

A brief overview of our rules and agreements

Do you have to agree with the school rules?

Yes, everyone who enrolls agrees to the school rules. You can find the school rules and the rules for the use of laptops and computers on our website.

Choosing for 'de Jozefienen' means choosing for entrepreneurship, tourism, or IT. Our courses prepare you for higher education or the labour market.

How do we do this? By communicating openly with you, your parents, student counselling and external parties, based on shared values and standards, focused on each other and the world. You can read more about this in our educational project on our website.

Afternoon or evening study?

We offer you the opportunity to work on a PC in the Open Learning Centre (OLC) during the lunch break between 12.30 and 13.00. On Wednesday afternoons, you can study or work on a PC in the OLC from 12.30 to 16.00. You also get your own laptop (on loan for one school year).

From Monday to Thursday, we have evening classes until 18:00 where you can also use the PCs.

What to do in case of absence?

All absences must be reported immediately to the school by telephone on 050 33 19 43. For each absence, you must provide proof of absence to the school office. The parents' statement or the medical certificate must be handed in when you return to school on the first day. If you have already submitted a parental note four times (in the school diary or digitally offered), you must always submit a medical certificate afterwards.

If you are ill for more than three consecutive calendar days, you must submit the medical certificate to the school immediately, before you return.

What if you are late?

You are at school before 8.27 a.m. If you are late in the morning or afternoon, you must first report to the reception. If no valid reason can be shown repeatedly, a penalty will follow. When you enter the classroom late, you must apologize for disturbing the class.

For more detailed information on late arrivals and absences, we refer to the school rules.

What dress code do we have?

There is no uniform at our school, but there are some agreements. For example, clothes should not carry any provocative slogans or symbols. Stylish trousers or skirts must be of a decent length. Just above the knee is acceptable, mini-skirts or shorts are not. The trousers must not be torn or badly frayed. Low-hanging trousers (skate, hip hop, jogging, training trousers ...) are not allowed. Tops with spaghetti straps and halter tops are also not allowed.

Footwear: Flip-flops and slippers are not allowed. Laces must be closed.

We expect a well-groomed hairdo: no extravagant haircuts or unnaturally coloured hair.

No headgear may be worn in the school, except in cold weather with the permission of the principal. Extravagant make-up and eccentric jewellery and piercings are not allowed.

For more detailed information on the rules of life, we refer you to our school regulations.

Which schoolbooks should you order?

We will provide you with the book lists at registration and via the links on our website.

TIP: Make sure you don't already have the correct version of the atlas, calculator, etc. in your possession.

Soon the book lists for the school year 2022-2023 will be available on our website

How do you order your books?

You can buy the books via your trusted bookshop or online via www.studieshop.be Follow the steps below:

- Choose a field of study/institution under "Bestel jouw studiepakket": select 'Sint-Jozefsinstituut Handel, Toerisme & IT Brugge' from the list.
- Choose a study list: select the field of study that you will follow next school year from the list.
- Log in with your account or create an account.
- Then click on 'Check je lijst'.

Sometimes you must make a choice here.

- Click on 'Naar boekenlijst' list' or 'Toevoegen'.
- New books are already marked.
- Books you may already have from last year are not marked.

Then follow the steps to order the books.

Please ignore the suggestions for "leuke artikelen" (other school supplies such as laptops, drinking bottles, notebooks, markers ...). This is misleading advertising and you do not need these items.

The books are delivered to your home.

It is very important that our students can already attend classes with all books as from 1 September. Therefore, we strongly recommend ordering them in time, and that is before 08/07.

If necessary, the amount to be paid can be spread over 3 months and this by means of direct debit. This request is made via the Studieshop website. A small cost will be charged.

If you want to spread the payment over 6 months, you can contact the customer service through a form on the website of Studieshop. The books are sent as soon as the first part of the payment has been made.