



DALTONSCHOOL GENT
De Kleine Icarus

Information brochure 2024-2025

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Dear Parents and caretakers,

We, at Dalton school De Kleine Icarus, are delighted to provide you with our information brochure for 2024-2025. On the following pages you will learn more about how our school works and the arrangements we have already made. **The yellow/grey markings are changes from the previous school year.**

This document details the routines and policies in place at our school. To ensure everyone is on the same page, we kindly request you check out all sections thoroughly. This will help things run more smoothly throughout the school year for everybody involved.

The school board, administrators, or any staff member of your choice are always happy to address any further queries you may have.

We hope you enjoy getting to know the workings of our school!

Best regards,
The team at DKl



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School hours

	Morning	Playtime	Lunch	Afternoon
Monday	0835	1015-1040	1220- 1335	1530
Tuesday	0835	1015-1040	1220- 1335	1530
Wednesday	0835	1015-1040	1220	
Thursday	0835	1015-1040	1220- 1335	1530
Friday	0835	1015-1040	1220- 1335	1500



Holidays and Important Dates

1. Days on which the school is closed:

Wednesday 9 th October 2024	Teacher training Day 1
Saturday 26 th October until Sunday 3 rd November 2024	Autumn holiday
Monday 11 th November 2024	Armistice
Tuesday 12 th November 2024	Faculty holiday
Saturday 21 st December 2024 until Sunday 5 th January 2025	Christmas holiday
Friday 10 th January 2025	Teacher training Day 2
Wednesday 12 th February 2025	Teacher training Day 3
Saturday 1 st until Sunday 9 th March 2025	Spring holiday
Saturday 7 th until Monday 21 st April 2025	Easter holiday
Thursday 1 st May 2025	Labour Day
Friday 2 nd May 2025	Faculty holiday
Thursday 29 th May until Sunday 1 st June 2025	Ascension weekend
Saturday 7 th until Monday 9 th June 2025	Pentecost weekend

During the holidays, training days and faculty holidays, your child can go to various initiatives for Out-of-School Care (STIBO). Consult the website (in Dutch):

<https://stad.gent/onderwijskinderopvang/kinderopvang/buitenschoolse-opvang>.

Some parents choose to take turns looking after each other's children.

2. Important activity dates:

Monday 26 th August 2024	Welcome Day
Wednesday 28 th August 2024	DIY/small jobs at the school day
Thursday 5 th September 2024	Information evening
Friday 20 th September 2024	DKI on Wheels picnic
Tuesday 2 nd October 2024	Open day (for (grand)parents)
Friday 4 th October 2024	Teacher's Day
Sunday 6 th October 2024	'Pierkes' run (fun run for children from all Gent schools – parents too!)
Saturday 12 th October 2024	Autumn DIY/small jobs at the school day
Thursday 17 th October 2024	Dalton Café L5-L6
Monday 21 st October 2024	School photographer
Tuesday 22 nd October 2024	Dalton café L1-L2
Thursday 24 th October 2024	Dalton café L3-L4
Saturday 16 th November 2024	DKI-Quiz
Friday 13 th December 2024	Winter market
Tuesday 21 st January 2025	Information evening for secondary school transition
Friday 31 st January 2025	Head Teacher's Day
Friday 14 th February 2025	Children's Carnival Day
Saturday 15 th February 2025	Parents Party
Wednesday 12 th March 2025	Grandparents' day (infants and L1)
Friday 14 th March 2025	Pyjama Day
Sunday 30 th March 2025	Spring DIY/small jobs at the school day
Thursday 24 th April 2025	Day of the Employees
Thursday 24 th April 2025	Dalton Café Infant
Saturday 17 th May 2025	School party
Thursday 5 th June 2025	Information evening transition K3 to L1
Thursday 19 th June 2025	Move up day (to the next year)
Friday 20 th June 2025	DKI on Wheels picnic in the park

3. Parents evening (4) and reports (3):

Tuesday 22 ^{ns} and Thursday 24 th October 2024	Parents evening both infant and junior
Monday 2 nd December 2024 (Tuesday 3 rd /Thursday 5 th December 2024)	First school reports Parents evening; junior on request
Monday 17 th March 2025 (Tuesday 18 th /Thursday 20 th March 2025)	Second school reports Parents evening; infant and junior on request
Monday 23 rd June 2025 (Tuesday 24 th /Thursday 26 th June 2025)	Third reports Parents evening both infant and junior
Thursday 26 th June 2025	Graduation 6 th Year

4. Wake-up Wednesday shows – every first Wednesday of the month with a class performance

1st September, 2nd October (L4), 6th November (L3), 4th December (L1), 8th January (L6), 5th February (L5), 12th March (K2), 2nd April (K3), 7th May (L2), 4th June (K0/K1) and 25th June.



The School Team

Our school consists of **three self-managing teams**: the lower, middle and upper classes. By the lower years we mean the reception class and the first infant class. The middle school consists of the second and third infant and the first and second grade. The upper classes are third through to sixth grade. According to the Dalton principles, these entities work closely together on an independent basis.

SEPTEMBER 2024– JUNE 2025	
INFANT	
K0: De Kevers (the Beetles) Anupa Verstraeten / Gaëlle De Meyer Child Supervisor: Karoline Goemaere	K1: De Vlinders (the Butterflies) Els Van Haute (4/5)/ Hilde Van Hedent (1/5 op vrijdag)
K2: De Bijtjes (the Bees) Emily Vercruysse	K3: De Libellen Sara Aelterman (4/5)/Hilde Van Hedent (1/5 op maandag)
Gym teacher: Laurence Peeters Special care:: Mien Van Laethem en Hilde Van Hedent Teacher platform: Famke Goetgeluck Pedagogical support (Dalton coordinator): Els van Haute	
LOWER	
L1: De Pinguins (the Penguins) Lorenzo D'Haese	L2: De Zwaluwen (the Swallows) Isabel Van Asbroeck
L3: De Paradijsvogels (the Birds of Paradise) Emma Paris Y Lopez	L4: De Flamingo's (the Flamingo's) Nele Van Riet
L5: De Kraanvogels (the Cranes) Lisse D'Hoker	L6: De Torenvalken Lisa Neyt (4/5) / Dorien Van Den Steen (1/5)
Gym teacher: Laurence Peeters Special Care: Mien Van Laethem, Sharon Blanchaert and Dorien Van Den Steen Pedagogical support (Dalton coordinator): Sharon Blanchaert CSF-coordinator* and mentor Dorien Van Den Steen	

Special needs-coordinator	Anja Notteboom
CSF-coordinator	Dorien van Den Steen
Prevention coordinator	Mien Van Laethem
Infants' gym Teacher	(Laurence Peeters) Famke Goetgeluck
Gym Teacher	Laurence Peeters
ICT coordinator	Frans De Neve
Ethics Teacher	Sara Willems / Carmen Dejonckheere
Catholic teacher	Claudine De Baere / Liesbet Van Geeteruyen
Islam teacher	Zeliha Kahriman
Handyman	Patrick Vanhouttegem
Maintenance Personnel	Christine Sciffer, Hanan Aanaji, Yassine Alhiani en Neldinie Nahbila
Daycare coordinator	Gwenn Geertsen
Daycare supervisors	Katrien Eloy, Christine Sciffer, Patrick Vanhouttegem, , Greet Aelterman, Cida Demir, Gwenn Geertsen, Neldinie Nahbila en Griet Vanhaverbeke
Secretaries	Astrid Meskens, Hülya Celik
Head Teacher / Principal	Julie Snauwaert

*CSF is the abbreviation for cognitively highly functioning children



Come on time to school!

The bell sounds at 08:30 so that the lessons can start on time at 08:35! Please be there five minutes before the bell rings. If your child is late, the class teacher will write an L in the attendance register. If your child (from the age of five) is at school later than 09:15 without a valid reason, they will be registered as unlawfully/problematically absent in the morning. From five half days of unlawful absence, the school calls in the centre for pupil guidance (CLB) for guidance.

Starting at 08:20am there is an open reception for the infants of K0 and K1 in their own classroom. There is an infant teacher/child supervisor present and parents are also welcome (though the intention is not for siblings to join).

All children from the school may go to their classroom from 08:20 provided that clear agreements are made. There is a supervisor walking around in the corridors.

There is an open reception for K2 and K3 from 08:35 to 09:00

Parents are also welcome to join us in the primary classes from 08:35 to 09:00 starting in October to follow along in L1 or read along from L2 to L6.



Child absences

From the first day of absence, please notify the school by **telephone before 08:30 (09-2433099)**. **In addition you can contact the class teacher by email (not telephone)**. In this way you reassure us about the absence of your child.

The absence of children of school age (from the age of five) can be justified in various ways:

- A sick note from the parents with a maximum of three consecutive days and a maximum of four times a year; (See pre-printed slips in your child's planner)
- A doctor's note (absent for more than three days).

Please give the absence note to the class teacher on the day your child resumes classes.

If a valid note is not brought in the following week, the class teacher will contact a parent a maximum of two times. Without a note, your child will be considered illegally absent. This applies equally if the validity of your child's medical certificate is questionable, including with a certificate from the doctor.

From five half days of unlawful absence, the school calls in the Centre for Pupil Guidance (CLB) for direction. For infants who are not of school age (under five years), the absence does not need to be justified.

For non-compulsory aged infants (under 5 years), absence does not need to be justified.

Pre-school children of the third infant class must be present for 290 half days in order to retain the right to a school allowance and to be allowed to start the first year (see school regulations).

Pre-schoolers who attend the first year of primary education early **or one year of extended pre-primary education** fall under the regulations that apply to those of compulsory school age. The [online school regulations](#) state in more detail when children may be absent and what you must do as a parent if your child is absent.



Sick

The general rule applies: sick students **stay at home**, and you **inform the school immediately** (09-2433099). **In addition you can contact the class teacher by email (not telephone).** If your child is not feeling well, we ask that you keep the child at home.

If a child becomes ill at school, one of the parents will be contacted by phone immediately so that you can come and pick up your child.

A **medical certificate** is required if your child is sick at home for more than three consecutive days and also if a note has already been submitted by the parents four times in the same school year. The medical certificate is to be given to the class teacher on the first day that the child is back at school.

If your child has an **infectious disease**, please inform the care coordinator Anja (anja.notteboom@dekleineicarus.be) as soon as possible. By infectious diseases we mean; chicken pox, impetigo, meningitis, hepatitis A/B, whooping cough, mumps, COVID-19, ... (Consult the full list in the school regulations). Your child will stay at home until the risk of infection has passed (e.g., the blisters from chickenpox have become scabs).

We let the children play outside as much as possible during the breaks. When it rains or when it is very cold, the children can go inside.



Medication

In recent years, teachers/schools have increasingly been asked to administer medication at school. The following agreements apply:

- Please avoid taking medication at school if possible
- If medication must still be administered at school, have the general practitioner fill in the '*Administration of medication*' form or provide the school with a doctor's certificate stating the; name of the medication, dose, method of administration, time, period of administration and storage method
- The teacher/school cannot be held responsible at any time for side effects that occur in the child as a result of administering this medication. In case of doubts or questions from the school, the CLB doctor may contact your general practitioner.

In case of doubts or questions from the school, the CLB doctor may contact your general practitioner.



Care outside school hours

We try to make supervision as active as possible. Both in the multipurpose room and outside (in the adventure garden), there is the possibility of free play. The children can draw, read and play (board games) in the reception area. There is a play area for infants. The infants and pre-schoolers of K0 and K1 are taken care of from 1600 to 1700 (Friday from 15:30 until 16:30) in their own classroom or in the toddlers garden by a supervisor and a few older children. There is extra attention for toilet training. We also offer various after-school activities (see *After-school activities*).

From the 2024-2025 school year, we appointed Gwenn Geertsen (opvang@dekleineicarus.be and 0495/24.60.93) as coordinator of the daycare. She is the point of contact for parents and supervisors and also the bridge between the daycare and the school.

For the safety of our children, please **always close the gate** when you enter and leave.

Before School Care		
0715 - 0730	Central entrance	Paid supervision This 15-minute morning supervision is available on request. Notify the school secretary by telephone (09-2433099) at the latest on the working day before.
0730 - 0805	Central entrance	Paid supervision
0805 - 0835	Playground / Hall	Free
0820 - 0835	In the classroom	Free Children from K0/K1 and from Lower are allowed to go to class. A teacher is present in the classroom/corridors.
After School Care		
1530 - 1600	Playground Central entrance Multipurpose room	Free (1500-1530 on Friday) Only indoors in rainy weather
1600 - 1800	Infant class Playground Central entrance Multipurpose room	Paid supervision (1530 – 1800 on Friday)
Wednesday Afternoon Care		
1220 - 1300	Playground Central entrance Multipurpose room	Free Children must bring their own packed lunch if they stay in the afternoon care
1300 - 1800	Playground Central entrance Multipurpose room Excursion	Paid supervision We request that you pick up your child(ren) before 1400 or after 1600 because we sometimes go on excursions between 1400 and 1600

Prices

Before School Care	0715 – 0805	€2.20
	0730 – 0805	€1.10

After School Care	Per started half hour €1.10 Monday, Tuesday and Thursday from 1600 Friday from 1530
After School on Wednesday	Per started half hour from 1300 €1.10 From 1600 €11.00 /whole afternoon

To clarify: if your child stays **after 1600 on a Wednesday afternoon**, the amount will be **charged until 1800**.

When you pick up your child on Monday, Tuesday or Thursday after 1600 (or after 1530 on Friday), **you must ALWAYS report to the supervisor**. They will clearly ask you for your **child's name and class** so that they registers the correct time of departure using a scanner. If you do not register the departure time, childcare will be charged until **1800**.

For Parents Evening, please report to the supervisor upon arrival at school, so that the duration of the Parents Evening is not charged.

If the child is picked up after 1800, an extra €3 per child will be charged. Always notify the supervisors on 09-2433099.

If you are in a financially vulnerable situation, please contact care coordinator Anja (anja.notteboom@dekleineicarus.be) or management (julie.snauwaert@scholengroep.gent or 09-2433099). We will then see whether your child(ren) can enjoy childcare at a reduced rate.



Going home

Each morning

Once at school, your child can NOT leave the school grounds, not even to get food. Children who do not have a packed lunch can join the hot meal. These will be charged on the next invoice.

Each lunchtime

Children who go home in the afternoon may not return to school **until 1315**. **If they come earlier, the payment (for afternoon care) of €1.10 will be charged.**

Each evening

Please notify the secretariat (09-2433099) if you cannot collect your child on time. Any child that is not picked up by 1600, will join the paid evening care. Children who go home alone in the evening - **with parental permission** (from L4) - do **NOT** hang around the school. If this does happen, the rate for evening care will be charged. If someone else picks up your child, please always report this to the secretariat.



Food and drink at school

The children can drink tap water all day long.

Due to hygienic measures, there are no class cups available. In class and for lunch, your child must bring a refillable, labelled drinking bottle with water. **PET bottles are not allowed.**

After playtime, fresh, vegetarian soup is offered in the classroom, except on Wednesdays. This is part of equal opportunities education. The school is sponsored in this by the 'Brooddoosnodig' project of Enchanté vzw. Parents and sympathisers who want to contribute to this can do so via this link <https://enchantevzw.be/nl/doneer-nu/>.

At lunchtime, the children can have a hot meal at school. For logistical reasons, we cannot offer meat/fish and vegetarian meals at the same time. We want to meet the increasing demand from parents and children. Therefore, we offer vegetarian meals on Tuesdays and Thursdays. The school does not offer pork by default. The primary school children decide what to have on their own plates. This allows them to decide the quantity themselves. They taste everything and always eat what they take. They collect the dirty plates and cutlery at the corner of the table. The children eat in a calm and orderly manner. The children do not walk around the dining room unless they have a task that requires it.

From school year 2021-2022, the infants joined the 2-year **LEOS** (Tasty Food at School) project from the city of Ghent. They strive for equal opportunities from the start of education and are investigating how they can offer as many **pre-schoolers** as possible an affordable, healthy and sustainable meal at school. With this project, the city is mapping out the positive effects of meals on the well-being and development opportunities of Ghent's infants and what a school needs to organize these meals. The city is actively and financially supporting our school to provide a healthy and sustainable hot meal offers and possible discount systems. The research project ran from September 2021 to June 2023 and is a collaboration between KULeuven, HOGENT, Dienst Lokaal Sociaal Beleid and Onderwijscentrum Gent. If you are in a financially vulnerable situation, we as a school can also meet the costs of primary school children **thanks to additional donations through 'Brooddoosnodig' by Enchanté vzw. Parents and sympathisers who wish to contribute to this can do so via this link: <https://enchantevzw.be/nl/doneer-nu/>.**

Hot meals are requested at the end of the school year (or the beginning for new students). You must **notify changes before the 10th of the month** to leerlingensecretariaat@dekleineicarus.be. The meals are registered using a scanner. Make sure your child knows on which days they eat a hot meal at school. Hot meals will start immediately from 1st September

Prices

Cost of lunch care	€ 1.10
Warm meal – infant	€ 4.10
Warm meal – junior	€ 4.60
Soup	Free at 10:40

A sandwich meal/lunch can be brought from home (in a sandwich box). Infants eat their lunch in the dining room, together with those having a warm meal. The children of primary school eat in the classroom, reception room or on the playground (weather permitting). When the weather is nice, we collect drinking bottles in containers and take them to the playground so that the children can drink enough in between.

Every last Tuesday of the month, we offer seasonal vegetables etc, thanks to additional donations through 'Breadbox Needs' from Enchanté avwz, Parents and sympathisers who want to contribute to this can do so via this link <https://enchantevzw.be/nl/doneer-nu/>.

This is how we enrich the lunch boxes: we pimp them! Surplus vegetables go into the hot meals for those that eat in the canteen.



Costs

- **Costs for the school**

A list brings clarity about the costs related to attainment targets. This list can be found on www.schoolkosten.be (in Dutch). The Primary Education Decree (2001) stipulates that schools are not allowed to charge registration fees and contributions for the costs they incur in order to achieve the attainment targets and developmental objectives. An official list of materials that must be available to the children free of charge can be found in the school regulations. Examples include textbooks, notebooks and writing utensils.

- **Costs for the parents**

We are a school that strongly encourages an open view of the world and therefore regularly go out outside the school to; theatre performances, museum visits, exhibitions, workshops, excursions and other cultural activities along with sports activities during teaching time and swimming.

Per school year, parents may be asked for a contribution to the maximum of €55 for pre-school children and €105 for all primary school children for this type of activity and the material required for this. (These are basic amounts that have been adjusted in accordance with the health index (a Belgian inflationary measure) The swimming sessions also belong to this category (except for the one-year obligatory free-swimming instruction). At our school, the first-grade swims for free.

These costs are charged monthly:

Maximum charge infants	€5,5/month
Maximum charge junior	€10,5/month

All expenses are settled with a monthly invoice. This must be paid within the month. Outstanding amounts are listed at the bottom of the invoice as a reminder. **We urge you to arrange payments by direct debit.** You can send an order for direct debit to leerlingensecretariaat@dekleineicarus.be.

In the event of non-payment or late payment, we will speak to you about this and take action if necessary. If you have payment difficulties at that time, you can always contact care coordinator Anja (anja.notteboom@dekleineicarus.be) or management (julie.snauwaert@scholengroep.gent or 09-2433099). Together we can look for a solution.

- **GWP costs**

The cost price of the GWP (Integrated Work Period: this is an often a multi-day excursion/camp on a forest-, sea-, farm-, city- or STEM location) **is not subject to the maximum costs** as described above. This is the contribution that may be requested for all forms of multi-day trips within the teaching period. Parents are not allowed to be asked for a contribution for these types of activities for children in the nursery (so €0), but in the primary school, up to **€520** may be requested for the entire duration of primary education.

We adhere to these rules for both pre-school and primary school. This means that no GWPs are organized in the nursery department and GWPs are only every two years for primary school students. The year that there is no GWP, the class may go on a one-day or two-day trip, provided that the class sets up a savings plan for this. If you **have payment difficulties**, you can always contact care coordinator Anja (anja.notteboom@dekleineicarus.be) or management (julie.snauwaert@scholengroep.gent or 09-2433099). Together we can look for a solution and if necessary, the *Circle of Friends* will add an amount.

For multi-day trips (e.g., forest, sea or countryside classes) there is a maximum budget that is requested once per grade per child:

Maximum requested about 1 st grade	€150 every 2 years
Maximum requested about 2 nd grade	€185 every 2 years
Maximum requested about 3 rd grade	€185 every 2 years

We provide a **payment plan** for the payments of these multi-day trip.

Overview of the past GWPs:

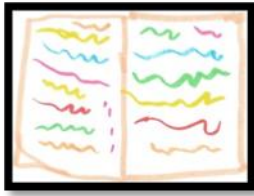
	L1	L2	L3	L4	L5	L6
2018-2019	NO GWP		NO GWP		NO GWP	
2019-2020	NO GWP		NO GWP		STEM class in Dikkele	
2020-2021	NO GWP	Sea class in De Panne	Farm class in Peer		NO GWP	
2021-2022	Sea class in De Panne		Nature class in Puyenbroeck		Nature adventure class in Doomkerke	
2022-2023	NO GWP		NO GWP		NO GWP	
2023-2024	Sea class in De Panne		Nature class in Puyenbroeck		Nature adventure class in Doomkerke	
2024-2025	NO GWP		NO GWP		NO GWP	

When your child goes on a multi-day trip in primary school, you can apply for an **allowance through the health insurance fund**. Consult your health insurance company for this. Hand this document (fill in what you already know) to the secretaries after the GWP.

- **School and study allowances for nursery and primary education**

Depending on the family income and other factors, one can apply for an allowance. The allowances were replaced by the **school allowance** from the 2019-2020 school year and will be integrated into the Growth Package (*Groeipakket*), the former child benefit fund. From the 2019-2020 school year, you no longer need to apply to the Study Allowances Department. The calculation and payment of

the school allowance will be done via whomever pays your *Groeipakket*. You can ask all your questions about the school allowance via info@groeipakket.be.



Communication

Our school has an **open and familial character**. We think the involvement of the children and their parents is very important. Good communication is of the utmost importance here. There is a communication working group with communication manager **Dorien Van Den Steen** (gimmedki@gmail.com).

We offer all kinds of communication channels such as; GIMME, the monthly information letter, the information boards at the school gates, the infant's mailbox, the student's agenda, speaking in person - on the playground, the team-room, the classroom (during the open reception) or the monthly coffee moments following the WW show, information evenings, Dalton cafes, email, telephone, parents evening (August/September), parent contact, MDOs (Multidisciplinary Consultations in case of specific care requests) reports, Facebook, the website, a (without obligation) WhatsApp group at pre-schoolers, Google Classroom in primary education, the class parents and participation councils.

You will find more explanation of the various options below.

We ask in the first instance that you speak to the class teacher about practical matters, absences, comments, questions, concerns, ... concerning your child. The teacher will decide whether the help of the care team or the director should be involved or not.

1. The "GIMME" platform.

To save paper and reach parents faster, we use the electronic system GIMME at DKI. GIMME is our main means of communication. Since the 2020-2021 school year, we have been paying subscription costs, so that the tool is ad-free

What information can you receive via GIMME?

- The calendar (general and per channel)
- The trips/activities/workshops/class activities/pedagogical news
- An invitation to a parent meeting or information evening
- To report of any infectious disease/lice etc
- Reports from the student council, the parent committee, etc
- ...

Parents sign up at www.gimme.eu and tick the channels they want to follow this year. As a school, we tick the **standard class, general school info and the information letter** for the parents. The other channels are optional, and you can indicate yourself.

- Parents Committee and School Council
- Future parents
- Former pupils
- The classroom channels
- Monthly information letter

- General school info
- Hot meals: info and menu
- The Nest: the coaching room and the extra care that is provided
- External info: camps, workshops, pedagogical info, surveys, ...
- After school care

During the general part of the information evening in September, the use and possibilities of GIMME are briefly explained. Parents who want more information can join a separate information session before or after the class information.

Forgot your password to log in? Click on 'Forgotten password' and enter your email address. You can have the messages delivered to your mailbox or download the GIMME app on your smartphone.

Don't have a GIMME account yet or has your email address changed? Send an email to the secretaries on: leerlingensecretariaat@dekleineicarus.be, by telephone on 09-2433099 or come in and say hello!

2. Information letter:

The Information Letter is written by the management and is published monthly. The letter contains (practical) information about the past and the coming month. You can easily find these afterwards via the GIMME channel 'info letter'.

3. Information board

Located at both entrance gates where you will find a short announcement of important (general) activities.

4. Coffee hour and Wakeful Wednesday show

Every **first Wednesday of the month** we have the Wake-up Wednesday show from 08:35 to 09:00. Children, parents and supporters get to see and hear what is going on in the classes and at school that month. Generally a class provides a performance (**see page 4 for which class**) and birthdays are celebrated.

Before and after the show parents and team members are invited for an informal chat over coffee, tea and cake (provided by parents). Can't be there? No problem, you can join in afterwards via the photos and report on GIMME.

5. Information evenings and Dalton cafes

On the first Thursday of September we organize a general information evening for you to get to know the teaching team and to get to know our pedagogical project. The class teachers answer questions about classwork and organization. During workshops you will learn the care, Dalton and communication policy at school. You can interact with the philosophy teachers (lower), the gymnastics teacher, the Participation Councils etc.

The first cross-classroom Dalton café of the school year is a place where ideas, questions, concerns, etc. can be brought in. During the course of the school year there will be Dalton cafes:

- **Thursday 17th October 2024: 3rd grade**
- **Tuesday 22nd October 2024: 1st grade**
- **Thursday 24th October 2024: 2nd grade**
- **Tuesday 29th April 2025: Infants**

On 21st January 2025, an information evening will be organized for the third grade on the transition to secondary education and on 5th June 2025 for the third kindergarten class regarding the transition to the first grade.

6. **Agenda lower:**

In primary school, your child will take their **agenda** home every day. This gives you an overview of your child's tasks. Additional information and dates will be communicated herein. Space is provided for parents and teachers to write down questions or comments. **Please check and sign the agenda daily.** This will let the teacher know that you have read the information.

7. You can also contact the **class teacher** with questions

Teachers can always reach you through the calendar, on the playground, in the team room or classroom in the morning and at the end of a school day, during the open reception at the preschool. Teachers cannot be disturbed during class.

You can always reach the teaching team via email. You can find the email addresses on the website www.dekleineicarus.be and on the cover page of your child's agenda. You can expect a reply within two working days. **We ask that you respect the privacy of the teachers and do not call them.** Urgent matters can be passed on by phone through the secretary (09-2433099).

You will in any case speak to the teacher during the parent-teacher conference (in August/September) and the official parent contacts: 2 compulsory ones (December and June) and 2 at the request of the teacher or parent (October and March). **From December onwards, your child's report card (primary school) is also explained. In fact, there are 3 report periods. In October, the first parent contact takes place without a report, as this is a repeat of last school year. However, you will receive the test folder every week or two, so that you can keep up with your child's cognitive development.** Divorced parents, please let the class teacher know at the beginning of the school year whether you want to receive the report card twice or not.

8. For **specific care questions** from the parent or classroom teacher, we schedule an MDO (Multi-Disciplinary Consultation). External therapists, support staff and a CLB staff member may join this consultation. You will be contacted by care coordinator Anja to set a date.

9. **Care coordinator** Anja (anja.notteboom@dekleineicarus.be)

You can always contact Anja with all your concerns at school – on a social or emotional level, regarding (suspected) contagious diseases, etc. If necessary, she will direct you to a support person, a therapist or a rehabilitation centre. How our care is organized at school can be found back via this link <https://www.dekleineicarus.be/onderwijs-op-maat/>

The care coordinator also acts as a bridge between parents and the school. She can help you with files and papers such as the registration of the baby brother or sister or of a (special or secondary) school via <https://meldjeaan.stad.gent/>

10. **Secretariat**

The secretariat can be contacted:

- during school hours from 08:05 to 16:30 pm on 09-2433099 or via email on:
- astrid.meskens@scholengroep.gent on Monday, Tuesday and Thursday or
- hulya.celik@dekleineicarus.be or leerlingensecretariaat@dekleineicarus.be

(Tuesday morning, Wednesday morning, Thursday and Friday morning) student administration, billing and insurance (in case of accidents))

11. **Principal Julie** (dir.dekleineicarus@scholengroep.gent or julie.snauwaert@scholengroep.gent)
 - during school hours. Together, we will find a suitable time for consultation with the appropriate person.
 - outside school hours and in case of absence, an appointment can always be made via the secretaries (09-2433099)
 - An accident requiring a physician's review should always be reported to the secretary and/or principal.
12. **Website** <http://www.dekleineicarus.be>
13. **Facebook:** De Kleine Icarus (public page) <https://www.facebook.com/dekleineicarus>
14. **Instagram:** <https://ap.lc/z0JPw>
15. **The Chair of the Parent Committee** (Stefaan Mortier (father of Felix L2 and Elise K3) Oudercomitedekleineicarus@gmail.com), the **Circle of Friends** (Jan Weymeis (father of Jakob L2 and Amarylis L1) vkdeklic@gmail.com or jan.weymeis@gmail.com) and the School Council (Liselotte Mortier (mother of Nora L4 and Matteo L2) lmortier@hotmail.com) are also available to answer your questions.
16. The **CLB:** The psycho-pedagogical worker, Ilse Verstraete and Stijn De Marez,, are available by telephone on 09-2437970 or via info@clbgent.be (more info see school regulations)



Change of address

Please pass on any change (address details, telephone number, changes in family composition, family situation, etc) in a timely manner via email to leerlingensecretariaat@dekleineicarus.be and care coordinator Anja Notteboom (anja.notteboom@dekleineicarus.be).



Accessibility

The K. L. Ledeganckstraat is barely 100 meters from the Heuvelpoort, one of the important intersections on the Ring, near the beautiful Citadel Park and the Museum of Fine Arts. We go for the following principles:

1. **WALK**
2. **BIKE:** we try to be a 'green school' and strongly encourage the use of bicycles and scooters. There are bicycle racks and a cargo bike zone in the car park (for parents), the

entrance along Hofbouwlaan and the playground. The children of L5 and L6 lock their bicycles in the parking lot of the Hofbouwlaan. The school cannot be held responsible for theft.

3. **PUBLIC TRANSPORT:** Bus stop: Hofbouwlaan-Zwijnaardsesteenweg
4. **PARKING:** The car park at our school is reserved for staff cars between 0745 and 1630. The car park is also the access point for cyclists and pedestrians. We ask parents to park their bikes in the bike racks or cargo bike area and not block the parking lot.

To drop off children by car, you can use the parking spaces on Ledeganckstraat or Hofbouwlaan (rear entrance, 15 minutes free parking), or the parking spaces next to MSK (Museum of Fine Art) or the Strop swimming pool.



Extra working time/homework

The children do all their tasks within the Dalton hours. However, some lessons will have to be repeated or practiced extra after school. The students **do not get traditional homework sheets** to take home.

1st grade: every day your child reads at home (out loud) for 10 minutes. The teacher can also ask for other skills to be repeated daily.

2nd grade: your child reads (out loud) for 10 minutes every day. Every week your child has a table test and a dictation. It is important that these are also practiced at home

3rd grade: your child reads (out loud) for 10 minutes every day. Every week your child has a table test and a dictation. It is important that these are also practiced at home.

4th grade: your child reads (out loud) for 10 minutes every day. Every week your child has a table test and a dictation. It is important that these are also practiced at home. After each WO (World Orientation) theme there is a repeat test. Your child will practice for this at home and during extra working hours.

5th and 6th grade: every week your child has a French test and a dictation. It is important that these are practiced at home. After each WO (World Orientation) theme there is a repeat test. For this purpose, your child studies at home and during extra working hours.

For Dalton tasks that are not completed, your child is responsible for completing them at home or at school during extra working hours (Tuesday and Thursday).

Details about the Extra Working Time (EWT):

Class	When	Monday	Thursday
L1 and L2	1530-1600	Lorenzo in Class L1 Isabel in Class L2	Lorenzo in Class L1 Isabel in Class L2
L3 and L4	1530-1600	Emma in Class L3 and L4	Nele in Class L3 and L4

L5 and L6	1530-1600	Lisse in Class L5 and L6	Lisa in Class L5 and L6
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The students are not required to participate in this every week. The responsibility, in view of our Dalton principles, lies with them. However, in consultation with the parents, the pupil and the teacher, it can be decided that the pupil participates in the extra working time for several weeks or consistently. Then the EWT will be mandatory! Completed tasks and rehearsed lessons are stamped in the diary so parents can see that the child was in EWT and what they did. We expect a parent to read and sign off the agenda every day. The teacher can write down extra tasks, lessons, comments, etc. on a daily basis.

If your child goes home immediately after the EWT (at 16:00), they **do not have to pay for childcare**. They must, however, **sign out with the supervisor**.



Rules of life

We value **respect** in our dealings with each other:

- Mutual respect between the students
- Respect between the students, teachers and supervisors
- Respect between employees
- Material to be treated with respect

The means for this are provided in the classroom through **child contacts, student and class discussions, peer evaluation, class meetings, Sensoa's flagging system and the student council**. Children learn to express ideas and opinions constructively and to formulate **opportunities for growth**. At the same time, they experience the power of **compliments**. The teacher sets a good example by actively providing **positive reinforcement**.

Through play times, we focus on a fun **playing policy** with:

- Clear playground agreements.
- An adventure playground and garden.
- Numerous toys, game squares and a climbing wall.
- Classroom balls
- A sandpit with sand toys.
- A game library with loanable game material.
- Material that children can experiment with.
- Chill and time out zones.
- Afternoon sports and board games
- Workshops, organised by children in L5/L6
- DJ sets on Fridays in good weather
- And much more....

We try to let the children **resolve conflicts independently** as much as possible with the help of '**the recovery poster**', to give me messages ("I don't like it...), acknowledging and listening to each other, to negotiate and certainly not to use violence towards the other.

If necessary, the supervisor enters into a **recovery meeting** with the children involved. Time and space are taken here to listen to the children and to express their feelings. The supervisor identifies the desired behaviour and determines a remedial action in consultation with the children. Depending on the seriousness of the incident, it will be decided in consultation whether or not the parents will be informed. Afterwards, the situation is further monitored by the supervisor involved.

When a problem persists or a child does not feel comfortable, we apply (from the 4th grade) different methodologies and tools. Teacher Sharon, our reconciliation coach at school, guides this.

If your child is being bullied, inform the class teacher, care coordinator or management in straight away. Together with reconciliation coach, Emily, we go deeper into this and look for solutions. Parents of the children involved will be informed.

If you experience problems with your child and another child at the school, talk to the teacher or the principal first. **NEVER approach the child or parent directly.** This has the opposite effect!

In the school regulations you can read which **disciplinary measures** our school takes.



Healthy mind in a healthy body

Together with the students, the team, the Parent Committee and the School Council, we have worked on a solid health policy in recent years. Lesson series and projects are devoted to these themes every year. We try to divide the attention evenly between: healthy food, drinking enough, care for the environment, sustainability, strong attention to hygiene, exercise and feeling good about yourself!

• Snacks

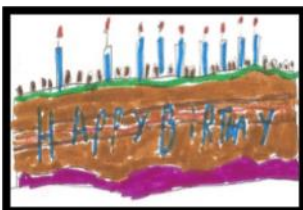
- As a snack, the children eat fruit, nuts or vegetables in the morning
- In the afternoon, the children can eat a healthy snack (a sandwich, corn wafer, rusks, nuts, vegetables, fruit, ...)
- At 1605 we can give a snack (sandwich, corn wafer, rusks, fruit, ...) to the children (for €2 per week). You register your child for this at the beginning or end of the school year or later via the secretaries
- Sweets/Candies are not allowed in 'De Kleine Icarus'
- The children only bring water to school as a drink - in a drinking bottle and not in a PET bottle.

• The vegetable garden boxes

- We have a small vegetable garden at school. Together (with parents) we ensure that this area provides us with goodies at different times during a school year. In class, these vegetables, berries and herbs are used in cooking activities.

- **Pimp your lunchbox**
 - Every last Tuesday of the month we offer (seasonal) vegetables, fruits etc. to enrich the lunch boxes. The excess goes to the hot meals in the canteen.
 - Every month a healthy breakfast is also organised for a class or per grade thanks to extra donations via 'Brooddoosnodig' from Enchanté vzw. Parents and sympathisers who wish to contribute to this can do so via this link <https://enchantevzw.be/nl/doneer-nu/>.
- **Wakkere Woensday (Wake up Wednesday) show (0835-0900) with coffee moment and pastries**

Parents bake all kinds of goodies for the coffee moment before and after Wakkere Woensday (WW) show the first Wednesday of the month. The children are NOT allowed to eat this in the morning: it is for parents and the team only. At 12.20pm, we hand out the surplus controlled to the children. Why? Some children are allergic to nuts, cow's milk, etc. It is important that those children do not eat it for safety reasons.
- **Waste**
 - All waste is separated in the appropriate waste bins. Sorting is done by the students themselves. They are trained for this.
- **DKI on wheels**
 - Every last Thursday (infants) and Friday (juniors) of the month we organize 'DKI on wheels'. Children bring their bicycle, rollerblades, scooter, skateboard, etc from home and let off steam on wheels during an extra gymnastics lesson. With the children of the primary we practice their cycling skills in the Citadel Park or on the street.
 - In the month of October, because of Halloween, we are scheduling the DKI on Wheels a week earlier.
 - In case of rainy weather, we will notify in time whether DKI on wheels will continue or not via Gimme.
- **Afternoon activities**
 - During the lunch break, the students can participate in afternoon sports led by the (gymnastics) teacher Laurence. Third-grade children are given the responsibility and confidence to organize activities for other primary school children: piano lessons, chess, dance, crafts, drawing, programming, etc. On Friday afternoon, if the weather is nice, there will be a DJ set outside by an accompanying teacher and children.



Birthdays/thank-you gifts

At school, we like to celebrate birthdays with the children. On the day itself, there is singing, dancing, the birthday boy or girl gets a crown (preschoolers), ... Treats are grouped by the class teacher on a weekly (with preschoolers) or monthly (from L1 onwards) basis. The birthday children of that week/month choose from a list what treat they want to make using the mobile cooking trolley:

poffertjes, waffles, popcorn, etc. As part of equal opportunity education, the cost is paid by the school. We therefore ask parents not to bring a treat for the child's birthday.

At the end of the school year, some parents like to give a farewell gift to their child's teacher as a token of appreciation. This is a very nice and heart-warming gesture, but despite the good and appreciative intentions, we want to get rid of the habit of giving purchased gifts. What is more, you really don't have to give anything.

- At the **end of the school year, the management provides a gift** for the entire staff to thank them for their tireless efforts.
- In any case, the Parents' Committee spoils the teachers' team with surprises and a gift on behalf of all parents and children on **'the Day of the Teacher' (October 5th)**.
- The same for the school principal on **'the Day of the Principal' (January 31st)**.
- During the **'Day of the Employee' (18th April)**, the secretaries, maintenance staff and supervisors are honoured.

If you would like to play an active role in this, please let chairman, Stefaan Mortier, know (father of Felix L3 and Elise L1, via Oudercomitedekleineicarus@gmail.com).

By giving extra gifts as parents, we unconsciously exclude parents and children for whom it is not possible to buy a gift or add it to a class gift, even if it is not mandatory. Therefore, if you do want to give something, we ask you to be creative with this and let the **gift come from the children** such as:

- A drawing, work of art
- A map, poem, story
- A speech, song, dance, movie etc
- Homemade pastries, breakfast, lunch, etc
- A self-picked wildflower bouquet, a cutting from a plant
- A class yearbook
- ...

The team and the participation councils also thank any outgoing members in a similar manner.



Physical education - swimming

The **gymnastics lessons** are part of our educational project in which **all students** participate. Both in the pre-school and primary school, physical education and swimming lessons are given by a special teacher. A student may be exempted from this if there is a valid reason and must be communicated in writing to the teacher. Long-term exemptions must be supported by a doctor's certificate.

Our children go **swimming** in the 'Strop', near the school. Swimming is a basic skill for children to acquire in primary school. That is why it is included in the attainment targets and **compulsory**. Every primary school pupil is entitled to one school year of free swimming: at our school, the first grade goes swimming weekly at the school's expense.

We reviewed the swimming arrangement in terms of the swimming age and at the same time aimed for more continuity:

- K3: weekly 1st trimester

- L1: weekly
- L2: 1st semester (Sept-Jan) weekly
- L3: 2nd semester (Jan-June) weekly
- L4: fortnightly (all year round)
- L5: fortnightly (1st semester)
- L6: fortnightly (2nd semester)

EQUIPMENT SPORT / SWIMMING

- A dark blue T-shirt (with school logo can be purchased without obligation (€4/€8) from the secretariat)
- Gymnastic slippers/shoes (with colourfast soles) and socks
- Gymnastic shorts (black)
- A decent gym bag
- Swimming: a swimming bag with swimming trunks or swimsuit and towel (no swimming shorts)

Please label all pieces to avoid loss.

Do you still have a gymnastics T-shirt that your child(ren) grew out of? Return it to the school so we can pass it on to less fortunate families.

You can also purchase a second-hand T-shirt (€4) for ecological reasons. With the money raised, we can offer less fortunate families a gymnastics T-shirt at a reduced rate.

More information about physical education lessons, practical appointments, after-school swimming lessons etc can be obtained from the gymnastics teacher, Laurence (laurence.peeters@dekleineicarus.be).



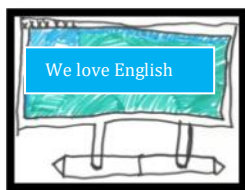
Philosophy of life

At De Kleine Icarus, two hours of philosophical subjects are provided per week from the first year. The philosophical subjects offered are; **the Roman Catholic religion, non-denominational ethics or the Islamic religion.**

The **choice** can only be changed at the express request of the parents **no later than the 30th June** of the current school year, by means of a form from the Education Department (available from **Húlya** at the secretariat).

As a parent of an infant (from the age of 5) in official education, you can choose to have your child follow philosophical education in the third infant class. Your child will join first grade children.

Philosophy of life education is therefore not offered separately for infant students. If you wish to discuss this, you can contact the management of De Kleine Icarus, julie.snauwaert@scholengroep.gent or 09-2433099.



After school activities

Our school organizes all kinds of after school activities (from 1530-1630) for a fee: infant sports, sports and games, dance, typing lessons, ... On the GIMME app under 'after-school care' you will find more information and also a registration link. As a parent, would you like to organize an **after-school activity** yourself? Please contact the director on julie.snauwaert@scholengroep.gent.

Payments are made to the **account number of VZW Vriendenkring DE KLEINE IC BE42 0018 6907 9054** stating the **name of your child and the name of the course**. In the context of our equal opportunities policy, you can approach the care coordinator or management for a reduced rate. The VZW (non-profit organisation and Vriendenkring = Circle of Friends) and teachers contribute the rest of the amount. You do not pay childcare fees during these after-school activities.



Lice

If you find lice on your child, we urge you to notify the teacher and/or the care coordinator, Anja (anja.notteboom@dekleineicarus.be). Children with live lice infect other children so treat your child immediately!

We conduct regular preventive lice control which are announced via Gimme. **We ask parents to always do extra checks before and after holidays to keep the lice infestation under control.**

As soon as lice are detected at school, we start a lice protocol:

- A GIMME is sent to the entire class/school
- The children are checked for lice by the care team/class teacher (the privacy of each child is taken into account)
- The parents of children diagnosed with lice are notified and urged to treat their child(ren) according to the 'Wet-comb method'
- The children in the group in which lice have been detected are checked again after two weeks
- If your child continues to have persistent lice, we ask your permission to have your child treated at school by the lice parents using the wet comb method



What if there is an accident at school?

- The school informs the parent(s). The parent(s)/school requests medical care
- The school provides an accident form (for the insurance) that is completed by the parents and the attending physician

- The completed form is returned to the school at the secretariat for the attention of Ingrid/Hülya
- The parent receives from the secretariat the assigned file number from the insurance company (Ethias)
- The parent(s) initially pay all costs themselves; doctor, pharmacy, hospital, etc
- From the mutual insurance company you will receive a partial refund – **ensure that you report it as a school accident**. You will receive a document stating your personal share.
- You submit the form from the mutual health insurance fund and the bills for any medication directly to the insurer.
- The remaining part will be reimbursed by Ethias later
- In case of problems, a parent can contact Ethias at schadebeheer@ethias.be or 011-282986 and ensure to state the file number. If you need help with this, please contact the secretaries.

Any accident must be reported to the supervising teacher, secretary and/or principal. Accidents on the way to school and home (via the shortest route) must be reported to the school (09-2433099 or leerlingensecretariaat@dekleineicarus.be / julie.snauwaert@scholengroep.gent) as soon as possible. Only the treatment costs are covered. There is no compensation for damage to clothing, bicycles, glasses and the like.



Fire

If the fire alarm goes off, everyone must go to the large playground. There the children, led by their teacher, leave the school through the back (brown) gate on the Hofbouwlaan and gather in the Citadel Park.

If you notice a fire yourself, notify the management or secretaries as soon as possible. Or call 112 (or 100) yourself.

If you notice the smell of gas, let us know immediately or call the helpline yourself.

If you see unsafe situations in the school yourself, you can always report this to the management or the secretaries.



Smoking ban

Based on the idea that *'seeing smoke makes you smoke'*, we joined 'Generation Smoke Free' in the school year 2021-2022. As a result, we declare our school smoke-free and no one is allowed to smoke on the school grounds.



Cleanliness at school

We have several people who clean at our school; Hanan, Kasun, Christine and Jean-Luc. The toilets are cleaned every day. Patrick is our handyman



Lost and Found

Write your child's name on everything: (lunch box/bag/jacket/sweater...). Preferably large and clear! The **Lost and Found objects** are collected in white bins by the central staircase. We hang found hats, scarves and towels on a washing line in the reception room in the autumn and winter. The found objects are regularly displayed and photographed for posting on GIMME. Clothes and items that have been lying around for longer are taken to the thrift store several times a year.

Do not let your child bring valuables to school! If your child does it anyway, it is at their own risk.



Mobile/cell phone use

Your child's mobile/cell phone is on silent and remains in the school bag or in a shared storage container during school hours, unless they are being used during an educational activity under the direction of the teacher (see also school regulations). If your child wrongfully uses their mobile phone during school (or care) hours, the teacher or supervisor will take the mobile/cell phone away and will only get it back when they go home.



Participation at school

1. Student Council

The children of the Student Council are elected by the students at the beginning of each school year. They choose from candidates from the 4th, 5th and 6th grade. The Student Council meets approximately once a month under the guidance of two teachers. The pupils can reflect on school-related matters and formulate proposals to improve the functioning of the school. The Student Council president presents these ideas to the team at a team meeting. Their ideas/achievements are presented to the children and parents; at the monthly Wake-up Wednesday morning show, via the Information Board by the central staircase and via the GIMME channel app under 'general school info'.

2. Parental involvement and participation

At De Kleine Icarus we expect parent involvement. This can be done at; information evenings, Dalton Café, parent contacts, the Wake-up Wednesday show and coffee moments (first Wednesday of the month) then open class day etc. Parents can participate; in the classroom, on a trip, during the 'DIY/small-jobs' weekend and parties. Parents pass on their talent via a helping hand list, so that the team can address them specifically. The link is provided via Gimme. Parents are also invited to think critically and provide constructive feedback.

3. Class Parent

Two parents are responsible for each class, which we call Class Parents. They form a bridge between the parents and teachers. They take care of some of the communication, raise questions with the parents' committee, the school team about what is going on with the parents and ensure that parents are engaged in numerous activities:

- On a trip
- Organize something in class or at school
- Looking for parents for the 'DIY/small job' days

Are you interested in this position? Contact the class teacher, communications coordinator ([Dorien Van Den Steen \[dorien.van.den.steen@dekleineicarus.be\]\(mailto:dorien.van.den.steen@dekleineicarus.be\)](mailto:dorien.van.den.steen@dekleineicarus.be)) or the management (julie.snauwaert@scholengroep.gent)

4. Parental Committee

Our school is bustling with fun activities in addition to the regular lessons; school picnic, 'small-job' weekends, winter market, quiz etc. The Parental Committee is indispensable to ensure that all these run smoothly. They also consider the operation of the school to be important. Together with the management and some members of the team, they discuss ideas, tips and concerns of parents. The Class Parents are always questioned about this. This committee meets with the management four times a year (see dates on the school calendar).

In addition, they prepare an activity/party in small workgroups. You can therefore commit yourself for an entire school year or just for one specific activity. Everyone is welcome!

The chairman of the parent committee is Stefaan Mortier, dad of Felix (L3) and Elise (L1) and can be reached by e-mail (oudercomitekleineicarus@gmail.com).

5. Circle of Friends

This association of parents and members of the school team is a non-profit organization that manages the cash with income from school activities in consultation with the management.

The circle of friends offers financial support for many activities.

- Annually recurring activities: support GWP and after-school activities for children (from vulnerable families), 'class greenhouses' (a kind of operating budget per child for the teachers).
- Activities in recent years: the refreshment of the mural on the playground, the purchase of a party tent, refrigerator, wagon, climbing wall and toys, work in the garden, ...

If you would like to know more about the Circle of Friends in general or if you are interested in participating in this, please let the chairman of the circle of friends know, Jan Weymeis, father of Jakob (L2) and Amaryllis (L1) (ykdeklic@gmail.com of jan.weymeis@gmail.com).

We are still looking for additional parents.

6. School Council

The school council is a consultative and advisory body. This consists of staff members, parents and representatives from the broader environment of the school (social, economic and cultural environments). Each member must be elected and the term of office is four years. **A new council is elected in school year 2024-2025.** The principal is not a member of the School Council but does participate in the meeting. The current composition of the School Council can be found below:

- 3 members of staff elected by and from the staff:
 - Mien Van Laethem (Care teacher)
 - Dorien Van Den Steen (Mentor, CSF coordinator, Care teacher)
 - Sharon Blanchaert (Dalton coordinator, Care Teacher)
- 3 parents elected by and from the parents:
 - Liselotte Mortier, chairman and mother of Nora (L5) and Matteo (L3) (lmortier@hotmail.com)
 - Lotte Vandermeersch, vice-chairman and mother of Felix (L4) and Rozanne (L2)
 - Arion Flynn, father of Sylvester (L4) and Inti (L1)
- 2 co-opted members from the area:
 - Katrien De Maegd (lecturer/researcher in pre-school teacher training primary education HOGENT)
 - Tom Pieters, father of Ruben (L6) (lawyer and deputy judge in the police court of East Flanders)



Equal opportunities at school

In our school policy we **strive** for as many opportunities as possible for every child. We do this by deploying broadly in various areas;

- **Spoken and written communication through various channels;**
 - online communication platform Gimme (with translation button)
 - information board at the school gate
 - in person at the school gate
 - mail traffic between parents and class teacher
 - mailbox infants
 - agenda lower
 - WhatsApp group of the infant class with infant teacher
 - class WhatsApp group (only parents from primary)
 - class parents as a bridge between parents, parents and class teacher
 - The parents' committee

- **Approachability of:**
 - the teaching team and reception supervisors
 - care coordinator Anja
 - secretaries Astrid and Hülya
 - director Julie

- **Commit to parent involvement and participation:**
 - addressing parents at the school gate
 - open reception moment in the classroom from 0820-0900 (K0/K1) and from 0835-0900 (K2-L6)
 - information evening in 2 shifts: after school and in the evening
 - take home story bags with vulnerable families
 - inviting in the classroom, on outings, ...
 - attend monthly coffee mornings and the Wakkere Woensdag show (0820-0925)
 - actively inviting them to school activities and parties

- **Support with all kinds of administrative requests** (*Meldjeaan*, Gimme registration, insurance papers, etc.) by care coordinator Anja and the secretariat

- **Transparent costing and invoicing**
 - the maximum invoice (€55/pupil and €105/pupil)
 - spread over 10 months (€5.5 and €10.5)

- spend transparently
 - as many free or low-cost trips/workshops as possible
 - refund if not spent
- Participation in **LEOS** (Delicious at School): hot meals at reduced rates and no payment of lunch break fees
 - **Financial support** from the school, the VZW De Vriendenkring, Fonds Achilles, Stichting Pelicano at:
 - outside of school care
 - afternoon snack
 - after-school activity
 - forest, farm, sea classes (GWP: Integrated Work Trial, possibility of savings plan)
 - ...
 - **Language-rich context** through a basic vocabulary list, class dictionary, story bags, ...
 - Free **extra working time** (EWT) after school led by a teacher with access to all kinds of teaching aids, materials, Chromebooks (laptops), i-Pads, ...
 - A (free) individual Chromebook (laptop) from the third grade onwards, which can be taken home
 - Facilitation of (free) childcare **during parent meetings and Dalton cafés**
 - Various opportunities for **participation** (joining in and/or thinking along)
 - Offering (basic) drinks and snacks at **accessible prices** during (school) parties, water free of charge. The price lists are distributed the week before.
 - Focus on **class parties** for birthday children, where the school provides the classroom treats (child's choice: popcorn, pancakes, waffles, cake, etc.)
 - Focus on **self-made items from the children** and parents for thank-you's, farewells, births, etc.
 - Focus on **group birthday parties** by parents at school, in the park, outside school hours instead of individually
 - Choice of own **dark blue T-shirt** or purchase of school turn T-shirt (€8)
 - The initiative to pass on second-hand gymnastics T-shirts through school. These can also be purchased for ecological reasons (€4). With the proceeds we finance new t-shirts for vulnerable families.