

Participation Charter of the Stichting ‘Het Rijnlands Lyceum’ in Wassenaar, primary education

The Board of Stichting ‘Het Rijnlands Lyceum’ and the Joint Participation Council of the combined school, formed by:

- Eerste Nederlandse Montessori School, at the location: Laan van Poot 353, 2566 DA The Hague;
- The Primary School of the International School of The Hague, at the location: Wijndaelerduin 1, 2554 BX The Hague,
- The European School The Hague, Rijnlands Lyceum, at the location: Houtrustweg 2, 2566 HA The Hague,

have considered the implementation of the Wet Medezeggenschap op Scholen (Education Participation Act). 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 school that are of importance to the management, parents, pupils and staff members.

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

In principle, the 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.

The Joint Participation Council has approved the Participation Charter with a majority of at least two-thirds.

Since each school that forms part of the combined school is completely independent from the other schools in nature and operation, the desire has been expressed to organise the participation as much as possible at the level of each school, establishment and/or location. For this reason we have chosen a structure with a Joint Participation Council for the combined school and an own Participation Council for each individual school, establishment and/or location.

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

Chapter 1 General provisions

Article 1 Definitions

- a. The Act: Wet Medezeggenschap op Scholen (Education Participation Act) (Bulletin of Acts and Decrees 2006, 658);
- b. competent authority: Stichting ‘Het Rijnlands Lyceum’;
- c. council: the participation council of a school as referred to in Article 3 of the Act;
- d. Joint Participation Council for primary education: the joint participation council of the combined school as referred to in Article 4 of the Act;
- e. Schools: the schools under the competent authority
- f. Pupils: the schools’ pupils within the meaning of the Primary Education Act;
- g. Parents: the parents, guardians or carers of the pupils
- h. Staff: the employed staff or the staff that is employed for the duration of at least 6 months without appointment by the competent authority and that work at the schools

- i. Section: a separate group of Participation Council members, as referred to in Article 3 (3) of the Act.
- j. Charter: this Participation charter

Article 2 Nature and duration

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 Joint Participation Council for primary education and the competent authority enter into consultations on the evaluation, updating and modification of the Charter.
3. The competent authority and the Joint Participation Council for primary education can make proposals for the modification of the Charter, regardless of the expiration of the said term.

Chapter 2 Construction of the participation

Article 3.1 Joint Participation Council

1. For matters of mutual interest a Joint Participation Council for primary education has been established for all schools or for the majority of schools.
2. The regulations of the Joint Participation Council for primary education determine the constitution and the competences.
3. The Board of the Foundation holds discussions with the Joint Participation Council for primary education or with a section of the Joint Participation Council for primary education on behalf of the competent authority.
4. After being elected as a member of the Joint Participation Council for primary education by the Board of the Foundation in accordance with the electoral procedure included in the participation regulations of the Joint Participation Council for primary education, a person is installed as a member of the Joint Participation Council for primary education. Before proceeding with installation, the Board of the Foundation establishes that the election was valid and in accordance with the regulations.

Article 3.2 Participation Council

1. Each school has a Participation Council for primary education.
2. A Participation Council for primary education is chosen directly by and from the sections of the respective school.
3. The regulations of the Participation Council determine the constitution and the competences. After being elected as a member of the Participation Council for primary education in accordance with the electoral procedure included in the participation regulations of the respective school, a person is installed as a member of the Joint Participation Council for primary education by the Principal of the school. Before proceeding with installation, the relevant Principal establishes that the election was valid and in accordance with the regulations.

Article 3.3 Special circumstances of common interest

1. The Board of the Foundation, on behalf of the competent authority, consults separately with the Joint Participation Councils on affairs that overlap the schools and on Foundation matters.
2. In the case of special circumstances of common interest to both primary education and secondary education, both the Joint Participation Councils strive for consensus. For the purpose of clear 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 Foundation.
4. The Board of the Foundation attends the joint meeting on behalf of the competent authority.
5. The joint meeting will discuss the authority granted to the Joint Participation Councils in the individual participation regulations that have a cross-sectoral interest and in which there is also a special circumstance.
6. In the case of the appointment or dismissal of the executive director, the Joint Participation Councils in the joint meeting can establish a joint appointment advisory committee that acts on

the basis of equality of the two Joint Participation Councils or joint participation in an appointment advisory committee can be agreed.

7. With respect to the procedure and the decision-making of the joint meeting, the provisions of this Charter and the provisions of the participation regulations of both Joint Participation Councils apply. 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.
The Executive Board of the Foundation may establish a Participation Council on behalf of the Central Services Office as referred to in Article 3(6) of the Act. This central office participation Council is chosen directly from and by the staff of the central services office in question. The Participation Council-Central Services Office in question forms part of the Joint Participation Council for secondary education.

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Chapter 3 Provision of information

Article 4 Information by the competent authority

1. The competent authority provide the Joint Participation Council, the Participation Council, the councils as referred to in Chapter 2 of the Charter, or the sections, whether requested or not, in a timely and accessible manner, the information that each of them require for the performance of their duties. 'Timely' is understood to mean: from the initial stages of policy development, and in any case at such a time that the Joint Participation Council, the Participation Council, the sections and the councils as referred to in Chapter 2 of the Charter, are able to obtain the information during the exercise of their duties, and, if necessary, are able to consult experts.
'In an accessible manner' is understood to mean: in a manner which makes the information understandable, relevant and clear to the Joint Participation Council, the Participation Council, the sections and the councils as referred to in Chapter 2 of the Charter.
2. The information 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 funds from the National Treasury allocated to the competent authority;
 - c. annually before 1 July an annual report as intended in Article 171 of the Primary Education Act;
 - d. the points of departure that the competent authority use for the execution of his competences;
 - e. immediate information on each judgement of the complaints committee, as intended in Article 14 of the Primary Education Act, where the committee has judged a complaint to be valid, as well as on the possible measures that the competent authority will take as a result of that judgement, such with due regard for regulations concerning the privacy of the staff, the parents, and the pupils, as referred to in Articles 12(1)(m), 13(i), 14(2)(f) and 14(3)(d) of the Act;
 - f. at least once a year written information about the level and contents of the terms of employment and agreements per group of the persons employed at the school and the members of the competent authority, with insight being provided into the relationship between these terms of employment and agreements, as well as between the present and the previous year, in percentage terms;
 - g. at least once a year written information about the level and contents of the terms of employment and agreements with the representative of the legal person that is responsible for monitoring the competent authority, with insight being provided into the relationship between these terms of employment and agreements, as well as between the present and the previous year, in percentage terms; and

- 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.
3. The competent authority at least provides the information in writing, and if possible also by digital means, to the Joint Participation Council and the Participation Council.
4. All information obtained is in principle public.
If the competent authority submits a proposal for advice or approval to a section of the Joint Participation Council or the Participation Council, that proposal is presented for information to the other section of the Joint Participation Council or the Participation Council at the same time.

Article 5 Informing stakeholders

1. The Joint Participation Council and the Participation Council and the councils as referred to in Chapter 2 of the Charter report their activities in writing to all those involved with the schools, both on their own initiative and upon request, and give one another the opportunity to consult with each of them.
2. The meetings of the Joint Participation Council, the Participation Council and the councils as referred to in Chapter 2 of the Charter, or the sections, are in principle public.
3. In principle all information is provided in writing and, where possible and desirable, also in a digital format.

Article 6 Mutual provision of information

1. The Joint Participation Council and the Participation Council, their sections and the councils as referred to in Chapter 2 of the Charter report their activities in writing to one another, both on their own initiative and upon request, and give one another the opportunity to consult with each of them.
2. In principle all information is provided in writing and, where possible and desirable, also in a digital format.

Chapter 4 Facilities

Article 7 Facilities and means of availability

1. The staff members in the council are exempted from their regular duties for the duration of 60 hours, as laid down in the task hour policy. The staff members in the council who are also members of the Joint Participation Council for Primary Education are exempted from their regular duties for the duration of 100 hours, as laid down in the task hour policy. Educational support staff that are members of the Participation Council and/or the Joint Participation Council perform the activities resulting from this membership during working hours. When meetings take place outside normal working hours, the member of staff is compensated in time, such in proper consultation between the member of staff and direct manager. By virtue of the Education Participation Act, the employer must enable the member of staff to perform the participation activities. This means that, apart from compensation for meetings outside working hours, consultation can take place with the manager about the way in which educational support staff are reasonably exempted from regular activities in order to prepare meetings.
2. The competent authority also makes an amount available per council, such as that made available for facilities to a Primary Education Participation Council by virtue of the Collective Labour Agreement applicable at that time (participation facilities).
3. The competent authority also makes facilities available for the Primary Education Participation Council per school, such as that made available for facilities to a Joint Primary Education Participation Council by virtue of the Collective Labour Agreement applicable at that time (participation facilities).
4. Members of the parent section of the Joint Primary Education Participation Council receive an attendance allowance of € 50.00 per attended meeting for travelling and other expenses.
5. No fees or expenses will be paid to parents for membership of a school participation council.

Chapter 5 Other

Article 9 Citing Title; commencement

1. This Charter can be cited as: Participation Charter for primary education.
2. This Charter becomes effective as of 1 January 2017