

#### Postal address

P.O. Box 10315 / 1301 AH Almere  
[info@proalmere.asg.nl](mailto:info@proalmere.asg.nl) / [www.proalmere.nl](http://www.proalmere.nl)



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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 March for those pupils who registered before 1 March.

### Placement

Pupils who register before 1 March 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.

The voluntary school fees for a 1st-year pupil are approximately € 150.00. In the first week of the holiday, we will send you a list explaining what the school fees cover. On this list, you can indicate which items/activities you want to use. We will send an invoice based on the stated fees. The fees include things like school trips, school camp, deposit for locker.

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.

### School website

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

Bertien Hoek  
Director