

# SCHOOL GUIDE

WINFORD BILINGUAL PRIMARY SCHOOL  
2022-2023



Winford Bilingual Primary School  
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## Appendices

- Positive discipline policy
- School sickness policy
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For all appendices, please look at the website of [Winford Bilingual Primary School](#) or ask for a copy from the director of the school.

## WELCOME TO WINFORD BILINGUAL PRIMARY SCHOOL

*Dear Parents,*

I am pleased and excited to welcome you to Winford Bilingual Primary School. In our progressive world there is a need for dynamic and integrated education. In educating the 21st Century student, we need to prepare children for the global experience. Our bilingual program allows children to learn critical thinking skills, application of knowledge, analysis of information, comprehension of new ideas, communication, collaboration, problem solving, and decision making, in two languages. We teach more than the core subjects; we teach the whole child. We want your child's education to be immersive and interactive in both Dutch and English. Our students learn to become more than competent in both languages, they learn to become global fluent in the language and culture that exists within the Amsterdam global community.

Our diverse and global curriculum also allows families to travel on their schedule. We offer a flexible vacation schedule that allows families to travel and explore beyond normal school calendars. We hope that you will join us in this scholastic journey to lead your child out of their little universe into the great big world beyond.

Do you need more information? I am happy to meet with you individually to help you navigate the best path forward for your family. Please email me for an appointment time via telephone or face to face. I look forward to hearing from you.

Warmest regards,

Joy Otto  
*Director Winford Bilingual Primary School*

## WINFORD BILINGUAL PRIMARY SCHOOL IN SHORT

Winford Bilingual Primary School is a global school in the Amsterdam community focused on the highest quality bilingual primary education. Our goal is to prepare your child for life beyond the primary classroom. During their time at our school, they follow the Dutch, UK, and IPC curricula. This approach provides children with a very solid emotional, intellectual, and cultural basis for secondary schooling.

True bilingualism allows students to pursue their secondary education in the Dutch or International environments successfully. Winford Bilingual Primary School's whole-child approach integrates Montessori ideals of independence, curiosity, love of learning, and a sense of community.

### What makes us special?

- Small class sizes
- Two Teachers per Classroom, one native Dutch speaker and one native English speaker
- Child Focused
- Comprehensive Bilingual Curriculum
- Multi Age Classrooms
- Flexible Holidays
- Approximately 40% Dutch and 60% International Students
- Positive Discipline
- Lunch and Snacks
- Centrally Located
- Music, Art, and Gym Classes taught by certified specialists
- Excursions and Exhibits for Each Classroom



# WHAT MAKES EDUCATION AT WINFORD BILINGUAL PRIMARY SCHOOL SPECIAL?

## Our goals

- To provide the highest quality bilingual education within a global setting.
- To curate classrooms that are carefully prepared environments, filled with a variety of learning experiences designed to lay the foundation for a lifetime of learning.
- To offer children social, emotional and intellectual interaction at their individual levels.
- To respect children as individuals.
- To encourage children to cultivate and empower their innate desire to learn through experiences as well as from books.
- To promote each child's joy of learning by combining Dutch Inspection standards, International Primary Curriculum, UK standards, and Montessori ideals.
- To give students the best possible foundation for secondary school choices in the Netherlands or internationally.

## Our vision & values

Winford Bilingual Primary School is one of the only total immersion, dual language primary schools in the Netherlands. We have created our own unique curriculum using the Dutch national curriculum and the UK national curriculum, both of which are then linked closely with the International Primary Curriculum (IPC). This well-rounded curriculum means that the children are completely immersed in English and Dutch throughout every school day.

Although Winford Bilingual Primary School is not officially a Montessori school, in our approach to teaching and learning, we draw heavily on the Montessori philosophy. Our classrooms are designed to encourage all our students to be independent and to move at their own pace as much as possible. In this space we try to encourage a love of learning in each child and a curiosity about the world around them that we hope will last for the rest of their lives.

We want our classrooms to be a reflection of the global environment that exists within the Amsterdam community. We believe that children learn best when they are given opportunities for success through interaction with their peers and the adults around them. We strive to promote a sense of community through mixed-age groups in each classroom, where children work, play and eat meals together.

We believe that children should be respected as individuals and allowed to cultivate their innate desire to learn. Our goal is to provide the highest quality dual-language education within a global setting, which prepares your child for life beyond the primary classroom.

## OUR EDUCATION

### Our bilingual curriculum

Winford Bilingual Primary School is a private Dutch B-3 school, and the Dutch curriculum sits at the base of all that we do. Building on this solid foundation we have created our own unique bilingual curriculum in which the UK curriculum runs alongside the Dutch curriculum. We then use the International Primary Curriculum (IPC) to link the Dutch and UK curricula together using thematic units. As a result of our approach, our pupils are completely immersed in English and Dutch throughout every school day and can switch easily between the two languages.

When we say 'bilingual education' we mean that children will have all their lessons in both Dutch and English. Throughout the school day, the children will be completely immersed in both languages and learn to switch easily between Dutch and English with their teachers and their friends. We call this approach 'dual immersion'. The aim of our dual immersion education is to teach children to be fluent in two languages, rather than simply competent.

Competency means speaking a language well but with more formality and less familiarity than a native or fluent speaker. Competent speakers must work harder to speak in this language rather than their native language. They can also find it more difficult to switch between languages. Fluency means speaking a language other than your first or native language with almost equal ease and accuracy. A fluent speaker finds it as easy to speak in a second language as easily as their native language. Fluent speakers can switch easily between the learned language and their native language.



## Our classrooms

With class sizes of no more than 20 children, and two fully qualified teachers per classroom, it is possible for us to encourage all our students to be happy, well-rounded, and to thrive in all aspects of their development, as well as receive a high-quality, dual language education.

The **Panda classroom** is a place where children take their first steps in formal education, and we believe that this should be an enjoyable and supportive experience for them. The children come from a variety of diverse backgrounds, and it is in this group that we see the widest variety of levels. The Panda classroom is the best fit for lower elementary-aged children who want to start in a Dutch/English bilingual environment.

In the **Zebra and Giraffe classes**, there are various combinations of mixed age levels. In the Eagle class there are three distinct levels. The Eagle class has these age groups combined because it is here in group 6 that we start to prepare the children for the move into secondary education. As a result, the way these groups are combined changes depending on which secondary system the children are planning to move to, Dutch or English speaking.

## How we teach

Our school is a vibrant and productive place. The daily schedules for each classroom vary depending on the age group of the children but they all share the same goals – to create a stimulating environment where children's innate curiosity and their enthusiasm for learning are nurtured and encouraged.

- Children work in small groups, either with the Dutch teacher or the English teacher depending on the lesson. Children learn how to switch between languages naturally and easily depending on the circumstances.
- Our classrooms are carefully designed for each group to encourage, stimulate, and support learning. All the children's work is proudly displayed in the classrooms and changes regularly with each term's theme.
- Children receive plenty of attention, including the individual attention necessary to help them thrive both academically, socially and emotionally.
- We share progress with parents regularly through emails, parent meetings, and exhibitions and displays.
- Children are taught to be able to work and think independently.

## English as second language (ESL) or Dutch as second language (NT2)

We have many students who do not speak English or Dutch when they start with our programme. However, due to our teacher ratio of two teachers per classroom, the children can acquire both languages quite easily. Each classroom has materials/lessons for children who are ESL, NT2 (Nederlands als Tweede Taal) or both as a second language. Our program is truly bilingual, so children have the same set of opportunities to learn both languages at their own pace. We teach each child's ability and make language plans according to each individual child.

## Our teachers

We are immensely proud of our teaching staff. All our teachers are fully qualified and are native speakers of either Dutch or English. We have specialist teachers for art, music, and gym. As we are a small school our teachers can know all the children in the school and they work hard to motivate and understand all the children they teach.

## Homework

We recommend that children should read 10-15 minutes each night (in either language). Children in the Zebra, Giraffe, and Eagle classes will get homework each week. Homework is sent home every Friday. Children will receive both English and Dutch spelling revision as well as reading books. All work that is sent home will be work that the children have already covered in class so they should be able to complete it independently. If a child goes on vacation for two or more weeks, the classroom teachers will provide extra homework in both languages.

## Field trips / excursions

Each classroom arranges field trips several times per year. These trips are related to the theme that the classroom is working on at the time. Each six-week term should conclude with a field trip or exhibition.

## Use of computers in the classroom

Modern society demands increasingly the need for skills in the field of ICT. Digital learning resources also have a key place in our education. Each classroom has a large touchscreen on the wall. The teachers use these as a support to the lessons and the students themselves work with a book and a workbook. We use computers to support the children via practicing teaching materials, for visualization and memorization of tables and writing assignments. Groups 3 to 8 work with Gynzy, a digital educational program for all Dutch core subjects. Our students learn computer and information skills in the Giraffe and Eagle classes. They also learn to deal with the influence of the internet and social media in the media literacy component. This includes privacy, guidelines for the use of the internet and programming.

## Behaviour

We treat the children with respect and expect to be treated with respect in return. We teach children how to communicate with those around them in a way that is effective and positive. Children are encouraged to be independent and to understand that there are logical consequences to their actions. Our approach to behavior and discipline is drawn from the Positive Discipline method. Positive Discipline approaches children in a way that is respectful, kind, and firm. We believe that our approach helps to create children who are happy, capable, and kind.

### Bullying policy

Our school is a safe place. We don't tolerate aggression of any kind, including physical or verbal aggression in or outside of the classrooms. All of our teachers work hard to facilitate good communication between students. We have a detailed anti-bullying policy which is available from the school on request.





## TEACHING METHODS & MATERIALS

### Mathematics / Rekenen

- Oxford Owl (EN)
- Nelson International (EN)
- Discovering Mathematics (EN)
- RekenZeker, supplemented with Gynzy (digital) (NL)

### Language and spelling / Taal en spelling

- Oxford Read/Write Inc (EN)
- Nelson International (EN)
- Get it Right (EN)
- Veilig leren lezen (NL)
- Taal en Spelling Actief, aangevuld met Gynzy (digital) (NL)

### Reading / Lezen

- Oxford Reading Tree (EN)
- Oxford Treetops (EN)
- Nieuwsbegrip (NL)

### Handwriting / Schrijven

- Nelson (EN)
- Pennenstreken (NL)

### World orientation & social and emotional development Wereldoriëntatie & sociaal-emotionele ontwikkeling

- International Primary Curriculum (NL & EN)
- Twinkl (EN)
- Zien! (NL)
- Goed gedaan (NL)

### English Second Language

- Macmillan (EN)
- Primary Phonics (EN)

### Study Skills / Studievaardigheden

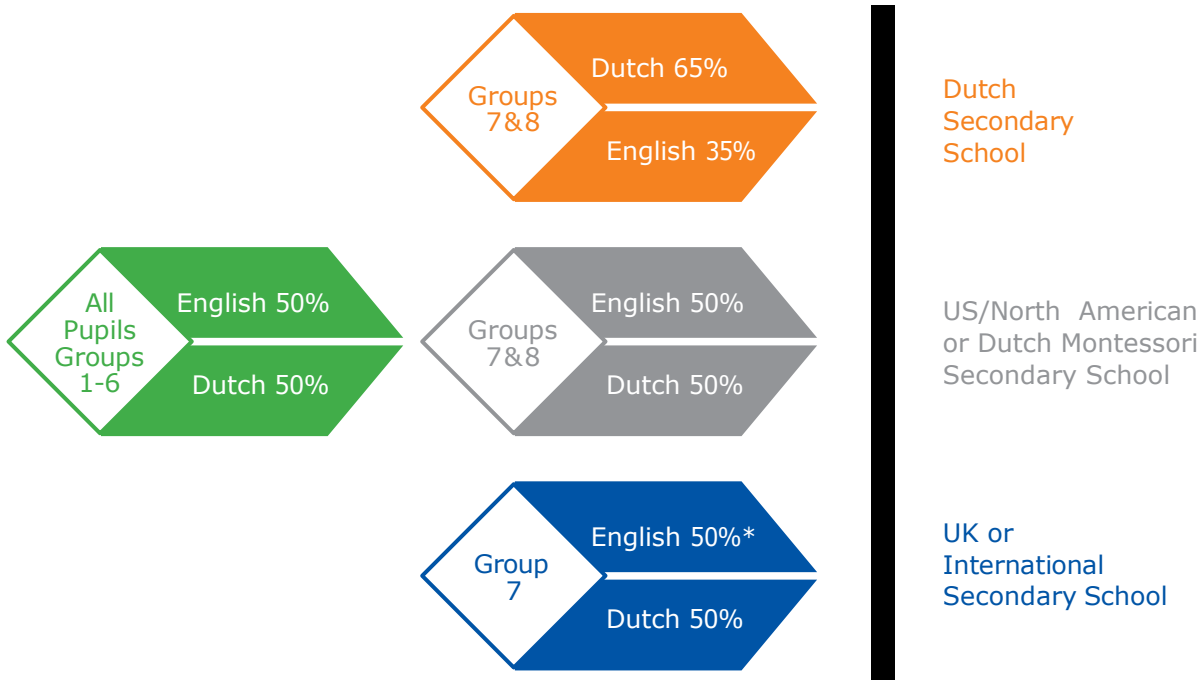
- Blits (NL)



## PREPARING FOR SECONDARY SCHOOL: CUSTOMISED STREAMING FOR EACH CHILD

To make sure that children are ready to move into a secondary school in the system of their choice we create a customised plan for each child

- When children are at the end of group 6, preliminary advice will be given on the best secondary school options for each child.
- Group 7 children will be grouped for lessons based on the secondary school that the children will attend – either a Dutch secondary school or an English language secondary school (International / UK / US).
- Children from group 7 who intend to go to a Dutch secondary school will get their mathematics and reading comprehension lessons in Dutch only. They will still have IPC English lessons, reading fluency work and spelling homework.
- Children who are intending to go on to an English language secondary school will continue to follow the normal Winford Bilingual Primary School curriculum (of 50/50 Dutch and English).
- During March of the group 7 year, the teachers will provide an information day for school options available for children moving onto a secondary school here in the Netherlands. During this year, we assist parents in finding the right secondary choice for the child based on our assessments and parent preferences. We then work with the parents and children to help make them ready for the appropriate secondary school of their choice.



\* Pupils in this group will have more geography/science-based projects in English. Children move to secondary school at age 11 (at the end of Group 7).

## PARENTS

Parents are a very welcome and valuable part of our school community. We believe that parents are essential in helping to provide a well-rounded education for their children. Parent volunteers are always welcome, especially for activities like Koningspelen (sports day), or the end of year picnic; and we will often invite parents with a specific skill or knowledge to come and speak in a classroom.

### Communication

We try hard to keep parents up to date with what is happening in school. Before the start of each school year, you will receive a School Calendar, which contains details of all the important dates for the coming school year. Please take the time to make a note of these dates in your diary.

At the end of week 5 of every term, classroom teachers will send an email to all parents to let them know what the next term's theme will be, along with a brief schedule of the lessons. This email will often also include important dates to remember during the next term as well as notice of any upcoming field trips or classroom exhibitions. Please take time to read these emails carefully.

You are very welcome to speak to your child's classroom teachers; however, we suggest that it is always best to email us first and schedule a time to speak. This is preferable to trying to speak to teachers during drop off and pick up as these times can be quite busy for teachers and they cannot always give you their full attention.

### *How do I support my child if I do not speak Dutch or English?*

A concern that many parents have is regarding how to help their child's education if they speak only one, or neither, of the languages we teach at school. At Winford Bilingual Primary School, we believe that all languages are valuable and that you should speak to your child in whatever language you are most comfortable with. It does not matter if this is not Dutch or English. Despite what you may have heard, speaking a different language at home will not negatively affect your child.

If you are concerned about how to help your child with homework, please email the classroom teachers and they will be happy to meet with you to discuss some strategies. But please remember, children are only given homework to revise or reinforce concepts that they have already learned, and they should be able to complete their homework by themselves.

### Parent conferences / reports

Each year there are three parent meetings (20 min) with your child's classroom teachers.

**November:** Discuss the start of the year and evaluate the Individual Education Plan (IEP) (when/if a child has one).

**March:** Discuss your child's progress / CITO results (and IEP when your child has one). A mid-year Report will be provided for all children who started the school year in August.

**June:** Discuss the year / CITO results (and IEP when your child has one). An End of the Year Report will be provided for all children.



## PRACTICAL INFORMATION

### Flexible vacations

- Winford Bilingual Primary School is open 46 weeks a year. The school is closed for four weeks in August and two weeks in December. These dates can differ from the dates of other Dutch schools.
- In addition to the days that the school is closed children can take up to 40 flexible vacation days per school year.

### How it works

- An email will be sent to all parents once every six weeks requesting submission of holiday requests for the upcoming six-week term. If you would like your child to take any holidays during the next term you must submit your vacation requests in response to this email. Any holidays taken without being booked in accordance with this procedure will be recorded as an unauthorised absence.
- Please make sure that you check your days properly as you are not able to change them after submission.
- We encourage you to try to plan vacations to occur during the review week of a term rather than a week of academic study.
- We require that children take a minimum of 10 vacation days per half year - two weeks between September and February and 10 days (about 1 and a half weeks) between March and August. The remainder of the days may be used at your discretion.

### Sickness

If a child is unable to attend school due to illness, parents must email the classroom teachers directly, before 08:15. Parents should refer to our Sick Policy document when judging whether to send their child to school. When a child is taken ill at school, parents/guardians will be contacted to collect their child from school if it is considered necessary.

### Drop-off and pick-up times

Children can be dropped off any time between 8:30 and 8:45. Please note that the school door closes at 8:45. The open-ended drop-off times give all families a total of 15 minutes to drop off and allows all classrooms to start their school day without interruptions.

For pick-up time, Eagle and Giraffe's parents can pick them up at 2:30 Mon, Tues, Thurs, and Friday and at 12:30 on Wednesdays. Pandas and Zebras can then be picked up at 2:35 Mon, Tues, Thurs, and Friday and at 12:35 on Wednesdays. Pandas and Zebras will be dismissed from the Panda classroom. For this reason, we ask that Panda and Zebra's parents wait on the left side of the school entrance (the same side as the Panda windows). Eagle and Giraffe parents please wait on the other side of the school door (away from the Panda windows). Siblings may be picked up together at an earlier time, Please let your classroom teachers know if you want your children to be dismissed together.

For later drop-off or earlier pick-up times, please make sure to contact your classroom teachers directly for the designated times.

### Bikes & parking

Please park bikes in the bike rack in front of the school. Do not park bikes in front of the windows because this is the emergency exit. There is no space inside the school for children's scooters. Please note that there is no exclusive car parking available for parents of our school. Street parking is public and usually remarkably busy.

### Warm lunches

We believe that having the opportunity to sit down together twice a day to share conversations and exchange ideas is an important aspect of school life. First, we have a small healthy snack together consisting of fruit/vegetables and a cracker with hummus or jam. During the lunch period, children receive a warm, vegetarian lunch in our school kitchen.

These meals are cooked in-house by our school cook. Each child may have two plates of food and as much water as they want. Of course, there is also the option of having more servings if a growing child needs more. Lunchtime is for 30 minutes outside and free/play time after the children have finished eating. Children do not have to rush to finish their lunch. We do not use external volunteers or staff at lunchtime. All supervision at lunchtime and playtime is carried out by our teachers or school staff.

Please note that all school lunches are vegetarian, the \* on the menus are the vegetarian alternative to any meat products. Children can choose to either have school lunch or bring their own lunch in. At the beginning of each day, children let the teachers know if they choose for school lunch or home lunch.

All home lunches must be served as brought in. We do not have the facilities to reheat or cook at-home meals. The teachers deliver the food orders to our cook who prepares the meals according to the orders.

We are not set up as a restaurant. We cannot adapt the daily menu or cooking options each day as we do not have the staff or facility to do this. School lunches will be served according to the monthly menu unless there is an issue with Albert Heijn delivery/supplies. Should your child not like how a meal is served or prepared then please make sure to send in a home lunch for them.

Lastly, we are a nut-free school. Please do not allow children to bring anything containing nuts into the school.



### Outside time

Each classroom has up to 45 minutes of outside time per day. For specific times, please refer to your classroom handbook.

### Phones

We do not allow children to have mobile phones or other devices in the classroom. If a child needs to bring a phone to school, they must leave it with the teacher/ in the office when they arrive at school. It can be collected at the end of the school day.

### Dress code

There is no school uniform for Winford Bilingual Primary School and children are free to wear their own clothes. Please remember that children might get dirty at school, so we recommend children do not wear clothes that have to stay clean or undamaged. Please make sure children are appropriately dressed for the weather.

### Data protection

Full details are set out in the school's Data Protection Policy. A copy is available on request.

### Photos and videos (policy regarding use of images etc.)

Upon enrolment and acceptance of the school's General Terms and Conditions, parents' consent to the taking of photographs, images and film or video recordings of the Pupil for use in the promotional literature of the school or on its website or in social media, to publicise the school's activities by the School in the media, for educational purposes as part of the curriculum or extra-curricular activities, or as a memento or record of pupils at the school.

If the Parents do not want their child's photograph or image to appear in any of the school's promotional material they must notify the Director in writing immediately and request an acknowledgement of their letter.

## APPLICATIONS TO WINFORD BILINGUAL PRIMARY SCHOOL

### Admissions policy

Admission is subject to the availability of a place and the child satisfying the admission criteria at the relevant time. Full details of our admissions process are available on our website.

### Fees

The annual tuition fee for the 2022 - 2023 school year is € 20,300. This fee is all inclusive. It covers testing fees in both languages, special exhibits, field trips, snacks, and warm lunches for each child.

### Withdrawal policy

To withdraw from the school parents must give two months' notice in writing. In the absence of written notice, two months' tuition fees will be charged in lieu. Any overdue fees or other charges will be payable on notice of withdrawal. Parents are referred to the full details of the withdrawal policy set out in the General Terms & Conditions, which is sent out upon joining the school.

## THE ORGANIZATION OF WINFORD BILINGUAL PRIMARY SCHOOL

### Daily management

The overall management at Winford is in the hands of the school's Director, Joy Otto. The Director is responsible for the education at the school and oversees the well-being and performance of students. The Director is assisted by the School Support Coordinator.

### The school support coordinator

The School Support Coordinator ensures that the students needing extra support can receive the right help. They also help to coordinate outside education experts when needed.

### Complaints

For issues which relate to the daily school routine, or the classroom parents should contact their child's classroom teachers first. If the complaint cannot be satisfactorily resolved by the classroom teachers, parents can directly contact the Director to discuss the complaint. A complaint about any matter of school policy or administration must be made in writing to the Director.

If the complaint cannot be resolved by mutual agreement, the Parents may submit the complaint to the the Complaints Committee of the NRTO, (Nederlandse Raad voor Training en Opleiding), an umbrella organization, of which Winford Bilingual Primary School is a member. Full contact details for the Complaints Committee can be found at [www.degeschillencommissie.nl/contact](http://www.degeschillencommissie.nl/contact).

### The trust committee

For the proper functioning of every student and every staff member, it is important that a safe climate prevails at school. Pupils and teachers who encounter problems in this area can turn to the confidant. This provides initial relief, provides help and advice and assists with the submission of complaints and/or calling in a counseling agency. The Confidentiality Committee treats every situation with complete confidentiality and has an obligation to remain silent that has been established in accordance with legal guidelines.

In addition, Winford Bilingual Primary School also has an external counselor at its disposal, and the Education Inspectorate employs a confidential inspector where students, parents and staff can go to ask for help in situations involving sexual harassment, abuse and serious physical or mental violence. You will find information about these confidential advisors under paragraph 1 of this school guide.

### The in-house emergency services

The Winford Bilingual Primary School in-house emergency service consists of three staff who are trained as in-house emergency responders and are always on standby in the event of accidents or disasters involving pupils or staff in and around the school.

## ABOUT WINFORD

Winford is a Dutch private B-3 school organization with schools in Amsterdam, Apeldoorn, Arnhem, The Hague, Leiden, Rotterdam and Utrecht. Winford originated from Westvoorne Institute, Vrijbergen Institute, Stebo, Parkendaal Institute and the Amsterdamsche School: private schools with a long history and an established name in Dutch education. Winford provides both primary and secondary education as is customary in private education. Our secondary schools train for the diplomas VMBO-T (MAVO), HAVO and VWO. These diplomas provide access to secondary and higher professional education or university education.

In March 2019 Winford acquired Little Universe School, a unique bilingual primary school in the heart of Amsterdam and this school is now the Winford Bilingual Primary School.

### Our staff

#### Director

Joy Otto

#### School Cook

Anna Mullis

#### Specialist Teachers

Adrià Sánchez (Art, Music, Gym) and Lucy Malloch (Gym)

#### Panda Classroom Teachers

Milrose Voorhorst (English)  
Willem van Hoof (Dutch)

#### Zebra Classroom Teachers

Jessica Annandale (English)  
Maud Arens and Nancy de Rooi (Dutch)

#### Giraffe Classroom Teachers

Julie Bormann (English) Tim Boosten (Dutch)

Eagle Classroom Teachers Lucy Malloch (English) Sasja Delahay (Dutch)

### Cover staff

As we have two teachers per classroom, we do not need any external substitute staff to provide cover for short-term staff absences.

In the event of longer-term absence, for example, parental leave, we will recruit a new teacher for the duration of the leave.

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