



# The International School of The Hague

Secondary

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## Cafeteria scheme

Stichting Het Rijnlands Lyceum staff may participate in the “cafeteria scheme”. The scheme offers staff a tax benefit (within tax legislation) since part of gross earnings can be used as a tax-free allowance. This means that when participating in this scheme, taxed salary is converted into a tax-free allowance. The allowance is paid net to the staff.

The cafeteria scheme consists of four possibilities. It is possible to participate in all possibilities.

1. Tax benefit scheme (for commuting expenses)
2. Trade Union benefit(dues for one trade union membership)
3. Bicycle scheme(costs for purchase of a bicycle for commuting)
4. Sports scheme(costs of one sports/ fitness membership)

## Verklaring Omtrent Gedrag (VOG) /Certificate of Good Conduct

Your appointment with the Rijnlands Lyceum Foundation takes place on condition that you obtain a Dutch Certificate of Good Conduct; a Verklaring Omtrent Gedrag (“VOG”). The Ministry of Justice will issue this certificate if it is clear that the applicant has not committed any criminal offence which might be relevant in the context of the job to which the “VOG” relates (working with children). Please note, the Dutch authorities do check the authorities in the country of nationality before a Dutch VOG is issued.

## Application

HR will arrange an appointment at the Municipality desk for your Dutch VOG application. For further information please consult the recruitment package.

## Contract type

Your first contract of employment at the Rijnlands Lyceum Foundation will always be a temporary contract for one year, starting 1<sup>st</sup> of August till 31<sup>st</sup> of July next year. This is according to the CLA Primary and Secondary.

After a positive appraisal and after your Dutch teaching certificate has been granted by DUO, your temporary contract will be changed into a contract for an indefinite period of time.

If your appraisal is not positive enough or DUO does not award you a Dutch Teaching Certificate (yet), you will be given a second temporary contract.

## Cost of living

As with many other European countries, the cost of living in the Netherlands has gone up with the introduction of the euro, and many residents still enjoy talking about how expensive everything has become and how they miss guilders. Wages in the Netherlands are average compared to the rest of Europe. They're certainly higher than in Spain and Italy, but lower than England and Germany.

The house prices vary per city and area. Click [here](#) for more information on cost of living in The Netherlands.



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## Cycling in the Netherlands

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The Hague is one of the best cities for cycling. Almost every main street has dedicated cycle paths. There are numerous bicycle lock-ups, plenty of bicycles for hire, and a good repair shop is never far away. Click [here](#) for more information about cycling in The Hague

## (Dutch) Bank account

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You are free to choose any Dutch bank, but Rijnlands Lyceum has great experience with the [ABN AMRO](#) bank. It is a well-known bank with an international client service desk (all communication in English). It's easy to apply for a Dutch bank account. For more information, please contact the International Clients Department or watch the [instruction video](#).

## What is document legalisation?

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A document that is legally valid and official in one country is not always automatically recognised in another. If you want to use a document like a birth certificate or diploma in another country, you will probably have to have it legalised first. To legalise a document, the competent authorities sign and stamp it. Several different steps may be needed to complete the process. Most countries have agreements for this.

Before coming to the Netherlands: original document such as a birth, marriage or divorce certificates must be legalised or bear a special stamp, an apostille (not older than 6 months!!), *in the country of origin*. [Here](#) you will find a link of government bodies and their addresses that are able to provide the legalisation.

Birth certificates important for the registration of children at the Dutch school: All certificates must be legalised as well and be with full parent's details (more info, 2.1 relocation information package).

The Dutch government will only accept documents in Dutch, English, German or French. You may also need to collect some extra stamps or signatures to legalize your documents. You can read more on legalising documents on the [Ministry of Foreign Affairs](#) website. The municipality where you live can also advise you on this.

## Fun Facts

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### Dutch Weather

In general, the climate in the Netherlands is slightly warmer with drier summers, and colder with slightly drier winters than we experience in the south east of England. The winter season can be fairly cold and temperatures often fall below zero. Rainfall is always a possibility in this region, so it is advisable to go equipped with waterproofs when visiting the country. More information about [The Hague](#), The Netherlands and the Dutch weather, can be found on the following websites:

[Metoffice](#) or [Holland.com Weather](#)



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## Typical Dutch food

There's much more to Dutch food than raw herring and smashed potatoes, like “Pannekoek” and “Appeltaart”. Learn more about Dutch food [here](#).

## Health Insurance in the Netherlands

The Dutch health system is a private health insurance and operated by private health insurance companies. The insurers are obliged to accept every resident in their area of activity. It is compulsory to buy medical insurance. The costs are approximately € 100 to 150,- per month depending on your personal situation. For children younger than 18 years old this insurance is free of charge. Additional insurance (i.e. dentist) can be purchased according to individual needs and requirements.

Health insurance comprises a standard package of essential health care. As of 1 January 2018 the compulsory own-risk amount is € 385,-. Since insurers may alter their individual supplementary cover conditions, it is advisable to study these conditions carefully.

More information can be found in the relocation package and the [Access Guide](#). This guide answers most of the questions on health care in the Netherlands.

## Rijnlands Collective health care insurance

The Rijnlands Lyceum Foundation has a collective contract with ‘Zorg en Zekerheid’ (Z&Z) and “Zilveren Kruis Achmea”. As a member of staff you will receive discounts on your health insurance.



### Zorg en Zekerheid (Z&Z)

Employees receive 5% discount on the basic insurance and 10% on the supplementary insurance and a further 2% internet discount if you arrange your insurance online via [MijnZZ](#).

This discount also applies to your family members! Please ask you HR advisor for the collective insurance code for international employees. **Website (English):**

<https://www.zorgenzekerheid.nl/english.htm>

There are also other different health insurance companies available in the Netherlands who all offer their own packages. The costs differ per company as do the options for extra packages (such as physio therapy, dental etc.). In order to get a good overview of these differences, we recommend two websites which give extensive information about health insurances.

When logging into the websites with Chrome, it will give an English translation:

[Independer](#)



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[Zorgwijzer](#)

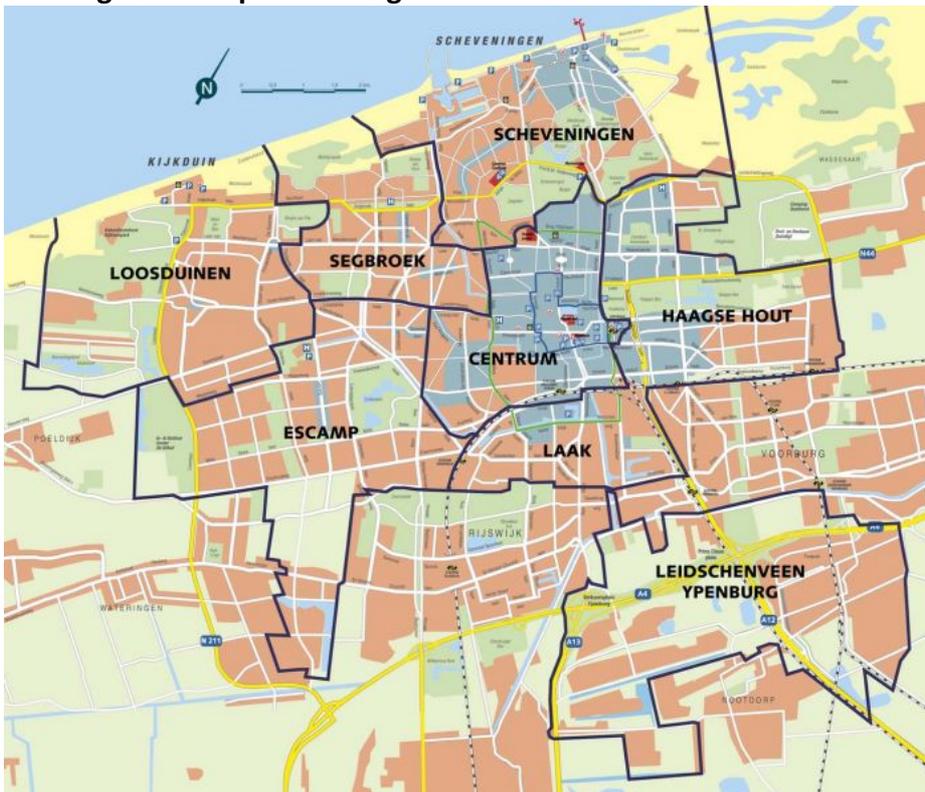
## Health care (FAQ) for expats

<https://www.zorgwijzer.nl/faq/expats>

## Housing; where to live in The Hague?

Den Haag (The Hague) is the third most populated Dutch city, and has a lively expat population due to a lot of international organisations, schools and embassies. Den Haag is a mixture of modern skylines with a historic city centre, and the scenery and activities are as diverse as its mix of residents. Den Haag is the capital of South Holland, the seat of government, and home to the Dutch royal family.

### The Hague is comprised of eight districts



- Centrum
- Escamp
- Haagse Hout
- Laak
- Leidschenveen-Ypenburg
- Loosduinen
- Scheveningen
- Segbroek



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## Centre (centrum)

The area defined by the Archipel, Statenkwartier and Duinoord areas is an extremely desirable and central place to live. Embassies, luxury villas, apartments and mansions are nestled amongst shops, restaurants and cafes, resulting in an exciting urban atmosphere:

- The Archipel neighbourhood in the Centrum district is close to the town centre, museums and parks. The beautifully renovated, old style houses found here are full of character and historic atmosphere. It's an embassy land and a top location where prices are premium and parking space problematic.

## Scheveningen

- Statenkwartier: Located in the city centre, the Statenkwartier neighbourhood in the Scheveningen district is filled with beautiful homes built in the early 1900s. The area's plentiful Art Nouveau architecture, specialty shops and cafes make it a popular destination.
- Homes in the Scheveningen district's Duinoord neighbourhood are typically smaller than those found in the Statenkwartier, but are charming and full of character. Much of the architecture dates from the late 19th century and today the area is known for its somewhat bohemian atmosphere. Those looking for a less urban environment can find larger living spaces and more 'green' within the Haagse Hout district. This area is typically popular amongst families with children, as it provides easy access to downtown amenities while offering a quieter, more natural setting.

## Haagse Hout

- Benoordenhout: The Benoordenhout neighbourhood in the Haagse Hout district is a quiet mixture between urbanity and nature. It's woodland setting on the north and east sides belie its close proximity to the city centre and easy access to the motorways. Parking is plentiful. The houses are spacious and comfortable and include numerous large villas as well as single-family dwellings and apartments. Considering the space and environs, it is a good option for young families with children.
- The Mariahoeve neighbourhood is also located in the Haagse Hout district and offers a similar set of 1930s architecture, green surroundings and easy parking. The railway station is nearby.

Other neighbourhoods popular with expats include Bezuidenhout (Haagse Hout), Marlot (Haagse Hout), Vogelwijk (Segbroek), the beach resort areas of Kijkduin and Scheveningen Van Stolkpark (Scheveningen), Westbroekpark/Duttendel (Scheveningen), Belgisch Park (Scheveningen) and Zeeheldenkwartier (Centrum).

**More information about the districts can be found at:**

[Den Haag City areas](#)



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[Live webcams shots from various streets throughout The Hague](#)

## Housing Assistance

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Finding appropriate housing should be your very first priority. Besides the fact that you need a place to stay, your relocation in the Netherlands starts with registration at the Municipality. A signed rental agreement is preferred for the registration appointment. In case you don't have this yet, we will use the school address as a temporary registration address.

### Preferred real estate agent

Infinitas Real Estate is known as the expat brokerage in the The Hague area. Providing guidance from A to Z for you (and your family). Let Infinitas take away the hassle in your relocation.

Infinitas Real Estate offers guidance on housing and relocation with the following customised packages;

1. housing ( either long term or short stay);
2. home search tour (Infinitas tour);
3. orientation tour area;
4. settling in service;
5. tenancy management.

New in town? Give Infinitas Real Estate a call!

Let our preferred estate agents know how to assist you in your search for your home in The Hague.

If you wish to make use of their special offers, please indicate that you are a (future) employee of The Rijnlands Lyceum Foundation.

Contact details:

Tel: +31(0)70 711 38 11

E-mail: [info@i-re.nl](mailto:info@i-re.nl)

Website: [www.infinitasrealestate.nl](http://www.infinitasrealestate.nl)



INFINITAS  
REAL ESTATE

## Parking

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In most parts of The Hague, you have to pay for on-street parking. [Read more about parking rules, park-and-ride facilities, parking permits and parking fines](#)



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## Relocation allowance Secondary

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### According to the CLA

Employee is entitled to the reimbursement of relocation costs, when

- the move is related to the employee's job at or working relationship with Rijnlands Lyceum Foundation and
- the agreement was discussed and approved by the employer in advance of the move.

### Reimbursement Relocation costs

All new staff moving to the Netherlands is entitled to a relocation compensation consisting of:

- a compensation (tax free) for expenses incurred for the transportation of luggage and household effects of the employee and the members of his family to the new house with a maximum of € 2.500,- for secondary (based on receipts);
- an agreed amount for all remaining expenses that ensue directly from the relocation, set at 12% of the annual salary with a minimum of € 1.820 and a maximum of € 5.445 (tax free);

### Repayment obligation

A descending repayment obligation is applicable for the compensation as described in bullets 1 and 2 for three years after reimbursement.

## Reimbursement relocation allowance?

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The relocation allowance will be paid out as soon as you have filled in the expense claim forms and collected all proof of payments. Usually, it will be paid out with you first salary (end of August) around the 25<sup>th</sup> of August.

## Salary pay day

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Your salary will be paid out on a monthly basis, at the end of the month; usually around the 25<sup>th</sup> of each month.

## Salary slips, AFAS

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AFAS is our digital personnel and salary system. As a new employee you'll receive a registration link for the AFAS portal. You will be able to view your salary slips in AFAS InSite. If you have not received a link after the first salary payment in August, you can request one via: [salarisadministratie@rijnlandslyceum-csb.nl](mailto:salarisadministratie@rijnlandslyceum-csb.nl).

## Storage household goods at school?

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It is not permitted to store household goods at the school (unless it is one box). You can arrange storage yourself, for instance at: <https://www.shurgard.nl/en/self-storage-in-the-netherlands/den-haag>



### Tax: how much tax do I pay in the Netherlands?

The Netherlands has a progressive tax rate. Furthermore, there is taxation on substantial interest, savings and investments. Do not forget that there are also many tax credits and benefits for certain groups of people, including: (single) parents, house owners, workers, non-working spouses, etc. When you have the 30% tax facility, you will pay significantly less tax because part of your remuneration will be paid as a tax-free expense allowance.

For more information, please click [here](#).

### Tax advantage, the 30% ruling

Under the 30% ruling, international staff can receive tax exemption for a <sup>1</sup>maximum of 30% of their annual gross salary.

The 30% ruling is meant as a compensation for the extraterritorial costs that expats incur while living abroad. The 30% ruling applies to staff that have been recruited from abroad. The rule can only be applied if income tax is paid in the Netherlands. The 30% ruling can be received for a maximum period of 5 years.

You are eligible for this allowance if you meet a number of [conditions](#):

- Specific expertise; the applicant must possess specific expertise which is not or hardly available on the Dutch Labour market.
- Salary criteria; your annual gross salary has to be at least € 37,743.- (fiscal wage 2019)  
*or*
- if you are aged below 30 and you are awarded a Dutch Master's qualification in university education or an [equivalent foreign qualification](#), and your annual gross salary wage exceeds € 28,690.- (fiscal wage 2019)  
*and*
- 150 km distance; In the 24 months prior to your 1st day of work in the Netherlands you live at more than [150 kilometers in a straight line from the Dutch border](#).

### HR assistance

HR will assist you in the application process and will send the completed **Application form** to the Dutch Tax Authorities. The content of the application itself is your responsibility. Please note that it is at the discretion of the tax department only to award the 30% rule or not.

More information can be found on the [website of the Dutch Tax Authorities](#):

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<sup>1</sup> A minimum fiscal salary of euro 37.743,- (or euro 28.690) is required after reduction of the 30% ruling is applied. This means that the percentage for your tax advantage is not necessarily 30 % but can be lower in order to ensure that the 30% ruling (gross) deduction does not lower the salary to below the required minimum.



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## School fees

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It is Rijnlands' policy to waive the school fees for children of international staff recruited from abroad on the condition that the 30% ruling is granted. School fees are waived for the two eldest children only. *All additional costs, such as examination fees, MYP Diploma fees, books, IT devices etc., are for your own account.*

Please bear in mind that the school fee waiver applies as long as you have the 30% ruling; when the 30% ruling expires, so will the school fee waiver as well.

## Travel allowance

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Within Rijnlands every member of staff is entitled to an allowance for commuting costs, a location expense allowance and an allowance for travel and accommodation expenses incurred on behalf of the employer. It will be automatically calculated for all employees and paid out with your monthly salary. More information about these allowances can be found in the primary and secondary education collective labour agreements.

## Commuting allowance (CLA Primary)

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If the distance between your home and the school is at least 7.1 kilometers with a maximum of 21.5 kilometers and more, single way, you are entitled to a fixed allowance for the costs of travel between the home and the workplace in compliance with the CLA Primary education. The commuting allowance for different commuting distances and number of working days per week.

## Commuting allowance (CLA Secondary)

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If the distance between your home and the school is at least 8 kilometers single way with a maximum of 25 kilometers in the second year of employment, you are entitled to a fixed allowance for the costs of travel between the home and the workplace in compliance with the CLA Secondary education. The commuting allowance for different commuting distances and number of working days per week.

*What is the definition of business travel?*

Travel for work related purposes to a location other than the school

*How much is the business travel allowance?*

€ 0,28 per driven kilometer

Flights will be reimbursed according to receipt at economy class rates.

*How do I get reimbursed for business travel?*

You need to complete a [declaration form](#) and to the principal/director.



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## VISA

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If you are *not* a European Union National then you will require a work permit. The requirements for this often differ depending on your Nationality. For the latest up to date information for entry please visit [The Government of the Netherlands](#) website.

## Learning Dutch?

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Below you will find more information about learning Dutch for expats:

[Language partners](#)

[Kickstart school](#)

## Dutch for special occasions

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Like any language, Dutch has a range of set phrases people use to mark life events and celebrations. Here's a list of the most common ones, including some of the specifically Dutch customs and vocabulary surrounding these events. [Learn more about Dutch for special occasions.](#)