

Information booklet for students



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The key to success!

Welcome (or welcome back) to the Dr. Nassau College International Transition Class (ISK). The ISK team is on hand to help you improve your Dutch and to make sure you have a great time at our school.

In this booklet you will information about how the ISK is run. Please read it carefully. You will find this student booklet and additional information about the ISK, our school plan and our school prospectus on our site: <https://www.nassaucollege.nl/isk>.

We hope you have an instructive and enjoyable time in the ISK!

ISK Team

Contact details

The ISK is open every day between 08.00 and 17.00.

Address: Merwedestraat 16
9406 RM Assen
Tel. (0592) 333 176
Meldkamer: 06-18291774
email: isk-assen@dr.nassaucollege.nl
website: <https://www.nassaucollege.nl/isk>

Branch:
Industrieweg 14-16 9403 AA Assen 06-15610928
Echtenstraat 3 9402 JA Assen

Team

		<i>...@dr.nassaucollege.nl</i>
Directeur	Mevr. K. Zwiers	zwk
Teamleiders	Mevr. S. Hartholt	htt
	Mevr. G. Nijland	nyg
Coördinator leerlingzaken	Mevr. W. Groothuis	gwi
Ondersteuningscoördinator	Mevr. E. Hoekstra	hev
Meldkamer Merwedestraat	Mevr. M. Al Saraj	asm
Meldkamer Industrieweg	Mevr. V. Troschina	tva
ICT	Dhr. B. de Jong	jbr

Holidays and days off

Details of holidays and days off can be found on the school's website.

Report

You will receive a report at the end of every period. You will receive a mark and an assessment of your efforts, level of understanding and performance for each subject. The report also contains an assessment of your attitude to work and your behaviour, as well as the results of the progress tests.

Guidance

Your first point of contact at school is your mentor. You can go to him or her with any questions or problems you may have. If you need extra personal guidance, you can also contact any of the following people:

- coördinator leerlingzaken Mevr. W. Groothuis (gwi@dr.nassaucollege.nl)
- ondersteuningscoördinator Mevr. E. Hoekstra (hev@dr.nassaucollege.nl)
- directeur Mevr. K. Zwiers (zwk@dr.nassaucollege.nl)
- contactpersoon Mevr S. Kuijt (kub@dr.nassaucollege.nl)
- vertrouwenspersonen Hét Vertrouwensbureau, de heer J. Wibbens,
e-mail: jan@hetvtb.nl of algemeen@hetvtb.nl.
telefoon: 085-1055055 of 06-53697150.
- jeugdarts Mevr. H. Snippe (h.snippe@ggddrenthe.nl)
- maatschappelijk werker www.vaartwelzijn.nl

ICT


Each student has his or her own student number and a self-selected password. They will give you access to the following systems:

SOM Today

You can use SOM Today (<http://nassau.somtoday.nl>) to inspect your data in our school system. You can also use the ‘SOMtoday Mobiel’ app.

Zermelo

Clicking <http://nassau.zportal.nl> will give you access to the current Dr. Nassau College timetables. If you wish to use the ‘Zermelo’ app, the first time you do so, you will have to enter the word ‘nassau’ for the name of the school and request a code by

clicking this icon  and then clicking ‘koppel App’.

Web-based email

Every student and staff member has his or her own email address for school-related matters. You can use it with Outlook, via <https://mail.nassaucollege.nl/owa> and via the ‘Microsoft Outlook’ app.

Wifi

Wifi is available for students at the ISK. You can use the ‘DNC’ network and then register with your student number and your password. Feel free to contact the ICT assistant, Mr. B. De Jong (jbr@dr.nassaucollege.nl) if you have any wifi-related questions.

Lessons

Teaching periods

1st period 08.30 - 09.15
2nd period 09.15 - 10.00

3rd period	10.00 - 10.45
break	10.45 - 11.00
4th period	11.00 - 11.45
5th period	11.45 - 12.30
break	12.30 - 13.00
6th period	13.00 - 13.45
7th period	13.45 - 14.30
8th period	14.30 - 15.15
9th period	15.15 - 16.00

Timetable

Every class has its own timetable.

If a teacher is absent, we will try to arrange a substitute teacher to take the class.

Sometimes, though, a teaching period will be cancelled or moved.

Use Zermelo every day to see whether there are any changes in your timetable!

The latest timetable changes will also be displayed on the information screen in the central hall every day.

Learning square

Every class has one teaching period per week (in the morning) on the timetable in the learning centre, where the focus is on study skills. One of the things we do is help our students to develop better and independent work habits.

Students can also be registered by their teachers for additional explanations, support and help with their homework in the learning centre (during the afternoon).

Sickness

If you fall ill, your parents/carers must notify us in the morning, before your first teaching period begins, that you will be absent. They can do that by calling the School Office (*meldkamer*):

- meldkamer Merwedestraat 06-18291774
- meldkamer Industrieweg 06-15610928

Your parents/carers can also send a WhatsApp message. If you fall ill during a lesson, you can also sign out sick at the *meldkamer*. A member of staff there will contact your parents/carers to ask them to come and collect you or to let them know that you will be coming home early. Once you have recovered, you should also report your recovery to the *meldkamer*.

Lateness

Every student must arrive in class on time. However, if you are late, you must report to the *meldkamer*. On the first two occasions, all you will receive is a warning. A punishment will be imposed if you are frequently late. In such cases, you will be required to stay behind after school or register extra early for a few days.

Sent out of class

If a teacher removes you from the class, you must report to the *meldkamer*. If there is no one in the *meldkamer*, you must report to the student affairs coordinator or the team leader. You will be given a task to perform for the remainder of the period. At the end of the class, you will discuss your removal with the teacher and be told what measure is to be imposed.

Leave of absence

You can contact the *meldkamer* if you wish to request leave of absence for a special event. Once a year you may request for a leave of absence due to religious reasons by having your parents or care-giver fill out a form. The student affairs coordinator will decide upon your request.

Compulsory education

In the Netherlands, children between the ages of 5 and 18 are required to attend school and obtain a basic qualification. The student affairs coordinator will register pupils who are absent without leave for an appointment with the school attendance officer. The school attendance officer can impose a measure if a student is absent without leave for three consecutive days or absent without leave for more than 16 teaching periods within a period of four consecutive weeks.

Breaks

Breaks are spent in the schoolyard or in the central hall. You may also borrow a ball and take it with you to the field at Maasstraat 47. We spend our breaks inside in bad weather. The caretaker sells healthy sandwiches, snacks, fruit and drinks at cost price during breaks. You may, of course, also bring your own food and drink to school. There are water tap points inside and outside. We are all responsible for keeping the schoolyard and school clean. Waste must be placed in the waste bins.

Items you must bring with you to school every day

You must have the following materials to hand during lessons.

- 2/4-ring ring binder
- lined paper and graph paper
- dividers
- pencil case
- pen (blue or black ink)
- pencil
- rubber
- pencil sharpener
- highlighter
- ruler
- set square

- earbuds or headphones
- when you have PE lesson: gym clothes and sports shoes

School rules

Absence/Lateness

- You must check your timetable every day
- and arrive for the class on time.
- What if you are ill? You parents/carer must ring or send a WhatsApp message to the ISK using the number 06-18291774 or 06-15610928 before your first lesson.

Building

- Mobile phones are kept in a telephone hotel in the room during the lesson.
- Food and drink may be consumed in the schoolyard and in the central hall. Please place waste in the waste bin!
- The consumption of crisps, popcorn, sunflower seeds or other snacks in the school is not permitted. No energy drinks may be consumed in the school or the yard either.
- The ISK is non-smoking. Smoking is not allowed within sight of the school.
- Unless it is raining, we spend our breaks in the schoolyard.
- You may borrow a ball to use on the field at Maasstraat 47 during breaks or an hour in between lessons. Playing football in the school yard is not permitted.
- Silence is maintained in the hall and in the corridors during lessons to ensure that lessons are not disturbed.

The Golden Rule

Treat others as you would wish to be treated yourself.

Dr. Nassau College
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