



**WELCOME**  
to



**OPTIMIST  
INTERNATIONAL  
SCHOOL**

**BRINGING  
OUT YOUR  
INNER MAGIC!**



**DUSSENSTRAAT CAMPUS  
2025 - 2026**



**NUT-FREE  
SCHOOL**



# WELCOME OPTIMIST FAMILIES!

It's almost time to join our OIS family, and we can't wait to welcome you into our vibrant community! We've put together this handy guide to help you navigate the first weeks of school and provide useful information for the entire year.

Our Admissions Manager, Cheryl and the teaching team are here to welcome our new families, on **Thursday 21 August from 10:00 - 12:00.**

**Let's get started!**

*Anne-Marie*  
Director of OIS



## LOCATION

Early Years to Groups 4 are located at our **Dussenstraat Campus**. The address is **Dussenstraat 34, 2134 DL Hoofddorp**.

This campus is located 5 minutes down the road from our Waddenweg Campus, where the older children are located.

## SCHOOL HOURS

Our doors open at 8:20am, and our school hours start promptly at **8.30am until 2.45pm**.

On the first day, **25 August**, please come to glass doors, on the side of Dirk van den Broek (supermarket), where the class teacher will guide you to your classroom.

The start time for our other campus has been adjusted accordingly to allow for easy drop-off if you have children at both locations.

## DROP-OFF

You are welcome to walk your child up the stairs and to the classroom.

- Please say goodbye outside the classroom door to help your child continue their independence.
- When your child is ready and they know how to get to their classroom independently, they can begin to walk to their classroom on their own. A staff member will be at the bottom entrance door to help them.
- Please keep in mind that the school is a community building and there are shared spaces. The Brandaris school will occupy the lower floor, and Optimist will be located on the upper floor.
- Please walk on the right side of the stairs
- Keep voices low in the hallway and remember learning begins at 8:30 AM.
- We kindly ask parents to leave the building by 8:30 AM.

## What to bring to school:

- ☐ Re-fillable water bottle
- ☐ Healthy snack for morning break
- ☐ Lunch in a lunchbox (which they can open independently)
- ☐ Indoor Gym shoes such as plimsolls or trainers (these will stay at school so please label them clearly)
- ☐ A spare change of clothes including underwear and a full outfit. (Please pack this in a ziplock bag with your child's name on the outside. These will stay at school in case of accidents or messy play).

\*Please label all items with your child's name. PE bags can stay at school and come home weekly for washing.

Got everything?

## FIRST WEEK OF SCHOOL

- The first week can be exciting but also tiring for young children.
- Ms Jess will share exact details of your child's first week personally in a message to you.
- Please talk with **BSO (after-school care)** to agree on the best schedule for your child and communicate a date where this will begin. We do not encourage a full schedule of BSO in the starting weeks for children who are new to our school.

## LATE ARRIVALS

- We will not have a reception point at the main door so it's very important to arrive on time.
- If your child will be late due to an appointment, please send a **Parro** message to the teacher the day before to arrange a meeting time and place at the main door.

## HEALTH & WELL-BEING

We eat healthily in school; we are a 'NUT-FREE' school due to student and staff allergies, please kindly be considerate when making lunch and snack boxes.

If your child has allergies that we should be aware of please notify the school. We have physical education (PE) lessons twice a week and enjoy outdoor breaks in the morning and at lunchtime.

## SCHOOL APP: PARRO

Parro is our **main communication tool**. You will soon receive an email with instructions on how to download the app. Stay up to date with messages, events, and more, all in one place.



## SCHOOL WEBSITE

Our website is a treasure trove of information. From learning resources and policies to news articles and links to our school guide and social media, it's all there. Be sure to explore and get familiar with it!

## PARENT INFORMATION SESSION

We will soon share the date for our Parent Information Session in the first weeks of school. This session will help answer your questions and explain more about the school year, including daily classroom routines from your child's teachers.

Thank you so much for your continued trust and support! We are so excited to begin & continue this journey together. For children moving to Group 2, this is a smooth transition, and they already know many of the routines in the new building.

If you have any questions, please always feel free to reach out.

## LEARNING LADDERS & LEARNING CONFERENCES

We hold three **Parent-Teacher Learning Conferences** (meetings) annually (September, January, June) to discuss student progress.

Our **Ladders at Home** portal provides real-time updates, and end-of-year reports are issued in June. For any concerns or questions, feel free to schedule an appointment with the classroom teacher.







## SWIMMING

Groups 3 and 4 will have swimming lessons during school on Tuesdays. Mr. Pim, our Swimming Coordinator, will provide more information.

We take swimming seriously in the Netherlands, ensuring all children gain basic skills and work towards their Diploma A. **Look out for a detailed letter from your class teacher!**

## OIS LIBRARY

We're proud of our multilingual library! We have a library at both campuses and classroom libraries. Each class visits weekly, and students can borrow books in an OIS library bag. Parents must sign an authorisation form before borrowing begins. Details will be communicated by the school librarian and class teacher.

## STARTING DATES FOR NEW STUDENTS

We welcome new students throughout the school year. Below are those agreed for first half of the year, so far:

25 August 2025  
8 & 22 September 2025  
6 & 29 October 2025  
10 & 24 November 2025

## ATTENDANCE AND ABSENCE REPORTING

Regular attendance is compulsory for children aged 5-16. Notify us of any absences via the **Parro app**.

We are required by law to record reasons for absences and report excessive or unauthorised absences to the Attendance Officer. Ms. Jules manages our strict absenteeism program. For more information you can visit [our website](#).

### Exceptional leave

In exceptional cases, we grant leave during term time. Use the Special Leave Form for family events, moving house, administrative appointments, etc. For more information and forms, visit our website.

## OUR OIS TEAM

We're proud of our diverse team of over 50 staff members from more than **15 nationalities**. Our teachers, assistants, and support staff bring a wealth of educational knowledge and international experience to OIS. Find the complete [staff list on our website](#).

### Our Leadership team

#### SCHOOL DIRECTOR



Anne-Marie van Holst

#### HR & ADMISSIONS



Cheryl Embleton

#### LEARNING LEADER



Colleen Cropp





# VOLUNTEERING COMMUNITY

We encourage family and community members to support our school and students. Parental support is highly appreciated at many levels, such as reading activities, library activities, logistical assistance, special activities (such as excursions), events and specific expertise. We welcome all parents to come into school and use the school facilities.

## Welcome Team

For new families we have a **Welcome Team**, which serves as non-school specific settling-in support. They also offer specific connections to current parents, in which they try to link parents in their own language or with some other connection (e.g. area where they live, previous country, or company they work with) if requested.

## Class Parent

Every class has a **Class Parent**. Class parents serve as a liaison between the class teachers and the parents. Class parents are parents who volunteer to assist their child's class teacher with class and schoolwide activities. They are also a welcoming informal network of support to new parents and a source of assistance to the class teacher, on all sorts of non-educational matters. Class parents do not have a formal role in the school. **The Participation Council (PC)**, their role doesn't involve communication between parents and school about learning or teaching concerns, complaints, individual opinions, school policies or other school matters.

Class parents run the class parent **WhatsApp group**. The class WhatsApp traffic is intended for announcements about practical matters and the provision of information. It is not intended for one-on-one conversations, discussions, disagreements or emotionally charged messages. We explicitly ask parents not to use the app group to express complaints about children/the teacher or to disclose information about their child. This entails insecurity for all those involved and is not in the interest of cooperation around children. In the group no pictures of children can be shared by parents, because of privacy reasons.

**Class parents**, along with the **Welcome Team**, are also a welcoming informal network of support and a crucial source of assistance to the class teacher on many non-educational matters. Assistance can include: organizing volunteers for group activities, helping organize class displays, activities, etc. As a group, the Class Parents also work together on the organization of events and seek support from other parents in school willing to volunteer in their own class or school-wide, for example school trips, sports events and decorating the building during events.

## Volunteering

We also have regular volunteers who assist teachers with specific support such as weekly **swimming lessons, running the library, reading with children**.

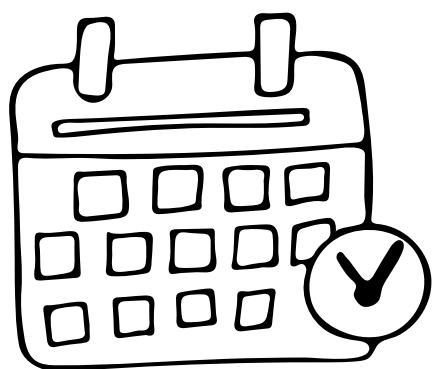
At the beginning of each school year, we advertise all these voluntary opportunities in school and hope to recruit as many parents as possible to join our volunteering community in a role that suits them taking into account their availability. Parents who have occasional time available often register as an **Activities Volunteer** and may be contacted by teachers, class parents or specific event organizers to help at specific moments.

To volunteer, register or request support, contact Jules at [julie.joly@floreer.nl](mailto:julie.joly@floreer.nl).



## SCHOOL CALENDAR

Our school calendar is available via the [website](#) and on the **Parro app**.



## AFTERSCHOOL CARE

UniKidz provides afterschool care from end of school-6.30pm with activities like dance, cooking, sports, and swimming. Sign up at [Unikidz](#). UniKidz also offers summer camps during the first week of summer holidays.

There are additional extra-curricular sporting and language activities available for students, you can find out more on our [website](#).

## OIS ON SOCIAL MEDIA

Follow us on social media for a glimpse into our school life! We regularly post photos, videos and updates from all corners of the school. Click the links below to Like, Share, and join the conversation on our Facebook, Instagram and LinkedIn pages.



## TRANSPORT AND PARKING

Our school is accessible by bike, public transport, and car. Plenty of parking is available at Dirk, Action, and Albert Heijn. If possible, we always encourage walking or cycling. Bicycle parking is available outside the school building. Bus number 341, stops around the corner.

## PERMISSION TO USE PHOTOGRAPHS

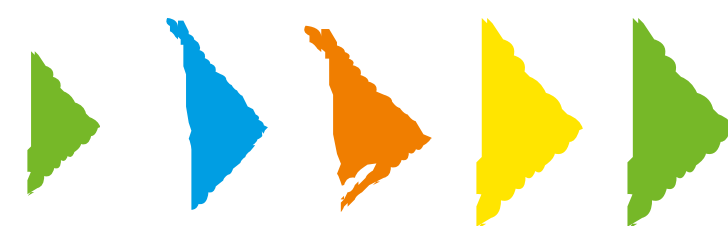
We request photo/video permissions at the start of the year for use on our website, social media, and app. You can opt in or out anytime on **Parro**. Privacy preferences can be updated as needed.

## PARTICIPATION IN SCHOOL TRIPS AND ACTIVITIES

Within our re-registration process we ask you to give us permission once a year for your child to participate in school trips and activities.

**ADDITIONAL INFORMATION ON ALL TOPICS MENTIONED IN THIS DOCUMENT CAN BE FOUND IN OUR SCHOOL GUIDE, [OUR WEBSITE HERE](#).**

If you have any questions, don't hesitate to reach out to us, we are happy to help and receive feedback



We're excited to have you with us for a 'magical' school year!

**OIS TEAM**

## OPTIMIST INTERNATIONAL SCHOOL

**Waddenweg Campus**  
Waddenweg 87  
2134XL Hoofddorp

**Dussenstraat Campus**  
Dussenstraat 34  
2134 DL Hoofddorp

+31(0)23 303 59 24  
[info@optimist-international-school.nl](mailto:info@optimist-international-school.nl)  
[www.optimist-international-school.nl](http://www.optimist-international-school.nl)

You can also find us on Facebook,  
Instagram and LinkedIn.



**Floreer**  
Openbaar  
onderwijs en opvang

**STICHTING FLOREER**  
Wilhelminalaan 55, 2132 DV Hoofddorp  
+31 23 564 0999  
[info@floreer.nl](mailto:info@floreer.nl)

