

Parent Handbook

Parent Handbook

Your guide to your child's education

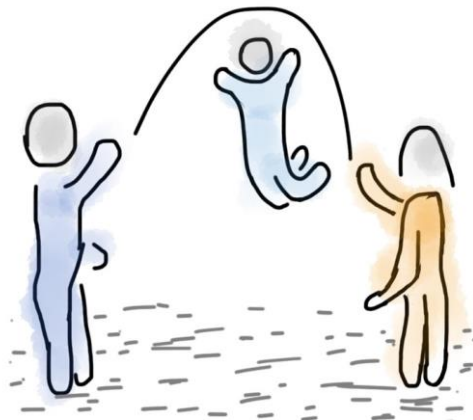
Welcome to JOY Academy. You have made a very good choice by choosing to enrol your son or daughter in our school and as parents/carers you are a vital part of this ministry. We want to work together in the educational and practical training of your child(ren). The most information in regard to the procedures in school you will find in the Student Handbook, which we request you to read. Besides you will find some specific information in this Parent Handbook that you need to know as a parent/carer. The information will be listed in alphabetical order for your convenience. The board and the staff members of JOY Academy do their very best to make the school a place where your child(ren) will feel at home and to arrange the learning process in such a way that they can reach their goals. May the rules, advice and directions in this handbook contribute to that.

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

Luke 18:16



Absence

The Dutch law requires that children in school age (5-18) who are registered in a school have to attend on the appointed times. But sometimes things can happen that your child cannot come, because of sickness etc. In that case, please inform the school in time, by telephone (06 46 77 1005) or email (info@joy-academy.nl) before 8.30 am if your child will be absent that day. Please provide a note in the diary on your child's return explaining the absence for our records. Any unexplained absence will be recorded as unauthorised.

Accreditation

At JOY Academy we work towards the I.C.C.E. (International Certificate of Christian Education) as the graduation point of a curriculum that is Bible-based and will equip you in knowledge, skills, understanding and wisdom.

Up to PACE 1085 the basis is being laid, from there onwards you work towards the ICCE accreditation. There are different levels that can be obtained depending on your personal choice, capabilities and whether you want to go to university. Below are the different levels in ICCE:

Achievement levels:

- Basic:** This is for students with great difficulty in working academically, but who work hard nonetheless and complete four levels of ACE from wherever they start.
- Foundation:** This is to meet the needs of lower achieving students, or for those who come late onto the programme and who are not going on to the General Certificate.
- Vocational:** This certificate is for those students who may find one or more core subjects difficult to complete in order to go for the General Certificate and who wish to follow more practical vocations.

Academic levels:

General: The General Certificate is designed for those of standard ability and is comparable to Cambridge International 'O' (GCSE) levels. This is comparable to VMBO in the Netherlands.

General high achievement: The General Certificate High Achievement is intended for those who wish to follow further education or professional courses. This is comparable to HAVO in the Netherlands.

Advanced: The Advanced Certificate is intended for students who wish to study at Christian or secular colleges and universities. It is comparable to Cambridge International 'A' levels. Advanced certificates are comparable to VWO in the Netherlands.

Advanced high achievement: This is for early finishers, a further year of challenging and rewarding work. A student who is interested in his work, who reads around his subject, pursues that interest, tries repeat experiments, or reads the classics, is the kind of student that universities are looking for. They're not so interested in people who have just completed the work set. The work won't be well digested; and they won't have the experience and maturity necessary to engage fully with things like the 'Wisdom sections' in the English PACE's, 'Successful Living' and many opportunities for service and leadership. It's also not a good idea to hurry to university with all its challenges to faith and behaviour. With this in mind and knowing that some students will do far more than they're ever asked for, the Advanced High Achievement Certificate offers the opportunity to do further work at the most challenging level.

ICCE Certificates are not age-related or subject to annual time constraints for completion. The ICCE Awards are achieved when a student has completed all elements of a particular ICCE certificate requirements. This means that students who need extra time to experience academic success are catered for within the ICCE structure.

Be in time

School starts at 8.30 am. Students will be registered 'late' if they arrive after 8:30 am and will receive a demerit if they don't have a note from home covering their late arrival. Punctuality is primarily a parent rather than a student issue; you can make life run more smoothly for your student by getting him/her into school in time.

Communication parent/supervisor

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

When students talk at home about things that happen in school they may well have their own view or interpretation of events, and it isn't always easy for parents to be sure exactly what did or didn't happen. It's very important in this sort of situations to have quick communication between you at home and us at school. Most issues, real or apparent, can be resolved by us getting together and talking them through, so do please contact us by email: info@joy-academy.nl or talk to your student's supervisor directly. There is an important saying: "We promise you as staff not to believe everything the student tells us about you and home, please do not believe everything the student tells you about us and school." Experience has shown that it's best to talk first and form conclusions later!

Several times a year there are parent evenings. It provides opportunity for the parents/carers to be updated and informed of policies and procedures held by the school, to discuss the progress of your child(ren) and where we can answer your questions.

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

Finances / Fees

JOY Academy is not governmental funded, monthly school fees have to be paid. School fees cover academic materials and housing costs only. All staff works voluntarily and is mission & child focused, thanks to those volunteers school fees remain as low as possible. The school fee for 2017 is € 200 a month for every first child of the family. Every brother or sister gets a discount of € 90 per month. The school fees are divided by 12 months, due before the first of each month.

Flags

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

The national flag, also called the 'monitor flag' is the 'doing' flag. This is to be used if you need to sharpen a pencil, score, get a dictionary etc. The Christian flag, also called 'supervisor flag' is the 'helping' flag. This is to be used if you have questions about PACE work or other theory subjects, if you need personal help etc.

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

Food & Drinks

Health is an important subject within our school. Children are not allowed to bring chewing gum, candy, sweets etc. to school. For birthday treats we highly prefer healthy snacks, like fruit etc. If you need any ideas, you're free to ask, we have plenty fun and cool ideas.



Health and medical issues

If a student is sick at home, they should not return to school until the sickness has fully abated. No child should be sent to school having taken any medication in order to reduce temperature. The school has the right to exclude a student from the premises if they are deemed not well enough to attend, or if there is danger or risk to other students. Medicines will not be given to students at school without written permission and instructions from a parent. If a student gets hurt, first aid will be given, until further action can be taken in consultation with the parent(s)/carer(s).

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

Parents must inform the school and the child's supervisors of any relevant health problems such as special glasses or contact lenses, hearing insufficiency, disabilities or allergies (nuts, wheat, material, bee stings, etc.). This information must be recorded in the student's file. All those supervising the children must be informed of relevant health problems. If a student is found to have head lice, parents will be informed and the child should be kept at home until effective treatment has been administered.

Homework

The students will be able to complete most of their homework goals during school hours. Sometimes they will need more time to cover the necessary ground. Extra's that will require preparations are oral and written reports and for older students, convention preparations.

Homework will also be recorded by the staff and checked the next morning. The homework notice will be found in the diary and needs to be signed by parents/carers daily. Please check if your child made the appointed pages of homework.

If there is a good reason why the child has not been able to complete their goals, the parents need to write a note in the diary, explaining this. The homework is scored at the beginning of each school day.

Parents/carers - you have a significant part to play in helping your child develop good homework habits. It is your child's responsibility to complete their homework, but they will need training when they are young (it will not come naturally!!), and they will need encouragement as they grow older and the workload increases. Encourage them to be responsible about their work, finishing it neatly and accurately. If the answers are not researched well they will spend valuable time the next day correcting work from the previous day when they should be free to start the new day's goals.

Parents helping in school

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

- Remind yourself regularly of the immense value of your contribution to the student's lives!
- Aim to work with staff in the best interests of the students, making their needs (but not necessarily their wants!) your first priority.
- Parents who want to help in school regularly as a volunteer will be required to fill a form and provide a VOG.

School Calendar

The school calendar shows relevant dates. On our school calendar you can find the term dates and special events like the school vacations, open days, merit shop days and also parent orientations and parent evenings etc. Put these onto your own calendars as soon as possible and plan to be there! Your attendance and support is important! The calendar can be found on our website and will be handed out on the first day at school.

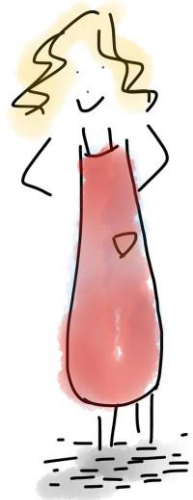
Sufficient sleep

A good night rest is essential according to scientific research. Children who have a poor sleep are more often ill, behave fidget, have more risk for obesity and do not learn as good. Children who get sufficient sleep also function a lot better mentally.

Research has proven that mobile phones next to the bed can result that one does not fall asleep so easily, does not sleep very deep and has a shorter REM-sleep. No less guilty are electronics that the young have: tablets, laptops, smartphones, game computers and television, who rob children and young people of their sleep. The blue-greenish screen colour fools our biologic clock. The brain produces less melatonin, a hormone that helps one to sleep well, but also protects against illness. To use app's, twitter, google or play games, is not an ideal night cap: the brain remains too active. Besides you feel you want to finish an exciting game, on every beep you need to react and negative information often comes back in your dreams.

Telephones and other equipment's

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



Time schedule

Monday	8.30 - 15.15
Tuesday	8.30 - 15.15
Wednesday	8.30 - 12.30
Thursday	8.30 - 15.15
Friday	8.30 - 12.30

“ ... to him that soweth righteousness *shall be* a sure reward.”
Proverbs 11:18



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