

Participation Charter for Secondary Education of Stichting Het RijnlandsLyceum Preamble

The Board of Stichting het Rijnlands Lyceum and the Joint Participation Council (hereinafter referred to as: 'GMR VO') of the central services office (CSB) and the following schools:

- Het Rijnlands Lyceum Oegstgeest;
- Het Rijnlands Lyceum Sassenheim;
- Het Rijnlands Lyceum Wassenaar;
- The International School of The Hague, Secondary School;
- The European School The Hague Rijnlands Lyceum, Secondary School,

have considered the implementation of the Education Participation Act (Wet Medezeggenschap op Scholen). They have also expressed their expectations on the possibilities that this Act provides for the enhancement of the mutual communication and the formal consultations on all activities in and with respect to the combined schools that are of importance to the management, parents, students and staff members.

The Executive Board and the GMR VO herewith state their vision on the participation and make specific agreements about mutual communication, as well as the provision of information to all persons involved in the combined schools.

In principle, the Executive Board of Stichting 'Het Rijnlands Lyceum' consults separately with the Joint Participation Council for primary education and the Joint Participation Council for secondary education on affairs that overlap the schools and Foundation matters. In the case of special circumstances of common interest to both primary education and secondary education, both the Joint Participation Councils strive for consensus and transparent deliberation. For this reason, they hold joint meetings.

This charter is based on the model charter of the Stichting Onderwijsgeschillen (infowms.nl)

Section 1 General provisions

Article 1 Definition of terms

- a. Act: Education Participation Act (Wet Medezeggenschap op Scholen) (Bulletin of Acts and Decrees 2006, 658);
- b. competent authority: Stichting Het Rijnlands Lyceum represented by the Executive Director];
- c. GMR: the Joint Participation Council as intended in Section 4 of the Act;
- d. MR: the Participation Council as intended in Section 3 of the Act;
- e. schools: the schools coming under the competent authority;

- f. students: the students, as intended within the meaning in of the Secondary Education Act (Wet op het voortgezet onderwijs), of the schools;
- g. parents: the parents, guardians or caregivers of the students;
- h. staff: the employed staff or the staff that is employed for the duration of at least six months without appointment by the competent authorities and that is employed at the schools;
- i. section: a separate group of participation council members, as intended in Section 3(3) of the Act;
- j. charter: this participation charter;
- k. stichting central office: the central office of the Stichting, the staff of which works in support of the schools and the executive board;
- l. GMR PO: the Joint Participation Council for Primary Education.

Article 2 Nature and period of operation of the charter

1. The charter comes into operation on 1 January 2017 and has a period of operation of two years.
2. No more than three months before the term stated in the previous section has expired, the GMR and the competent authority enter into consultations on the evaluation, updating and redetermination of the charter.
3. The competent authority and the GMR may propose amendments to the charter regardless of the expiry of the period referred to in the first paragraph of this article.

Section 2 Organisation of the participation

Article 3.1 GMR:

1. A GMR is connected to the schools.
2. The GMR consists of 10 members elected by the staff sections of the participation councils (MRs) of the schools, one member elected by the participation council (MR CSB) of the stichting central office (CSB), five members elected by the parent sections of the participation councils of the schools and five members elected by the student sections of the participation councils of the schools, such that the number of members chosen respectively from the staff of the schools and from the parents and students, each amounts to half of the members of the GMR.
3. The election of the members of the GMR takes place in accordance with the participation regulations of the GMR.
4. A person who is chosen as a member of the GMR VO in accordance with the electoral procedure included in the participation regulations of the GMR VO will be installed as a member of the GMR VO by the Executive Board of the Stichting. Before proceeding with the installation, the Board of the Stichting establishes that the election is valid and is in accordance with the regulations.

Article 3.2 MR:

1. Each school with a BRIN number has an MR.
2. The MR consists of four to six members elected from and by the staff of the relevant school, two to three members elected from and by the parents of the relevant school and two to three members elected from and by the students of the school in question, such that the number of members is chosen respectively from the staff of the schools and from the parents and students, each amounts to half of the members of the participation council.
3. The election of the members of the MR takes place in accordance with the participation regulations of the MR.

Article 3.3 Special circumstances of joint interest

1. On behalf of the competent authority, the Board of the Stichting will separately consult with the joint participation councils about matters that are of relevance to several schools and the Stichting.
2. In the case of special circumstances of interest to both primary and secondary education, both joint participation councils strive for consensus. For the purpose of clear decision-making and transparent deliberation, the two joint participation councils may in that case hold joint meetings.
3. The initiative for a joint meeting may be taken by either of the joint participation councils or by the Board of the Stichting.
4. The Executive Director of the Stichting attends the joint meeting on behalf of the competent authority.
5. The authorisations assigned to the joint participation councils in the separate participation regulations, which are of relevance to multiple sectors and where there is also a special circumstance, are dealt with in the joint meeting.
6. In the case of the appointment or dismissal of the executive director, a joint appointment advisory committee, which functions on the basis of equality of both joint participation councils, may be established by the joint participation councils at the joint meeting or joint participation in an appointment advisory committee can be agreed.
7. The procedures and the decision-making of the joint meeting are subject to the provisions of this charter and the provisions of the participation regulations of the two joint participation councils. Decisions are taken on the basis of equality of the two joint participation councils.
8. In the case of a joint meeting, the chairperson of the joint participation council for secondary education acts as chairperson, and the chairperson of the joint participation council for primary education as secretary and deputy chairperson.
9. The Executive Board of the Stichting may establish a participation council on behalf of the stichting central office (CSB) as referred to in Section 3(6) of the Act. This central office participation council chosen directly from and by the staff of the central office in question. The relevant central office participation council is represented in the GMR VO.

Section 3 Provision of information

Article 4 Information from the competent authority

1. The competent authority provides the GMR, the MR, the councils referred to in Section 2 of the charter, or the sections, whether requested or not, in a timely and accessible manner, with the information that each of them require to fulfil their duties. 'Timely' is deemed to mean: from the early stages of policy development, and in any case at such a time that the GMR, MR, the sections and the councils as referred to in section 2 of the charter, are able to obtain the information for the exercise of their duties, and if necessary, are able to consult experts. 'Accessible' is deemed to mean: in a manner whereby the information is understandable, relevant and clear to the GMR, the MR, the sections and the councils as referred to in section 2 of the charter.
2. The information as referred to in paragraph 1 in any case includes:
 - a. annually the budget and the corresponding policy plans in the financial, organisational and educational fields;
 - b. annually, before 1 May, information on the calculation that constitutes the basis for the resources of the National Treasury allocated to the competent authority;

- c. annually before 1 July an annual report as intended in Section 106 of the Secondary Education Act;
- d. the points of departure that the competent authority uses for the execution of its competences;
- e. immediate information on each judgment of the complaints committee, as intended in Section 24b of the Secondary Education Act, where the committee has judged a complaint to be founded, as well as on the possible measures that the competent authority will take as a result of that judgment, such with due regard for the privacy of the staff, parents, and students, as intended in Sections 12(1m), 13(i) and 14(2f) and 14(3d) of the Act.
- f. at least once a year written information on the level and contents of the terms of employment and agreements per group of the persons employed at the schools and the members of the competent authority, with insight being provided into the relationship between these terms of employment and agreements in both the present and previous year in percentage terms;
- g. at least once a year written information on the level and contents of the terms of employment and agreements with the representative of the legal person who is responsible for monitoring the competent authority, with insight being provided into the relationship in percentage terms between these terms of employment and agreements in both the present and previous year;
- h. at the beginning of the school year the written information with regard to the constitution of the competent authority, the organisation within the schools, the management charter, and the main points of the policy already established; and
- i. annually after the end of the school year, but no later than the following 1 October, information about the actual number of hours of an education programme provided by the school, as referred to in Section 6g of the Secondary Education Act.
- j. The competent authority in any case provides the information to the GMR and the MR in writing and if possible by digital means.
- k. All information obtained is public in principle.
- l. If the competent authority submits a proposal for advice or approval to a section of the GMR or the MR, that proposal is presented for information to the other section of the GMR or the MR at the same time.

Article 5 Provision of information to stakeholders

1. The GMR, the MR and the councils as referred to in section 2 of the charter report to all stakeholders at the schools, whether requested or not, about their activities and give each of them the opportunity to hold consultations with each of them.
2. The meetings of the GMR, the MR and the councils as referred to in section 2 of the charter, or the sections, are in principle open to the public.
3. All information is in principle provided in writing and, where possible and desirable, also in a digital format.

Article 6 Mutual provision of information

1. The GMR, the MR and the councils as referred to in section 2 of the charter report their activities to each other, whether requested or not, and give each of them the opportunity to hold consultations with each of them.
2. All information is in principle provided in writing and, where possible and desirable, also in a digital format.

Section 4 Facilities

Article 7 Facilities and means of provision

1. The competent authority permits parents, students and staff who participate in the GMR, the MR, the sections or the councils as referred to in section 2 of the charter, to use the facilities to which the competent authority has access and that they reasonably require for the performance of their duties. The competent authority also reimburses all training costs of the GMR and MR members.
2. contribution of the competent authority towards the costs of administrative support of the GMR, MR and the councils referred to in section 2 or the sections.
3. At the written request of parents, students and staff who participate in the GMR, MR, the sections or the councils as referred to in section 2 of the charter, the competent authority will immediately reimburse the costs that are reasonably necessary for the hiring of experts and the costs of instituting legal proceedings. The GMR, MR, the sections or the councils as referred to in section 2 of the charter may request the competent authority to pay these costs directly to the expert or other third party. In the latter case the competent authority will immediately satisfy that request.
4. The staff members in the GMR VO are exempted from their regular duties for the duration of 60 hours, expressed in the standard annual duties. The staff members in the MR VO are exempted from their regular duties for the duration of 100 hours, expressed in the standard annual duties. The members of the staff section of the GMR VO are allocated five hours per year for consultation with the executive director. The staff members that serve on both the MR VO and the GMR VO are exempted from their regular tasks for the duration of 160 hours, expressed in the standard annual duties. The chairman/chairwoman has an extra exemption from his/her regular duties for the duration of 150 hours. The secretary and the deputy chairman/chairwoman each have an extra exemption from their regular duties for the duration of 50 hours. Education support staff that are members of the participation council (MR) and/or the joint participation council (GMR) perform activities ensuing from this membership during working hours. When meetings are held outside regular working hours, the member of staff is compensated in time in accordance with the provisions of the collective labour agreement and subject to proper consultation between the member of staff and the manager. On the basis of the Education Participation Act, the employer must allow the member of staff to perform the participation activities. This means that apart from compensation for meetings outside working hours, the educational support staff member can consult with his/her manager about the way in which he/she is reasonably exempted from regular activities in order to be able to prepare meetings.
5. Members of the parent section of the GMR VO receive an attendance allowance of €50 for each meeting attended to cover for travelling and other expenses. Members of the student section of the GMR VO are reimbursed for the actual travelling expenses incurred.
6. No fees or expenses are paid to parent and student members of a local MR VO.
7. The GMR, MR, the sections and the councils inform the competent authority in advance of the participation activities as referred to in paragraph 3.

Section 6 Miscellaneous

Article 9 Official title; entry into force

1. This charter can be cited as: Participation Charter for Secondary Education.
2. This charter becomes effective as of 1 January 2017