

**Postal address**

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**location Almere-Stad**

J.S. Bachweg 7 / 1323 BA Almere  
T +31 (0)36 - 53 38 141

**location Almere-Stad**

Koningsbeltstraat 4 / 1329 AL Almere  
T +31 (0)36 - 53 36 194

**location Almere-Buiten**

Tom Poesstraat 2 / 1336 AE Almere  
T +31 (0)36 - 54 94 150

**General information****Permissibility Declaration for Practical Education**

To follow education in practical training, the pupil needs a permissibility declaration (*toelaatbaarheidsverklaring - TLV*) for practical education. The permissibility declaration is issued by the partnership Passend Onderwijs Almere.

**Placement Procedure at PrO Almere**

Once the pupil's information (file) is complete, a decision is made within 6 weeks as to whether a pupil will/can be placed at PrO Almere (following the legal period in the framework of Passend Onderwijs). There may be reasons to extend the period by 4 weeks. The period of 6 weeks starts on 1 April for those pupils who registered before 1 April.

**Placement**

Pupils who register before 1 April and receive a permissibility declaration for practical education, will be placed. In the first week of the summer holidays, new 1st-year pupils will get a letter telling them which class they are in. The letter also has the location, the mentor and the start date. The pupils must also buy school supplies themselves (such as pens, exercise books, gym clothes, etc.).

**Introduction morning**

There is an introduction morning in June for pupils who have been placed. In that case, your son/daughter will get an invitation. During this morning, your son/daughter will follow introductory lessons at the placement location. The group your son/daughter is in that morning is not their final class.

**School fees**

The school books and licenses for digital teaching materials are free and are funded by the government from the book money. Besides school books, there are other costs. These are the voluntary school fees.

In October you will receive an e-mail from WissCollect to collect school fees. These fees can be for excursions, schoolkamp and the bail for the locker (amongst other things).

At PrO Almere we work with computer-based education. The pupils need a laptop or tablet to be able to take part in the lessons.

**Guidance JGO (Youth Assistance Specialized Education)**

At PrO Almere, education and youth assistance work closely together to guide young people in the best possible way, helping them to learn and develop. The staff of the JGO are involved both inside and outside the classroom and can offer support to parents if necessary.

**School website**

The calendar with important dates and other information can be found on our website [www.proalmere.nl](http://www.proalmere.nl).

Tessa Lafèbre  
Director