



Welcome Guide

Primary Campus

2026-2027



**Optimist
International
Academy**



WELCOME OPTIMIST FAMILIES

It's almost time to join our OIA 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 13 August from 2:00 to 3:00 PM.**

Let's get started!



Anne-Marie
Head of Primary

LOCATION

Our OIA Primary Campus is located at in the heart of Floriande at, Dussenstraat 34, 2134 DL Hoofddorp.

This campus is located across the street from our OIA Secondary Campus.

SCHOOL HOURS

Our doors open at 8:00 AM, and our school hours start promptly at **8.15 AM until 3:00 PM**, Monday, Tuesday, Thursday & Friday. On Wednesday, **8:00 AM until 12:30 PM**.

On the first day, **Monday, 17 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.

DROP-OFF

- You are welcome to walk your child up the stairs and to the classroom the first few drop-offs as a new environment can be daunting.
- 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 walk on the right side of the stairs
- Keep voices low in the hallway and remember learning begins at 8:15 AM.
- We kindly ask parents to leave the building by 8:15 AM.
- Our neighbouring school 'Klavertje Vier' has a scheduled outdoor break on Wednesdays until 12:30 PM, we kindly ask parents who are arriving for pick up to wait outside the gate until they have gone back inside.

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



FIRST WEEK OF SCHOOL

- The first week can be exciting but also tiring for Early Years children.
- Our Team 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.

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.

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!**

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!

GENERAL INFORMATION SESSION

Our General Parent Information Session will take place on October 1st, 5:00-7:00PM. This session will help answer your questions and explain more about the school year, including daily classroom routines from your child's teachers. This is something we do annually and is relevant to both old and new parents!

LEARNING CONFERENCES

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

More information regarding learning conferences will be shared by the class teacher.





ATTENDANCE & 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. Please contact our reception for more information.

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 OIA library bag. Parents must sign an authorisation form before borrowing begins. Details will be communicated by the school librarian and class teacher.

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](#).

TRANSPORT & 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.

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 policies or other school matters.

Class parents run the class parent WhatsApp group, intended for announcements about practical matters. 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. 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.

Participation Council

OIA's Participation Council (PC) consists of elected representatives; both parents and staff. Their contribution and support plays a vital role in the school development. The PC acts in an advisory capacity and is often required to give consent or counsel on certain topics in accordance with participation council regulations. The PC currently consists of three parents and three teachers.

The Participation Council's role doesn't involve communication between parents and school about learning or teaching concerns, complaints, individual opinions, school policies or other school matters.

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.

OUR OIA TEAM

We're proud of our diverse team of over 40 staff members from more than **15 nationalities**. Our teachers, assistants, and support staff bring a wealth of educational knowledge and international experience to OIA.

SCHOOL TRIPS & 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.

OIA 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.



DIGITAL CONTENT PERMISSION

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 on **Parro**. Privacy preferences can be updated as needed.

ADDITIONAL INFORMATION ON ALL TOPICS MENTIONED IN THIS DOCUMENT CAN BE FOUND IN OUR SCHOOL GUIDE & WEBSITE

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





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