or guardian. Students who fall ill during the day must report to the international administration office or seek either the MYP or DP team leader. Students must not leave the school premises without signing out. If students are staying home ill the parent or guardian must email the school absence controller daily at [student.absent@rijnlandslyceum-rlo.nl](mailto:student.absent@rijnlandslyceum-rlo.nl) or telephone the school office every day before 8.30 a.m.

## Career-related leave

Students in MP 5, DP 1 and DP 2 who want to visit an open day for tertiary education can apply with the career counsellor at least one week in advance.



# Healthy school

At ISRLO, we encourage a healthy lifestyle, based on the Healthy School approach. We pay attention to exercise and sport, well-being, relationships and sexuality, and media literacy. Our Healthy School coordinator is the point of contact for all questions and ideas.

## Healthy school canteen

Together with our students, parents and colleagues, we continue to make our school canteen healthier. Free fruit and fresh tap water are available, alongside sandwiches that are increasingly nutritious and sustainable.

## Keep moving

Our school has excellent sports facilities. As a result, we have qualified for the Dutch 'Exercise and Sports' certificate for several years now. We encourage our students to take part in exercise and sports in the large gymnasiums and sports fields behind the school and in the sports studio in the basement.



# Extracurricular activities

At the ISRLO, learning isn't confined to the classroom! Our students take part in numerous extracurricular activities from musical, theatrical and sporting events to charity fundraisers, excursions and end-of-term parties. Some examples:

## Model United Nations

MP 4, MP 5 and DP 1 students are eligible to take part in Model United Nations (MUN) events. Simulations of the United Nations Organization, these events help students become aware of international issues.

## Action Horsepower

Every December, we hold Action Horsepower. ('Horse' = 'ROS' in old Dutch). Together with aid organisation Edukans, we encourage students to raise funds for educational projects for underprivileged children.

## International evening

An annual highlight, this is an informal get-together for our whole school community. Parents, staff and students provide the food. Our diverse and talented students provide the evening's final entertainment.

## The annual theatre production

Rijnlands Lyceum Oegstgeest is renowned for its annual theatre productions. Rijnlands' international, bilingual, Dutch students and staff come together to experience the magic of theatre. They get involved as performers, musicians, actors, sound and light directors, producers, set designers or make-up artists.

## Poetry competition

Our English department holds an annual poetry competition for the Middle Years and bilingual classes every November.

## Yearbook

ISRLO and Dutch department students team up to produce a high-quality yearbook for all diploma candidates.

## Peer tutoring

Some MP 4-5 and DP 1-2 students offer peer-to-peer tutoring as a part of their SA and CAS requirements.

## Awards

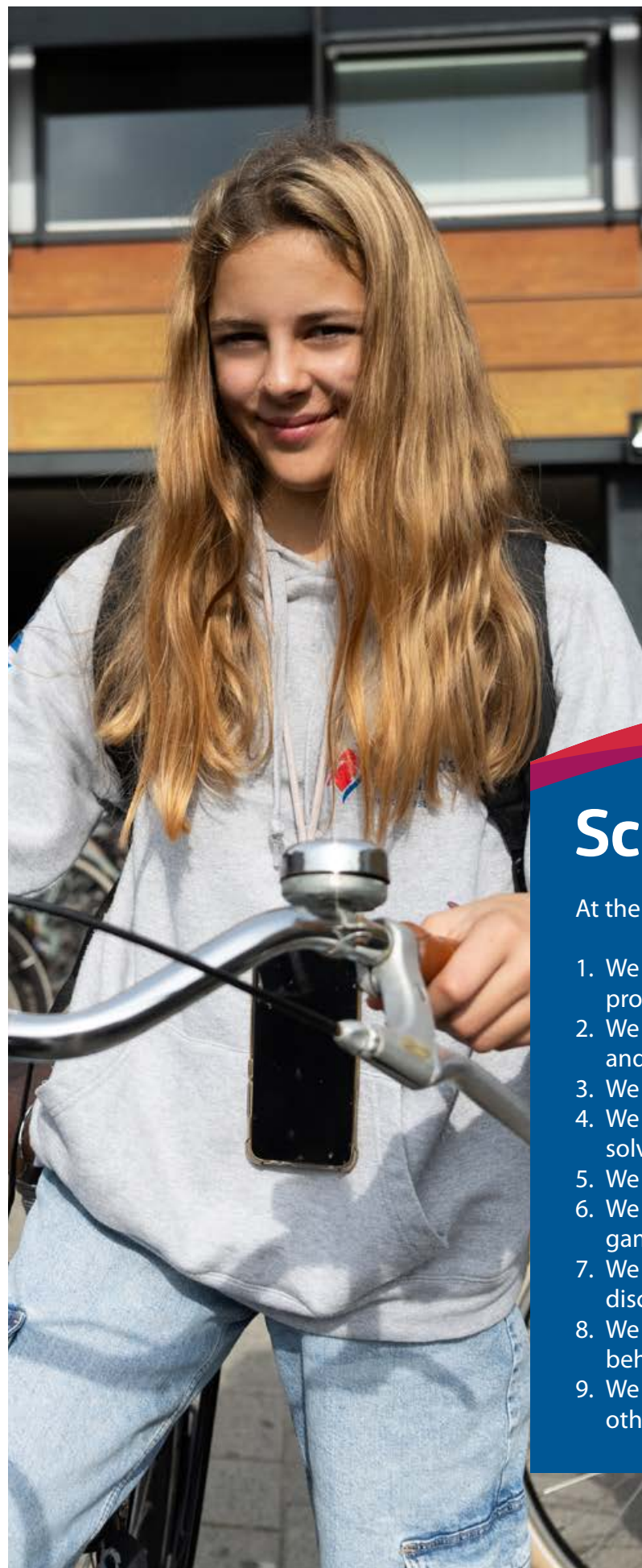
Each year, a DP 2 student wins the ECIS Award for International Understanding (IBDP). The award recognises outstanding performance in CAS activities and ambassadorship for (self and) school.

Alex:

"With the technical committee we arrange lighting and sound for events like the school play, music evenings and school parties."







# Regulations

See ManageBac for the following ISRLO rules and regulations:

- Student charter
- Appointment card
- Promotion criteria
- Bullying policy
- Internet and social media regulations at school
- Privacy notice and policy
- Protocol on stimulants
- Grave misconduct procedure
- Information for divorced parents
- Emergency plan

## School rules

At the ISRLO, we have the following nine golden rules:

1. We have respect for each other, each other's property and our environment.
2. We are jointly responsible for a good atmosphere and smooth running of affairs.
3. We help each other where necessary.
4. We all contribute to open communication: we solve problems by talking about them.
5. We do not bully, threaten or ignore others.
6. We accept that alcohol, drugs, weapons and gambling have no place in school.
7. We accept that there is no place for racism, discrimination or violence.
8. We are committed to a positive attitude, correct behaviour and appropriate use of language.
9. We abide by the above rules of conduct and call others to account if they fail to do so.

# Communication

## School website

We update our school website regularly. Students and parents can read our school magazine here and find out about the curriculum and events. See [www.isrlo.nl](http://www.isrlo.nl).

## Communications via ManageBac

Every parent receives a login to ManageBac, our international school administration system. This is where parents can keep track of their child's school deadlines and achievements. We use ManageBac for all school communications.

## Parents' evenings

Each academic year, we organise at least one parents' evening for each grade level. We start with a plenary session. After the break, parents then meet with their child's tutor to discuss any matters that are important for that particular tutor group.

## 10-Minute parents' evening

The 10-Minute parents' evening is held in terms 2 and 3. Parents are given the opportunity to meet with two of their child's subject teachers to discuss progress in those subjects.

## Zermelo

The school schedule is available for students and parents via the Zermelo web portal.

## Alumni site

The school has a website specifically for students who have graduated from Rijnlands. Further information is available at [www.rostalgia.nl](http://www.rostalgia.nl). Through this website, former students can stay in touch wherever they are in the world. There is also a school LinkedIn page.







# Complaints procedure

Students and parents can address complaints and grievances to the designated staff members in school, such as team leaders, head international school and principal.

Normally, we then speak to the staff member concerned, so that he or she can give more information or rectify the situation.

## Contact person

If this doesn't resolve the issue or if there's some reason not to follow the standard procedure, the student or parent can report the complaint or grievance to our designated contact person for complaints and grievances. This person determines who can best address the issue. They also monitor progress.

## Internal procedure

In addition, all schools in the Netherlands have internal confidential counsellors, where students, parents and staff members can go for matters which require confidential treatment. The counsellors will give information, support, and possible referral to the external confidentiality counsellor, the executive director of the Rijnlands Lyceum Foundation, or the national complaints and grievance committee.

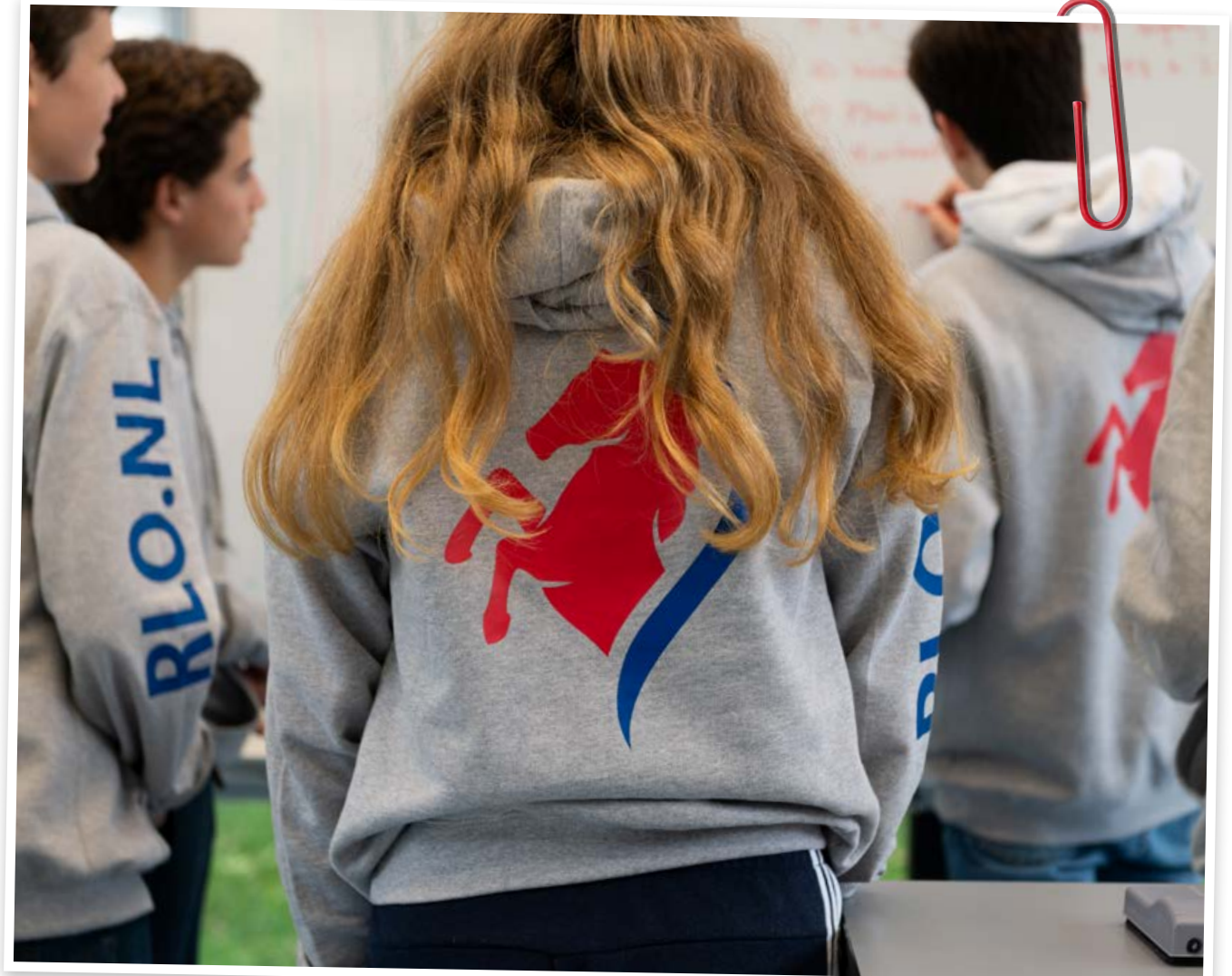
## External procedure

For cases which require a higher level of confidentiality, an external bureau, experienced in dealing with specialist cases, can be consulted by members of the Rijnlands Lyceum Foundation (students, parents, staff). Please contact the "Centrum Vertrouwenspersonen Plus" by telephone, 06-81316936, or through the website, [www.cvp-plus.nl](http://www.cvp-plus.nl).

The schools in the Rijnlands Lyceum Foundation are affiliated with a national complaints and grievances committee for schools. Its policy can be found on our website. The national complaints and grievances committee advises the Foundation's executive director, who will ultimately decide.

## Student Care Coordinator

At ISRLO, a care coordinator is available to support tutors, students and their parents in matters of a personal and confidential nature. All referrals to the care coordinator are made through team leaders.



# Privacy

The school processes personal data of all its students. We act in accordance with privacy legislation and consider careful handling of this data important and self-evident. In the privacy statement on our website, we describe the measures we take to comply with the privacy requirements of the General Data Protection Regulation (GDPR).

Our privacy statement sets out:

- Why the RLO processes student data
- What data we process
- How we handle this data
- What the rights of parents and students are
- An overview of the personal data we process.

Our privacy policy is also published on our website.

## Social media

For a description of our agreements regarding privacy and social media, see the 'Regulations pertaining to internet and social media at school' on the Parent Portal at [www.isrlo.nl](http://www.isrlo.nl).

## Foundation

Where private data of students is also kept by the Rijnlands Lyceum Foundation, their privacy protocol applies. ([www.rijnlandslyceum.nl](http://www.rijnlandslyceum.nl)).



# Financial matters

## School fees

ISRLO is part of the Rijnlands Lyceum Oegstgeest, a state-subsidised school. Thanks to this, we are able to maintain our standards of quality education and to meet the standards of the International Baccalaureate Diploma Programme or Middle Years Programme curriculum for a relatively low tuition fee.

School fees 2023-24	MP 1-5	€ 7,400
School fees 2023-24	DP 1-2	€ 8,400

## Payment of fees

The rules on payment of tuition fees have been established in an agreement among the schools that are part of the Dutch International Schools organisation. They are included in the School Fee Agreement of the Rijnlands Lyceum Foundation. All payments should be made on time as set out in the School Fee Agreement.

## School deposit

Parents pay a deposit when a student first joins the ISRLO. This is refundable – minus any outstanding charges (for example, for damage to or loss of books) – when a student leaves the school.

## Books are free

There is no payment for the books themselves. The ISRLO pays for all textbooks and literature and issues students with the prescribed titles at the beginning of each school year.

## Extra costs

MP 4 (annual) language trip	approx.	€ 750
DP cultural trip	approx.	€ 650
MP 5 E-assessment / Certification fee		€ 450
DP examination fee charged at cost (approx. € 700 for 6 subjects)		

The E-assessment and DP examination fees are mandatory.

## Insurance

The school has a collective insurance. This insurance only covers damage that is not covered by any private insurance parents may have. It applies only while travelling to and from school (via the shortest route), in school, and for activities organised by the school. Material damage such as broken spectacles or damaged clothing is not covered by this insurance. Loss or theft of personal property (mobile phones, laptops, iPads etc.) is also not covered.



Good to have at hand – relevant contact details for the school year 2023-2024. This last chapter contains a convenient list of names, positions and contact details.

# 6 Contact details



## General Contact details: Rijnlands Lyceum Oegstgeest

Apollolaan 1, 2341BA Oegstgeest  
Postbus 61, 2340AB Oegstgeest  
+31 71 5193500  
administration@rijnlandslyceum-rlo.nl  
[www.isrlo.nl](http://www.isrlo.nl)

## Senior Management Team

**Erica van Langen** - Principal  
**Mathijs Hekkelman** - Head international school  
**Christiaan Blijleven** - Deputy head organisation  
**Lieke Hergelink** - Deputy head education

SMT members can be contacted by phone or via e-mail  
on [administration@rijnlandslyceum-rlo.nl](mailto:administration@rijnlandslyceum-rlo.nl)

## Team Leaders

**Marja Selier** - Team leader MYP1-3  
+31715193511, [m.selier@rijnlandslyceum-rlo.nl](mailto:m.selier@rijnlandslyceum-rlo.nl)

**Annelies Brabant** - team leader MYP4-5  
+31715192511, [a.brabant@rijnlandslyceum-rlo.nl](mailto:a.brabant@rijnlandslyceum-rlo.nl)

**Jon Symmons** - team leader DP  
+31715192561, [j.symmons@rijnlandslyceum-rlo.nl](mailto:j.symmons@rijnlandslyceum-rlo.nl)

## Careers Counsellor

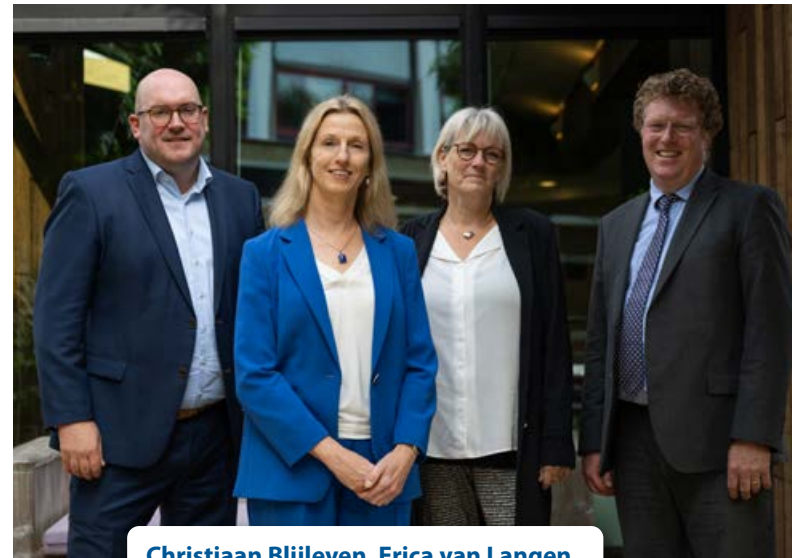
**Anne Lamers**  
+31715193510, [a.lamers@rijnlandslyceum-rlo.nl](mailto:a.lamers@rijnlandslyceum-rlo.nl)

## Teaching staff

Teachers can be reached via the central phone number of  
the school or by e-mail on  
[initial.surname@rijnlandslyceum-rlo.nl](mailto:initial.surname@rijnlandslyceum-rlo.nl)

## Support Coordinator

**Anne van der Poel**  
[a.vanderpoel@rijnlandslyceum-rlo.nl](mailto:a.vanderpoel@rijnlandslyceum-rlo.nl)



Christiaan Blijleven, Erica van Langen,  
Lieke Hergelink, Mathijs Hekkelman  
(Senior Management Team)

## Healthy School Coordinator

**Annette Dokter**  
[a.dokter@rijnlandslyceum-rlo.nl](mailto:a.dokter@rijnlandslyceum-rlo.nl)

## Internal confidential counsellors

**Marja Selier**  
[m.selier@rijnlandslyceum-rlo.nl](mailto:m.selier@rijnlandslyceum-rlo.nl)

**Michiel Hugens**  
[m.hugens@rijnlandslyceum-rlo.nl](mailto:m.hugens@rijnlandslyceum-rlo.nl)

## External confidential counsellors

+3170 2600032 [www.cvp-plus.nl](http://www.cvp-plus.nl)

## Central Office Foundation Het Rijnlands Lyceum

Postbus 33, 2270AA Leidschendam-Voorburg  
+31715730910, [info@rijnlandslyceum-rcsb.nl](mailto:info@rijnlandslyceum-rcsb.nl)  
[www.rijnlandslyceum.nl/en](http://www.rijnlandslyceum.nl/en)

# Who to contact

At the ISRLO, we value all members of our school community – staff, students and parents. We're keen to make sure that interactions are good.

## ManageBac

ManageBac, the international school administration system, is our main source of communication. We use it for everything from newsletters to event updates and general school communications. Every parent gets a login code. ManageBac is the place to keep track of your child's progress and school deadlines. You'll also find full contact details here.

## Any questions?

As a parent, if you have a subject-specific question, please make an appointment with the subject teacher. Need to discuss your child's results and progress in general? Please contact the student's tutor. For questions about the MYP or DP programmes, get in touch with the relevant team leader.

## Sometimes we contact you

Team leaders and tutors discuss problems with individual students and, when required, contact the parents or guardians.



## Colophon

**Text:** Jennifer Waller (Way Ahead in English)

**Photography:** Rijnlands Lyceum Oegstgeest,  
Bert de Jong, Eelkje Colmjon, Leonie van der Helm

**Design:** Cats & Dogs creatieve communicatie, Leiden.

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