

**General information  
group 1 and 2  
school year 2023-2024**

**Personnel**

group 1-2A		
Mon, Tues, Wed	Nelleke van Eijden	nelleke.vaneijden@jl.nu
Thurs, Fri	Janneke van Ooijen	janneke.vanooijen@jl.nu

group 1-2B		
Mon, Tues, Wed	Mariëlle van der Laan	marielle.vanderlaan@jl.nu
Thurs, Fri	Patricia Langeveld	patricia.langeveld@jl.nu

group 1-2C		
Mon to Fri	Ingrid Teunissen	ingrid.teunissen@jl.nu

organisation		
Special needs co-ordinator Mon, Wed, Fri	Petra Voorderhaak	petra.vorderhaak@jl.nu
Team leader Mon to Fri	Cindy van Nobelen	cindy.vannobelen@jl.nu
Head Mon, Wed, Thurs	Lisa ter Veen	lisa.terveen@jl.nu

**Daily timetable/schedule**

● **Entry into the school**

The school doors open at 8:05am and parents can drop their children off and say goodbye in the playground. The children enter the classroom independently and are welcomed by the class teachers or student teachers at the door. Parents stay outside in the playground and the doors close at 8:15am. Children who arrive after 8:15am will be registered as 'late'.

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- **The start of the day**

Most days begin in the classroom. Materials are laid out on either the tables or mats so the children can choose independently which activity they would like to do. During these first 15 minutes the teacher gives extra attention to the children who find it difficult to say goodbye to their parents or would like to tell the teacher about something.

- **Circle time**

Every day there are activities the children do when they are sitting in the circle. The activities which are usually included in 'circle time' are discussions, language activities, maths activities, keyword lessons (religious education), KiVa (social and emotional development), drama and music lessons.

- **Daily routine**

Each classroom has pictures of the daily routine on the board, so the children know what is going to happen during the day.

- **Choice board**

In every infant (group 1 & 2) classroom there is also a choice board with each of the children's names. This is a magnet board with different activity cards on it. During the lessons the children can often choose which activity they would like to do. Sometimes the teacher chooses which activities the children are going to do during the lessons.

- **Food and drink**

The children leave their snack in their bag and the children place their bags in the appropriate plastic boxes in the hallway. The children eat their snack when they are sitting in the circle. We think it is important that you give the children a snack which is as healthy as possible. Try not to give your children too much. Perhaps you could give them some fruit or a healthy biscuit or cake. Wednesday is always fruit or vegetable day (gruitdag). The children must only bring fruit or vegetables on Wednesdays! Any other types of snacks given to the children on these days will be returned home unopened.

- **Outside playtime**

The children play outside twice a day. If there is a gym or games lesson, on that particular day, then the outside playtime is shorter. The children can play in the sandpit or play with the carts, scooters, bicycles and balls. We even play outside when the weather is cold and wet, so please bear this in mind by providing your child with a warm coat and scarf or wellington boots (wellies) when it's raining (please make sure you put your child's name on the boots). On sunny and warm days we advise you to put sun cream on your child before they come to school because there is not much shade in the school playground.

- **Physical Education (P.E.)**

Physical education lessons are held twice a week. This year P.E. lessons are on Wednesdays and Fridays. The class teacher and the P.E teacher, Max, give these lessons each week. The children exercise in their P.E. clothes with their own trainers (velcro shoes with their name on are preferable) which remain at school for the whole term. The children must dress and undress themselves, so we suggest that you dress your children in clothes that are easy to put on and take off on these days. If your child is not wearing a shirt or t-shirt

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on that particular day we suggest you put one in their gym bag as they always need to wear a top during the lessons for safety reasons.

- Music lessons

A music teacher comes into the classroom every other week on Thursday mornings to give music lessons. She teaches the children how to understand rhythms, musical instruments and how to improvise. She also sings lots of songs with the children. The class teacher gives music lessons every other week, when the music teacher is not in the lesson, and uses Zangexpress which is a special music course for young children.

- Home Time

The children go home for lunch at 11:45am. Children can also stay at school if you prefer (see heading 'TSO'). Lessons start again at 12:45pm. School usually finishes at 2:45pm, however on Wednesday school finishes at 12:15pm and on Friday lessons are until 11:45am. Children in groups 1 to 4 are free on Friday afternoons.

Please wait for your child outside the gate because the younger children play outside at the end of the school day.

After school has finished you can collect your child at the door. The class teacher will tell you which door your child needs to use to leave the building. The teachers will not let the children go until they have seen the parent(s) or babysitter. The children must wait by the wall until the teacher says they can leave.

### Op Stoom/NSO

- TSO During school daycare

At 't Venne you can use the TSO (between school daycare) service. You need to apply for the service yourself, the name of the company is 'Op Stoom'. You can apply for a place for your child by email or telephone. Op Stoom provides trained staff to look after your children between school times as the class teacher is not available during these times. The children eat in their own classroom and bring their own sandwich to school. Please make sure the sandwich is as healthy as possible. If any unusual incidents occur when the TSO are taking care of your child, they will notify you immediately.

- NSO After school daycare

Children at 't Venne can use the NSO (after school daycare) service. The children are collected from the classroom (by Op Stoom employees) after school and gathered in the hall. Children who go to a different NSO are collected outside the school. There are various different collection points. You need to register your child with the NSO of your choice. Please let the class teacher know which days and which NSO your child will be attending.

Extra information:

- Parro

Following the initial welcome meeting at the school you will receive an email about the Parro app. It's important to install this app as this is used to communicate with the class teacher.

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The app is also used to let you know about any voluntary help you can sign up for and every Friday a weekly update is sent to the parents. The important dates for the whole school year are also in the app. When you install the app please review the privacy preferences relating to the permission to share your child's photos.

### Toys and games

We have a special 'toy and games day' planned at the end of each month. We would like you to give your children games to play with others in the classroom on these special days. Please do not give the children any toys or games with batteries or small pieces such as Lego or Playmobil to bring into school. Children who find it difficult to say goodbye can bring something to school that makes them feel safe or comfortable. These cuddly toys can sit on the cupboard to keep an eye on how it's going! Check the important dates at the end of this document to find out when the special 'toy and games days' are and put them in your diary.

- Games morning

On the first Friday of every month we play board games with the children for the first 45 minutes of the day. We would appreciate your help in the classroom on these days. You would be in charge of a group of about 4 children. If you would you like to come and help out please send us a message in Parro.

- Birthdays

The children can bring something nice to treat to their classmates on their birthdays. They can also give the teachers in the lower groups (groups 1 to 4) a treat too if they like. A children's birthday party is, of course, very pleasant for your child and the children who are invited, but to avoid the other children's disappointment, we request that you hand out the invitations outside the school and not in the classroom.

- Children's images (photos)

The school group has a privacy policy regarding taking photos or making videos of the children. When you take photos during an activity or school outing you must not share these photos with other parents. The teacher is able to share photos in the weekly report on Parro. Not all parents give permission for their child's image to be shared but the teacher has a record of this information so will only share images of those children who have been given permission by their parents.

- Headlice

With the help of the parents, we check the children for headlice after each holiday. We usually do this at the start of the first day of each term. In order to do this efficiently and hygienically please can you ensure that your child has clean, freshly washed hair without any complicated hairstyles, gel or hair products.

- Special leave

If you would like to go on holiday outside regular school holiday times and your child has not yet reached the compulsory school age of 5 years old, please send us a written request for 'special leave' six weeks in advance of your holiday. Even if your child is still four years old

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the rule applies and a written request must be submitted. The form, which must be filled in for 'bijzonder verlof', is on the school website.

### **Important dates and activities**

Report 1 to be taken home:

Friday 16 February 2024

10-minute chat:

Thursday 29 February and

Tuesday 5 March 2024

Report 2 to be taken home:

Friday 12 July 2024

The children can bring their own toys and games to school on the following dates:

Friday 29 September 2023

Friday 20 October 2023

Friday 24 November 2023

Wednesday 6 December 2023

Friday 26 January 2024

Friday 16 February 2024

Friday 22 March 2024

Friday 31 May 2024

Friday 28 June 2024

Monday 15 July to Thursday 19 July 2024 (when the final classroom clean up takes place before the holiday)

The following dates are 'games mornings':

Friday 6 October 2023

Friday 3 November 2023

Friday 12 January 2024

Friday 2 February 2024

Friday 1 March 2024

Friday 5 April 2024

Friday 10 May 2024

Friday 5 June 2024

Friday 5 July 2024

We are looking forward to a great school year and would like to thank you in advance for your cooperation.

Mariëlle van der Laan, Patricia Langeveld, Nelleke van Eijden, Janneke van Ooijen and Ingrid Teunissen.

*Our school guide is on the homepage of our website.*