



Welcome Guide

Secondary Campus

2026-2027



**Optimist
International
Academy**

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WELCOME TO OIA SECONDARY

It is official! Your academic journey at OIA Secondary is about to begin. Soon, you will be filled with the excitement and energy that comes with starting something new - meeting teachers, connecting with peers and discovering a learning environment where they students are at the heart of everything we do. We've put together this handy guide to help you navigate the first weeks of school and provide useful information for the entire year.

The first day of school will be **Wednesday, 19 August**, and students will be welcomed by their mentor at the main entrance of the school at **08:30**.

Let's get started!



Jon Symmons
Head of Secondary



Lisabete Ferreira
MYP Coordinator



ORIENTATION DAYS

19 & 20 AUGUST 2026

On **Wednesday, August 19**, you will begin your journey at Optimist International Academy Secondary. We expect you at **8:30 a.m.** at the main entrance of the school, where you will be welcomed by your mentor.

Below is an overview of the mentors:

MYP1a - Ms. Meier

MYP1b - Ms. Metzelaar

MYP2a - Mr. Pigott

What will we be doing during these two days?

- Going over the class schedule
- Getting a locker
- Getting to know each other
- Doing sports
- Explore the school building
- Receive your laptop
- Log into your school account

What do you need for the orientation days?

- Pencil case with contents: pen, colored pencils, eraser, scissors, glue stick (Pritt), etc.
- School bag
- Lunch and drinks
- School planner/agenda
- Mobile phone (only allowed in class during these two introduction days)

The orientation days end on **Wednesday and Thursday at 2:30 p.m.**

Start of classes:

On **Friday, August 21**, your first school day starts according to your schedule



PRACTICAL INFORMATION

LOCATION

Our OIA Secondary Campus is located at in the Haarlemmermeer Lyceum building at, **Baron de Coubertinlaan 2, 2134 CG Hoofddorp**.

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

LESSON TIMES

1st	08:30 - 09:15
2nd	09:15 - 10:00
3rd	10:00 - 10:45
Break	10:45 - 11:15
4th	11:15 - 12:00
5th	12:00 - 12:45
Break	12:45 - 13:15
6th	13:15 - 14:00
7th	14:00 - 14:45
8th	14:45 - 15:30
9th	15:30 - 16:15
10th	16:15 - 17:00



GOLDEN RULES

In the classroom we have a few rules which help maintain a safe and welcoming learning environment and also shows your fellow classmates and teachers respect.

Please keep your phone in your locker or in your bag and keep your coat in your locker or on the coat racks. Have you done your homework? Do you have your school supplies?

Make sure you are in class on time and be mindful of others during lesson times. Thank you for helping make our school a place where we all feel at ease!

BUS ROUTES

You can reach our school easily with the following bus routes, they all stop within a few minutes walk of our campus:

- Bus 169
- Bus 341
- Bus 343



LESSON TIMES (SHORTENED)

1st	08:30 - 09:00
2nd	09:00 - 09:30
3rd	09:30 - 10:00
Break	10:00 - 10:15
4th	10:15 - 10:45
5th	10:45 - 11:15
Break	11:15 - 11:45
6th	11:45 - 12:15
7th	12:15 - 12:45
8th	12:45 - 13:15
9th	13:15 - 13:45
10th	13:45 - 14:15

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!

IMPORTANT DATES

ORIENTATION DAYS

August 19th & 20th - These two days are designed to get you comfortable at school, with your classmates and teachers. It gives you an opportunity to ask questions and learn about the school and schedule before lessons start.

FIRST DAY OF LESSONS & OPENING CEREMONY

August 21st - First day of lessons and later in the day will be the official OIA Secondary opening celebration, more information will follow!

PARENT INFORMATION EVENING

Your parents/guardians will probably want to meet your mentor. We are organizing this on **Wednesday, August 26th at 6:00 p.m.** We believe good cooperation between students, parents/guardians and mentors is important for a positive and successful school experience. By staying in regular contact and sharing information, we can ensure the best support for your education. Your mentor is the first point of contact for you and your parents/guardians and helps with questions, challenges and tracking your progress at school. Together we work toward a safe environment where you feel seen and can develop well.

MYP IMMERSION CAMPS

MYP 1 & 2 will be going on an immersion camp later in September at **Het Buitencentrum** in Overasselt, more information about this activity will be shared with you closer to the time!

September 9th - 11th - MYP2 Immersion Camp

September 16th - 18th - MYP1 Immersion Camp

WINTER WONDERLAND SCHOOL PARTY

November 27th - 7:30 p.m. to 9:00 p.m.

Every year we organize the most fun school party. This years theme is Winter Wonderland. During this festive evening, the school will be transformed into a cozy winter world full of lights, music, and fun. It's a great opportunity to dance with classmates, have fun, and meet new people outside of lessons. Wear your best winter outfit and enjoy an unforgettable evening. Together we will make Winter Wonderland a party to remember!

SPARKING CURIOSITY WEEKS

At the end of every term there are test weeks for each subject, these are called sparking curiosity weeks:

- **5 - 9 October 2026**
- **14 - 17 December 2026**
- **15 - 17 March 2027**
- **21 - 24 June 2027**

HOLIDAYS & STUDY DAYS

You can always find the most accurate list of our holidays and study days on our [website](#).

HOLIDAYS

Description	Start Date	End Date
Autumn Holidays	10-10-2026	18-10-2026
Christmas Holidays	19-12-2026	03-01-2027
Spring Holidays (<i>Friday 19 February - Extra Holiday</i>)	19-02-2027	28-02-2027
Easter Holiday – Good Friday	26-03-2027	26-03-2027
Easter Holiday – Easter Monday	29-03-2027	29-03-2027
May Holidays	24-04-2027	09-05-2027
Whit Monday (Pentecost)	17-05-2027	17-05-2027
Summer Holidays	10-07-2027	22-08-2027

STUDY DAYS

Date	Description
Monday 17 August 2026*	Study Day
Tuesday 18 August 2026*	Study Day
Thursday 1 October 2026	Study Afternoon; Students end at 12:45
Wednesday 9 December 2026	Study Afternoon; Students end at 12:45
Thursday 14 January 2027	Study Day
Tuesday 2 March 2027	Study Afternoon; Students end at 12:45
Tuesday 11 May 2027	Study Afternoon; Students end at 13:00
Friday 25 June 2027	Study Day

* Proceeds or continues with a Holiday.



HELPFUL TIPS FOR YOUR FIRST YEAR

As a new first-year student, good preparation can take away a lot of stress. Here are a few tips that can help.

The evening before

- ☐ **Check your timetable**, and only pack the books and notebooks you need.
- ☐ **Prepare your school bag**, house and bike key or travel card, a snack/lunch, and PE kit (if needed).
- ☐ **Set an alarm** and try to get enough sleep (8-10 hours)

In the morning

- ☐ **Wake up on time**, so you don't need to rush.
- ☐ **Eat breakfast**, this is important for concentration.
Check you've got everything!
- ☐ *School Pass*
- ☐ *Books & Notebooks*
- ☐ *Pencil case*
- ☐ *Agenda or planner*
- ☐ *Lunch and Drinks*
- ☐ *PE kit (if needed)*



DURING THE FIRST WEEKS OF SCHOOL

- Write down homework and important announcements immediately
- Don't hesitate to ask for help from teachers, mentors and other students, everyone is happy to help you!
- Try to learn your new classmates names, and start conversations with them!

CREATE A ROUTINE

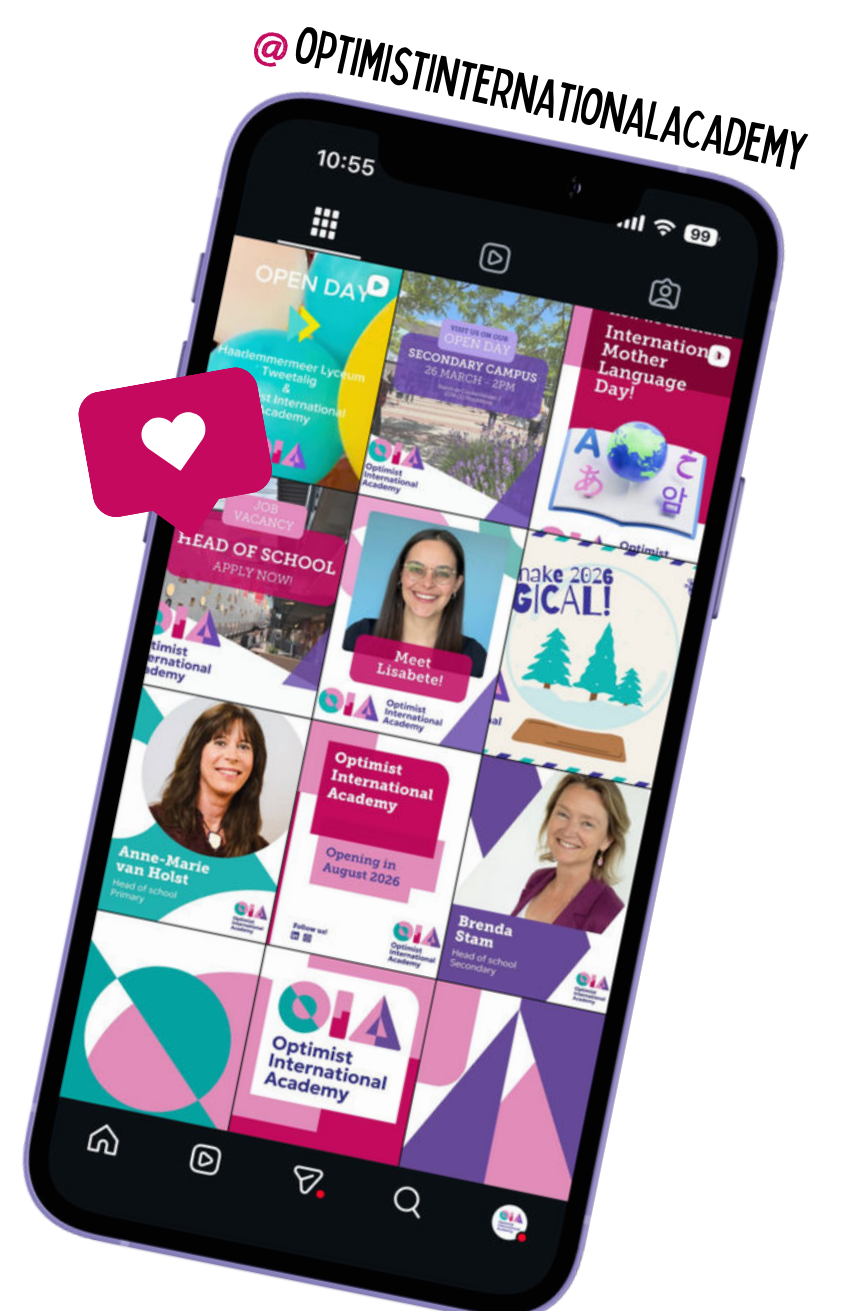
- Check your homework regularly
- Pack your bag the evening before
- Check your agenda for tests, projects and activities, making it important that you keep it up to date.

FEELING NERVOUS?

It's completely normal for you to feel nervous about starting something new. Many first-year students wonder where they should sit, how to make new friends or where their classroom is. Remember that you are all experiencing this for the first time and you can support each other. You can always reach out to your mentor, teachers or older classmates for help.

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.

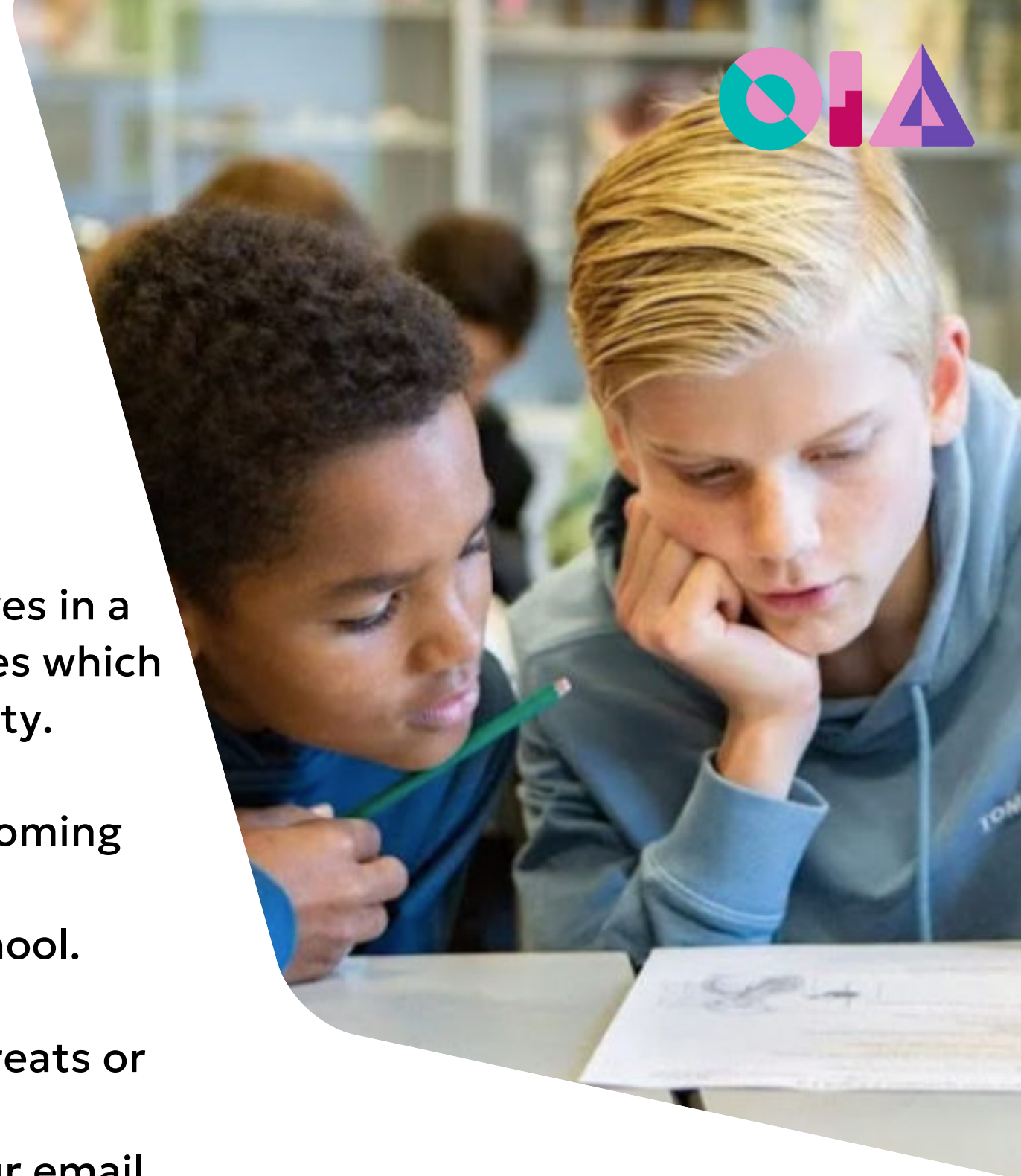


SCHOOL RULES & EXPECTATIONS

In our school building which we share with Haarlemmermeer Lyceum, we all conduct ourselves in a respectful and kind manner. Here are a list of rules which all students adhere to while on the school property.

- Together we ensure a pleasant, safe and welcoming school.
- We are kind and respectful to everyone at school.
- We follow instructions.
- We do not accept bullying, discrimination, threats or violence.
- We read messages in Toddle, Magister and our email.
- We bring our books, notebooks and other materials.
- We arrive on time for lessons.
- Mobile phones, smartwatches and earbuds stay at home or in the locker during the school day.
- The use of a laptop/iPad is only permitted in the classroom when instructed by the teacher, or in the Media Resource Centre and the study area on the 2nd floor. A laptop or iPad is only used for schoolwork and when allowed by the teacher.
- We do not use social media, games or streaming services at school.
- We only take photos, videos or audio recordings if everyone has given permission.
- We keep the school clean and tidy up our own belongings and waste.
- We do not use chewing gum at school.
- We do not drink energy drinks and we do not eat fast food in the school building.
- During free periods, we stay in the cafeteria or a study area.
- Study areas are for quiet work and learning.
- We also keep the area around the school tidy.
- Bicycles and fatbikes are parked in the designated areas.
- On the ramp, we walk our bikes.
- Only students and staff are allowed on the school premises.
- If a teacher is not there after five minutes, one student informs the caretaker or reception. The rest wait quietly outside the classroom.

Together we make our school a safe place where everyone feels welcome.



TODDLE, MAGISTER & EMAIL

When communicating with each other, we use two apps: Toodle and Magister. It is important that you quickly learn how to set them up on your laptop - your mentor will help you with this during the orientation days.

TODDLE

Toddle is the programme that will be used most often to communicate information about school events, and general school announcements. Your subject teachers and mentors will also use it to share resources and set you work and assignments. In addition, using Toddle, you'll be able to message your teachers and submit your work for feedback and assessment. Teachers will also share marks and grades with you via Toddle so you can check your progress. We will also use Toddle to send messages to your family and they will be able to see how you are progressing in your subjects.

MAGISTER

You will use Magister daily to check your schedule. Sometimes you will have a room change or the timing of a lesson will change. It is important to look at Magister before the new day starts so you know what to expect.

EMAIL

In addition to Toddle and Magister, it is important you check your school email on a daily basis in case you have been sent a message by a teacher or you have a notification from Toddle. Again, your mentor will show you how to access and use your email address and will explain what is necessary to include when writing an email to someone.



PHYSICAL EDUCATION (PE)

Physical education is an important part of our curriculum, moving and exercise are essential for a healthy mind. During PE we have some basic expectations of our students:

- We actively participate in all PE (physical education) lessons.
- Attendance at PE lessons is at all times required. Students who are unable to participate will be assigned an alternative activity or task.
- During PE lessons, we wear the required sports clothing so everyone can exercise safely.
- We store valuable items in our locker before the lesson.

GYM LOCATION

From the start of the school year until the autumn break and after the may break until the end of the school year, your PE lessons will be located at:

UNO
Bennebroekerweg 600
2135 AA Hoofddorp

Together with your classmates and teacher you will bike to this location.

Between the autumn and may break your PE lessons will be at either of these two sport halls:

Sporthall at school
Sporthall at SKWA

EXTRACURRICULAR ACTIVITIES

The Green Team

René Ouwerkerk
r.ouwerkerk@haarlemmermeerlyceum.nl

Musical

Puck Tangerman
p.tangerman@haarlemmermeerlyceum.nl

Odyssee Gifted Education

Emily Miles
e.miles@haarlemmermeerlyceum.nl

GSA- Gender & Sexuality Alliance

Benthe Wijers
b.wijers@haarlemmermeerlyceum.nl

MUN (Model United Nations)

Angeliki Tsirigoti
a.tsirigoti@haarlemmermeerlyceum.nl





ARE YOU LATE OR SICK?

WHAT TO DO IF YOU'RE LATE

If you happen to be late to school one day, please report to the reception, pick up a late note and proceed to your lesson.

If you have a special reason for being late, you can discuss this later with your mentor or Mr Symmons.

If you are unable to arrive on time and are late several times, we will contact your parents/guardians to see how we can help you arrive on time. This may include reporting to school at **8:00 a.m.** the day after you are late.

Arriving on time is important, helps the lesson start calmly and ensures you don't miss anything.

WHAT TO DO IF YOU'RE SICK

Do you feel unwell? In most cases, you can still come to school.

Stay at home if you have a fever, are vomiting, have diarrhea or if your parents/guardians and a doctor advise this.

If you are sick and cannot come to school, your parents/guardians must report this to the school before **9:00 a.m.** by phone at **023 - 5620963** or by email at **absence@oia-secondary.nl**. If you are still sick for a longer period, including after a weekend, your parents/guardians must report you sick again.

If you have an appointment with, for example, a GP, dentist, orthodontist or another healthcare provider, your parents/guardians must inform the school at least one day in advance.

We find it important that you attend as many lessons as possible. If you have been ill frequently during the school year, the school may work with your parents/guardians to see how we can best support you. Sometimes we may ask the school doctor for advice. This way, we ensure together that you stay healthy and miss as few lessons as possible

IMPORTANT CONTACT INFORMATION

Head of School

Mr. Symmons

j.symmons@oia-secondary.nl

MYP Coordinator

Ms. Ferreira

l.ferreira@oia-secondary.nl

MYP1a Mentor

Ms. Meier

k.meier@oia-secondary.nl

MYP1b Mentor

Ms. Metzelaar

j.metzelaar@oia-secondary.nl

MYP2 Mentor

Mr. Pigott

f.pigott@oia-secondary.nl

Student counsellor

Ms. Broer

j.broer@oia-secondary.nl



**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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